

FAST FACTS

Documentation of Board Approval

for an Authorized Representative and Consolidated Application

Federal law indicates:

- The school board of education has named an official authorized representative for each of the federal Title programs and subprograms or grants and it is documented within their board minutes. This individual is the official signing authority for federal program funding requests.

Example of Board Minute Statements include:

- Correct Documentation Statement
The XYP School District moves to approve the authorization of the superintendent, Mr. John Jones, as the authorized representative for the following federal programs: Title I Part A, Title II Part A, Title III, School Food Service, McKinney-Vento, and Federal Vocation Program. Motion made by Smith, seconded by James and motion carried unanimously.
 - Incorrect Documentation Statement
The XYP School District moves to approve the authorization of the superintendent, Mr. John Jones, as the authorized representative for the federal Title programs. Motion made by Smith, seconded by James and motion carried unanimously.
- The school board of education has approved the federal programs consolidated application and other grant applications for each individual Title program and subprogram or grants for which the district has applied.

Example of Board Minute Statements include:

- Correct Documentation Statement
The XYZ School District moves to approve the consolidated application for Title I Part A, Title II Part A, and Title III funds. Motion made by Smith, seconded by James and motion carried unanimously.
- Incorrect Documentation Statement
The XYZ School District moves to approve the competitive grant applications for McKinney-Vento. Motion made by Smith, seconded by James and motion carried unanimously.

Contact Information

If you have questions regarding this Fast Facts, please contact:

Division of Student Support & Innovation
Telephone: (888) 605-1951
Fax: (701) 328-0203