

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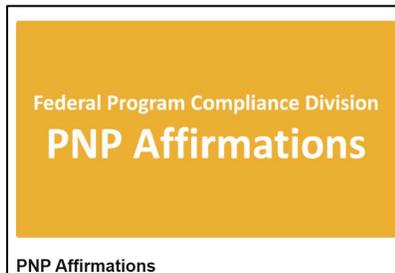
# Private Nonprofit School Equitable Services (PNP) – Affirmations Smartsheet WorkApp

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 System Access

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

To add or change the individuals with access to the system, 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 to the system 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 System. Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the system.

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

# Instructions for Requesting Smartsheet WorkApp System Access

1. For LEA 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 access to TEA's system currently 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 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 30<sup>th</sup>.

- The PNP Affirmation data submission cycle opens July 1<sup>st</sup>.
  - The TEA ombudsman recommends all revisions to PNP Affirmation forms be submitted via WorkApp no later than May 1<sup>st</sup>.
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/ec2377f5009e41eca84ededd768a335c>.

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

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.

 <b>2025-2026 ESSA Private Nonprofit School Equitable Services (PNP) Affirmations</b>	Is the PNP Affirmation being submitted part of a Shared Services Arrangement (SSA)? *
	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Please select the ESC Region for the SSA. *
	<input type="text" value="Select"/>

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

<b>CDN &amp; LEA Name *</b>
<input type="text" value="Select"/>

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

<b>School Year *</b>
<input type="text" value="2025-2026"/>

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.

<b>LEA Contact Name *</b>
<input type="text"/>
<b>LEA Contact Email Address *</b>
<input type="text"/>
<b>LEA Telephone Number *</b>
<input type="text" value="+1 ( ) - -"/>

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 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 is missing and the Affirmation is not attached in 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 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 LEA 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](mailto: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

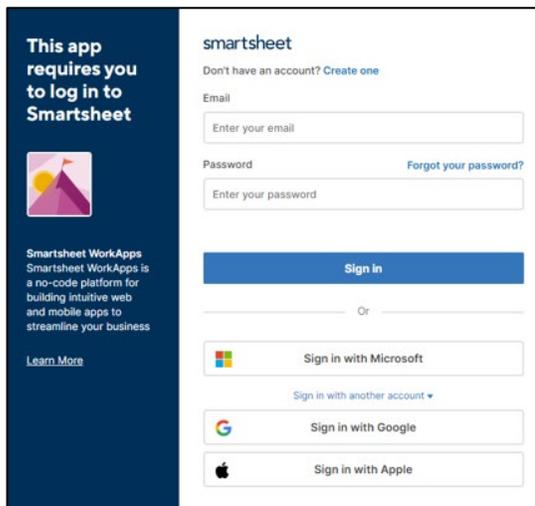
Submit

# PNP Affirmations Instructions via (WorkApp)

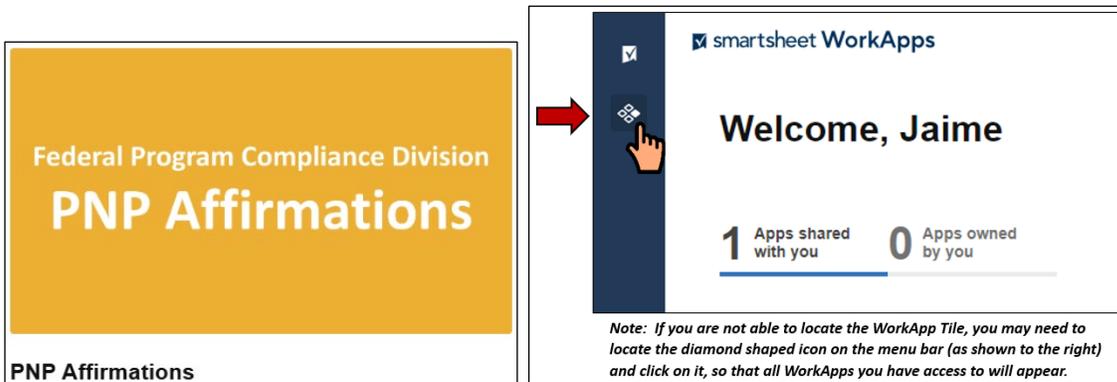
Users with WorkApp access may view and submit data by logging into the PNP Affirmations WorkApp. Instructions for viewing and/or submitting data through the WorkApp are found below.

1. Login to the Department of Grant Compliance and Administration WorkApp using the link provided below. Various sign-in options to view information applicable to your LEA/ESC should be provided to you (as shown):

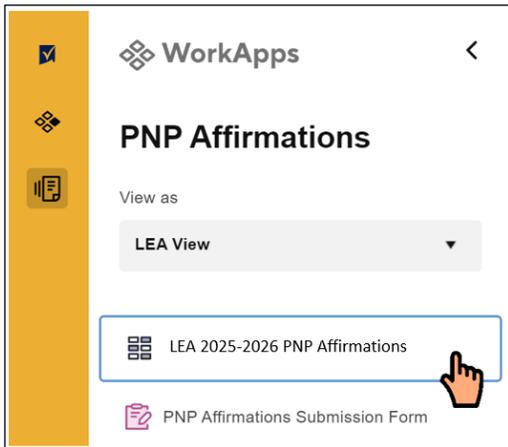
<https://workapps.smartsheet.com/>.



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.

The screenshot shows the 'LEA 2025-2026 PNP Affirmations' details form. At the top, there is a title bar with the WorkApps logo. Below the title bar, there is a section header 'LEA 2025-2026 PNP Affirmations' with an information icon. Below the header, there is a 'Filter' button and a list view icon. Below the filter, there is a table with the following columns: School Year, ESC Region #, SSA, SSA ESC Region, CDN & LEA Name, Name of PNP School, and PNP LEA Boundaries. The table contains one row of data: 2025-2026, 00, Yes, 00, TX Academy 012345, Bluebonnet Elem, No. A hand icon points to the 'ESC Region #' field.

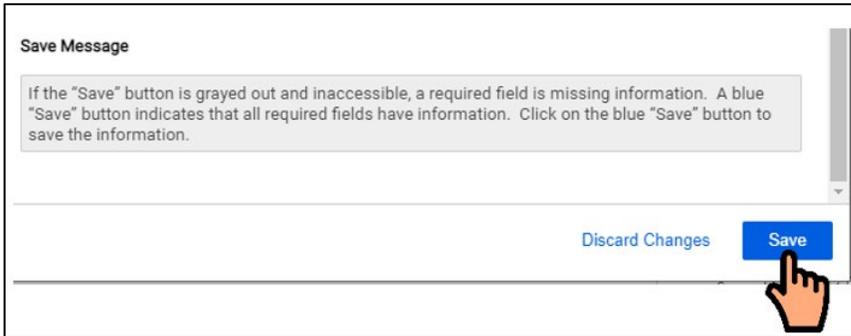
School Year	ESC Region #	SSA	SSA ESC Region	CDN & LEA Name	Name of PNP School	PNP LEA Boundaries
2025-2026	00	Yes	00	TX Academy 012345	Bluebonnet Elem	No

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 that is most familiar with the document submitted. 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.

The screenshot shows the 'LEA Contact' information form. It has three main sections, each with a red asterisk indicating a required field:

- LEA Contact Name \***: A text input field.
- LEA Contact Email Address \***: A text input field.
- LEA Telephone Number \***: A text input field with a placeholder '(###) ###-####'.

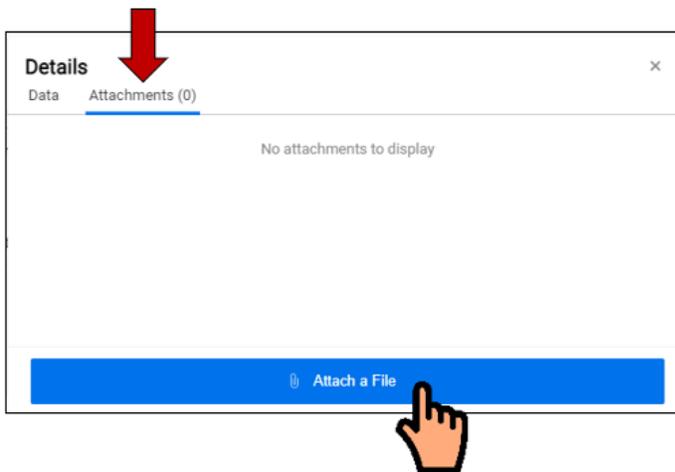
- Click “Save” in the bottom right-hand corner of the Details Form – Data Tab. This will save the information that was typed in the details form under the data tab. (LEA Contact information, and LEA Comments, if applicable).



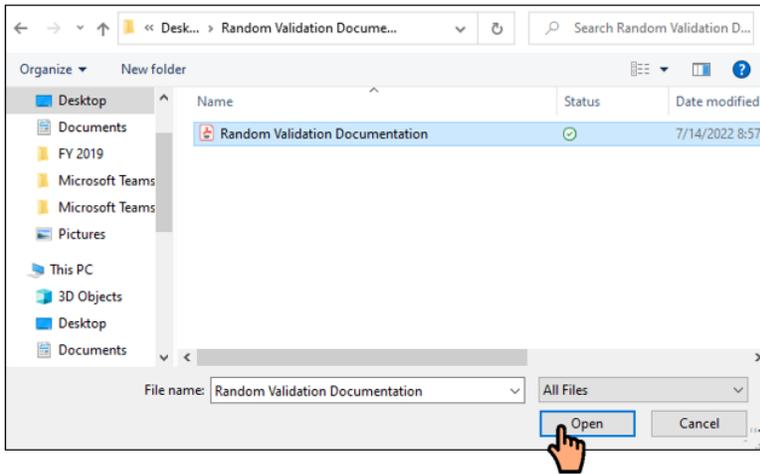
- Attachment(s) Tab - After providing responses to all required fields and clicking the “Save” button, the LEA/ESC must attach one (1) signed PNP Affirmation that aligns with the data reported. The LEA/ESC must submit **only one** signed PNP Affirmation *per* PNP school data entry.

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

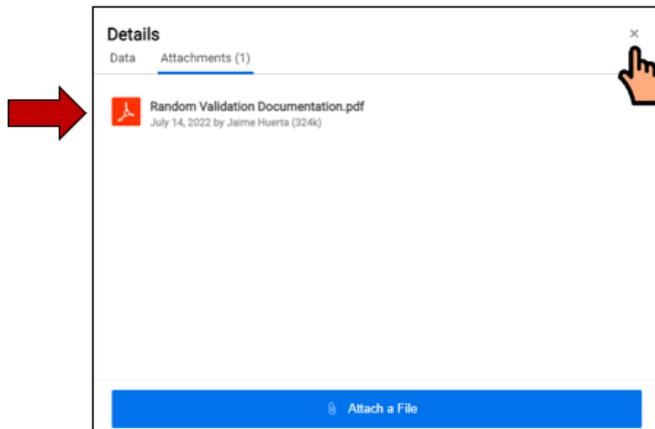
- To document(s), click on the “Attachments” Tab on the Details Form; then click on the “Attach a File” button located at the bottom of the Details Form – Attachments Tab. Make sure you are attaching file(s) that are PDF format.



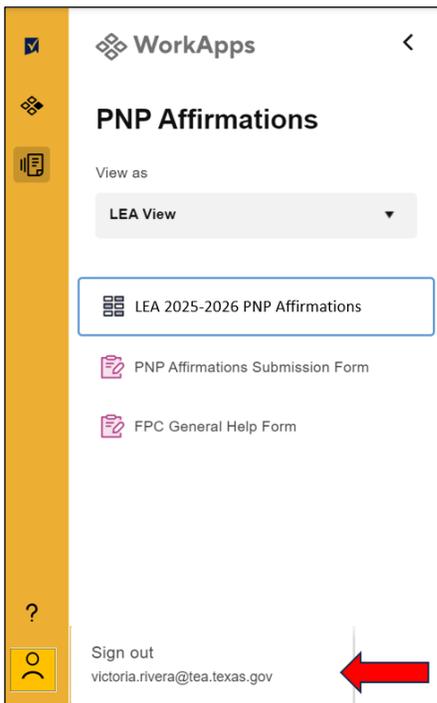
- Browse your computer and locate the document file to be attached; select the file; the File Name will appear in file browser; click on “Open;” confirm that the file is listed as an attachment in the Details Form – Attachments Tab.



- 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 System 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. 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](#) (2025-2026)
- [PNP Affirmation of Consultation form for Formula Grants](#) (2025-2026)
- 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)