

**Lead LEA/Fiscal Agent Funding Forms & Memorandum of Understanding  
Consortium 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.

**Lead LEA/Fiscal Agent of Consortium**

Lead LEA/Fiscal Agent: \_\_\_\_\_ LEA CTDS: \_\_\_\_\_

Name & Title of Contact for the Lead LEA/Fiscal Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name of Superintendent or Designee

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

**List of Participating LEA Consortium Members**

The following LEAs are applying to participate in this consortium. Each participating member must complete the required **Participating LEA Member – Certification and Assurances** document.

Name of LEA	LEA CTDS	March 1 <sup>st</sup> Preliminary Allocation	Adjusted/Final Allocation (post July 1 <sup>st</sup> )
Lead LEA/Fiscal Agent:			
Member 1:			
Member 2:			
Member 3:			
Member 4:			
<b>Total Grant:</b>			

**Note:** Only EHCY allocation amounts should be listed in the table above. Add an additional sheet, if needed.

**Memorandum of Understanding for EHCY Consortium Funding for FY**

(Period of Availability through September 30, )

This Memorandum of Understanding represents the agreed upon program, services, and materials to be provided students experiencing homelessness in **list of LEAs in consortium** during the project period. The **name of the Lead LEA/Fiscal Agent** will act as the Lead LEA/Fiscal Agent of the consortium. A consortium of LEAs receiving an EHCY subgrant award must meet the same requirements as LEAs receiving individual subgrants.

The consortium will plan to expend the entirety of its EHCY subgrant funds during the project period. As the Lead LEA/Fiscal Agent, **name of the Lead LEA/Fiscal Agent** will be responsible for submitting the EHDY funding application and any necessary application revisions on behalf of the consortium members.

**The Lead LEA/Fiscal Agent will:**

1. co-create a plan for how funds will be used or distributed, including any services to be provided to consortium members that meet the needs of students experiencing homelessness enrolled in all consortium member LEAs,
2. develop and collect Memorandums of Understanding (MOUs) and assurances signed by all consortium member LEAs that reflect the needs of students and plan for the use of funds,
3. complete the EHCY grant application and budget in Grants Management Enterprise (GME),
4. manage the budget, submit claims, and ensure expenditures requested for reimbursement align with the approved grant,
5. ensure that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees of the EHCY Grant Program,
6. maintain separate financial records for its members,
7. communicate to all members any information from the Arizona Department of Education (ADE) relevant to the fiscal application and programmatic requirements of the funds,
8. submit timely and regular requests for reimbursement and disburse the funds throughout the project period,
9. submit the EHCY grant completion report, which includes final expenditures and the required documentation,
10. coordinate regular meetings and professional learning, as needed, for the purpose of assessing and meeting the needs of the Consortium, and
11. comply with any other requests for information from the Arizona Department of Education (ADE).

**The fiscal agreement reached between the Lead LEA/Fiscal Agent and consortium members is defined below:**

- Individual LEA Allocations:** Each LEA consortium member shall submit a budget to the Lead LEA/Fiscal Agent which does not exceed its current year allocation, plus carryover, if applicable.
- Pooling of Funds:** All LEA consortium members are pooling funds to create and implement a Homeless Education Plan to benefit all members of the consortium.
- Combination:** The LEA consortium members listed below are to receive their individual allocation amount, and the rest of the LEA consortium members are pooling funds:
  - Receiving Individual LEA Allocations:**
  - Pooling of Funds:**

Name & Title of Lead LEA/Fiscal Agent Representative: \_\_\_\_\_

Signature of Lead LEA/Fiscal Agent Representative: \_\_\_\_\_

The Lead LEA/Fiscal Agent is responsible for uploading completed required documents to the **Related Documents** section of the EHCY funding application. For assistance, please contact:

**ADE Homeless Education Program Team**  
[Homeless@azed.gov](mailto:Homeless@azed.gov)