

Next Steps/Timeline

Within 10 days of receiving notice, the LEA will need to initiate an amendment in the eGrants system, make the revisions to the SC5000 as requested, and save the amendment in **draft form**.

LEAs should not finalize the amendment in eGrants until the draft SC5000 has been submitted via the WorkApp and reviewed by TEA staff. A TEA review of the draft amendment will need to take place before the amendment is certified and submitted as referenced in the steps below.

1. The LEA will generate a “Printable Version” of the amended draft SC5000 and save it as a pdf file.
2. The LEA will login to the FPC WorkApp, select the SC5000 Review link from the menu on the left, complete the details data form, and attach the pdf version of the amended draft SC5000 for FPC review (see WorkApp instructions referenced).
3. The FPC Division will review the draft amendment and provide feedback to the LEA via an auto-generated Smartsheet WorkApp email.
4. Based on the feedback received by the LEA from the FPC Division, the LEA will make additional revisions, as needed.
5. Upon receipt of an email from the FPC Division advising the LEA that the draft amendment has been reviewed and is ready to be submitted, the LEA should submit the completed amendment via eGrants within 30 calendar days of the communication received from the FPC Division for processing.

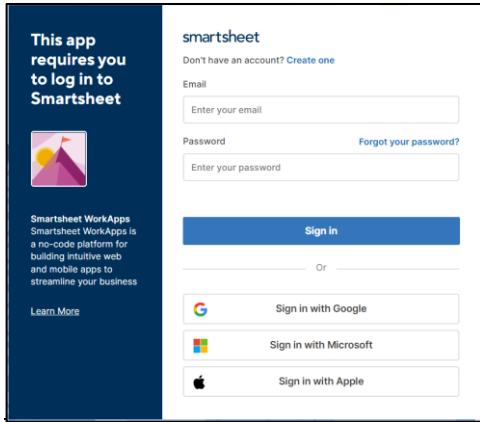
WorkApp System Access

Please note that the LEA staff submitting the information will need access to the Department of Grant Compliance and Administration WorkApp System.

Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the 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 EDGAR Smartsheets WorkApp. The additional staff to be added to the system must agree to certain security requirements. The following video outlines the process for an individual with existing access to request access for a new individual: <https://youtu.be/0dp00LrkF 4>.

Submitting the SC5000 Draft Amendment for Review

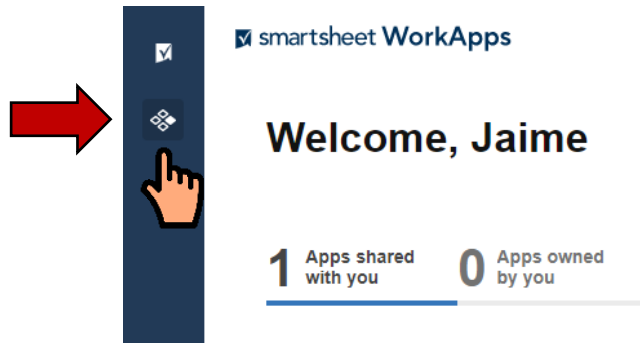
1. Login to the Department of Grant Compliance and Administration WorkApp System.
Link to Access the WorkApp System: <https://workapps.smartsheet.com/>



2. Click on the Federal Program Compliance Division WorkApp Tile.



Note: If you are not able to locate the orange Federal Program Compliance Division WorkApp Tile, you may need to locate the diamond shaped icon on the menu bar (as shown to the right) and click on it, so that all WorkApps you have access to will appear.



3. Click on the SC5000 – Title I, Part A Review link.

The screenshot shows the 'FPC' (Federal Program Compliance) dashboard. On the left is an orange sidebar with navigation icons. The main header area contains the text 'FPC' and 'Federal Program Compliance Division'. Below this is a 'View as' dropdown menu currently set to 'LEA View'. A 'LEA Dashboard' link is visible. At the bottom, a link for 'SC5000 – Title I, Part A Review' is highlighted with a blue border and a hand cursor pointing to it.

4. Click on the 2023-2024 SC5000 line to access the Details Form – Data Tab for data entry.

The screenshot shows a table titled 'SC5000 - Title I, Part A Review' with an 'FPC' label in the top right. The table has a header row and one data row. A red arrow points to the first column of the data row, and a hand cursor points to the 'LEA Name and CDN' column of the same row.

Year	Region	LEA Name and CDN	LEA Contacts	Submission Status
2023-2024 SC5000	1	ABC ISD 111111	john.doe@abcisd.net	

5. Complete the Details Form – Data Tab.

- 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 documentation is needed and/or if clarification is needed. ***The following fields 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. Please use the following format: ###-###-####.

The screenshot shows a 'Details' form with a 'Data' tab selected. The form contains the following fields:

- Year:** 2023-2024 SC5000
- LEA Name and CDN:** ABC ISD
- LEA Contact Name *** (indicated by a red arrow)
- LEA Contact Email Address *** (indicated by a red arrow)
- LEA Contact Telephone Number *** (indicated by a red arrow)

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

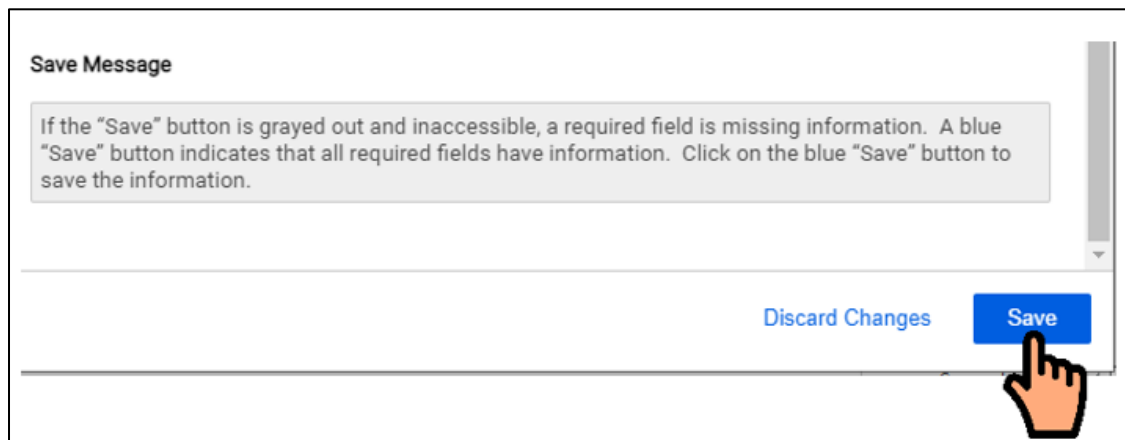
LEA Comment

- c. Confirmation of Revisions Completed. Each potential area of non-compliance will be listed and the LEA will select the “Revisions Completed” status to indicate that the revisions requested have been completed as per the SC5000 draft amendment that the LEA will attach.
- d. Select your LEA’s Submission Status from the following options available: In Process (Saved data/will complete later) or Submission Complete (Data entered and document 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.**



- 6. 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). **This step is required. Proceed to Step 7 to attach the SC5000 Draft Amendment.**

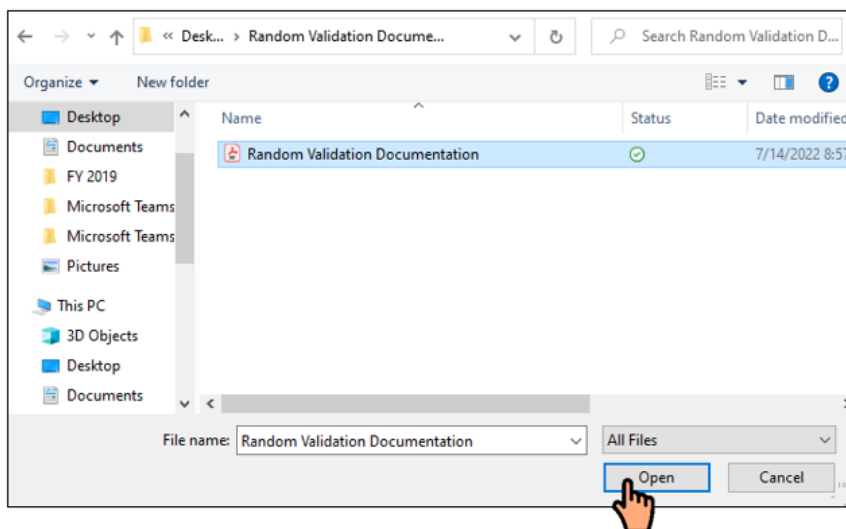
When the Submission Status selected is “Submission Complete” and the “Save” button is selected, the LEA Contacts listed in the WorkApp system will receive an email with the responses submitted to confirm that the information provided was saved for TEA to review.



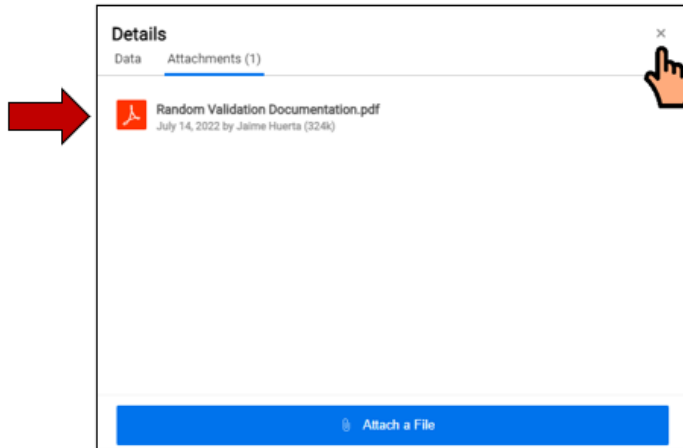
7. Attach the SC5000 Draft Amendment in pdf file format. All documentation should be attached as a single file. **Attaching the SC5000 Draft Amendment is required.**
 - a. To attach the PDF file containing the LEA’s SCS5000 Draft Amendment, click on the “Attachments” Tab on the Details Form; then click on the “Attach a File” button located at the bottom of the Details Form – Attachments Tab.




- b. Browse your computer and locate the document file to be attached (SC5000 Draft Amendment); select the file; the File Name will appear in your 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 in the bottom left-hand corner of the window and selecting “Sign out.”

