

**21ST CCLC CONSORTIUM Memorandum of Understanding (MOU)**  
**Between Lead Fiscal Agent and LEA/Participating Member**  
**NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTERS FY 21**

The superintendent or designee of the LEA/Participating Member listed on this certification document agrees to participate in a 21<sup>st</sup> CCLC consortium for the purpose of providing supplemental programs and services to eligible LEA/Participating Member's school sites and students. By affixing his/her signature to the certification forms, the superintendent or designee certifies that the LEA he/she represents: (1) will abide by all statutory requirements of 21<sup>st</sup> CCLC, Title IV, Part B; and (2) will adhere to the assurances contained in the 21st CCLC (FY21) Mandatory Downloadable Assurance Forms A-E. Full requirements are found at this link- <http://www.azed.gov/21stcclc/application-information/>

**MOU must be completed for each LEA/Participating Member by the Lead Fiscal Agent. The MOU must include the following information and may include any additional information required by the Lead Fiscal Agent.**

This Memorandum of Understanding represents the agreed-upon program, services and materials to be provided to students where at least 40% of the students qualify for free/reduced meals, particularly to students who attend low performing schools to meet the challenging State academic standards in the \_\_\_\_\_ District, the \_\_\_\_\_ District, the \_\_\_\_\_ District, and the \_\_\_\_\_ District (LEA/Participating Members), during the 20\_\_\_\_ - 20\_\_\_\_ project year. \_\_\_\_\_ Entity will act as the Lead Fiscal Agent of the consortium. A consortium of districts receiving a Title IV, Part B subgrant must meet the same requirements as districts or charters receiving subgrants individually.

The Consortium will plan to expend all Title IV, Part B funds during the 20\_\_\_\_ - 20\_\_\_\_ project period. As the Lead Fiscal Agent, the \_\_\_\_\_ Entity will be responsible for submitting the Title IV, Part B Consortium funding application and any necessary application revisions on behalf of its members.

The Lead Fiscal Agent will

1. ensure that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees under Title IV, Part B,
2. maintain separate financial records for each LEA/Participating Member's Site,
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. submit timely and regular requests for reimbursement and disburse the funds throughout the project period,
5. submit the 21<sup>st</sup> CCLC Consortium Completion Report, which includes final expenditures and the required documentation,
6. coordinate regular meetings, as needed, for the purpose of assessing the needs of the Consortium, and
7. comply with any other requests for information from Arizona Department of Education (ADE).

Each LEA/Participating Member site shall submit a budget to the Lead Fiscal Agent of *\$50,000 at minimum and \$120,000 maximum per LEA/Participating Member Site.*

The **Lead 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 Fiscal Agent and are informed of the terms and conditions of the established consortium through the signature below of the representative or officer given the power to sign the entity to a binding agreement.

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**LEAD FISCAL AGENT – CERTIFICATION**

The Lead Fiscal Agent is responsible for uploading all of the completed documents, with original signatures on the Mandatory Assurance Forms required as part of the *21st CCLC Consortium Grant Application (FY21)* to the **Related REQUIRED Documents** section of the 21st CCLC Consortium funding application online in the ADE Grants Management system (GME). For assistance, please contact: 21st CCLC Team via email [21stCCLCInBox@azed.gov](mailto:21stCCLCInBox@azed.gov)

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

*Type name of administrator/contact person for the Lead Fiscal Agent below:*

Administrator/Contact:

Title:

Lead Fiscal Agent Entity Name\*:

Mailing Address:

City:

State:

ZIP:

Physical 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 Authorized Signatory

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Date

\* The Lead Fiscal Agent Entity must be located within the State of Arizona in order to be awarded and receive Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Title IV-B grant program funds.

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<b>LEA/PARTICIPATING MEMBER – CERTIFICATION</b>
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Consortium applicants must ensure that LEA/Participating Member's Sites included in a *21st CCLC Consortium Grant Application (FY21)* do not bring the number of LEA's schools applying for 21st CCLC grants over the maximum number of six (6) school site 21st CCLC grant applications per LEA. If a Consortium Application includes the submissions of a LEA/Participating Member who has authorized submission of more than the maximum number of six (6) applications, then **both** the *21st CCLC Consortium Grant Application (FY21)* **and** the *Nita M. Lowey 21<sup>st</sup> CCLC Grant Application (FY21)* will be **disqualified** from that year's competition

LEA/Participating Member: \_\_\_\_\_ LEA/Participating Member CTDS: \_\_\_\_\_

Print name of administrator/contact person for consortium LEA/Participating Member:

Administrator/Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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 of LEA/Participating Member

\_\_\_\_\_  
Signature of Superintendent or Designee of LEA/Participating Member

\_\_\_\_\_  
Date

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<b>LEA/PARTICIPATING MEMBER'S SITE(S) – CERTIFICATION</b>
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Each of the participating member's site must complete the required *21<sup>st</sup> CCLC Consortium Certification and Assurances of LEA Participating Member* documents.

<i>Name of LEA/Participating Member:</i>		
<i>Name of LEA/Participating Member's Site(s):</i>	<i>LEA Participating Member's Site CTDS</i>	<i>Requested Allocation</i>
<i>Site 1.</i>		
<i>Site 2.</i>		
<i>Site 3.</i>		
<i>Site 4.</i>		
<i>Site 5.</i>		
<i>Site 6.</i>		
<b>NOTE:</b> Each LEA/Participating Member Site must apply for a grant of \$50,000 at Minimum and \$120, 000 maximum per Site.		<b>Total grant:</b>

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**Signature of Lead Fiscal Agent Entity's legally authorized signatory:**

\_\_\_\_\_  
Printed Name of Consortium Lead Fiscal Agent's Authorized Signatory  
(Representative authorized to sign the entity to a binding agreement)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Consortium Lead Fiscal Agent's Authorized Signatory

\_\_\_\_\_  
Date

**Signature of LEA/Participating Member Entity's legally authorized signatory:**

\_\_\_\_\_  
Printed Name of LEA/Participating Member Entity's Authorized Signatory  
(Representative authorized to sign the entity to a binding agreement)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of LEA/Participating Member Entity's Authorized Signatory

\_\_\_\_\_  
Date



The Nita M. Lowey 21st Century Community Learning Centers afterschool program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stcclc/>

