

2026–2027 21ST CENTURY COMMUNITY LEARNING CENTERS (CCLC): TITLE IV, PART B

Private Nonprofit School Equitable Services (PNP) Affirmation Smartsheet WorkApp Data Submission Instructions

EVERY STUDENT SUCCEEDS ACT (ESSA)

Grants Administration Division
CompetitiveGrants@tea.texas.gov

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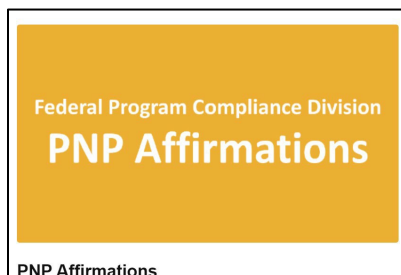
Private Nonprofit School Equitable Services (PNP) – Affirmations Smartsheet WorkApp

The PNP Affirmations Smartsheet WorkApp is intended for use by Nita M. Lowey 21st Century Community Learning Centers, 21st CCLC grantees 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

- 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 and by 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 grantee 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 grantee 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 to the system.

NOTE: Each entity with external users is guaranteed only a certain number of access accounts currently.

Instructions for Requesting Smartsheet WorkApp Access

1. For grantee staff to gain access to TEA's Smartsheet System 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 are wishing to add and click the blue "Save" button at the bottom right-hand side of the form.
5. Have the individual you are wishing 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, to add a new email, it takes 3-5 business days. If the individual you are wishing 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.
 - Any amended affirmations must be submitted by the last amendment due date of June 2nd.
1. Grantee staff can access the 21st CCLC, Title IV, Part B *PNP Affirmation Smartsheet Data Form* to submit data and signed PNP Affirmation of Consultation forms through the link below.
 - 21st CCLC, Title IV, Part B PNP Affirmation Smartsheet Data Form Link:
<https://app.smartsheet.com/b/form/019de43ea9727664a3fdd1c2e7f6d891>.

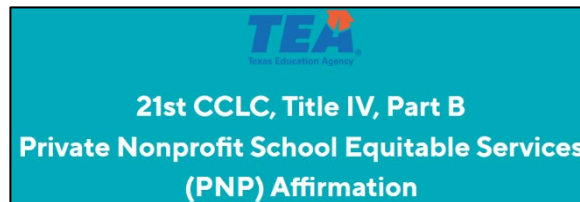
Steps to Completing the PNP Affirmation Submission Form via (Smartsheet)

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. Providing Equitable Services Field - Select “Yes” or “No” – ‘Is your 21st CCLC, Title IV, Part B project providing equitable services to Private Nonprofit Schools?’.



1. Grantee Name - Select the name of the Grantee from the drop-down menu.

Please select the name of the Grantee. *

Select ▼

2. Grant Cycle - Please select the appropriate grant cycle from the drop-down menu.

Please select the appropriate grant cycle. *

Select ▼

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

School Year *

2026-2027 x ▼

4. Grantee Information Fields - Complete the fields with the information for the Grantee Program Contact. The Grantee 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 Grantee Program Contact in the “Grantee Contact Name” field.
 - b. Type the email address of the Grantee Program Contact in the “Grantee Program Contact Email Address” field.
 - c. Type the phone number of the Grantee Program Contact in the “Grantee Program Contact Phone Number” field.

Grantee Contact Name *

Grantee Contact Email Address *

Grantee Telephone Number *



5. PNP Services – 21st CCLC providing equitable services to PNP schools.

Is your 21st CCLC, Title IV, Part B project providing equitable services to Private Nonprofit Schools? *

If "Yes" is selected, please make sure to complete the remainder of this form and submit a PNP Affirmation(s) for the 21st CCLC - Title IV, Part B program in the Upload(s) section of this form.

☐ Yes
 ☐ No

6. Grantee Comments Field - Type any applicable district comments to share with TEA related to PNP data submitted in the "Grantee Comments" field. (Optional)

Grantee Comments
(Optional)

7. Shared Services Arrangement Field – Select 'Yes' or 'No' in response to the following question: "Is the PNP Affirmation being submitted part of a Shared Services Arrangement (SSA)?" **Note: If "Yes" was selected for Question 5, this field will appear on the form, along with Fiscal Agent and SSA Member District selection questions (see below); if "No" was selected, both this field and the preceding field (Name of PNP School Field), will not appear.**

Is the PNP Affirmation being submitted part of a Shared Services Arrangement (SSA)? *

☐ Yes
 ☐ No

Fiscal Agent Field – Select the appropriate Fiscal Agent from the drop-down list provided. This field will appear if "Yes" was selected for Question 7.

Please select the Fiscal Agent for the SSA. *



SSA Member District Field – Select the appropriate SSA Member District that is providing PNP Services from the drop-down list provided. **Note: If the SSA Member District is submitting the Smartsheet Form for the Fiscal Agent, then the SSA Member District would select, “N/A – Fiscal Agent.”**

Please select the SSA Member that is providing PNP Equitable Services (Name of SSA Member District).*

If the PNP Affirmation being uploaded is for the Fiscal Agent, please select "N/A - Fiscal Agent" from the drop-down menu.

Select ▼

8. Name of PNP School Field - Type the official ‘Name of PNP School’ that receives PNP equitable services for the 21st CCLC, Title IV, Part B program.
 - d. 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 *

9. Upload PNP Affirmation Field – The grantee must upload their signed Affirmation of Consultation with Private Nonprofit School (PNP) Officials for the participating school referenced above via the ‘drag and drop’ or browsing files option. This is a required field for PNP schools participating with equitable services. **Note: Grantee must submit an individual Smartsheet form for each PNP school participating in equitable services.** For example, if a grantee is providing equitable services to eight schools, it must submit an individual Smartsheet form for each of the eight participating PNP schools.

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 the data are missing and the signed Affirmation of Consultation with Private Nonprofit School (PNP) Officials is not attached in the WorkApp.

10. 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 in accordance with 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 grantee staff submitting the affirmation in agreement with the Certification Statement referenced above? *

☐ Yes

11. Confirmation of Data Field - To receive confirmation that Smartsheet with PNP Affirmation was submitted successfully, the grantee must request a copy of responses *before* clicking on the blue ‘Submit’ button. Click on the ‘Send me a copy of my responses’ box and then type email address to receive confirmation of successful submission to TEA. If this box is not selected, the grantee will not receive confirmation of 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 submitter an email copy of responses, including Affirmation.

☒ Send me a copy of my responses

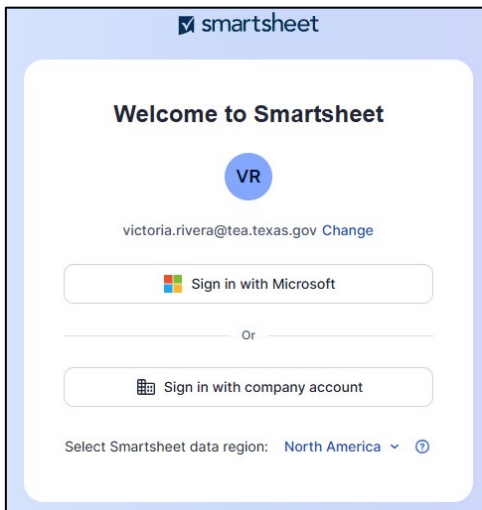
Email address

Note: All fields with red * are required and must be completed to submit the form. Users will not be able to submit a form if any required field is missing data.

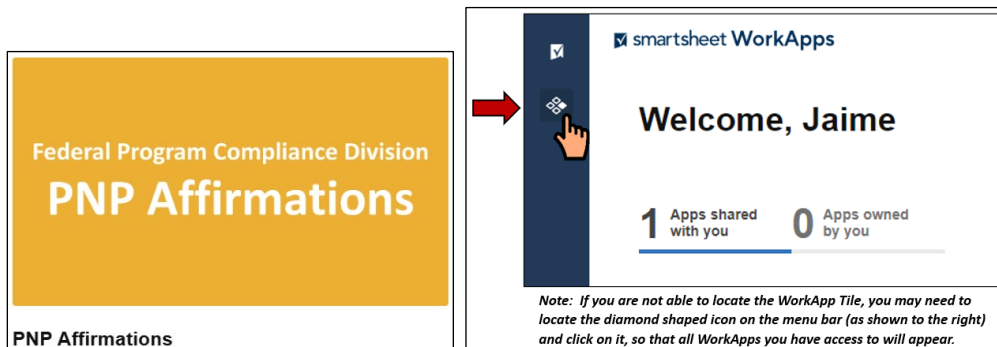
Instructions for Viewing Submitted Affirmation Documents (WorkApp)

Users with WorkApp access may view data submitted by logging into the PNP Affirmations WorkApp. Instructions for viewing data through the WorkApp are found below.

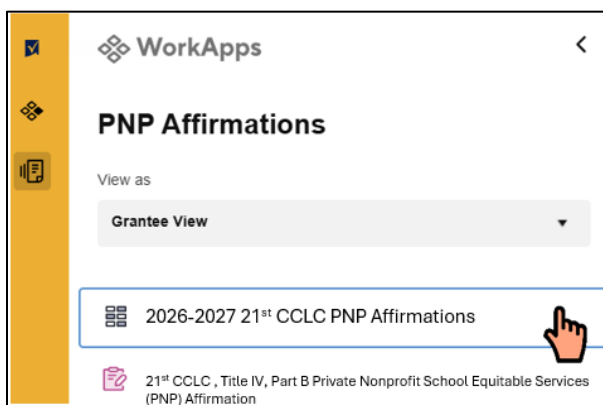
1. Log in to the Department of Grant Compliance and Administration WorkApp using the link provided below. Select ‘Sign in with Microsoft.’ Make sure that the correct email address is used when you first received your Smartsheet WorkApp access login credentials, and that the correct data region is selected, 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 year-specific PNP Affirmations link under the **Grantee View**.



4. Click on the **year-specific 21st CCLC PNP Affirmations** ribbon line to access the Details Form – Data Tab for Data entry/view. Data submitted by the grantee can be accessed here. The download button  is available to export any data submitted into a CSV file.

2026-2027 21 st CCLC PNP Affirmations									
WorkApps									
☆ 2026-2027 21 st CCLC PNP Affirmations ⓘ									
Filter   									
School Year	Grantee Name & Cycle	Grantee Contacts	21st CCLC Providing PNP Services	Name of PNP School	SSA?	SSA Name	SSA Contacts	Grantee Comments	
2026-2027	TX Schools ISD Y4, C12	jdoe@txisd.org	Yes	Our Lady of Faith	Yes	ESC21	doejane@esc21.net	Affirmation on file	
2026-2027	Lone Star CISD Y1, C13	jd@lscisd.org	No					N/A	

- Details Form/Data Tab – Opens a window that allows the user to view details submitted for each form. Information cannot be edited.

Details

Data

Attachments (0)

School Year

21st CCLC Providing PNP Services

Is your 21st CCLC, Title IV, Part B project providing equitable services to Private Nonprofit Schools?

Grantee Name & Cycle

Grantee Contact Name

Grantee Contact Email Address

Grantee Telephone Number

- Attachment(s) Tab – If the grantee uploaded a PNP Affirmation for a participating PNP School via the 21st CCLC form, the attachment would appear here. **Reminder: The grantee must submit only one signed PNP Affirmation per PNP school data entry. The grantee should not submit multiple affirmations under one participating PNP school.**

Details

Data

Attachments (1)



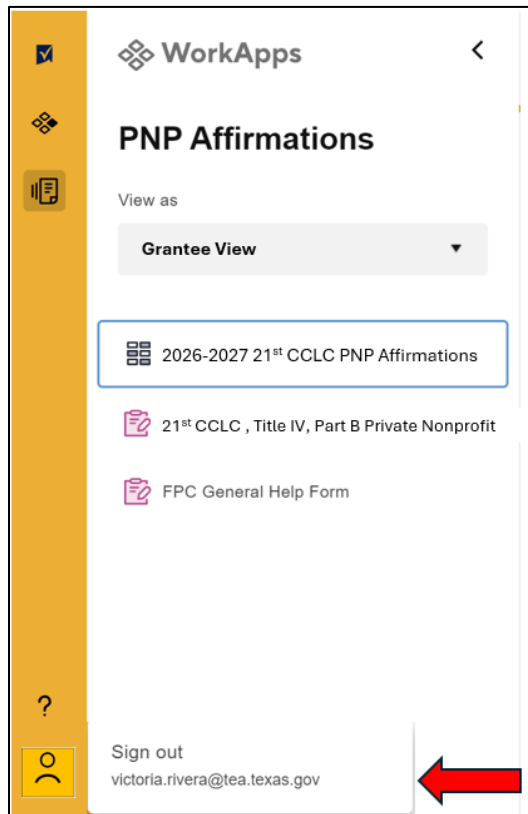
TX Schools ISD PNP Document.pdf

Aug 06, 2024, 10:23 AM by Form User (1009k)

- Sign out of the Department of Grant Compliance and Administration

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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 General Help Form WorkApp tile is available for users with WorkApp access 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. The form link is available within the WorkApp environment. Users may use the FPC General Help WorkApp 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 staff experience 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)
- [21st CCLC PNP Affirmation Smartsheet WorkApp Data Form](#) (2026-2027)
- [Affirmation of Consultation with Private Nonprofit School \(PNP\) Officials Title IV, Part B: 21st Century Community Learning Centers \(CCLC\) Form](#) (see TEA ESSA PNP Equitable Services webpage)
- [FPC Division General Smartsheet TEA WorkApp Training Video](#) (December 2024)
- [FPC WorkApp General Help Form Instructions](#) (February 2025)