2024–2025

PRIVATE NONPROFIT SCHOOL EQUITABLE SERVICES (PNP) AFFIRMATIONS SMARTSHEET WORKAPP DATA SUBMISSION INSTRUCTIONS

EVERY STUDENT SUCCEEDS ACT (ESSA)

Federal Program Compliance Division
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Contents

2024-2025 Private Nonprofit School Equitable Services (PNP) – Affirmations Smartsheet WorkApp

The PNP Affirmations Smartsheet WorkApp is intended for use by LEAs and by ESCs on behalf of LEAs that are members of Shared Services Arrangements (SSAs) to submit all participating private nonprofit (PNP) school data and signed PNP Affirmation of Consultation forms, beginning with the 2024-2025 school year.

The data collected will be used to meet the *Every Student Succeeds Act (ESSA)* PNP federal requirements for

- Title I, Part A, ESSA, Section 1117; and
- 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's Federal Program Compliance Division and by the State Auditor.
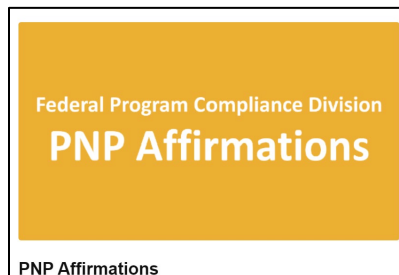
PNP Affirmations

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 LEAs and/or ESC staff submitting data will need access to the Department of Grant Compliance and Administration WorkApp 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 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 LEA 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 LEA or ESC is only guaranteed a certain number of access accounts currently.

Instructions for Requesting Smartsheet WorkApp System Access

1. For LEA 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:
   a. Open the form and select 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.

Smartsheet Submission Instructions

1. The 2024-2025 PNP Affirmation data submission due date is September 30, 2024.
   a. The PNP Affirmation data submission cycle is July 1, 2024, through June 3, 2025, the final amendment date.
2. Log in to the Federal Program Compliance Division (FPC) WorkApp System.
3. Click on the *FPC PNP Affirmations WorkApp* tile on the menu located on the left-hand side to access the ESSA PNP Affirmations Smartsheet.
   a. LEAs may also click on the *PNP Affirmations Submission Form's Smartsheet* direct link: https://workapps.smartsheet.com/app/q8G9m89qg8h7FgrXccPmrgXPC2/8VmJPgvmpFxhP to access the Smartsheet for data submission.
4. Click on 'Yes' or 'No' in response to the Smartsheet question – 'Is the PNP Affirmation being submitted part of a Shared Servies Arrangement (SSA)?'
5. Select the 'County District Number (CDN)' and 'LEA Name' from the drop-down menu.
6. Select the 'School Year' of PNP Affirmation data.
7. Complete the fields with the information for the LEA Program Contact. The LEA 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 LEA Program Contact in the "LEA Program Contact" field.
   b. Type the email address of the LEA Program Contact in the "LEA Program Contact Email Address" field.
   c. Type the phone number of the LEA Program Contact in the "LEA Program Contact Phone #" field.
8. Type any applicable district comments to share with TEA related to PNP data submitted in the "LEA Comments" field.

9. Type the official 'Name of PNP School' that receives PNP equitable services for at least one ESSA program.
    a. If a PNP school is not participating with any equitable services, the LEA does not submit data or an Affirmation via Smartsheet.
10. Select 'Yes' or 'No' in response to the following statement: 'Indicate if the PNP school is located inside of LEA boundaries.'
    a. If the PNP school is located *within* district boundaries and participating in at least one program for equitable services, click on the correct response ('Yes, Not Participating Applicant (LEA), Third-Party Consortium; or SSA') for participation per program.
11. LEA must upload one signed PNP Affirmation for participating school via the 'drag and drop' or browsing files option. This is a required field for PNP schools participating with equitable services.
12. The PNP Affirmation Smartsheet submission is not considered complete if the data is missing and the Affirmation is not attached in the WorkApp.
    a. If the PNP is participating in Title I, Part A, equitable services, the LEA must submit Smartsheet and upload one corresponding signed PNP Affirmation.
    b. If the PNP school is located *outside* of district boundaries, it is not eligible to participate in Title I, Part C; Title II, Part A; Title III, Part A; or Title IV, Part A, program equitable services.
        i. Click the applicable response ('Yes, Not Participating Applicant (LEA), Third-Party Consortium; or SSA') for Title I, Part A, equitable services.

13. 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.
14. To receive confirmation that Smartsheet with PNP Affirmation was submitted successfully, LEA 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 LEA will not receive confirmation of Smartsheet submission.
15. Click on "Submit" at the bottom right-hand corner.
    a. Note: If the "Submit" button is grayed out and inaccessible, a required field is missing information. A blue "Submit" button indicates that all required fields have information and that the data are ready to be saved. Click on the blue "Submit" button to save the
16. Verify data was saved by reviewing the district's PNP Affirmations WorkApp.
17. Log out of the FPC WorkApp System.

PNP Affirmation Data Submission Instructions

1. LEA/ESC staff must access the *PNP Affirmation Smartsheet* to submit data and signed PNP Affirmation of Consultation form(s) through the link below.
    - **PNP Affirmation Smartsheet Link:**
      https://app.smartsheet.com/b/form/472a3c9e92124e4ca4ec47549cba69f9.

2. **Figure 1** shows Smartsheet landing page for the ESSA PNP Affirmations data elements.

Figure 1.

Steps to Completing the PNP Affirmation Smartsheet

Action Steps 1 (Figure 2)

1. Select '*Yes or No*':
    - Is the PNP Affirmation being submitted as part of a Shared Services Arrangement (SSA)?

2. Scroll and select the LEA's pre-populated *CDN number and LEA Name* from the drop-down list.

3. Select the *School Year* that represents the current PNP Affirmation. (Figure 2)

Figure 2.

Is the PNP Affirmation being submitted part of a Shared Services Arrangement (SSA)? *

◯ Yes   ◯ No

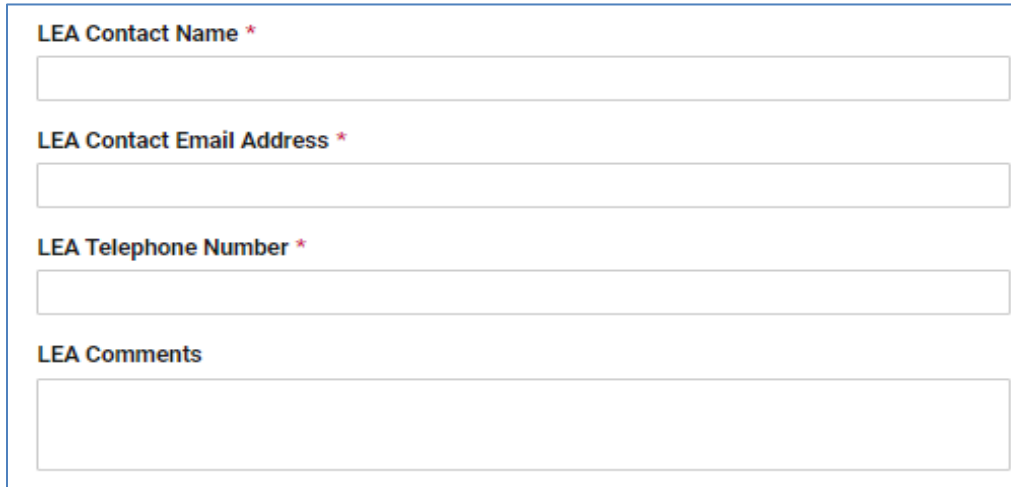**CDN & LEA Name ***

| Select or enter value | ▼ |

School Year *

◯ 2024 - 2025

Action Steps 2 (Figure 3)

1. Enter the LEA Contact Name.
2. Enter the LEA Contact Email Address.
3. Enter the LEA Telephone Number.
4. Enter any LEA comments (optional).

Figure 3.

LEA Contact Name *

LEA Contact Email Address *

LEA Telephone Number *

LEA Comments

Action Steps 3 (Figure 4)
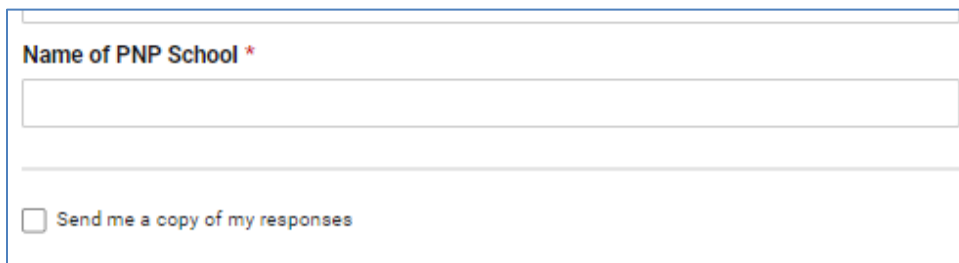
1. Enter the '*Name of PNP School'* that is participating with equitable services in Figure 4.

   Reminder: LEA/ESC must submit an <u>individual</u> Smartsheet for each PNP school participating in equitable services. For example, if an LEA/ESC is providing equitable services to eight schools, it must submit an individual Smartsheet for all eight participating PNP schools.

2. Click on the 'Send me a copy of my responses' box, if a copy of data is preferred. If this box is not checked <u>before</u> submitting, the LEA/ESC will <u>not</u> receive a copy of data submission.

   An auto-generated email from forms@app.smartsheet.com will provide submitter an email copy of responses, including Affirmation.

Figure 4.

Name of PNP School *

☐ Send me a copy of my responses

Completing the PNP Affirmation Data Submission

Action Step 4 (Figure 5) – Post Submission

1. After providing responses to all required fields, the LEA/ESC must click the save button and attach one (1) signed PNP Affirmation that aligns with the data reported. The LEA/ESC must submit **only one** signed PNP Affirmation *per* PNP school data entry.

   LEA/ESC _must not_ submit multiple affirmations under one participating PNP school.

Figure 5.
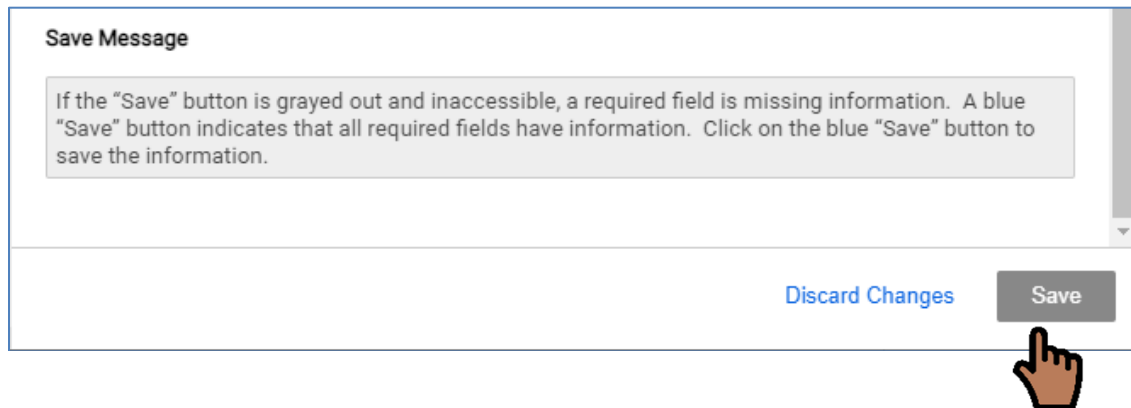
Resolving PNP Affirmations Smartsheet Submission Issues

1. All required fields are marked with an '*' (asterisk). If all required fields are not completed, the LEA/ESC will see the following message – '*The information you entered is incomplete or invalid*.'

   Figure 6 provides an example of a PNP Affirmation Smartsheet that generated an error message due to errors. To resolve the error message, complete all required fields.

Figure 6.

Resources

- [TEA ESSA PNP webpage](#)
- [Access the Smartsheet WorkApp System](#)
- [PNP Affirmations Smartsheet WorkApp Data Form](#) (2024-2025)
- [PNP Affirmation of Consultation from for Formula Grants](#) (2024-2025)