

2024-2025 Program Monitoring Validation Guidance Document

Program: Title II, Part A

Requirement: Alignment with Challenging State Academic Standards

Documentation Requested

Documenting overall compliance for a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirement described. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2023-2024 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 13, 2024**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 Description of how the Title II, Part A activities will be aligned with the challenging State academic standards	2023-2024	For ONE Title II, Part A activity: Submit relevant pages of the District Improvement Plan that includes a statement that describes how the LEA will ensure that the activities to be carried out under Title II, Part A will be aligned with the challenging State academic standards.
1.2 Relevant activity documentation for one Title II, Part A-funded activity referenced in Item 1.1	2023-2024	Activity documents for one Title II, Part A activity such as payroll costs, contracted services, supplies and materials or other operating costs that demonstrates such activity alignment with the State academic standards (see sample items referenced in the chart, below).

6100 Payroll Costs	6200 Professional and Contracted Services	6300 Supplies and Materials	6400 Other Operating Costs
Possible Activities: Extra-duty pay for Title II, Part A professional development outside of the regular school day/week, Paraprofessional pay (evidence from research requirement), Incentive pay, Substitute pay.	Possible Activities: Title II, Part A professional development, Title II Part A program development.	Possible Activities: Supplies and materials for Title II, Part A professional development, Educator recruitment materials.	Possible Activities: Professional development conferences, Off-site professional development.
Examples of Activity Documentation: Training certificate, Sign-in sheet, Job description, Extra-duty pay request form, PD evaluation form/results, Training agenda, Training materials, Payroll documents.	Examples of Activity Documentation: Executed contract, Statement of work, Quote, Purchase requisition, Invoice, Receipt, Sign-in sheet, Training materials, Training agenda.	Examples of Activity Documentation: Purchase requisition, Purchase order, Quote, Invoice, Receipt, Sign-in sheet, Training materials, Training agenda, PD evaluation form/results.	Examples of Activity Documentation: Travel requisition, Training certificates, Training agenda, Training materials, Out-of-state justification form, PD evaluation form/results.

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;
 - the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

LEAs may reference the 2024-2025 Program Monitoring Validation Process Handbook for documentation submission instructions.

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff if there are questions or if additional information is needed. Regional ESC Federal Program staff information can be located at: [Title II, Part A Webpage](#).

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2024-2025 Program Monitoring Validation Process Training Video, Slides, and Handbook

Requirement References

The requirement is referenced in the following documents:

Every Student Succeeds Act (ESSA) Statute	A description of the activities to be carried out by the local educational agency under this section and how these activities will be aligned with challenging State academic standards Sec. 2102(b)(A)
TEA ESSA Program-Specific Provisions & Assurances	Title II, Part A, program activities will be aligned with challenging state academic standards [Section 2102(b)(2)(A)].
TEA Compliance Report Program Compliance Self-Check Item	Compliance Item 1: The Title II, Part A activities carried out by the LEA are aligned with the challenging State academic standards. [Section 2102(b)(2)(A)]

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov or via telephone at (512) 463-9499. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).