

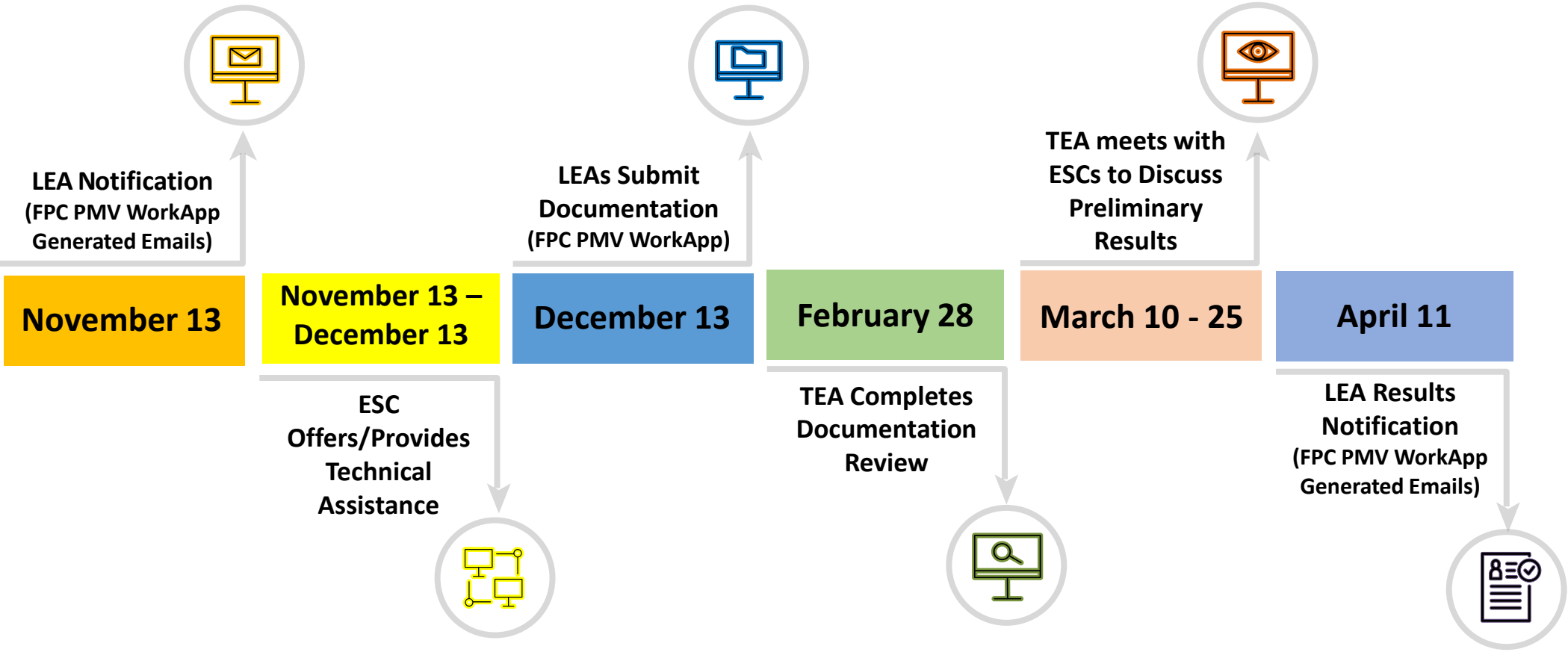
2024-2025

Program Monitoring Validations Process

Documentation

Submission Instructions

2024-2025 Program Monitoring Validations Timeline



Preparing Documents for Upload: 2 Step Process

STEPS

1

Gather and assemble the documentation into 1 pdf file

2

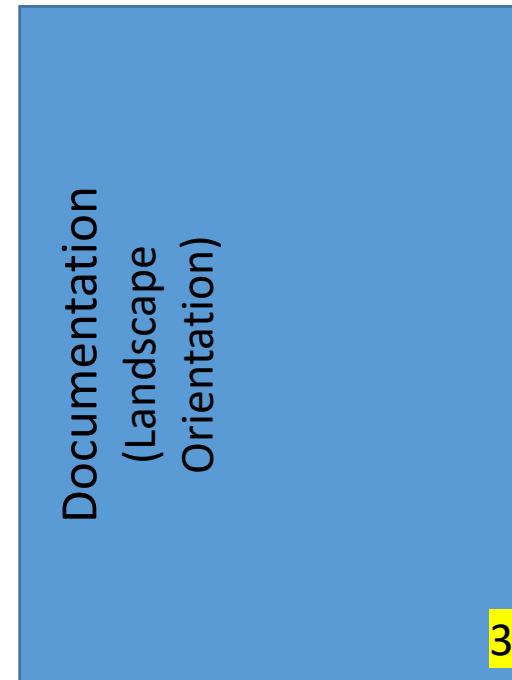
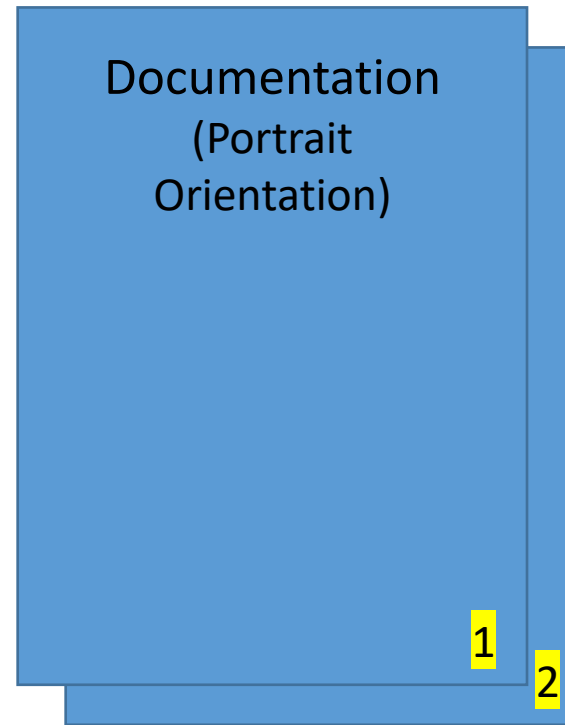
Log in to the FPC Program Monitoring Validations WorkApp System to complete the details form and upload the documentation pdf file

STEP 1: Gather and assemble the documentation

- Use the requested documentation section of the program-specific guidance document to gather and organize the documentation requested
- Assemble the documentation in the order it is requested (i.e., 1.1 first, 1.2 second, etc.)
- Number pages of the documentation file consecutively

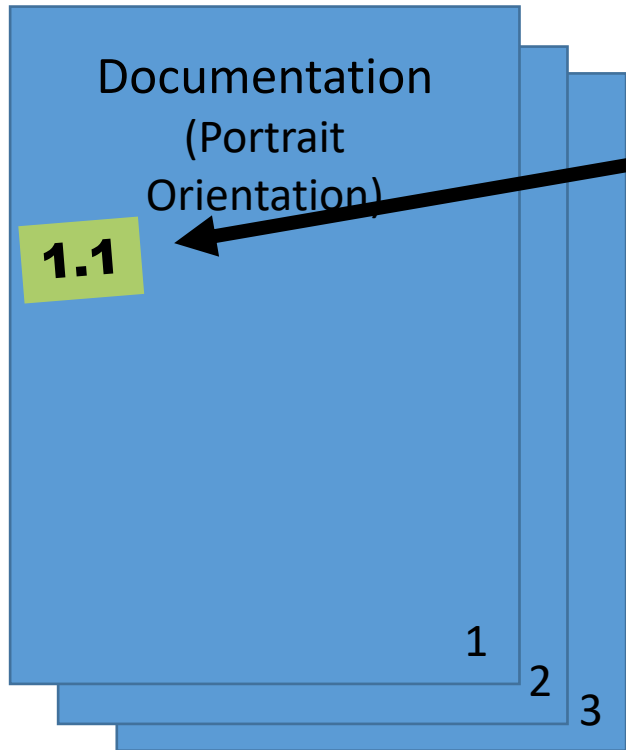
Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>
1.2 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>
1.3 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>
1.4 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>
1.5 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>

Order pages and number consecutively in lower right corner:



Tips to Facilitate Documentation Review Process

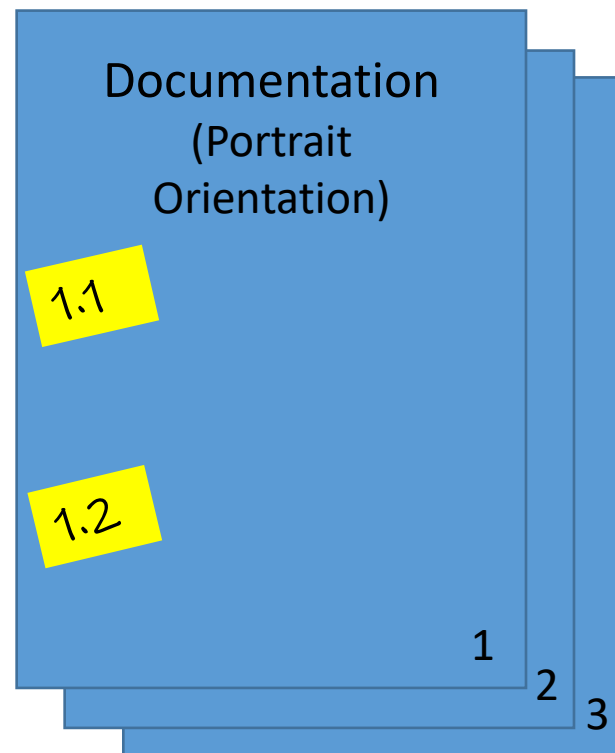
Use the Item Number to mark the location on the page:



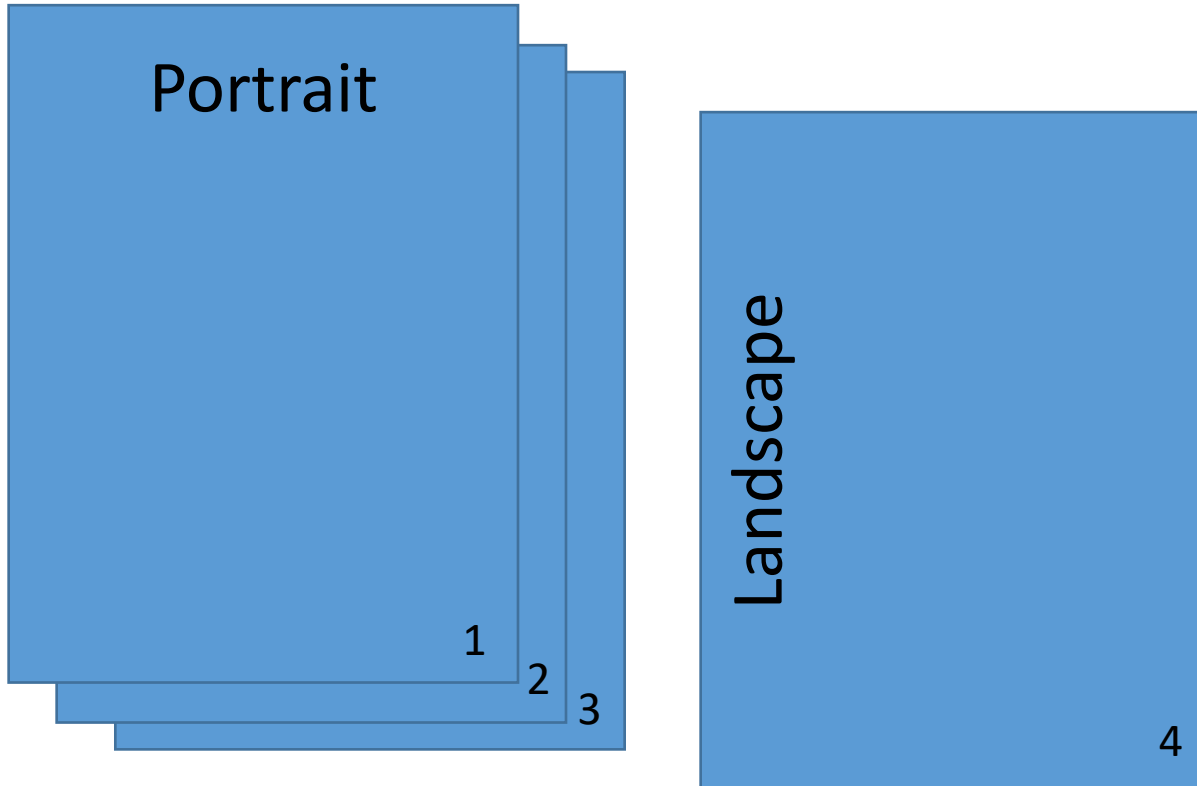
Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>
1.2 <Documentation>	<Year of Documentation Requested>	<Documentation Specificity>

Tips to Facilitate Documentation Review Process

Each Documentation Requested Item Number (1.1, 1.2, etc.) should be marked on the appropriate page of the documentation file being submitted for review.



Don't include unnecessary pages.



Cautionary Tips

- Only include relevant pages of documents requested
- All documentation submitted must be reviewed in its entirety
- Should the review determine unanticipated areas of non-compliance, the LEA will be referred to the appropriate Division for further review



- 30 MB limit
- “Optimize” pdf file to reduce size
- Ensure all pages are actually needed
- Last resort, split file and upload multiple pdf files

Preparing Documents for Upload: 2 Step Process

STEPS



1

Gather and assemble the documentation into 1 pdf file

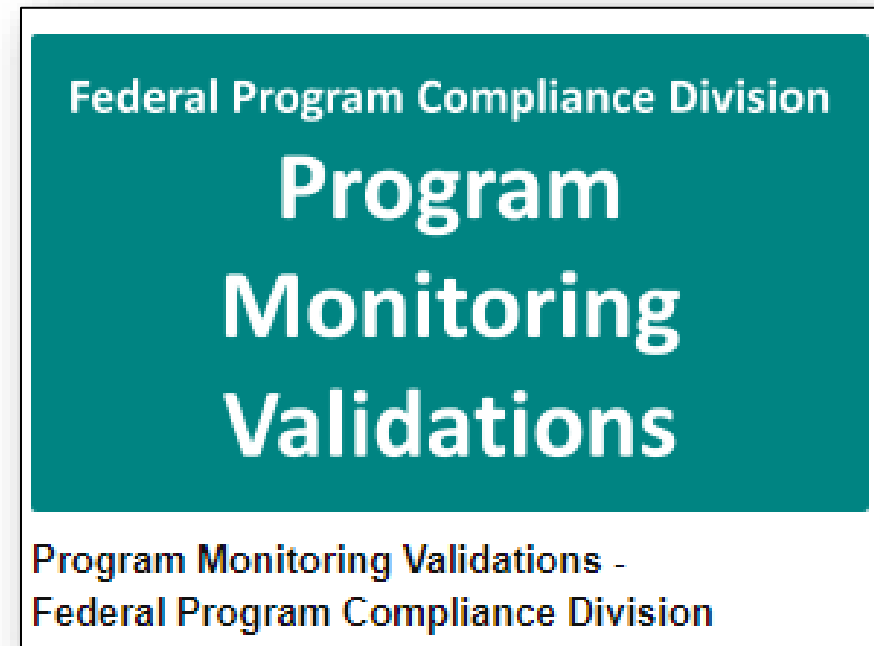
2

Log in to the FPC Program Monitoring Validations WorkApp System to complete the details form and upload the documentation pdf file

2024-2025 Program Monitoring Validations Documentation Submission

Documentation will be submitted by LEAs and reviewed by TEA via the Federal Program Compliance Division Program Monitoring Validations WorkApp System

smartsheet WorkApps

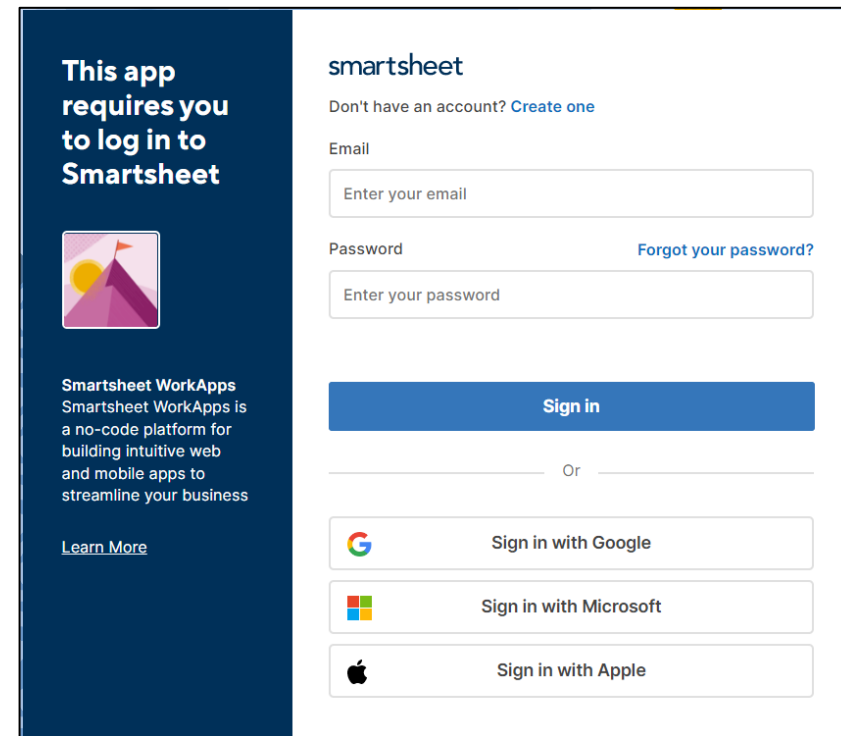


2024-2025 Program Monitoring Validations Documentation Submission Instructions

✔ smartsheet WorkApps

1. Login to the Department of Grant Compliance and Administration WorkApp System.

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

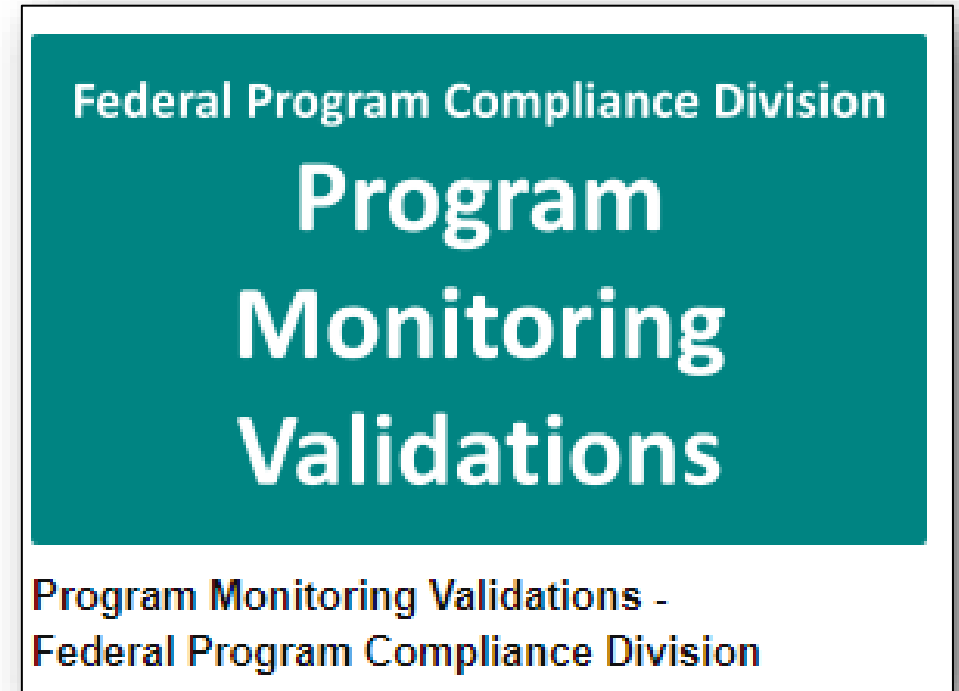


The screenshot shows the login interface for Smartsheet WorkApps. On the left, a dark blue sidebar contains the text: "This app requires you to log in to Smartsheet" with a small icon of a mountain and sun, and a description: "Smartsheet WorkApps is a no-code platform for building intuitive web and mobile apps to streamline your business" with a "Learn More" link. The main white area is titled "smartsheet" and includes a "Create one" link for users without accounts. It features input fields for "Email" and "Password", a "Forgot your password?" link, a blue "Sign in" button, and social login options for Google, Microsoft, and Apple.

2024-2025 Program Monitoring Validations Documentation Submission Instructions

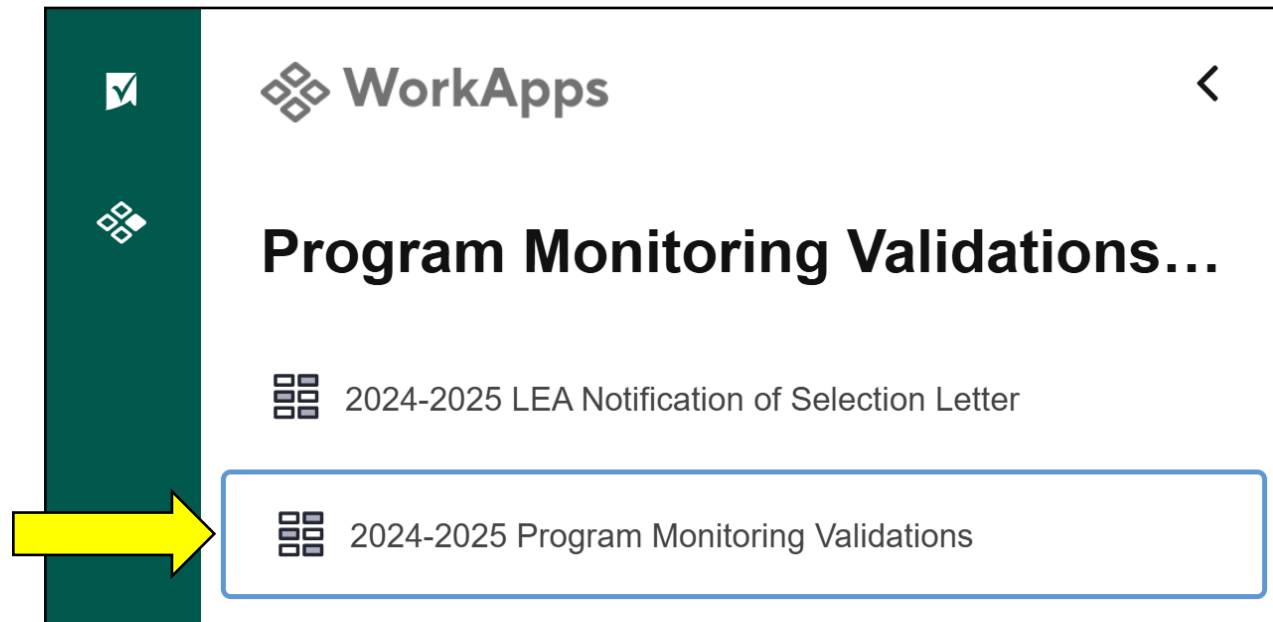
2. Click on the Federal Program Compliance Division Program Monitoring Validations WorkApp Tile.

If the tile is not showing, click on the menu icon to display all the Apps you are able to access.



2024-2025 Program Monitoring Validations Documentation Submission Instructions

3. Select the “2024-2025 Program Monitoring Validations” link on the left pane.



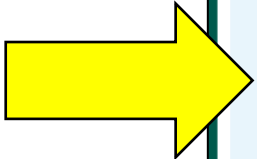
2024-2025 Program Monitoring Validations Documentation Submission Instructions

4. Click on the Program-Specific Line(s) to access the Details Form – Data & Attachments Tabs. An LEA response is required for each of the program-specific lines that are visible.

☆ 2024-2025 Program Monitoring Validations ⓘ

Filter [Icons]

Program	Region	LEA Name and CDN	LEA Contacts	Campus Number	Campus Name	LEA Stage	Requirement & ESSA Citation	LEA Submission Status
Title I, Part A	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudle, Jaedon Seagler, Huerta, lisa.thompson@liza.lorenzi, Lui Lashlee, Natalie Davis, Susan Hi Frierson	000000101	ESSA EL	Initial Submission	Written Parent and Family Engagement (PFE) Policies; ESSA Citation: Section 1116(a)(2) and Section 1116(b)(1)	Submission Pending - Not Started
Title I, Part C	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudle, Jaedon Seagler, Huerta, lisa.thompson@liza.lorenzi, Lui Lashlee, Natalie Davis, Susan Hi Frierson	Not Applicable	Not Applicable	Initial Submission	Priority for Service; ESSA Citation: Sections 1301(2) PROGRAM PURPOSE and 1304(d) PRIORITY FOR SERVICES	Submission Pending - Not Started
Title II, Part A	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudle, Jaedon Seagler, Huerta, lisa.thompson@liza.lorenzi, Lui Lashlee, Natalie Davis, Susan Hi Frierson	Not Applicable	Not Applicable	Initial Submission	Meaningful Consultation of Stakeholders; ESSA Citation: Section 2102 (b)(3)(A)	Submission Pending - Not Started
Private Nonprofit School Equitable Services	21	Matt Lashlee ISD 987654	Cory Green, Cris Didi Garcia, Don Elizabeth Dudle, Jaedon Seagler, Huerta, lisa.thompson@	Not Applicable	Not Applicable	Initial Submission	LEA Inventory Control of PNP Purchases for Equitable Services; ESSA Citation: Section 1117(d)(1) and Section 8501(d)(1)	Submission Pending - Not Started



2024-2025 Program Monitoring Validations Documentation Submission Instructions

5. Complete the Details Form – Data Tab for each of the program-specific lines.

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

Details

Data Attachments (0)

Program

Title I, Part A

Region

21

LEA Name and CDN

Matt Lashlee ISD 987654

LEA Stage

Initial Submission

Requirement & ESSA Citation

Written Parent and Family Engagement (PFE) Policies; ESSA Citation: Section 1116(a)(2) and Section 1116(b)(1)

Campus Name

ESSA EL

Campus Number

000000101

2024-2025 Program Monitoring Validations Documentation Submission Instructions

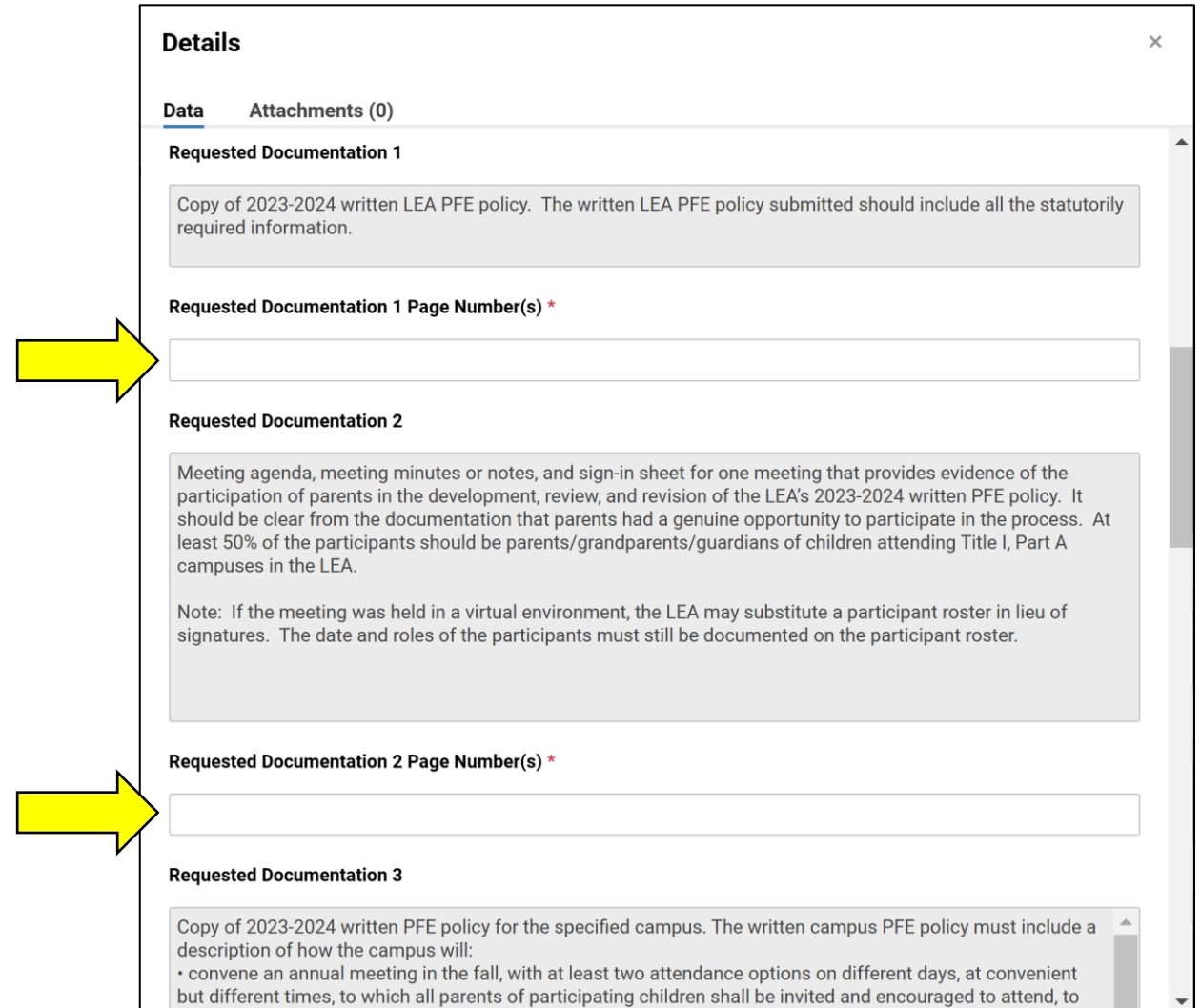
5. Complete the Details Form – Data Tab for each of the program-specific lines.

- a. Scroll down to the “Requested Documentation 1 Page Number(s)” 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 review process.

For example, if relevant items for the requested documentation 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.**

Note: The number of requested documentation items vary from 1-6 based on each program/requirement being monitored.



The screenshot shows a 'Details' form with a 'Data' tab and 'Attachments (0)'. It contains three sections for requested documentation:

- Requested Documentation 1:** Text box: "Copy of 2023-2024 written LEA PFE policy. The written LEA PFE policy submitted should include all the statutorily required information." Field: "Requested Documentation 1 Page Number(s) *"
- Requested Documentation 2:** Text box: "Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the LEA's 2023-2024 written PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. At least 50% of the participants should be parents/grandparents/guardians of children attending Title I, Part A campuses in the LEA. Note: If the meeting was held in a virtual environment, the LEA may substitute a participant roster in lieu of signatures. The date and roles of the participants must still be documented on the participant roster." Field: "Requested Documentation 2 Page Number(s) *"
- Requested Documentation 3:** Text box: "Copy of 2023-2024 written PFE policy for the specified campus. The written campus PFE policy must include a description of how the campus will:
• convene an annual meeting in the fall, with at least two attendance options on different days, at convenient but different times, to which all parents of participating children shall be invited and encouraged to attend, to"

Yellow arrows point to the page number fields for the first and second documentation items.

2024-2025 Program Monitoring Validations Documentation Submission Instructions

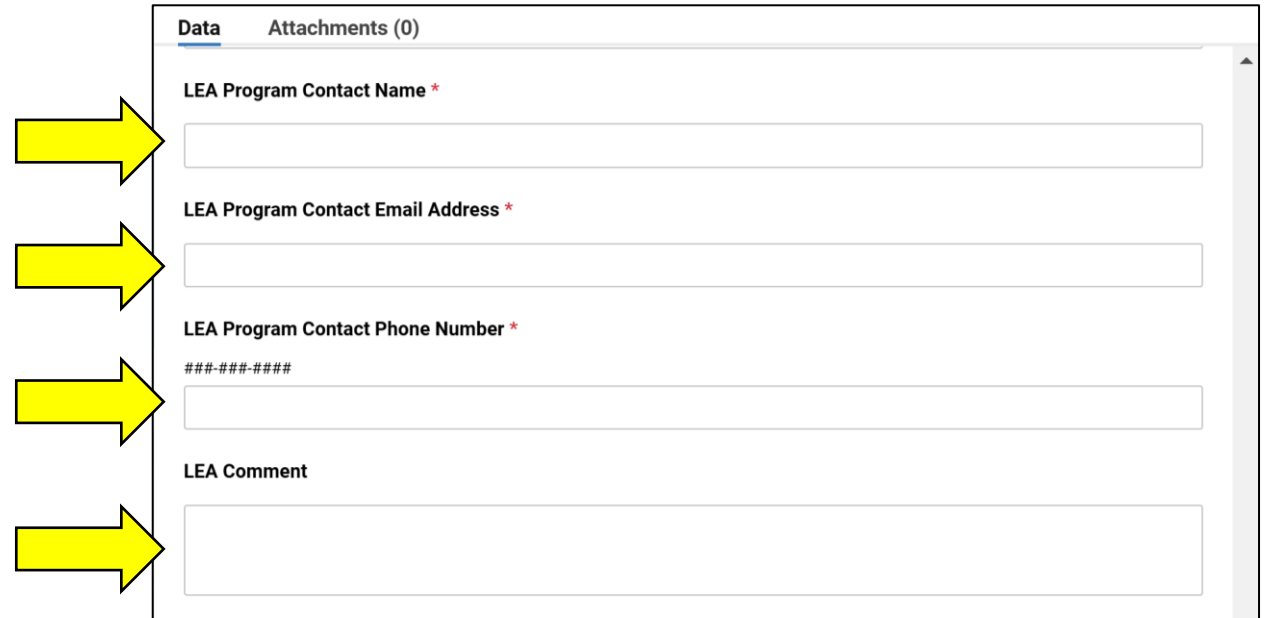
5. Complete the Details Form – Data Tab for each of the program-specific lines.

b. Scroll down to the LEA Program Contact Information fields. 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.

***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. The “LEA Comment” section is *optional* if the LEA would like to provide additional information that will be helpful to the reviewer.



The screenshot shows a web form with two tabs: "Data" (selected) and "Attachments (0)". The form contains the following fields:

- LEA Program Contact Name * (with a yellow arrow pointing to the input field)
- LEA Program Contact Email Address * (with a yellow arrow pointing to the input field)
- LEA Program Contact Phone Number * (with a yellow arrow pointing to the input field). Below this field is the placeholder text "#####".
- LEA Comment (with a yellow arrow pointing to the input field)

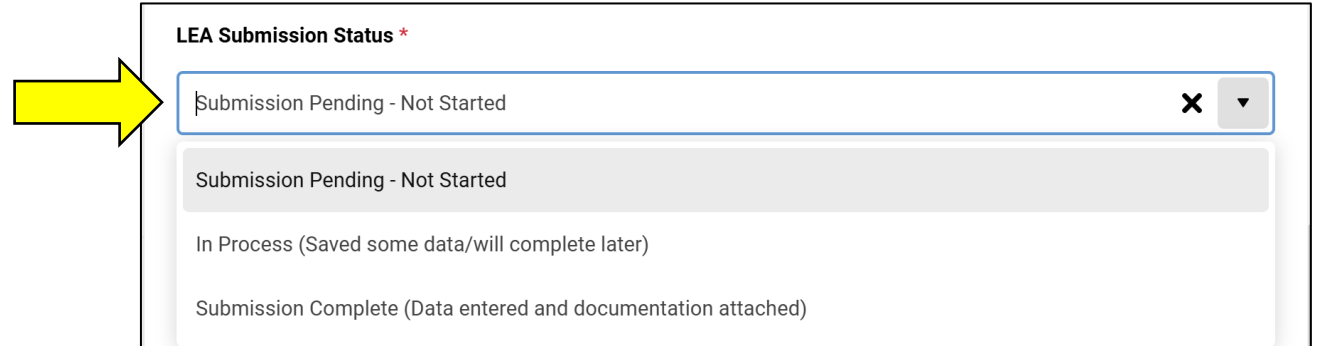
2024-2025 Program Monitoring Validations Documentation Submission Instructions

5. Complete the Details Form – Data Tab for each of the program-specific lines.

- 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.**

Note: If the “Submission Pending – Not Started” 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 defaults to “Submission Pending – Not Started.”



LEA Submission Status *

Submission Pending - Not Started

Submission Pending - Not Started

In Process (Saved some data/will complete later)

Submission Complete (Data entered and documentation attached)

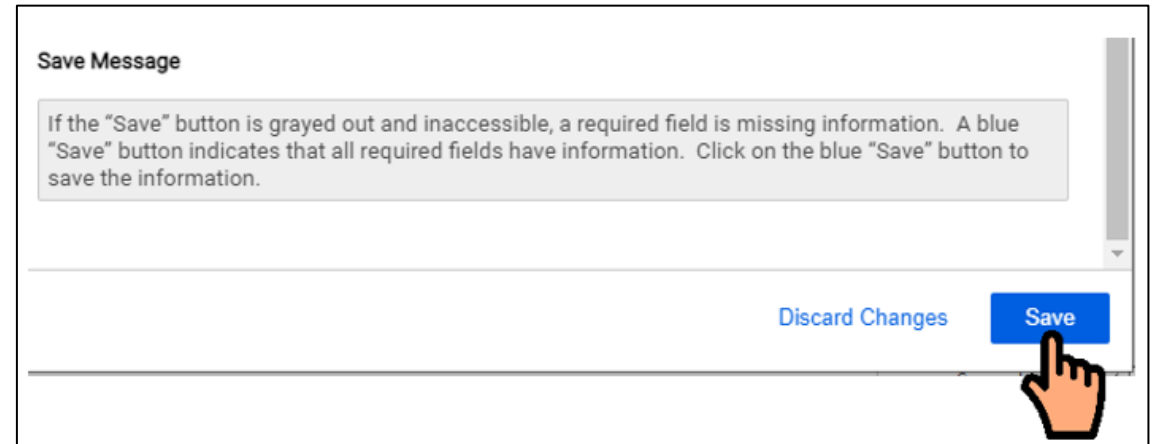
2024-2025 Program Monitoring Validations Documentation Submission Instructions

6. After the page number(s) and LEA Program Contact Information have been entered; and the LEA Submission Status has been updated, click “Save” on the bottom right-hand corner of the Details Form – Data Tab.

***This step is required.**

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).

NOTE: A gray “Save” button indicates that a required data entry field is missing information.



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

Once, the data are saved, the LEA Contacts will receive an auto-generated email that includes the information that was saved for TEA review.

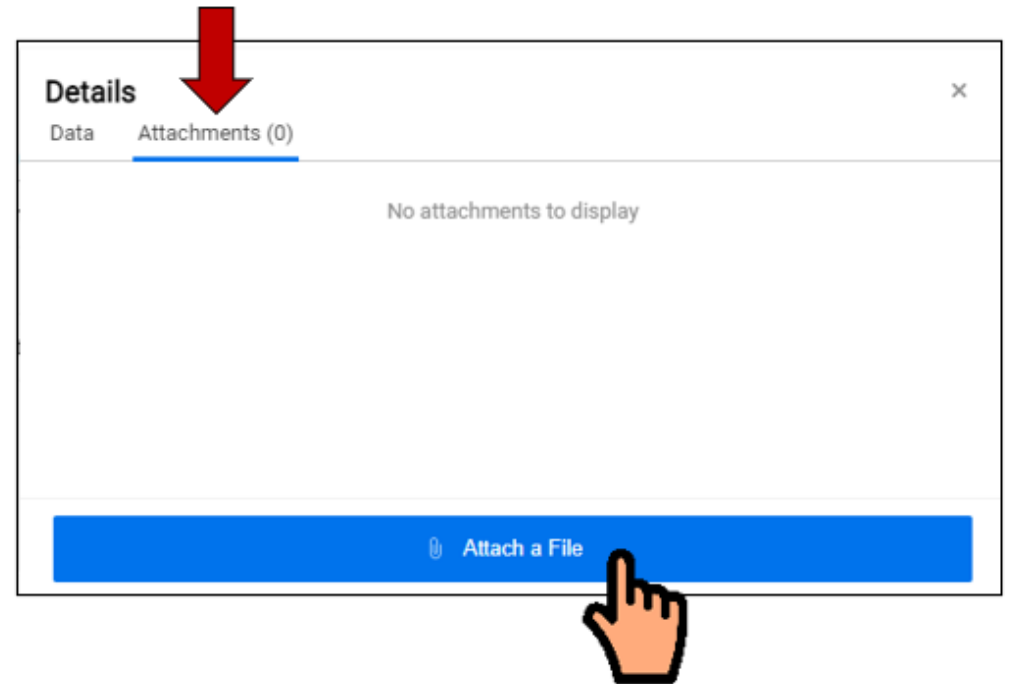
2024-2025 Program Monitoring Validations Documentation Submission Instructions

7. After saving the information in the Details Form – Data tab, click on the Details Form - 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 “Attach a File” button located at the **bottom** of the Details Form – Attachments Tab.

Note: Only attach documentation for the program referenced in the Details Form – Data tab. Each program has their own Details Form –Data tab for attaching documentation separately.

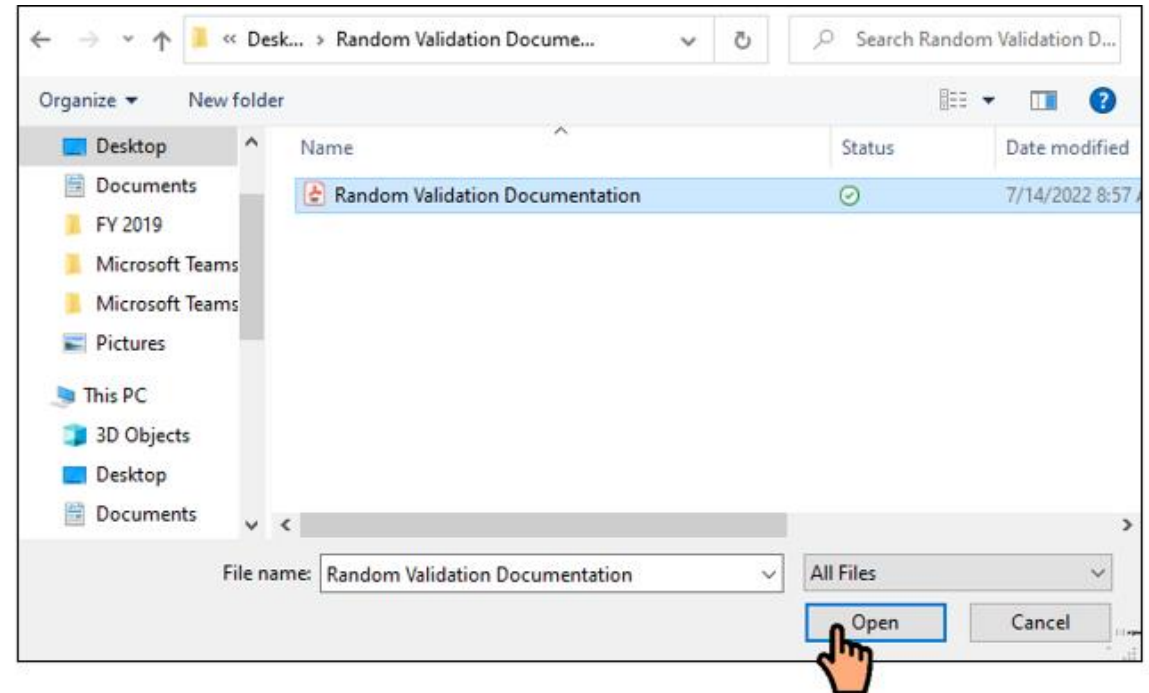


2024-2025 Program Monitoring Validations Documentation Submission Instructions

7. Next, click on the Details Form - Attachments tab. Attach the requested documentation in PDF file format. All documentation should be attached as a single file.

***Attaching documentation is required.**

- 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.

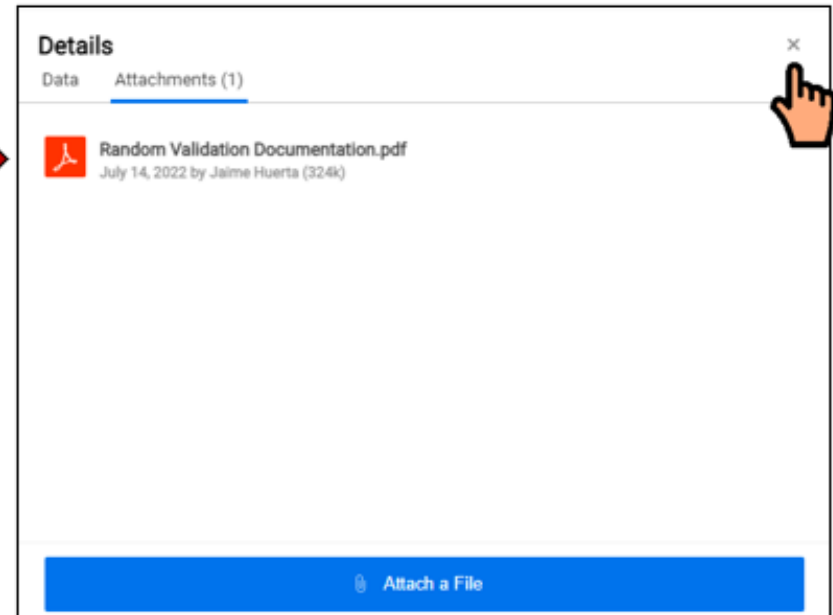
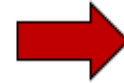


2024-2025 Program Monitoring Validations Documentation Submission Instructions


7. Next, click on the Details Form - Attachments tab. Attach the requested documentation in PDF file format. All documentation should be attached as a single file.

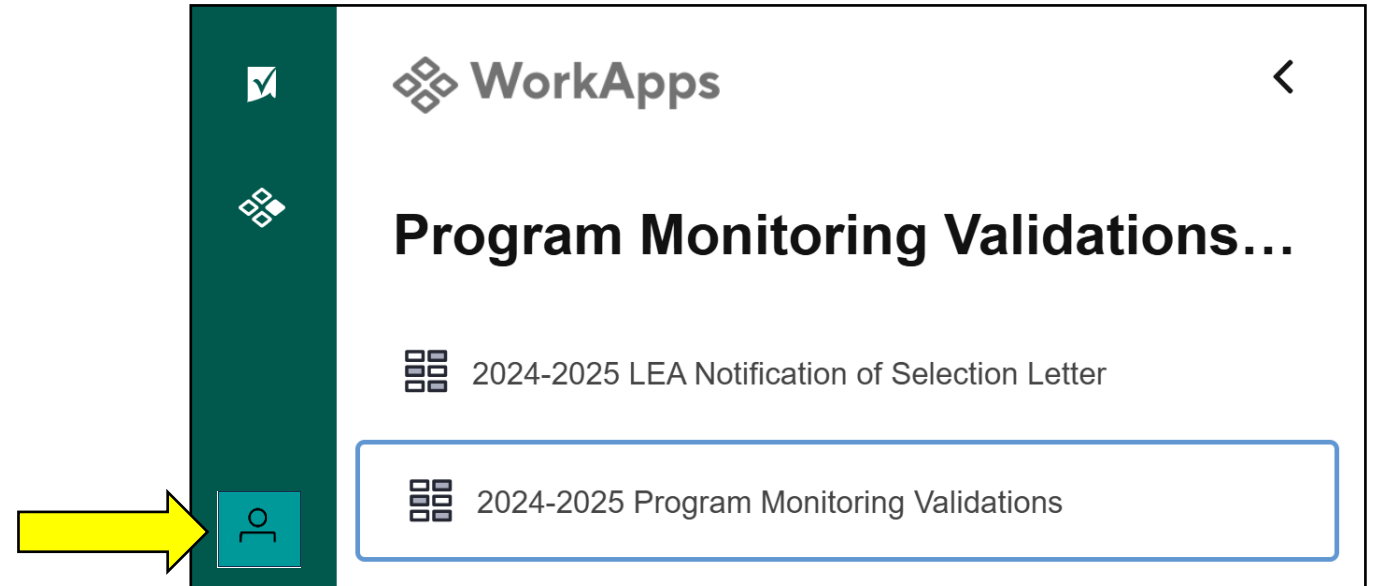
***Attaching documentation is required.**

- 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.



2024-2025 Program Monitoring Validations Documentation Submission Instructions

7. Sign out of the Federal Program Compliance Program Monitoring Validations WorkApp by clicking on the  icon located in the bottom left-hand corner of the window and selecting “Sign out.”





**For all you do for the students and families you serve everyday!
You make a difference!**

Federal Program Compliance Division Program Contacts

Department of Grant Compliance and Administration

Division Phone Number: 512-463-9499

Division Email Addresses:

ESSAsupport@TEA.Texas.gov | PNPOmbudsman@TEA.Texas.gov | Migrant.ed@TEA.Texas.gov

Jaime Huerta, Division Director | Email: jaime.huerta@TEA.Texas.gov | Phone: (512) 463-9310

Didi Garcia, Assistant Division Director | Email: didi.garcia@TEA.Texas.gov | Phone: (512) 463-9147

Programs	Program Contacts, Roles/Responsibilities, and Contact Information
Title I, Part A – Improving Basic Programs	Vivian Smyrl, Program Director Email: vivian.smyrl@TEA.Texas.gov Phone: (512) 936-6216
Title I, Part C – Education of Migratory Children	Idalia Ibanez, Program Director Email: idalia.ibanez@TEA.Texas.gov Phone: (512) 463-6911 Nez Paniagua-Jimenez, Program Coordinator Email: nez.paniagua-jimenez@TEA.Texas.gov Phone: (512) 936-2235
Title I, Part D – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth	Gerardo Ramirez, Program Director Email: gerardo.ramirez@TEA.Texas.gov Phone: (512) 463-9390
Title II, Part A – Supporting Effective Instruction	Gerardo Ramirez, Program Director Email: gerardo.ramirez@TEA.Texas.gov Phone: (512) 463-9390
Title IV, Part A – Student Support and Academic Enrichment	LaNetra Guess, Program Director Email: lanetra.guess@TEA.Texas.gov Phone: (512) 463-6939
Title V, Part A – Funding Transferability	Idalia Ibanez, Program Director Email: idalia.ibanez@TEA.Texas.gov Phone: (512) 463-6911
Title V, Part B – Rural Education Achievement Program (REAP): Rural and Low-Income Schools (RLIS) and Small Rural School Achievement (SRSA)	Nez Paniagua-Jimenez, Program Director Email: nez.paniagua-jimenez@TEA.Texas.gov Phone: (512) 936-2235
Title VIII – ESSA Unsafe School Choice Option Persistently Dangerous Schools	Idalia Ibanez, Program Director Email: idalia.ibanez@TEA.Texas.gov Phone: (512) 463-6911
ESSA Private Nonprofit School Equitable Services (PNP)	LaNetra Guess, PNP Ombudsman Email: lanetra.guess@TEA.Texas.gov Phone: (512) 463-6939
Ed-Flex Supplement, Not Supplant (SNS)	Vivian Smyrl, Program Director Email: vivian.smyrl@TEA.Texas.gov Phone: (512) 936-6216
Smartsheet WorkApp System	Victoria Rivera, Program and Project Coordinator victoria.rivera@TEA.Texas.gov Phone: (512) 463-9956

<https://tea.texas.gov/finance-and-grants/grants/essa-program/divisioncontacts.pdf> 10/09/2024