2023-2024 Resubmission – Instructions for Submitting Documentation

WorkApp System Access

Please note that the LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration Smartsheet WorkApps System.

Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the system.

NOTE: Each LEA is only guaranteed a certain number of access accounts at this time.

Instructions for Requesting Access:

1.) In order for someone to gain access to TEA's Smartsheet System and the FPC Validation WorkApp, a staff member at the LEA who has access to TEA's system currently will need to follow the instructions in step 2 below.

2.) Individuals at your district will need to enter the EDGAR Connect WorkApp, select the Smartsheet Email Access form, and follow the instructions below:
   a. Open the form and select your LEA.
   b. 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.
   c. Have the individual you are wishing to add complete the New User Certification form.
   d. 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.

Instructions for Removing Access:

1.) In order to remove access to the LEA TEA WorkApps system and the FPC WorkApp, you must reach out to staff at your LEA who currently have access to TEA's system.

2.) To remove up to 4 users at a time, please follow these steps:
   a. Have someone with access navigate to: https://workapps.smartsheet.com/app/PV3M9RP4vpVhGfqXm9Cwc9qGR3/9FvjWHCFG39Hh
   b. Login to Smartsheet, if prompted.
   c. At the EDGAR Connect screen, click on Smartsheet Email Access on the left navigation pane.
   d. In the middle screen, the Smartsheet Email Access screen will appear. Click on the LEA Name.
   e. The Details menu will display on the right side of the screen.
   f. Fill out the form fields "Remove Email," "Remove Email 2," "Remove Email 3," and "Remove Email 4" (as needed) and click save.
   g. TEA will be alerted of the new remove email request and will process it within 3-5 business days.

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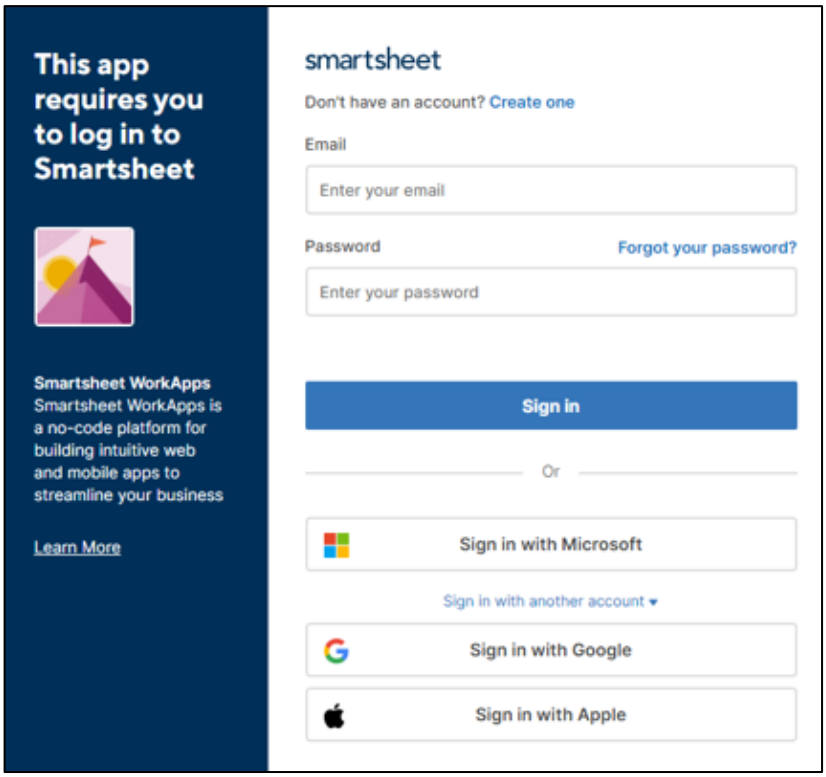
Submitting Documentation

*Please note that some of the screen captures referenced in the steps below are examples only and will show information that may display a particular title program requirement chosen for validation resubmission that may not apply to your LEA. When you login to the system, the information displayed will include the information specific to the program and requirement for which your LEA was selected to submit documentation.

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

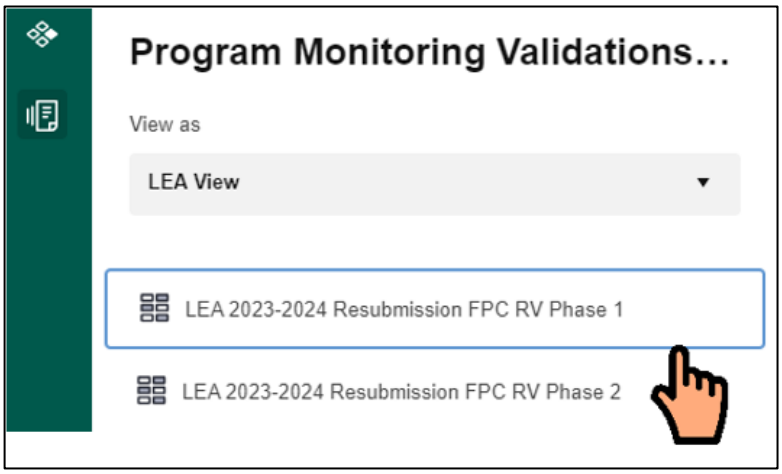
   Link to Access the Smartsheet WorkApps System: https://workapps.smartsheet.com/.



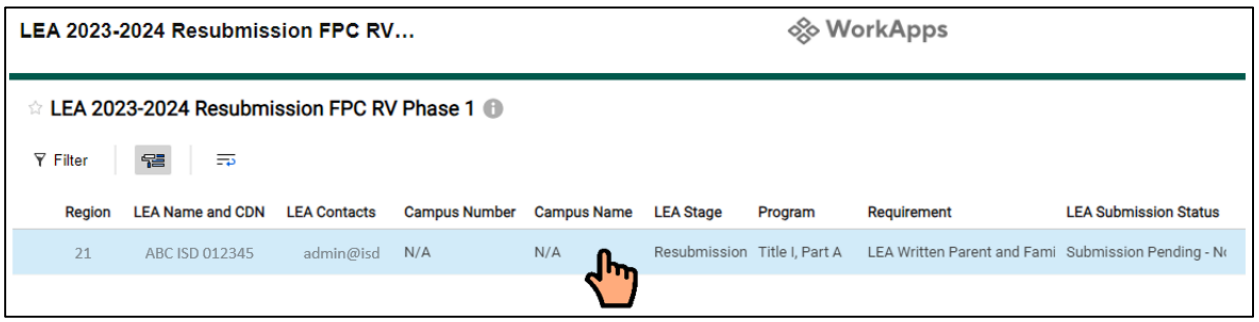
2. Locate and click on the Federal Program Compliance Division Program Monitoring Validations (PMV) WorkApp Tile.

Tip: If the PMV WorkApp Tile is not showing, click on the menu icon to display all the WorkApps. Only WorkApps you have access to will show.

3. Click on the LEA 2023-2024 Resubmission FPC RV Link shown for the program for which your LEA was selected to submit documentation.

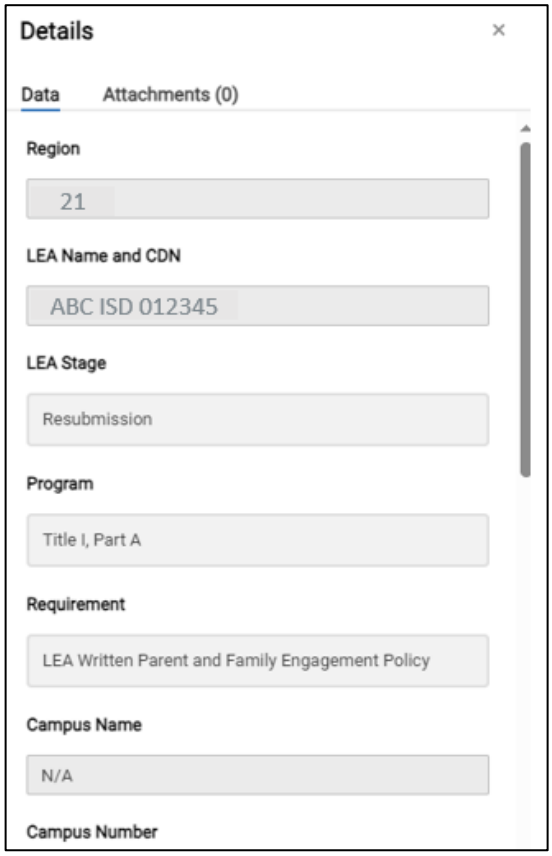


4. Click on the Resubmission FPC RV Line to access the Details Form – Data & Attachments Tabs.

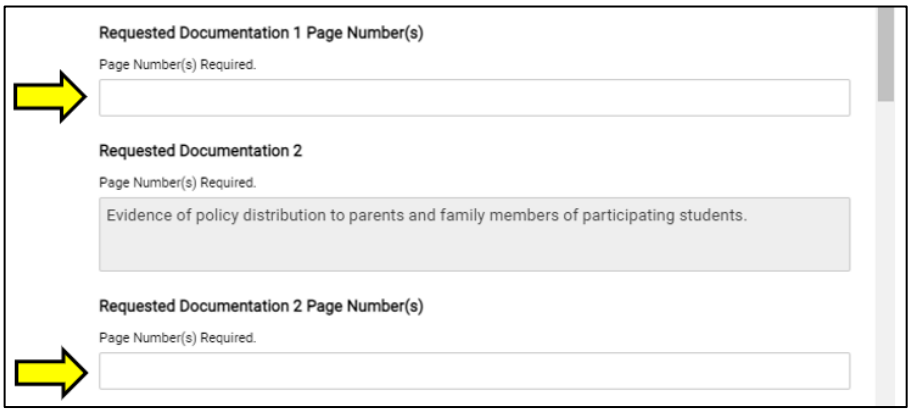


5. Complete the Details Form – Data Tab.

   Note: Some fields have been pre-loaded into the Details Form for you and will appear grayed out.



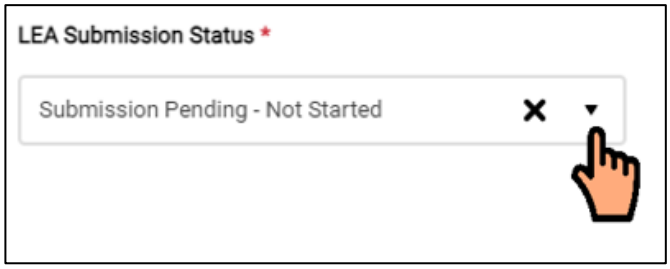
   a. Scroll down until the "Requested Documentation 1 Page Number(s)" field is visible and type the page number(s) where the requirement(s) is addressed in the LEA's documentation to be submitted. Be as specific as possible to facilitate the auditor's review process. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5 in the "Requested Documentation Page Number(s)" field. ***These fields are required.**



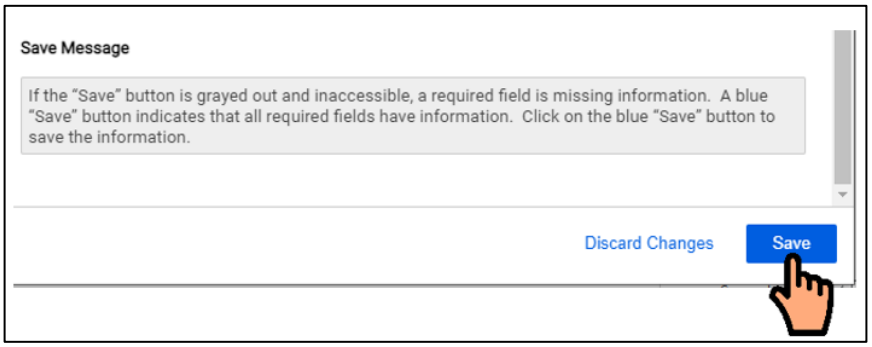
b. Complete the remaining fields with the information for the LEA Program Contact. The LEA Program Contact should be the person that is most familiar with the documentation submitted. This is the person that TEA will contact if additional documentation is needed and/or if clarification is needed on documentation submitted. ***The following fields are required.**
   i. Type the name of the LEA Program Contact in the "LEA Program Contact" field.
   ii. Type the email address of the LEA Program Contact in the "LEA Program Contact Email Address" field.
   iii. Type the phone number of the LEA Program Contact in the "LEA Program Contact Phone #" field. Please use the following format: ###-###-####.

c. Add LEA Comments. This section is *optional* if the LEA would like to provide additional information that will be helpful to the reviewer.

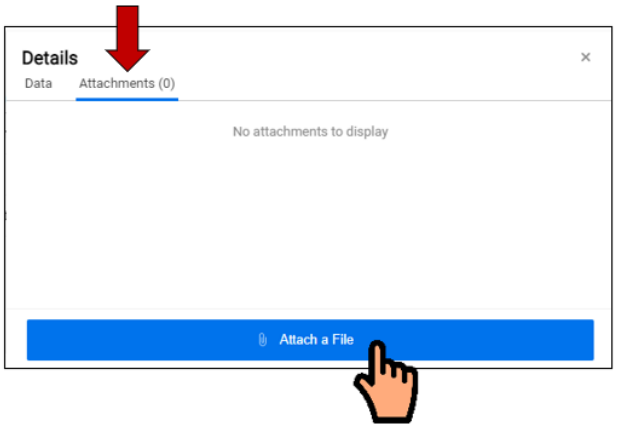
d. Select your LEA's Submission Status from the following options available: *In Process* (Saved some data/will complete later) or *Submission Complete* (Data entered and documentation attached). ***Selecting a status is required.** **If the first option remains selected after the submission due date, your submission is not considered complete, and TEA will contact you to complete the submission process.** LEA Submission Status is defaulted to *Submission Pending – Not Started*.



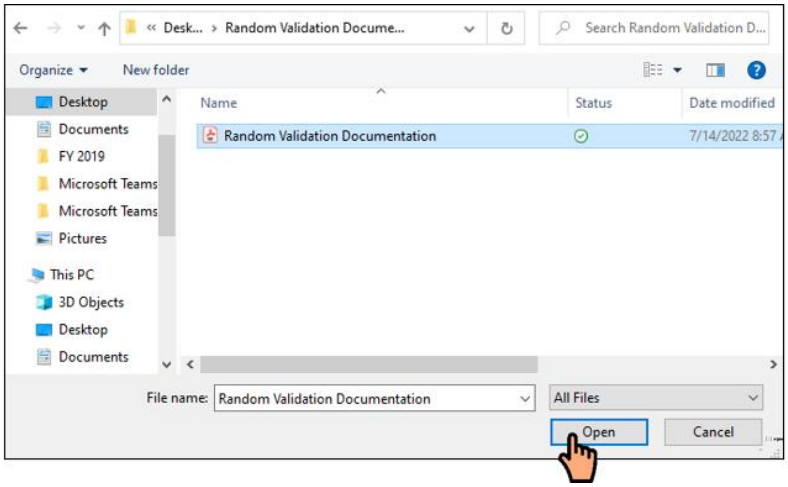
6. Click "Save" on the bottom right-hand corner of the Details Form – Data Tab. This will save the information that was typed in the details form under the data tab (documentation page numbers, LEA Contact information, and LEA Comments, if applicable). ***This step is required.**



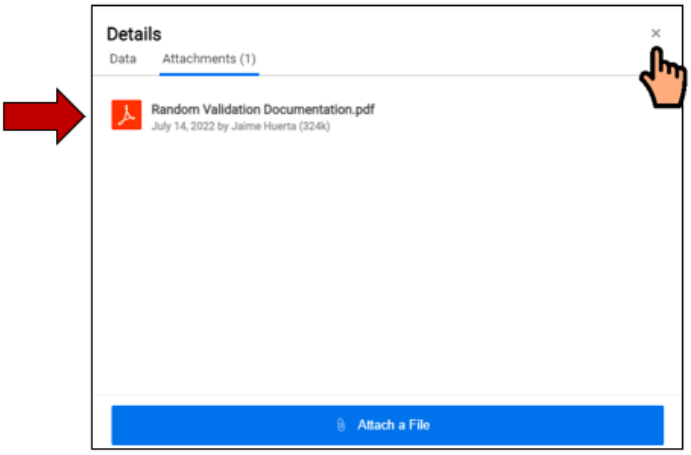
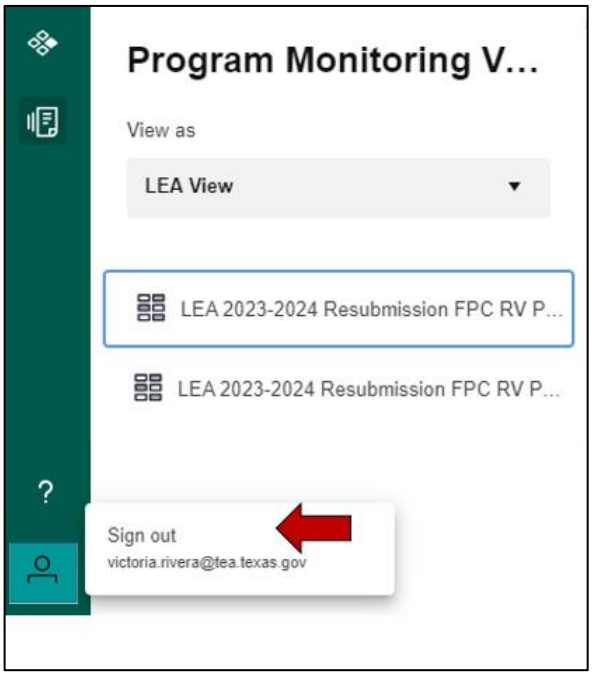
7. Next, click on the Attachments tab. Attach the requested documentation in PDF file format. All documentation should be attached as a single file. ***Attaching documentation is required.**
   a. To attach the PDF file containing the LEA's documentation, click on the "Attachments" Tab on the Details Form; then, click on the "Attach a File" button located at the **bottom** of the Details Form – Attachments Tab.



   b. Browse your computer and locate the documentation file to be attached; select the file; the "File Name" will appear in your file browser; click on "Open;" the file selected should be 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 Federal Program Compliance Program Monitoring Validations WorkApp System by clicking on the icon located in the bottom left-hand corner of the window and selecting "Sign out."