

2026-2027 ESSA Formula Grants Private Nonprofit School Equitable Services (PNP)

Affirmations Smartsheet WorkApp Data Submission Instructions

Every Student Succeeds Act (ESSA)

Federal Program Compliance (FPC) Division
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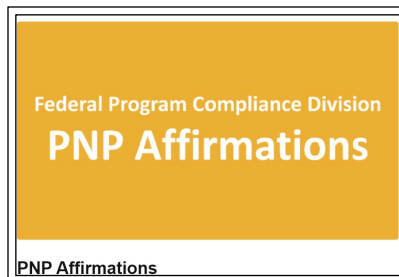
Private Nonprofit School Equitable Services (PNP) – Affirmations Smartsheet WorkApp

The PNP Affirmations Smartsheet WorkApp is intended for use by LEAs and by ESCs on behalf of LEAs that are members of Shared Services Arrangements (SSAs) to submit all participating private nonprofit (PNP) school data and signed PNP Affirmation of Consultation forms.

The data collected will be used to meet the *Every Student Succeeds Act (ESSA)* PNP federal requirements for formula grants:

- Title I, Part A, ESSA, Section 1117; and
- Title VIII, ESSA, Section 8501, Part F, programs.

The signed PNP Affirmation of Consultation forms are required for participating private schools per ESSA statute and are subject to monitoring reviews by TEA's Federal Program Compliance Division and the State Auditor.



NOTE: All PNP Affirmation data submitted are subject to audit. Additional supporting documentation may be requested by TEA staff or an auditor at any time.

WorkApp Access

Please note that the LEAs and/or ESC staff submitting data will need access to the [Department of Grant Compliance and Administration WorkApp](#).

To add or change the individuals with access, someone with existing access must request access for the new individual via the Help Form in the Federal Program Compliance Division (FPC) WorkApp. The additional staff to be added must agree to certain security requirements.

Please note that the LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration Smartsheet WorkApp. Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access.

NOTE: Each LEA or ESC is only guaranteed a certain number of access accounts.

Instructions for Requesting Smartsheet WorkApp Access

1. For LEA staff to gain access to TEA's Smartsheet and the *Federal Program Compliance (FPC) Private Nonprofit (PNP) Affirmations WorkApp*, a staff member at the district with current access will need to follow the instructions in step 2 below.
2. Individuals at the district must enter the EDGAR Connect WorkApp, select the Smartsheet Email Access form, and follow the instructions below:
3. Open the form and select "LEA."
4. Check the box that says, "I have permission from the Superintendent to add this email." Enter the email of the individual you wish to add and click the blue "Save" button at the bottom right-hand side of the form.
5. Have the individual you want to add complete the [New User Certification Form](#).
6. You can now track the status of the addition request on the Smartsheet Email Access page. Typically, adding a new email takes 3-5 business days. If the individual you wish to add does not have access after 5 business days, please submit a help form through the EDGAR Connect Help Form.

PNP Affirmation Data Submission Instructions

The PNP Affirmation data submission due date is September 30th.

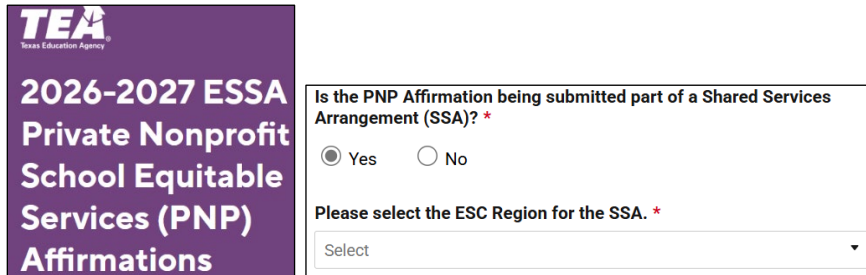
- The PNP Affirmation data submission cycle opens July 1st.
 - The TEA ombudsman recommends that all revisions to PNP Affirmation forms be submitted via WorkApp no later than May 1st.
1. Before submitting PNP Affirmations through the Smartsheet WorkApp, the TEA ombudsman recommends watching the Instructions for Affirmation of Consultation (voiced-over video) – see [TEA ESSA PNP Equitable Services](#) webpage.
 2. LEA/ESC staff can access the *PNP Affirmation Smartsheet Data Form* to submit data and signed PNP Affirmation of Consultation forms through the link below.
 - **PNP Affirmation Smartsheet Data Form Link:**
<https://app.smartsheet.com/b/form/019d783946c073f78497b0a4c7e2fd80>.

Steps to Completing the PNP Affirmation Submission Form via (Smartsheet)

Confidentiality Statement

Confidential information, including confidential information or personally identifiable information (PII) protected under the Family Educational Rights and Privacy Act (FERPA), should not be submitted in any Smartsheet forms, attachments, comments, or uploads. Smartsheet is not an approved system for storing confidential or FERPA-protected data. Uploading or sharing such information on an unapproved platform increases the risk of unauthorized disclosure. To help us maintain compliance and protect student information, ensure all submissions include only non-confidential data/documentation appropriate for the submission.

1. Shared Services Arrangement Field - Select “Yes” or “No” – ‘Is the PNP Affirmation being submitted part of a Shared Services Arrangement (SSA)?’ If the response to the question above is ‘Yes,’ then select the ESC Region number for the SSA from the drop-down menu.



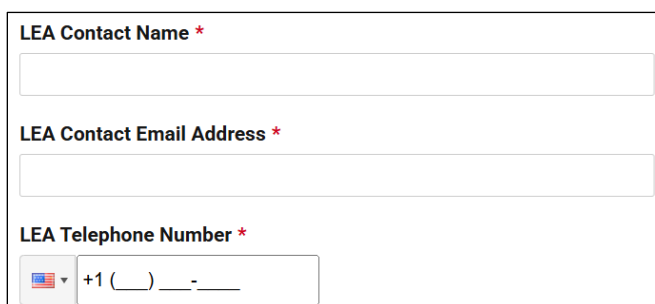
2. CDN & LEA Name Field - Select the ‘County District Number (CDN)’ and ‘LEA Name’ from the drop-down menu.



3. School Year Field - Select the ‘School Year’ of PNP Affirmation data.



4. LEA Contact Information Fields - Complete the fields with the information for the LEA Program Contact. The LEA Program Contact should be the person most familiar with the PNP Affirmations data submitted. This is the person that TEA will contact if additional documentation is needed and/or if clarification is needed on the data submitted.
 - a. Type the name of the LEA Program Contact in the “LEA Program Contact” field.
 - b. Type the email address of the LEA Program Contact in the “LEA Program Contact Email Address” field.
 - c. Type the phone number of the LEA Program Contact in the “LEA Program Contact Phone Number” field.



5. LEA Comments Field - Type any applicable district comments to share with TEA related to PNP data submitted in the “LEA Comments” field. (Optional)

LEA Comments

6. Name of PNP School Field - Type the official ‘Name of PNP School’ that receives PNP equitable services for at least one ESSA program.
- a. If a PNP school is not participating with any equitable services, the LEA does not submit data or an Affirmation via Smartsheet.

Name of PNP School *

7. PNP LEA Boundaries Field - Select ‘Yes’ or ‘No’ in response to the following statement: ‘Indicate if the PNP school is located inside of LEA boundaries.’

Indicate if the PNP school is located inside of LEA boundaries.
If the PNP school is located outside of district boundaries, it is not eligible to participate in Title I, Part C; Title II, Part A; Title III, Part A; and Title IV, Part A, equitable services.
☐ Yes ☐ No

- a. If the PNP school is located *within* district boundaries and participating in at least one program for equitable services, click on the correct response (‘Yes, Not Participating Applicant (LEA), Third-Party Consortium, or SSA’) for participation per program. If the PNP is participating in Title I, Part A, equitable services, the LEA must submit Smartsheet and upload one corresponding signed PNP Affirmation.

*If the PNP school is located *outside* of district boundaries, it is not eligible to participate in Title I, Part C; Title II, Part A; Title III, Part A; or Title IV, Part A, program equitable services.

PNP Participation Title I, Part A *
☐ Yes ☐ Not Participating Applicant (LEA)
☐ Third-Party Consortium ☐ SSA

8. Upload PNP Affirmation(s) Field – The LEA must upload their signed PNP Affirmation(s) for participating school(s) via the ‘drag and drop’ or browsing files option. This is a required field for PNP schools participating in equitable services. ***Note: LEA/ESC must submit an individual Smartsheet for each PNP school participating in equitable services.*** For example, if an LEA/ESC provides equitable services to eight schools, it must submit an individual Smartsheet for each

participating PNP school.

Please upload one PNP Affirmation for the PNP School referenced above. *

Drag and drop files here or [browse files](#)

Note: The PNP Affirmation Smartsheet Submission Form is not considered complete if data are missing or the Affirmation is not attached to the WorkApp.

9. Certification Statement Field - The following certification statement is provided: “I hereby certify that the information contained in this report is, to the best of my knowledge, correct and that the education service center named above has authorized me as its representative to submit this data. I further certify that reported program activities were conducted per all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Requirements, Special Provisions and Assurances, and the schedules of the approved application for funding.” For “Certification Agreement,” select “Yes” indicating that the ESC staff submitting the report agrees with the Certification Statement referenced above.

Is the LEA staff submitting the affirmation(s) in agreement with the Certification Statement referenced above? *

☐ Yes

10. Confirmation of Data Field - To receive confirmation that Smartsheet with PNP Affirmation was submitted successfully, LEA must request a copy of the responses *before* clicking on the blue ‘Submit’ button. Click on the ‘Send me a copy of my responses’ box and then type your email address to receive confirmation of successful submission to TEA. If this box is not selected, the LEA will not receive confirmation of the Smartsheet submission. Make sure you click on the blue “Submit” button to submit your responses via the form. An auto-generated email from forms@app.smartsheet.com will provide the submitter with an email copy of responses, including Affirmation.

☒ Send me a copy of my responses

Email address

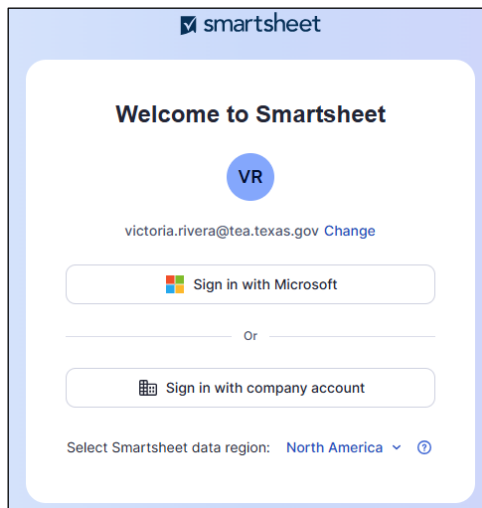
Submit

PNP Affirmations Instructions via (WorkApp)

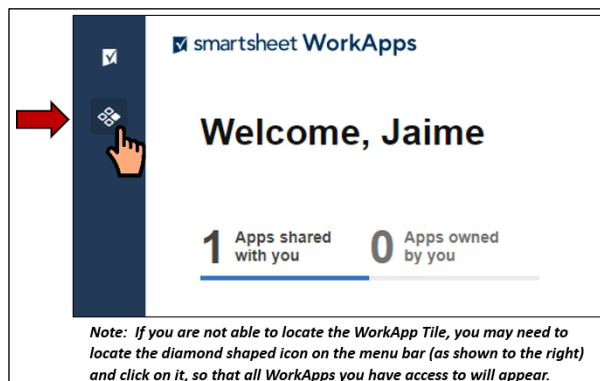
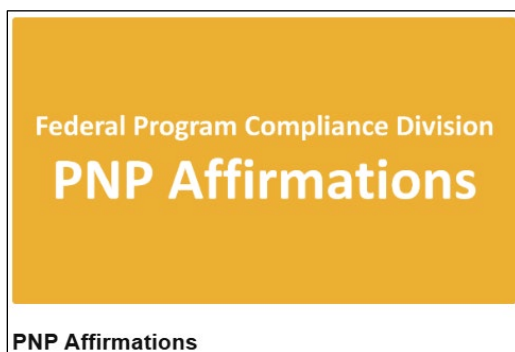
Users with WorkApp access may view and submit data by logging into the PNP Affirmations WorkApp. Instructions for viewing and/or submitting data through the WorkApp are found below.

1. Log in to the Department of Grant Compliance and Administration WorkApp using the link provided below. Select 'Sign in with Microsoft.' Make sure that the correct email address is used when you first received your Smartsheet WorkApp access login credentials, and that the correct data region is selected, as shown in the screenshot below (North America).

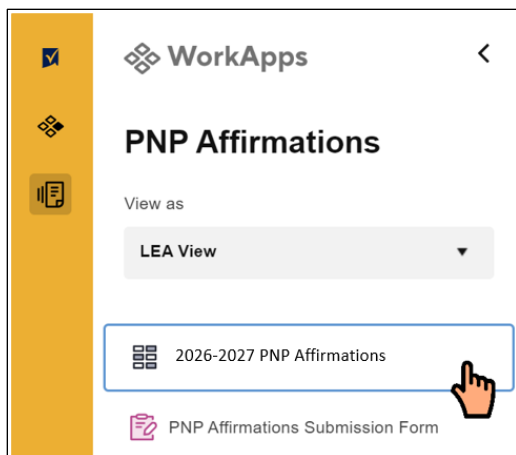
<https://workapps.smartsheet.com/>.



2. Locate and click on the *Federal Program Compliance Division PNP Affirmations WorkApp* tile.



3. Locate and click on the PNP Affirmations link under the View (LEA/ESC/Fiscal Agent).



4. Click on the PNP Affirmations ribbon line to access the Details Form – Data Tab for Data entry/view. Data submitted by the LEA/ESC can be accessed here.

Data Collection Status	Submission Date	School Year	ESC Region #	SSA	SSA ESC Region	CDN & LEA Name	PNP LEA Boundaries	Name of PNP School
Open	08-20-2026	2026-2027	00	Yes	00	TX Academy 012345	No	Bluebonnet Elem

5. Details Form – Data Tab – If LEA/ESC Contact information needs to be updated/changed, you may make those changes here. Note that grayed-out fields cannot be edited/changed.
 - a. Complete the fields with the information for the LEA Contact. The LEA Contact should be the person most familiar with the submitted documentation. This is the person that TEA will contact if additional information and/or clarification is needed. **Fields with a red asterisk * are required.**
 - i. Type the name of the LEA Contact in the “LEA Contact Name” field.
 - ii. Type the email address of the LEA Contact in the “LEA Contact Email Address” field.
 - iii. Type the phone number of the LEA Contact in the “LEA Contact Telephone Number” field.

LEA Contact Name *

LEA Contact Email Address *

LEA Telephone Number *
 (###) ###-####

- b. PNP LEA Boundaries - If PNP LEA boundaries need to be updated or changed, you may make those changes to the field below by selecting ‘Yes’ or ‘No.’

Indicate if the PNP school is located inside of LEA boundaries. *

If the PNP school is located outside of district boundaries, it is not eligible to participate in Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; and Title IV, Part B, equitable services.

☐ Yes
 ☐ No

- c. PNP Participation – If PNP participation needs to be updated or changed for any of the following programs: Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A-EL; Title III, Part A-IMM; and/or Title IV, Part A, you may do by selecting ‘Yes,’ ‘Not participating Applicant (LEA),’ ‘Third-Party Consortium,’ or ‘SSA.’

PNP Participation Title I, Part A

☐ Yes
 ☐ Not Participating Applicant (LEA)
 ☐ Third-Party Consortium
 ☐ SSA

6. Click “Save” in the bottom right-hand corner of the Details Form – Data Tab. This will save the information typed in the details form under the data tab. (LEA Contact information, and LEA Comments, if applicable).

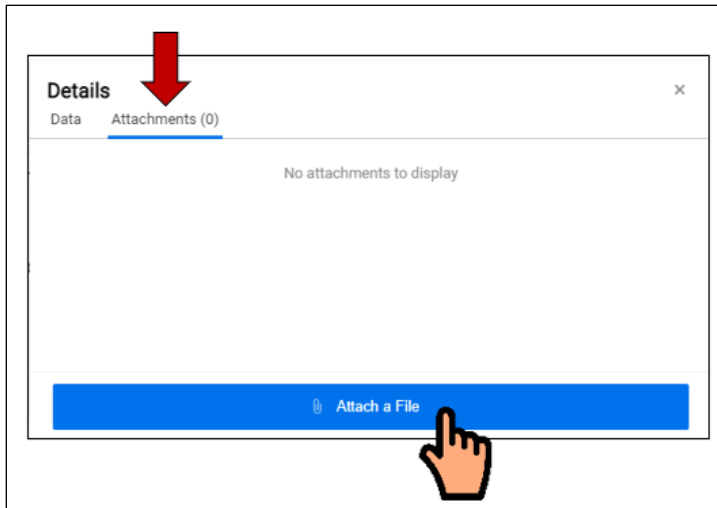
Save Message

If the “Save” button is grayed out and inaccessible, a required field is missing information. A blue “Save” button indicates that all required fields have information. Click on the blue “Save” button to save the information.

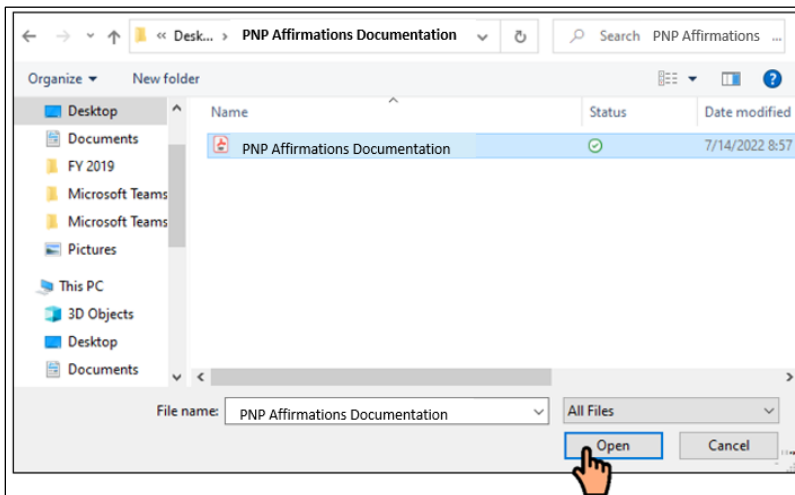
7. Attachment(s) Tab - After providing responses to all required fields and clicking the “Save” button, the LEA/ESC must attach one (1) signed PNP Affirmation that aligns with the data reported. The LEA/ESC must submit **only one** signed PNP Affirmation *per* PNP school data entry.

LEA/ESC must not submit multiple affirmations for one participating PNP school.

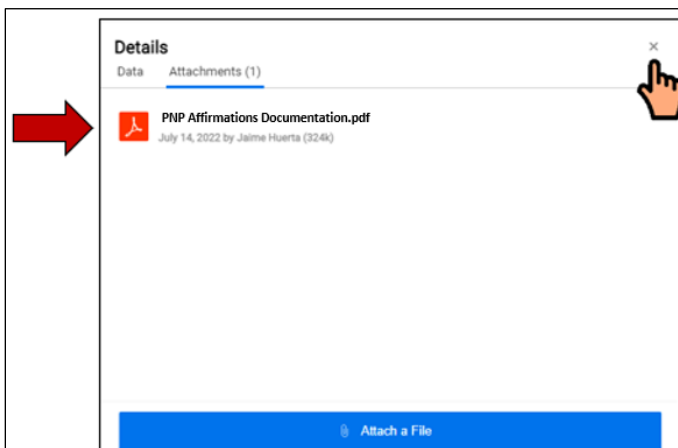
- a. To document(s), click on the “Attachments” Tab on the Details Form; then click on the “Attach a File” button located at the bottom of the Details Form – Attachments Tab. Make sure to attach file(s) that are in PDF format.



- b. Browse your computer and locate the document file to be attached; select the file; the File Name will appear in the file browser; click on “Open,” confirm that the file is listed as an attachment in the Details Form – Attachments Tab.

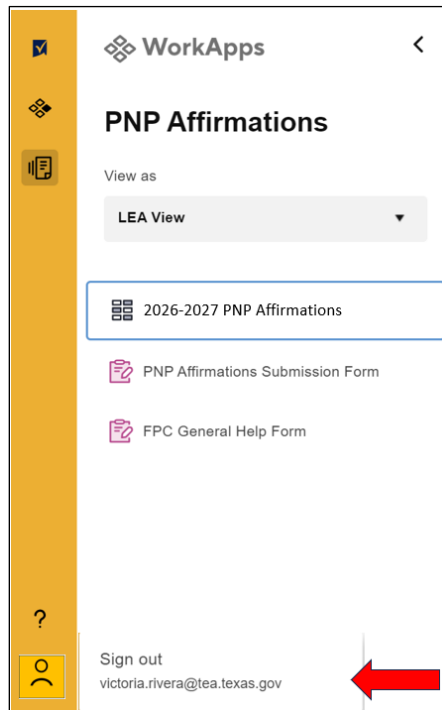


- c. Confirm that the document you are attaching is listed as an Attachment. Click on the “X” at the top right-hand corner to close the Details Form.



8. Sign out of the Department of Grant Compliance and Administration WorkApp by clicking

on the  icon located at the bottom left-hand corner of the window and selecting “Sign out.”



Resolving PNP Affirmations Smartsheet Submission Issues

The FPC WorkApp General Help Form has been added to the LEA, ESC, and Fiscal Agent Dynamic Views for LEAs and ESCs to submit any questions and/or report any issues they may be experiencing related to the various WorkApp projects administered by the Federal Program Compliance Division (FPC). The form link is available within the WorkApp environment. Users may use the FPC WorkApp General Help Form for assistance with any FPC WorkApp-related issues, including those that may concern incorrect or incomplete data submissions, inadvertent attachment uploads, and/or access issues.



Screenshot of the Form Link in the WorkApp environment:



If LEA or ESC staff are experiencing issues with the EDGAR Connect WorkApp, they will need to complete the help form available in the EDGAR Connect WorkApp for assistance.

FPC WorkApp General Help Form

Link: <https://app.smartsheet.com/b/form/1b6692e7ac864fc682e8855d7d293fe9>

Resources

- [TEA ESSA PNP Equitable Services](#) (webpage)
- [FPC Division General Smartsheet TEA WorkApp Training Video](#) (December 2024)
- [FPC WorkApp General Help Form Instructions](#) (February 2025)
- [PNP Affirmations Smartsheet WorkApp Data Form](#) (2026-2027)
- [PNP Affirmation of Consultation Form for Formula Grants](#) (2026-2027, see TEA ESSA PNP Equitable Services webpage)
- [Instructions for PNP Affirmation of Consultation Form](#) (see TEA ESSA PNP Equitable Services webpage)
- [Video related to Instructions for PNP Affirmation of Consultation](#) (see TEA ESSA PNP Equitable Services webpage)