

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 <u>New User Certification form</u>.
 - 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: <u>https://workapps.smartsheet.com/app/PV3M9RP4vpVhGfqXm9Cwc9qGR3/9FvjWHCFG39Hh</u>
 - 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: <u>https://workapps.smartsheet.com/</u>.

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



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



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

*	Program Monitoring Validations
F	View as
	LEA View 🔻
	LEA 2023-2024 Resubmission FPC RV Phase 1
	ELEA 2023-2024 Resubmission FPC RV Phase 2

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

LEA	2023-2	2024 Resubmiss	sion FPC RV	·				orkApps	
☆L	EA 202	3-2024 Resubmi	ssion FPC R\	/ Phase 1 🚯					
Ť	Region	LEA Name and CDN	LEA Contacts	Campus Number	Campus Name	LEA Stage	Program	Requirement	LEA Submission Status
	21	ABC ISD 012345	admin@isd	N/A		Resubmission	Title I, Part A	LEA Written Parent and Fami	Submission Pending - No



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.

Details	×
Data Attachments (0)	
Region	Î
21	
LEA Name and CDN	
ABC ISD 012345	
LEA Stage	
Resubmission	
Program	
Title I, Part A	
Requirement	
LEA Written Parent and Family Engagement Policy	
Campus Name	
N/A	
Campus Number	

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.

	Requested Documentation 1 Page Number(s) Page Number(s) Required.
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	Requested Documentation 2
	Page Number(s) Required.
	Evidence of policy distribution to parents and family members of participating students.
	Requested Documentation 2 Page Number(s)
	Page Number(s) Required.
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- 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: ###-#####.

	LEA Program Contact Name *
	LEA Program Contact Email Address *
r	LEA Program Contact Phone Number *
	Format Please: xxx-xxx-xxxx
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c. Add LEA Comments. This section is *optional* if the LEA would like to provide additional information that will be helpful to the reviewer.

LEA Comment			

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.

ι	EA Submission Status *	
	Submission Pending - Not Started	×Ţ
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 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.

Save Message
If the "Save" button is grayed out and inaccessible, a required field is missing information. A blue "Save" button indicates that all required fields have information. Click on the blue "Save" button to save the information.
Discard Changes Save

- 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.

Details Data Attachm	ents (0))
	No a	attachments to display	1	
		Attach a File	D	
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 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.

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Documents FY 2019		🗄 Random Validatio	n Documentation	0	7/14/	2022 8:5
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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.

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Data	Attachments (1)	
<u>لم</u>	Random Validation Documentation.pdf	
-	July 14, 2022 by Jame Huerta (324K)	

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."

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	EE LEA 2023-2024 Resubmission FPC RV P
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2	Sign out victoria.rivera@tea.texas.gov