

R. Federal Fiscal Compliance – Descriptor Code HBAA

The Montpelier School District will appoint one individual annually to serve as the authorized representative for the Title I program in accordance with state Title I requirements. This individual will have official signature authority over the Title I program and the district’s Title I funds, will serve as the district’s main contact for the State Title I office, unless the district specifies otherwise, and will receive Title I updates and mailings. The Montpelier School District Board approves the authorization of the Superintendent as the authorized representative for the following federal programs: Title I, Title II Part A, Title IV Part A, REAP funds, School Food Service, Comprehensive School Reform, Reading First, and Federal Vocation Program.

(NOTE: Districts that receive additional federal funds, such as formula or competitive grants, must also assign an authorized representative for those programs and grants.)

Annually, the Board will review and approve the consolidated application for Title I, Title II Part A, Title IV Part A, and REAP funds. Upon approval, the Board will grant permission to the authorized representative to submit the application. The Board will also review and approve all competitive grant applications prior to their submission.

The Business Manager will track all Title expenditures and assure that the District follows all budgetary requirements under Title.

The Business Manager shall ensure that the budgetary requirements have been appropriately documented, submit all Title program reports to the State Title office, as required, and ensure that the district’s Title programs comply with the federal Maintenance of Effort regulation.

Business Manager will also ensure that all other federal funds, such as those received through grants, are expended as intended in the grant application or budget revision and will verify that the budgetary information for these federally funded programs matches the budgetary information on file with the state.

The Business Manager will track all items purchased with Title funds. These items will be labeled as purchased with Title funds. The District will maintain a formal equipment inventory description list for all items purchased with Title funds that are valued at \$750 or more and all computers purchased with these funds.

All employees paid with federal funds will document the time and effort they expend towards federal programs in accordance with federal law.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- HBAA-E, Title I Fiscal & Inventory Requirements

Adopted: [8/16]