



TITLE I
COOPERATIVE AGREEMENT
SAMPLE DOCUMENTATION

CO01 – CO03

2016-2017

Sample Self-Monitoring Documentation for Title I Cooperative Agreement Programs

Nationally, Title I receives a significant amount of funds from the federal government. The Federal Title Programs office is required by law to monitor local Title I programs to ensure compliance with procedures and regulations. The U.S. Department of Education (USDE) is clearly enforcing this regulation. It is the responsibility of the state to ensure that states, districts, and schools are held accountable in regard to Title I and *No Child Left Behind* (NCLB) regulations.

The purpose of this document is to provide assistance to schools and districts as they complete the Federal Title Programs monitoring process. This document walks through each requirement outlining details on the requirement itself, the documentation necessary, special alerts to take into consideration, and additional resources available. Below is a summary of each category.

Please note, districts participating in a Title I Cooperative Agreement will submit their Title I information through the cooperating district. In addition, the district will be required to generate and submit information regarding the district's Title II grant. This will be submitted separately from the cooperative agreement information.

“Requirements” Section

This section outlines the specific requirements mandated by the federal law, state law, or the Federal Title Programs office. This section provides an explanation of the requirements to assist schools in understanding the requirement's rationale.

“Documentation” Section

This section explains the type of documentation that is necessary to adequately meet the monitoring requirement.



Correct: This symbol notes the correct type of documentation.



Incorrect: This symbol indicates incorrect documentation that is often used to evidence the requirement.

“Please Note” Section



This section offers relevant information relating to the requirement. This section may simply indicate that the requirement relates to other federal programs or outlines common issues we find regarding the submission or documentation.

“Resources” Section



This section outlines current resources available on the particular requirement.

Submission CO01 – Cooperating District Authorized Representative

Requirement

For all federal programs and grants, the state requires all district school boards to appoint one individual as the “authorized representative” for the program. In the case of a Title I Cooperative Agreement, each district must appoint an authorized representative for the program.

- Fiscal Agent Authorized Representative
- Cooperating District Authorized Representative

The Fiscal Agent Authorized Representative has official signature authority over the Title I program and the cooperative Title I allocation. The Cooperating District Authorized Representative is a point of contact for the fiscal agent. This individual does have authority over the Title I program; however, has no authority to sign for Title I funds.

Both individuals receive updates and mailings related to pertinent Title I information and serve as contacts for the Federal Title Programs office.

Documentation



Correct: The XYZ School District is in a Title I Cooperative Agreement with the ABC School District. The ABC School District approves the authorization of the superintendent, Mr. John Jones, as the cooperating district authorized representative for the Title I program.



Incorrect: The ABC School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for all of the federal Title programs.

Resources



Submission CO02 – Cooperating District Consolidated Application Approval

Requirement

The Federal Title Programs office requires that the school board approve the Consolidated Application for Federal Title Funds. In Title I Cooperative Agreements, both the fiscal agent district and the cooperating district must have documentation approving the submission of the application for Title I funds.

Documentation



Correct: The XYZ School District is in a Title I Cooperative Agreement with the ABC School District. The ABC School District moves to approve the consolidated application for Title I, Title II, and REAP funds. The Title I funds will be represented in the XYZ School District application. The authorized representative has the board's permission to submit this application. Motion made by Smith, seconded by James and motion carried unanimously.



Incorrect: The ABC School District moves to approve the Title I application.

Resources



Submission CO03 – Cooperating Agreement Arrangement

Requirement

Title I programs provide supplemental educational services to “at-risk” students. To qualify for Title I funds, a district must have a poverty count of ten. Districts that do not have a poverty count of ten or more may form a Title I Cooperative Agreement with a neighboring district that is eligible, as a method of continuing Title I services within the district.

When Title I Cooperative Agreements are formed, both school boards must document their approval to operate in a Title I Cooperative Agreement arrangement. This documentation must be done through official school board minutes. The approval must also be addressed on an annual basis.

Documentation



Correct: The XYZ School District is in a Title I Cooperative Agreement with the ABC School District. The ABC School District motions to approve the XYZ-ABC Educational Cooperative Agreement for the _____ school year.



Incorrect: The ABC School District motions to approve the Title I Cooperative Agreement with the XYZ School District. (minutes from previous year)

Resources

