California Department of EducationMay 2024

# Sample Memorandum of Understanding[[1]](#footnote-1)

## Elementary and Secondary Education Act, Title III, Part A,

## English Learner Student Program Subgrant Consortium

### Memorandum of Understanding,       School Year

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to English learner (EL) students in the       (Consortium Members), during the       school year. The       will act as lead local educational agency (LEA) and member. The consortium shall be named the       Consortium (the Consortium).

The       will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports, maintain fiscal records, and is the only agency entitled to up to two percent of the total consortium allocation for direct administrative costs. The Consortium will plan to expend all Title III funds during the       grant year.       must continue to serve as the fiscal agent for the Consortium for the duration of the 27-month grant period or until all the funds are expended, whichever comes first. After that time, the California Department of Education (CDE) will bill the       for any remaining balance.

According to the       California Longitudinal Pupil Achievement Data System information submitted by the Members to the CDE, the Consortium collectively enrolled       EL students, which results in a subgrant amount of approximately      . In its role as the lead LEA, the       will support a total amount of programs, services, and products as indicated below:

| **Program/Service/Product** | **Approximate Cost­­** | **Delivery Date** | **Provided By** |
| --- | --- | --- | --- |
| Reimburse       (Example: purchase of Spanish/English bilingual dictionaries and bilingual dictionaries in other languages.) | $ |  |  |
| Reimburse       (Example: salary of Instructional Assistant for 20 hours of service @ $ 25/hour.) | $ |  |  |
| Reimburse       (Example: costs of after school programs for materials and staff hours.) | $ |  |  |
| Reimburse       (Example: provided a professional development series regarding effective EL instructional practices to 40 consortium teachers @ $150 each.) | $ |  |  |
| **Total Consortium Grant allocation** | $ | N/A | N/A |

Changes regarding the provision, the scope and/or nature of these services must be made by agreement of the Members. Funds must be used before the 27-month grant period ends.

In addition to the above services and products, the       will coordinate regular meetings for the purpose of assessing the needs of the consortium.

Also, the       will be responsible for completing and submitting the Title III Annual Report and any other required report to the CDE. The signature of each LEA representative indicates that the consortium has met and conferred and that members are in agreement to all stated.

Signatures of Authorized Representatives:

**Consortium Lead LEA   
Representative**

(Superintendent or Designee)

Print Name:

Signature:

Date:

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name:

Signature:

Date:

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name:

Signature:

Date:

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name:

Signature:

Date:

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name:

Signature:

Date:

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name:

Signature:

Date:

1. This sample Memorandum of Understanding was developed by the California Department of Education, May 2024. It is to be used for technical assistance purposes only. [↑](#footnote-ref-1)