

# Lead LEA/Fiscal Agent Memorandum of Understanding for ARP Homeless - Entitlement Consortium Grant Funding

The superintendents or designees of each of the local educational agencies (LEA) listed on this document agree to form and participate in an ARP Homeless II-Entitlement grant consortium of LEAs for the purpose of providing supplemental programs and youth experiencing homelessness. By affixing their signatures to these forms, the superintendents or designees certify that: (1) they will abide by all statutory requirements of ARP-HCY II, and (2) they will adhere to the legal assurances contained in the ARP Homeless II-Entitlement Grant Program Assurances.

## Lead LEA/Fiscal Agent of Consortium

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

**Print name of administrator/contact person for the Lead LEA/Fiscal Agent:**

Administrator/Contact:

Title:

Mailing Address:

City:

State:

ZIP:

Telephone:

Fax:

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

## List of Participating LEAs

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

Name of LEA	LEA CTDS	Initial Allocation	Final Allocation
Lead LEA/Fiscal Agent:			
Member 1.			
Member 2.			
Member 3.			
Member 4.			
Member 5.			
Member 6.			
Member 7.			
Member 8.			
Member 9.			
Member 10.			
Member 11.			
Member 12.			
<b>NOTE:</b> A properly constituted consortium must generate a grant of \$5000 at minimum.		<b>Total grant:</b>	

**Note:** Only ARP Homeless II-Entitlement allocation amounts should be listed in the table above. Add an additional sheet if needed.

(Name of Consortium)

**Memorandum of Understanding**  
(Period of Availability through September 30<sup>th</sup>, 2024)

This Memorandum of Understanding represents the agreed-upon program, services and materials to be provided to students experiencing homelessness in \_\_\_\_\_ (Members), during the ARP Homeless II-Entitlement grant period of availability. The \_\_\_\_\_ will act as the Lead LEA (local educational agency) / Fiscal Agent of the consortium. A consortium of districts receiving an ARP Homeless II-Entitlement subgrant must meet the same requirements as districts or charters receiving subgrants individually.

The Consortium will plan to expend all ARP Homeless II-Entitlement funds through the end of the period of availability, ending September 30<sup>th</sup>, 2024. As the fiscal agent, \_\_\_\_\_, will be responsible for submitting the ARP Homeless II-Entitlement Consortium funding application and any necessary application revisions on behalf of its members.

The fiscal agent will:

1. ensure that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees, under ARP Homeless II-Entitlement,
2. maintain separate financial records for its members,
3. communicate to all members any information from the Arizona Department of Education (ADE) relevant to the fiscal application and programmatic requirements of the funds,
4. ensure expenditures requested for reimbursement align with the approved grant,
5. submit timely and regular requests for reimbursement and disburse the funds throughout the project period,
6. submit the ARP Homeless II-Entitlement Grant Consortium Completion Report, which includes final expenditures and the required documentation *ARP Homeless II-Entitlement CONSORTIUM - INDIVIDUAL LEA MEMBER DETAILS*,
7. coordinate regular meetings, as needed, for the purpose of assessing the needs of the Consortium, and
8. comply with any other requests for information from Arizona Department of Education (ADE).

Pursuant to the ARP Homeless II-Entitlement requirements, all members are to pool their funds to create and implement a program to support the unique needs of students experiencing homelessness in each of the LEAs comprising the consortium.

The fiscal agent assures this Memorandum of Understanding has been provided to each consortium participant, so all members understand the roles and responsibilities of the lead agent and are informed of the terms and conditions of the established consortium.

Name of Consortium Lead LEA/Fiscal Agent Representative	Title
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\_\_\_\_\_  
Signature of Consortium Lead LEA/Fiscal Agent Representative

*The Lead LEA/Fiscal Agent is responsible for uploading completed documents to the **Related Required Documents** section of the ARP Homeless II-Entitlement Consortium funding application. For assistance, please contact:*

**ADE Homeless Education Program Team**  
Homeless@azed.gov