

## 2024-2025 Program Monitoring Validation Guidance Document

**Program: Title IV, Part A**

**Requirement: Description of Programs and Activities**

### 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
<p><b>1.1 The relevant pages of official auditable documentation for the 2023-2024 school year providing detailed descriptions on programs and activities funded by Title IV, Part A, to support the program objectives and intended outcomes related to one (1) content area.</b></p>	<p>2023-2024</p>	<p>Relevant pages of the LEA’s 2023-2024 District Improvement Plan (DIP) or other official auditable documentation providing a detailed description on how Title IV, Part A, funds will be used for activities supporting one (1) of the content areas (well-rounded education, safe and healthy students, or the effective use of technology).</p>

### 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 on: the [TEA Title IV, 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:

<p><b>Every Student Succeeds Act (ESSA) Statute</b></p>	<p><b>Section 4106(e)(1)</b></p> <p>(e) Contents Of Local Application.—Each application submitted under this section by a local educational agency, or a consortium of such agencies, shall include the following:</p> <p>(1) Descriptions.—A description of the activities and programming that the local educational agency, or consortium of such agencies, will carry out under this subpart, including a description of—</p> <ul style="list-style-type: none"> <li>(A) any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart;</li> <li>(B) if applicable, how funds will be used for activities related to supporting well-rounded education under section 4107;</li> <li>(C) if applicable, how funds will be used for activities related to supporting safe and healthy students under section 4108;</li> <li>(D) if applicable, how funds will be used for activities related to supporting the effective use of technology in schools under section 4109;</li> </ul>
<p><b>TEA ESSA Program-Specific Provisions &amp; Assurances</b></p>	<p>Assurances Relating to Title IV, Part A (#12, page 67)</p> <p>The LEA will maintain a description of the activities and programming that the LEA will carry out, including a description of:</p> <ul style="list-style-type: none"> <li>a. any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart [Section 4106(e)(1)(A)];</li> <li>b. if applicable, how funds will be used for activities related to supporting well-rounded education under section 4107 [Section 4106(e)(1)(B)];</li> <li>c. if applicable, how funds will be used for activities related to supporting safe and healthy students under section 4108 [Section 4106(e)(1)(C)];</li> <li>d. if applicable, how funds will be used for activities related to supporting the effective use of technology in schools under section 4109 [Section 4106(e)(1)(D)]; and</li> <li>e. the program objectives and intended outcomes for activities under this subpart, and how the LEA will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes [Section 4106(e)(1)(E)].</li> </ul>
<p><b>TEA Compliance Report Program Compliance Self-Check Item</b></p>	<p>The LEA has a description of programs and activities funded with Title IV, Part A, to support the program objectives and intended outcomes related to a well-rounded education, safe and healthy students, and the effective use of technology. [Section 4106(e)(1)]</p>

## Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at [ESSAsupport@TEA.Texas.gov](mailto: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](#).