

Participating LEA Member - Certification and Assurances Consortium Funding for EHCY Grant Funding for FY_____

The superintendents or designees of the local educational agencies (LEAs) listed on this document agree to form and participate in an Education for Homeless Children and Youth (EHCY) Grant consortium of LEAs for the purpose of providing supplemental programs and services to children and youth experiencing homelessness. By affixing signatures to these forms, the superintendents or designees certify the following: (1) the LEAs will abide by all the statutory requirements of the EHCY Program, and (2) the LEAs will adhere to the legal assurances contained in the EHCY Grant Program Assurances.

Participating LEA Member - Certification

LEA Member: _____ LEA CTDS: _____

Participating LEA Member Contact Information

Administrator/Authorized LEA Representative:

Title:

Mailing Address:

City:

State:

ZIP:

Telephone:

Fax:

E-mail:

Main Contact for EHCY Budget

Name:

Title:

Telephone:

E-mail:

McKinney-Vento Homeless Liaison

Name:

Title:

Telephone:

E-mail:

I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.

Printed Name of Superintendent or Designee

Signature of Superintendent or Designee

Date

Participating LEA Member – EHCY Program Assurances

MEMORANDUM OF UNDERSTANDING

The lead LEA/fiscal agent of this consortium has provided this local education agency (LEA) with a copy of the *Memorandum of Understanding* (MOU) for the consortium. This LEA has been made aware of, and agrees with, all terms and conditions of this consortium as stated in the MOU.

While the lead LEA/fiscal agent assumes responsibility for Funding Application submission, this LEA understands it also assumes a degree of fiscal responsibility for ensuring grant compliance with the USFR Chart of Accounts coding and rules, and requirements of Federal funding.

LEA acknowledges it has been provided with a copy of the lead agent's *Memorandum of Understanding*. _____ (initials)

GENERAL PLAN ASSURANCES

Per Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards /Subtitle VI- General Provisions for Selected Items of Cost/§ 200.428 Collections of Improper Payments - The costs incurred by a non-Federal entity to recover improper payments are allowable as either direct or indirect costs, as appropriate. Amounts collected may be used by the non-Federal entity in accordance with cash management standards set forth in § 200.305 Payment.

LEA agrees it has read and understands the above *General Plan Assurances*. _____ (initials)

McKINNEY-VENTO HOMELESS ASSISTANCE ACT ASSURANCES

Pursuant to the McKinney-Vento Homeless Assistance Act (42 U.S.C. §§ 11431–11435), all local education agencies (LEAs) shall ensure that the following requirements are met to remove barriers to the identification and educational access, stability, and success of children and youth experiencing homelessness:

- **Policy Review and Removal of Barriers:** Review, revise, and implement policies and procedures to remove barriers to the identification, immediate enrollment, attendance, and success of children and youth experiencing homelessness, including those related to transportation, immunization and health records, proof of residency, birth certificates, guardianship documentation, academic records, and other required documentation.
- **Identification and Outreach:** Actively identify children and youth experiencing homelessness, including those not currently attending school and those who are unaccompanied, and take affirmative steps to support enrollment and regular attendance.
- **Immediate Enrollment:** Immediately enroll children and youth experiencing homelessness and ensure full participation in school while records are obtained, including when typically required records or documentation are unavailable.
- **School Stability:** Implement a best interest determination (BID) process that presumes remaining in the school of origin is in the child's or youth's best interest. The process must consider student-centered factors, including the potential impact of mobility on the child's or youth's academic achievement, education, health, and safety, as well as prioritization of the parent's, guardian's, or unaccompanied homeless youth's request.

- **Transportation:** Provide transportation to and from the school of origin, when requested by the parent, guardian, or McKinney-Vento Homeless Liaison for an unaccompanied homeless youth, to support school stability and remove barriers to attendance.
- **Shared Transportation:** Upon receipt of a shared transportation request, coordinate with the LEA of the school of origin to agree on how responsibilities and costs will be apportioned. Ensure transportation is arranged promptly and provided in the mode determined most appropriate for the child or youth by the LEA of the school of origin. Transportation for the child or youth to the school of origin should not be delayed or interrupted while coordination or cost-sharing arrangements are being finalized.
- **Equal Access to Programs and Services:** Ensure that children and youth experiencing homelessness have equal access to all instructional and non-instructional programs, including public preschool programs, career and technical education, advanced placement and gifted programs, special education, and extracurricular activities.
- **Appropriate Program Placement:** Ensure that children and youth experiencing homelessness are promptly referred, assessed, and placed in appropriate programs and services, including special education, gifted and talented, and English learner programs, consistent with each student’s needs.
- **Access to Meals, Supplies, and Title I Supports:** Ensure that all children and youth experiencing homelessness receive free school meals, Title I, Part A services and supports, and access to necessary educational materials and supplies, including textbooks and technology.
- **Collaboration and Coordination:** Coordinate with community organizations, local agencies, and service providers, including shelters, housing agencies, and social service organizations, to raise awareness of the Educational Rights of Children and Youth Experiencing Homelessness, promptly identify, and immediately enroll children and youth in school to minimize educational disruption and support continuity of educational and related services.
- **Annual LEA Staff Training:** Ensure that the McKinney-Vento Homeless Liaison of Record provides annual professional learning for LEA staff working with students experiencing homelessness, including enrollment staff, counselors, transportation personnel, and administrators.
- **Professional Learning:** Ensure that the McKinney-Vento Liaison of Record receives technical assistance and annually attends a minimum of eight (8) professional learning hours provided by the Arizona Department of Education (ADE) Homeless Education Program. The eight (8) professional learning hours may also be supplemented by attending sessions provided by the National Center for Homeless Education (NCHE), SchoolHouse Connection, etc. LEAs must provide evidence or certification hours upon request of ADE for professional learning hours obtained throughout the year.

LEA agrees it has read and understands the above *McKinney-Vento Homeless Assistance Act Assurances*. _____ (initials)

EDUCATION FOR HOMELESS CHILDREN AND YOUTH (EHCY) GRANT PROGRAM ASSURANCES

The services and activities described in this application provide supplemental support services and professional learning that is aligned with the McKinney-Vento Homeless Assistance Act and the local education agency (LEA) Integrated Action Plan with the Arizona Department of Education (ADE). Local homeless education programs that do not align to current plans or supplant existing services will be required to revise their applications.

The LEA applicant assures the following regarding the use and oversight of EHCY subgrant funds:

- Align the determination and use of EHCY funds with authorized activities under the McKinney-Vento Act, using data to identify and respond to the unique and evolving needs of children and youth experiencing homelessness.
- Implement an attestation-of-need process to ensure all requested supplemental services and activities are justified, reasonable, and connected to identified barriers to enrollment, attendance, and success.
- Provide instructional, research-based services that enable children and youth experiencing homelessness to meet

Arizona Academic Standards.

- Deliver non-instructional and support services, such as health, counseling, transportation, and referrals, needed to remove barriers and promote educational stability.
- Use EHCY funds to supplement, not supplant, other local, state, or federal resources.
 - EHCY funds must not replace regular academic programming and must expand or improve services provided as part of the regular academic program (42 U.S.C. § 11433(a)(3)).
 - Coordinate EHCY funds with other federal and state programs (e.g., Title I, Title III, Special Education) to ensure all services remain supplementary.
 - Provide students experiencing homelessness with services comparable to those offered to other students (42 U.S.C. § 11432(g)(4)).
- Maintain written policies, procedures, and safeguards for the dissemination of EHCY-purchased supplies to ensure all funds are used only for their intended purpose and are available for monitoring review.
- Retain vendor contracts, purchase orders, and supporting payment documentation for all services or goods funded through EHCY, ensuring records are accessible for monitoring and audit.

LEA agrees it has read and understands the above *EHCY Grant Program Assurances*. _____ (initials)

The LEA agrees it has read and understands the above EHCY Program Assurances.

*Each LEA member of the consortium is required to complete all pages. The lead LEA/fiscal agent is responsible for uploading completed documents to the **Related Documents** section of the EHCY Grant application.*

Name of LEA Consortium Member Representative

Title of LEA Consortium Member Representative

Signature of LEA Consortium Member Representative

*The lead LEA/fiscal agent is responsible for uploading completed documents to the **Related Required Documents** section of the EHCY grant funding application. For assistance, please contact:*

ADE Homeless Education Program Team
Homeless@azed.gov