Sample Formal Agreement

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|  | Delinquent Program/Facility |  | **LEAs Working with Delinquent Programs**  |
| [ ]  | Will fill out Annual Survey and send to the LEA. Will keep on file a copy of the Annual Survey final copy once received from the LEA. | [ ]  | Will review and sign the Annual Survey. Will send Annual Survey to the State Title I office and send final copy to facility for their records. |
| [ ]  | Will complete application for funding, including copy of formal agreement. Facility will complete the application based on the number of students and need. Facility will sign the application and forwards it to the LEA for review and final approval signature. Will keep on file a copy of the Application and Formal Agreement final copy once received from the LEA. | [ ]  | LEA will take an active role in the budget page of the application. LEA will review information in application especially budget page, verify formal agreement is correct, and sign both documents. LEA will forward both documents to the State Title I office by deadline date and forward copy to facility for their records. |
| [ ]  | Request as part of their application staff from the LEA to come into the facility to provide supplemental education services, counseling services, and other services. Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | [ ]  | The LEA will supply the designated staff, which is paid through the N & D funds for their services to the facility. The staff provides services but is under the authority of the LEA. |
| [ ]  | Will work collaboratively through formal agreement to provide program services. | [ ]  | Will work collaboratively through formal agreement to provide program services. |
| [ ]  | Will go through district for N & D expenditures. | [ ]  | Will track and pay expenditures of N & D, submit Request for Funds and Budget Revisions as needed for reimbursement. |
| [ ]  | Will be aware of program expenditure’s and keep Mid-Year Financial report on file when received by LEA. | [ ]  | Will fill out Mid-Year Financial report. Give copy to facility for records. |
| [ ]  | Will answer narrative questions on final financial report and send information to LEA. Once the LEA sends a final copy for records, they will keep this documentation on file. | [ ]  | Will fill out the final report once you have answers to narrative records and the information from facility. Will sign and submit to the State Title I office and will send final copy to facility. |
| [ ]  | Will submit any proposed changes to the application to LEA who provides their approval and signs. (No changes can be implemented until the State office gives final approval.) | [ ]  | LEA receives the changes from facility, verifies, signs and sends to State Title I office for final approval. (No changes can be implemented until the State office gives approval.) |

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Signature of N&D Facility Representative Signature of LEA Authorized Representative

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Name of N&D Facility Representative Name of LEA

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Date Date