

## 2025–2026 21<sup>st</sup> 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)

#### 21st CCLC PNP Affirmation WorkApp Data Submission Handbook

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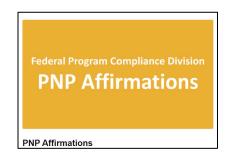
### Private Nonprofit School Equitable Services (PNP) – Affirmations Smartsheet WorkApp

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 System Access

Please note that the grantee staff submitting data will need access to the <u>Department of Grant</u> <u>Compliance and Administration WorkApp System</u>.

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 grantee 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 entity with external users is only guaranteed a certain number of access accounts currently.

#### Instructions for Requesting Smartsheet WorkApp System 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 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 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 <u>New User Certification</u> <u>Form</u>.
- 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**

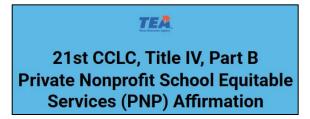
The PNP Affirmation data submission due date is September 30<sup>th</sup>.

- The PNP Affirmation data submission cycle opens July 1<sup>st</sup>.
- Any amended affirmations must be submitted by the last amendment due date of May 2<sup>nd</sup>.
- Grantee staff can access the 21<sup>st</sup> CCLC, Title IV, Part B PNP Affirmation Smartsheet Data Form to submit data and signed PNP Affirmation of Consultation forms through the link below.
  - 21<sup>st</sup> CCLC, Title IV, Part B PNP Affirmation Smartsheet Data Form Link:

https://app.smartsheet.com/b/form/861a38811f3249d7835e2aa0cb2 9e31f.

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

 Providing Equitable Services Field - Select "Yes" or "No" – 'Is your 21<sup>st</sup> 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 Grant	ee. *
Select	•

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

Pleas	e select the appropriate grant cycle. *	
Seleo	ct ·	

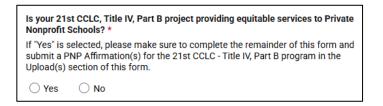
3. School Year Field - Select the 'School Year' of PNP Affirmation data.

School Year *	
2025-2026	•

- 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 *
■ ▼ +1 ( <u>)</u>

5. PNP Services – 21<sup>st</sup> CCLC providing equitable services to PNP schools.



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 (SSA)? *	Affirmation being submitted part of a Shared Services Arrangement
⊖ 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.

I	Please select the Fiscal Agent for the SSA. *	
	Select ·	

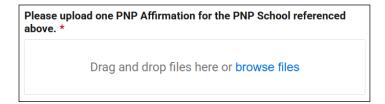
SSA Member District Field – Select the appropriate SSA Member District that is providing PNP Services from the drop-down list provided. *Note: If the SSA Member District is submitting the Smartsheet Form for the Fiscal Agent, then the SSA Member District would select, "N/A – Fiscal Agent."* 

Please select the SSA Member that is providing PNP Equitable Services	(Name of SSA M District).*	ember
If the PNP Affirmation being uploaded is for the Fiscal Agent, please sele Agent" from the drop-down menu.	ct "N/A - Fiscal	
Select	•	

- 8. Name of PNP School Field Type the official 'Name of PNP School' that receives PNP equitable services for the 21<sup>st</sup> 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 <u>individual</u> 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.



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 is in agreement with the Certification Statement referenced above.

Is the grantee staff submitting the affirmation in agreement with the Certification Statement referenced above? \*

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 <u>forms@app.smartsheet.com</u> will provide submitter an email copy of responses, including Affirmation.

Send me a copy of my responses
Email address
Submit

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)

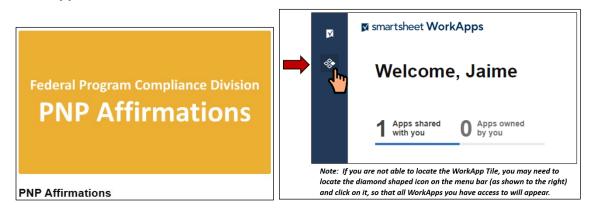
Users with WorkApp access may view data submitted by logging into the PNP Affirmations WorkApp. Instructions for viewing data through the WorkApp are found below.

1. 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 district should be provided to you (as shown):

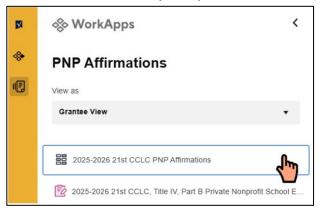
https://workapps.smartsheet.com/.

This app requires you to log in to Smartsheet	smartsheet Don't have an account? Create one Email	
Sindicancer	Enter your email	
	Password	Forgot your password?
	Enter your password	
Smartsheet WorkApps Smartsheet WorkApps is a no-code platform for		Sign in
building intuitive web and mobile apps to		Or
streamline your business		
streamline your business	Sign in v	with Microsoft
		with Microsoft
	Sign in with	

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*.



file.

Click on the year-specific 21<sup>st</sup> 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

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2025-2026 21	st CCLC PNP Affirm	& WorkApps						
2025-2026 21st CCLC PNP Affirmations 🚯								
♥ Filter <sup>6</sup> School Year	Grantee Name & Cycle	Grantee Contacts	21st CCLC Providing PNP Services	Name of PNP School	SSA?	SSA Name	SSA Contacts	Grantee Comments
2025-2026	TX Schools ISD Y4, C11	jdoe@txisd.org	Yes 🌆	Our Lady of Faith	Yes	ESC21	doejane@esc21.net	Affirmation on file
2025-2026	Lone Star CISD Y3, C12	jd@lscisd.org	No 💟					N/A

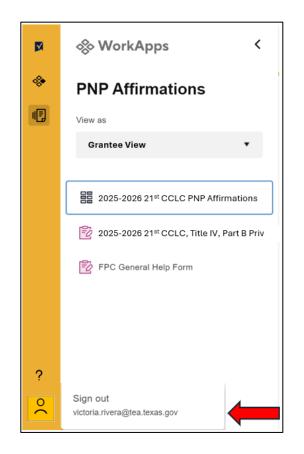
5. Details Form/Data Tab – Opens a window that allows the user to view details submitted for each form. Information cannot be edited.

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	

6. Attachment(s) Tab – If the grantee uploaded a PNP Affirmation for a participating PNP School via the 21<sup>st</sup> 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)			
لحر	TX Schools ISD PNP Document.pdf Aug 06, 2024, 10:23 AM by Form User (1009k)			

7. Sign out of the Department of Grant Compliance and Administration WorkApp System by clicking on the circle constraints 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.



\*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

- <u>TEA ESSA PNP Equitable Services</u> webpage
- <u>21st CCLC PNP Affirmation Smartsheet WorkApp Data Form</u>
- Affirmation of Consultation with Private Nonprofit School (PNP) Officials Title IV, Part B: 21st Century Community Learning Centers (CCLC) Form
- <u>FPC Division General Smartsheet TEA WorkApp Training Video</u> (December 2024)
- <u>FPC WorkApp General Help Form Instructions</u> (February 2025)