

**MEMORANDUM OF UNDERSTANDING  
For Consortiums**

ESEA TITLE III Congressional Act  
as

Re-Authorized in ESSA 2015: Re-enforcing the Joint Civil Rights Law  
from the Departments of Justice and Education

This Memorandum of Understanding represents the responsibility of each LEA in a consortium to provide an evidence-based program for Language Education Services for students learning English. Consortium membership is open to any LEA with a Title III Allocation of less than \$10,000.

Eligibility for membership to a consortium is determined by the following:

1. Attendance at the USBE Annual Consortium Virtual Training before August 15 of each year;
2. A fiscal agent from one LEA in each consortium approved by USBE;
3. The MOU signed by the Fiscal Agent with a list of all members and their signatures by **June 1st of each year**.

The Fiscal Agent will serve in that role until the funds are expended during the grant period. There is no carryover from one grant period to the next.

**For the Fiscal Agent: Please initial the following assurances before sending the completed MOU to the USBE Title III Specialist.**

The Fiscal Agent will:

\_\_\_\_ Attend the mandatory training.

\_\_\_\_ Remind each member to send invoices for quarterly reimbursements from USBE.

\_\_\_\_ Ensure that the invoices are for ONLY allowable expenditures and do not supplant state funds as required by federal Civil Rights law.

\_\_\_\_ Email the consortium MOU to USBE, Title III Specialist, with a list of each LEA and the name of the LEA's Business Administrator and/or Title III Program Manager (See below for list template).

\_\_\_\_ Ensure that all documents are sent by the June 1st deadline at 5:00 p.m. to the



**Print Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of LEA:** \_\_\_\_\_

**RECEIVED BY USBE:** \_\_\_\_\_ **Date:** \_\_\_\_\_