California Department of EducationMay 2023

# 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, [Insert Year] School Year

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to English learner (EL) students in the Sand Dunes Unified School District, the Valley High School District, the Mountain Range School District and the Northern Lights School District, (Members), during the [**insert year**] school year. The Zutano County Office of Education (ZCOE) will act as lead local educational agency (LEA) and member. The consortium shall be named the Zutano County Consortium (the Consortium).

The ZCOE 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 [**insert year**] grant year. ZCOE 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 ZCOE for any remaining balance.

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

| **Program/Service/Product** | **Approximate Cost­­** | **Delivery Date** | **Provided By** |
| --- | --- | --- | --- |
| Reimburse purchase of [**insert number of dictionaries**] Spanish/English bilingual dictionaries and [**insert number of dictionaries**] bilingual dictionaries in other languages | $[**insert cost**] | [**insert date**] | [**insert person or entity**] |
| Reimburse salary of Instructional Assistant for [**insert number of hours**] hours of service @ $[**insert cost**]/hour. | $[**insert cost**] | [**insert date**] | [**insert person or entity**] |
| Reimburse costs of after school programs for materials and staff hours | $[**insert cost**] | [**insert date**] | [**insert person or entity**] |
| Provide a professional development series regarding effective EL instructional practices to 40 consortium teachers @ $[**insert** **cost**] each. | $[**insert cost**] | [**insert date**] | [**insert person or entity**] |
| **Total Consortium Grant allocation** | $[**insert cost**] | 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 ZCOE will coordinate regular meetings for the purpose of assessing the needs of the consortium.

Also, the ZCOE 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: [**Print name of Superintendent or Designee**]

Signature: [**Signature of Superintendent or Designee**]

Date: [**Date Superintendent or Designee signed**]

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name: [**Print name of Superintendent or Designee**]

Signature: [**Signature of Superintendent or Designee**]

Date: [**Date Superintendent or Designee signed**]

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name: [**Print name of Superintendent or Designee**]

Signature: [**Signature of Superintendent or Designee**]

Date: [**Date Superintendent or Designee signed**]

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name: [**Print name of Superintendent or Designee**]

Signature: [**Signature of Superintendent or Designee**]

Date: [**Date Superintendent or Designee signed**]

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name: [**Print name of Superintendent or Designee**]

Signature: [**Signature of Superintendent or Designee**]

Date: [**Date Superintendent or Designee signed**]

**Consortium Member LEA Representative**

(Superintendent or Designee)

Print Name: [**Print name of Superintendent or Designee**]

Signature: [**Signature of Superintendent or Designee**]

Date: [**Date Superintendent or Designee signed**]

1. This sample Memorandum of Understanding was developed by the California Department of Education, May 2023. It is to be used for technical assistance purposes only. [↑](#footnote-ref-1)