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# ESSA Consolidated Federal and Title I, Part A Homeless Reservation Worksheet: Post- Award Highlights

Presented by:  
Post Award Compliance Unit  
Manager, Laura Wake



# Legal Disclaimer

1. This presentation is intended solely to provide general information and guidance to Texas school systems, ESCs, non-profit subgrantees, and participating Private Schools receiving equitable services. The content in this presentation reflects the Texas Education Agency's current understanding of statute and applicable federal guidance.
2. The content of this presentation is subject to change as a result of future guidance and or other updates provided by federal agencies with regulatory oversight of these programs.
3. This presentation does not constitute legal advice, and entities are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting upon the information provided.

# Recording and AI Disclaimer

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The Texas Education Agency (TEA) does not permit third-party recording or the use of artificial intelligence (AI) summary services during its grants-related trainings. Attendees of TEA's grants-related trainings may not use AI services, language models, applications, interfaces, or assistants to attend, review, or record the trainings. TEA further prohibits any person or entity from using the information included in its grants-related trainings to train AI technologies. Any attendees of TEA's grant-related trainings who violate this prohibition may be removed from the trainings and may be barred from attending future grants-related trainings.

# Agenda

- Reflections on Children Experiencing Homelessness
- Post Award Compliance Reviews, Newly Added Requirement
- Process and Timeframe
- ESSA Consolidated Federal Grant Application Relevant Programmatic and Budgetary Schedules
- Title I, Part A Homeless Reservation Worksheet (or equivalent) Options
- Bringing it all together: Alignment and Submission Options

# Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) Statute



# Required Homeless Reservation

## Section 1113(c)(3)(A) of the ESEA and 34 C.F.R. § 200.77(a)(1)-(2):

Requires a school system to reserve Title I, Part A funds to provide services comparable to those provided to children in Title I, Part A schools to homeless children and youth in Title I, Part A and non-Title I, Part A schools, which may be determined based on a needs assessment (ESEA section 1113(c)(3)(C)), and to children in local institutions for neglected children. The ESEA requires a school system to determine the amount of these reservations based on its total Title I, Part A allocation prior to any allowable expenditures or transfers of funds. (ESEA section 1113(c)(3)(B); 34 C.F.R. § 200.77(a)(4)).

# The Why Behind the New Submission Requirement

- **USDE Monitoring Visit:**

Monitor and review the Title I, Part A application, to verify the sufficiency of the set aside amount to ensure that school systems have met the requirements of ESEA section 1113(c)(3)(A) to reserve such funds as are necessary to provide services to children and youth experiencing homelessness that are comparable to other children receiving funded Title I, Part A services.

*\*In response, school systems will be required to submit the Title I, Part A Homeless Reservation Worksheet (or equivalent) as a part of the Post-Award application review process.*

# ESSA Consolidated Federal Grant Application Review Process and Timeline



# 2025–2026 Post Award ESSA Consolidated Federal Grant Application Reviews

- The Post Award Compliance Unit reviews grant applications for compliance with applicable statutes, regulations, nonregulatory guidance and grant guidelines post award.
- Post award reviews will be conducted on at least a 25% random sample of all federal grant application submissions for ESSA Consolidated Federal.
- **Timeline:** Reviews begin as soon as grant submissions reach NOGA awarded status and must be completed no later than the deadline for amendment submission for the ESSA Consolidated Federal grant program.

# 2025–2026 Post Award ESSA Consolidated Federal Grant Application Reviews Newly Added Requirement

***Newly Added Requirement:** If a school system is randomly selected for review, they will be required to submit the **Title I, Part A Homeless Reservation Worksheet (or equivalent)**. If the post award reviews identify areas of noncompliance, the subrecipient will be notified of the items to be addressed via an amendment and/or resubmission of relevant worksheet.*

# Post Award Compliance Reports Issued

## Preliminary Report:

- Preliminary Reports are issued for school systems that require an amendment and/or resubmission of documentation.
- Report will outline issue(s) to be resolved and includes applicable resources to assist with resolving the issue.

## Final Report-No Issues of Non-Compliance:

- This report provides an overview of what was reviewed and will indicate the compliance determination.

## Final Report-Review Conducted After Amendment and/or Resubmission of Documentation:

- This report provides an overview of what was reviewed, resolved, is still unresolved, and will indicate the compliance determination.
- ❖ *All reports will be shared via email, and the Federal Fiscal Compliance and Reporting Division WorkApp.*

# ESSA Consolidated Federal, Relevant Programmatic and Budgetary Schedules Related to Title I, Part A Homeless Reservation Worksheet Submission



# PS3101-Title I, Part A, Section C

Program Description PS3101 - Title I, Part A
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Program Implementation is in accordance with the Program Specific Provisions and Assurances certified prior to the completion of this application. To view the General and Program Specific Provisions and Assurances and Guidelines, visit the TEA Grant Opportunities webpage.

Part 1: Planned Uses of Funds

A. Title I, Part A - REAP Data (For Information Only)				
1. REAP in from Title II, Part A				
2. REAP in from Title IV, Part A				
B. Title I, Part A, Funds Available				
1. Current Year Allocation Funds				
2. Transfer in from Title II, Part A (Funding Transferability)				
3. Transfer in from Title IV, Part A (Funding Transferability)				
4. Total Allocation and Transfer Amount(s)				
C. Activities to be Conducted with Reserved Funds				
N/A	Activity	Reserved Funds Amount from Current Year Entitlement	Percentage	Unexpended Funds from Prior Year Required Reservation
1.	<input type="checkbox"/> Districtwide Parent and Family Engagement Activities		0.00 %	
2.	<input checked="" type="checkbox"/> Services to Homeless Students		0.00 %	
3.	<input type="checkbox"/> Services to Students Residing in Local Facilities for the Neglected		0.00 %	
4.	<input type="checkbox"/> Title I, Part A, Services to Eligible Private School Students, Not Including Administration		0.00 %	
5.	<input type="checkbox"/> Administration of Title I, Part A Programs for Eligible Private School Students		0.00 %	
6.	<input type="checkbox"/> Administration of Title I, Part A, Programs (including administration of Title I, Part A, programs for students at facilities for neglected and delinquent)		0.00 %	
7.	<input type="checkbox"/> Services to Students Residing in Local Facilities for the Delinquent		0.00 %	
8.	<input type="checkbox"/> Early Childhood Education Programs		0.00 %	
9.	<input type="checkbox"/> Financial incentives and rewards to teachers who serve students in Title I schools identified for improvement under Section 1111(d)		0.00 %	
10.	<input type="checkbox"/> School Improvement in Title I schools identified for improvement under Section 1111(d)		0.00 %	
11.	<input type="checkbox"/> Coordinated Services (i.e., Summer School, Professional Development, etc.)		0.00 %	
12.	<input type="checkbox"/> Foster care transportation		0.00 %	
Total Reserved Funds			0.08 %	

## PS3101: Part 1, Section C

### Line 2: Services to Homeless Students

“Reserved Funds Amount” must match the amount indicated on the Title I, Part A Homeless Reservation Worksheet submission.

The minimum required reservation amount is \$100. The amount of the reservation must also be reflected on the **Reservation Worksheet** portion of the Title I, Part A Homeless Reservation Worksheet submission.

# ESSA Consolidated Federal Budget Schedules

School systems may utilize Title I, Part A funds to provide services to homeless students in the following recommended class/object codes. The estimated itemized funding amounts on the Reservation Worksheet must be in alignment with the relevant budget schedule amounts on the ESSA Consolidated Federal Grant application:

- \*6100-Payroll Costs
- \*6200-Professional and Contracted Services
- \*6300-Supplies and Materials
- \*6400-Other Operating Costs

# Title I, Part A Homeless Reservation Worksheet (or equivalent): Breaking Down the Options



# For the Purpose of Our Review

The post award review of the ESSA Consolidated Federal Grant application in combination with the required Title I, Part A Homeless Reservation documentation submission, will be focused on the itemization of the Title I, Part A Homeless Reservation, the Homeless Reservation indicated on the PS3101, and applicable budget schedules.

School systems are required to determine the amount to be reserved for services to children experiencing homelessness based upon a needs assessment. For the purpose of our review, we will not be analyzing the Needs Assessment aspect of the Title I, Part A Homeless Reservation.

School systems have three options for Title I, Part A Homeless Reservation documentation submissions.

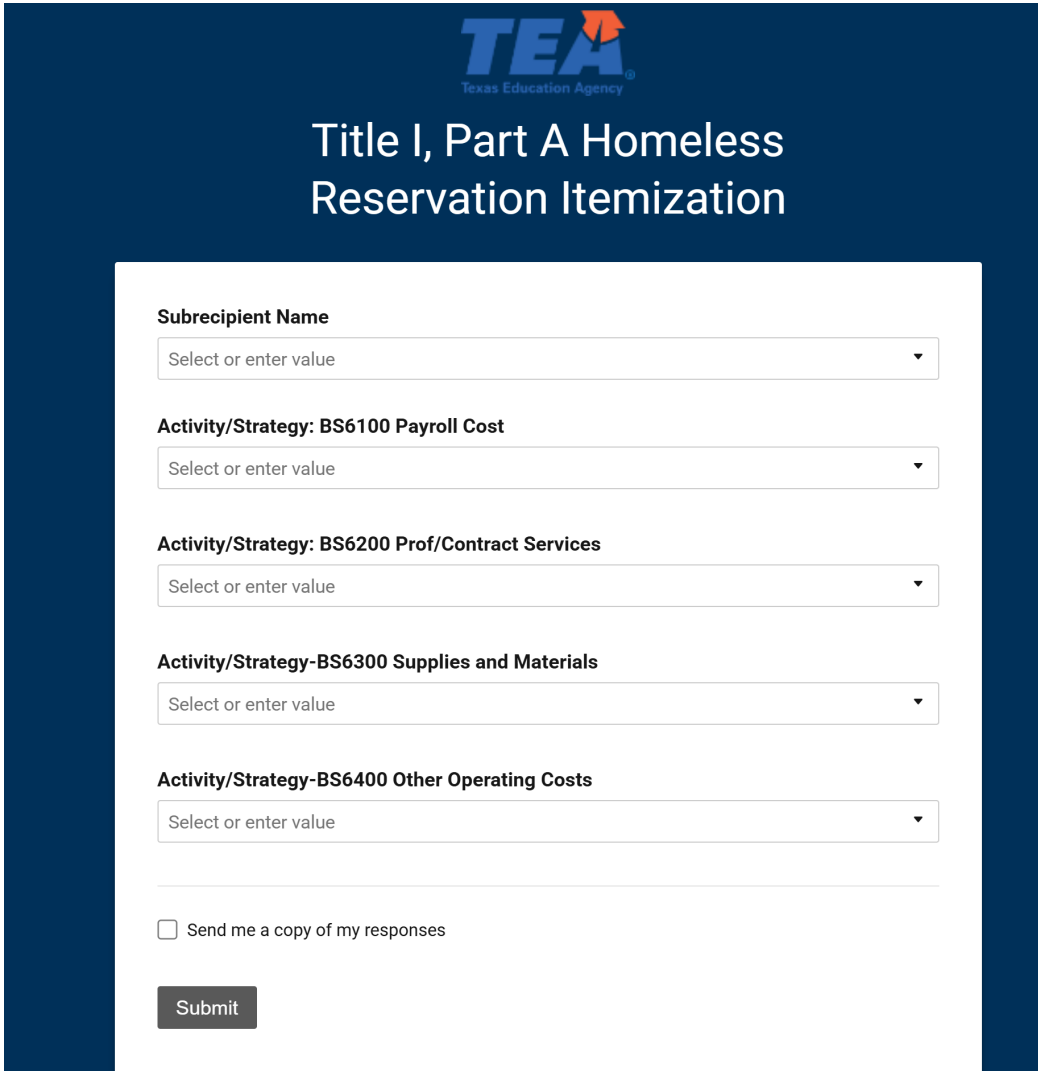
# Submission Option 1: Title I, Part A Homeless Reservation Itemization Smartsheet Form

School systems have the option to use a streamlined Title I, Part A Homeless Reservation Itemization Smartsheet Form.

The form has the relevant class/object codes and services listed, and corresponding logic that allows you to enter estimated amounts for the indicated class/object codes and services.

[Title I, Part A Homeless Reservation Itemization Form Link](#)

# Example of Title I, Part A Homeless Reservation Smartsheet Form



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## Title I, Part A Homeless Reservation Itemization

**Subrecipient Name**  
Select or enter value

**Activity/Strategy: BS6100 Payroll Cost**  
Select or enter value

**Activity/Strategy: BS6200 Prof/Contract Services**  
Select or enter value

**Activity/Strategy-BS6300 Supplies and Materials**  
Select or enter value

**Activity/Strategy-BS6400 Other Operating Costs**  
Select or enter value

☐ Send me a copy of my responses

**Submit**

1. Utilize the dropdown menu to select your school system and CDN number.
2. For each relevant class/object code, use the dropdown menu to select the specific service.
3. When the “Estimated Amount” field presents itself, enter the estimated amount to be utilized for the identified service.
4. Remember to check the “Send me a copy of my responses” box.

# Submission Option 2: Title I, Part A Homeless Reservation Worksheet



## Providing Services to Children and Youth Experiencing Homelessness with LEA's Title I, Part A Reservation

Homeless children and youths are automatically eligible for services under Title I, Part A of the ESEA, whether or not they live in a Title I school attendance area or meet the academic standards required of other children for eligibility. [ESEA section 1115(c)(2)(E)]. For example, homeless children and youths may receive Title I educational or support services from schoolwide and targeted assistance school programs.

Under section 1113(c)(3)(A) of the ESEA, an LEA must reserve sufficient Title I funds to provide services to homeless students who attend non-Title I schools that are comparable to those provided to students in Title I schools. These services may include providing educationally related support services to children in shelters and other locations where homeless children live. Services should be provided to assist homeless students to effectively take advantage of educational opportunities. In addition to serving homeless children and youths who attend non-Title I schools, the homeless set-aside may be used to provide services to homeless students in Title I schools that are not ordinarily provided to other Title I students.

Title I, Part A funds may be used to provide a wide variety of services to homeless students. In addition to providing services to assist homeless students in meeting the State's challenging academic standards, Title I, Part A funds may be used to provide services to homeless children and youths, including those in Title I schools, that may not ordinarily be provided to other Title I students. [ESEA section 1113(c)(3)(C)(ii)]. For example, to help homeless students effectively take advantage of educational opportunities, an LEA may use Title I, Part A funds to provide, where appropriate, items or services including, but not limited to—

- 6100 • Salary for LEA's Homeless liaison
- 6200 • Medical and dental services;
- 6200 • Birth certificates necessary to enroll in school;
- 6200 • Eyeglasses and hearing aids;
- 6200 • Immunizations;
- 6200 • Counseling services to address anxiety related to homelessness that is impeding learning;

# Title I, Part A Homeless Reservation Worksheet: Needs Assessment Data

LEA Needs Assessment Data						
LEA Name & County-District Number:		Type LEA Name and CDN				
Data Category		Prior Year	Immediate Prior Year	Goal for Current Year	Goal for Next Year	Observations/Needs
<b>Student Achievement Data:</b> <input checked="" type="checkbox"/> Approaches <input type="checkbox"/> Meets <input type="checkbox"/> Masters		Select One	Select One	Select One	Select One	Student Achievement
Reading/ELA	All Students					
	Students Experiencing Homelessness					
Math	All Students					
	Students Experiencing Homelessness					
Science	All Students					
	Students Experiencing Homelessness					
<b>Student Achievement Data:</b> <input type="checkbox"/> Approaches <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Masters		Select One	Select One	Select One	Select One	Student Achievement
Reading/ELA	All Students					
	Students Experiencing Homelessness					
Math	All Students					
	Students Experiencing Homelessness					

# Title I, Part A Homeless Reservation Worksheet:

## Reservation Worksheet

LEA Title I, Part A Reservation for Services to Students Experiencing Homelessness			
LEA Name & County-District Number:		Type LEA Name and CDN	
Estimated # of Homeless Students:	25	Estimated Per Pupil Reserved:	\$ -
Recommended* Class/Object Code	Activity/Strategy	Estimated Amount	Other Fund Sources the LEA has researched to meet the needs of Students experiencing homelessness
6100	• Salary for LEA's Homeless liaison		
	• Other Salary - define and justify:	\$ -	
	Homeless Reservation subtotal for 6100	\$ -	
6200	• Medical and dental services;	\$ -	
	• Birth certificates necessary to enroll in school;	\$ -	
	• Eyeglasses and hearing aids;	\$ -	
	• Immunizations;		
	• Counseling services to address anxiety related to homelessness that is impeding learning;		
	• Outreach services to students living in shelters, motels, and other temporary residences;	\$ -	
	• Extended learning time (before and after school, Saturday classes, summer school) to compensate for lack of quiet time for homework in shelters or other overcrowded living conditions;	\$ -	
	• Tutoring services, especially in shelters or other locations where homeless students live;	\$ -	
	• Student fees that are necessary to participate in the general education program;	\$ -	
	• Other 6200 - define and justify:	\$ -	

# Reservation Worksheet Example

Estimated # of Homeless Students:	60	Estimated Per Pupil Reserved:	\$ 38.33
Recommended* Class/Object Code	Activity/Strategy	Estimated Amount	Other Fund Sources the LEA has researched to meet the needs of Students experiencing homelessness
	• Salary for LEA's Homeless liaison	\$ 500.00	School system must indicate other sources of funds researched prior to utilizing Title I Part A
6100	• Other Salary - define and justify:	\$ -	
	Homeless Reservation subtotal for 6100	\$ 500.00	
	• Medical and dental services;	\$ 400.00	
	• Birth certificates necessary to enroll in school;	\$ -	
	• Eyeglasses and hearing aids;	\$ -	
	• Immunizations;	\$ 400.00	
	• Counseling services to address anxiety related to homelessness that is impeding learning;		
	• Outreach services to students living in shelters, motels, and other temporary residences;	\$ -	
6200	• Extended learning time (before and after school, Saturday classes, summer school) to compensate for lack of quiet time for homework in shelters or other overcrowded living conditions;	\$ 500.00	

The school system must indicate the Estimated Amount spent per class/object code and must include an explanation of other fund sources researched prior to utilizing Title I, Part A funds.

# Submission Option 3: Equivalent Musts: Reservation Itemization

## Reservation Itemization

- Must indicate class/object codes.
- Must indicate activity/strategy specific to each class/object code.
- Must include estimated amount of funds per activity/strategy.
- Must include total estimated amount across all class/object codes.

# Equivalent Musts: Format

## File Type:

- Excel and PDF file formats are Acceptable

## Identifying Information:

- School System Name and County District Number

## Bringing it All Together: What is Involved in the Post-Award Review



# PS3101 and Worksheet Reservation Amount

## Program Description PS3101 - Title I, Part A

Program Implementation is in accordance with the Program Specific Provisions and Assurances certified prior to the completion of this application. To view the General and Program Specific Provisions and Assurances and Guidelines, visit the TEA Grant Opportunities webpage.

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B. Title I, Part A, Funds Available			
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2. Transfer in from Title II, Part A (Funding Transferability)			
3. Transfer in from Title IV, Part A (Funding Transferability)			
4. Total Allocation and Transfer Amount(s)			

C. Activities to be Conducted with Reserved Funds				
N/A	Activity	Reserved Funds Amount from Current Year Entitlement	Percentage	Unexpended Funds from Prior Year Required Reservation
1.	<input type="checkbox"/> Districtwide Parent and Family Engagement Activities		0.00 %	
2.	<input checked="" type="checkbox"/> Services to Homeless Students		0.00 %	
3.	<input type="checkbox"/> Services to Students Residing in Local Facilities for the Neglected		0.00 %	
4.	<input type="checkbox"/> Title I, Part A, Services to Eligible Private School Students, Not Including Administration		0.00 %	
5.	<input type="checkbox"/> Administration of Title I, Part A Programs for Eligible Private School Students		0.00 %	
6.	<input type="checkbox"/> Administration of Title I, Part A, Programs (including administration of Title I, Part A, programs for students at facilities for neglected and delinquent)		0.00 %	
7.	<input type="checkbox"/> Services to Students Residing in Local Facilities for the Delinquent		0.00 %	
8.	<input type="checkbox"/> Early Childhood Education Programs		0.00 %	
9.	<input type="checkbox"/> Financial incentives and rewards to teachers who serve students in Title I schools Identified for improvement under Section 1111(d)		0.00 %	
10.	<input type="checkbox"/> School Improvement in Title I schools Identified for improvement under Section 1111(d)		0.00 %	
11.	<input type="checkbox"/> Coordinated Services (i.e., Summer School, Professional Development, etc.)		0.00 %	
12.	<input type="checkbox"/> Foster care transportation		0.00 %	
Total Reserved Funds			0.08 %	

The Title I, Part A Homeless Reservation document submission total reservation amount must match the Services to Homeless Students amount indicated on the PS3101, Part C, Activities to be Conducted with Reserved Funds.

# Relevant Budget Schedule Alignment

## ESSA Consolidated Relevant Budget Schedules:

- \*6100- Payroll Costs
- \*6200-Professional and Contracted Services
- \*6300-Supplies and Materials
- \*6400-Other Operating Costs

Class/Object Codes must be aligned between itemized reservation list and relevant budgetary schedules on the ESSA Consolidated Federal grant application.

# Title I, Part A Homeless Reservation Worksheet Submission Options



# Title I, Part A Homeless Reservation Worksheet Submission

- **Option 1:** Complete the Title I, Part A Homeless Reservation Worksheet Form: [Title I, Part A Homeless Reservation Itemization](#)
- **Option 2:** The Title I, Part A Homeless Reservation Worksheet (or equivalent) may be submitted via the [Federal Fiscal Compliance and Reporting WorkApp](#).
- **Option 3:** The Title I, Part A Homeless Reservation Worksheet (or equivalent) may be emailed to [pac@tea.texas.gov](mailto:pac@tea.texas.gov).

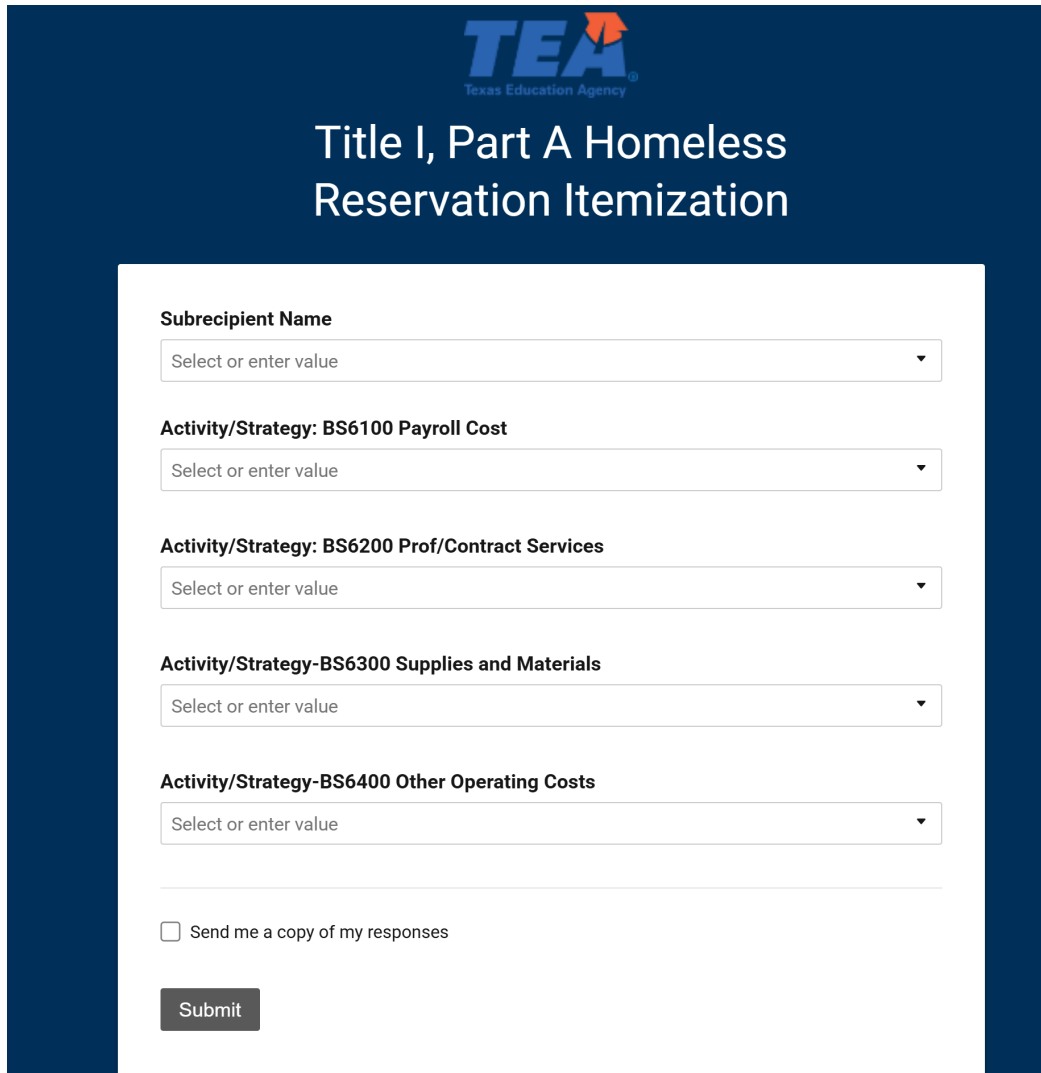
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[Title I, Part A Homeless Reservation Itemization Form Link](#)

# Title I, Part A Homeless Reservation Smartsheet Form



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Texas Education Agency

## Title I, Part A Homeless Reservation Itemization

**Subrecipient Name**  
Select or enter value ▼

**Activity/Strategy: BS6100 Payroll Cost**  
Select or enter value ▼

**Activity/Strategy: BS6200 Prof/Contract Services**  
Select or enter value ▼

**Activity/Strategy-BS6300 Supplies and Materials**  
Select or enter value ▼

**Activity/Strategy-BS6400 Other Operating Costs**  
Select or enter value ▼

☐ Send me a copy of my responses

**Submit**

1. Utilize the dropdown menu to select your school system and CDN number.
2. For each relevant class/object code, use the dropdown menu to select the specific service.
3. When the “Estimated Amount” field presents itself, enter the estimated amount to be utilized for the identified service.
4. Remember to check the “Send me a copy of my responses” box.

# Option 2: Federal Fiscal Compliance and Reporting Division WorkApp



# Federal Fiscal Compliance and Reporting WorkApp Submission

☆ Post Award Reviews 25-26 (School Systems) ⓘ

Filter

ESC	CDN	Subrecipient Name	Grant Application Reviewed	Status	1st Review Begin Date	Amendm... Required Yes/No	LEA Notified to Submit Amend... Date	Required Correcti... Complet... (Yes/No)
21	876543	GCA ISD						


Details

×

Data

Attachments (0)

No attachments to display



📎 Attach a File

The Title I, Part A Homeless Reservation Worksheet can be attached via the FFCR WorkApp by clicking on “**Attach a File**”. The file will then be selected by the end user and uploaded. Once uploaded, the Post Award Compliance Unit Manager will receive an automated notification.

# Gaining Access

ESC and School system administrators with current, active Smartsheet access to other **TEA WorkApps (EDGAR Connect, FPC Random Validation, ESSER Reporting, Risk Assessment, etc.)** will be able to view the Federal Fiscal Compliance and Reporting WorkApp, and new users will need to be added through the [EDGAR Connect WorkApp](#).

## Steps to Gain Access to TEA WorkApps:

1. Have someone with access navigate to:

<https://workapps.smartsheet.com/app/PV3M9RP4vpVhGfqXm9Cwc9qGR3/9FvjWHCFG39Hh>

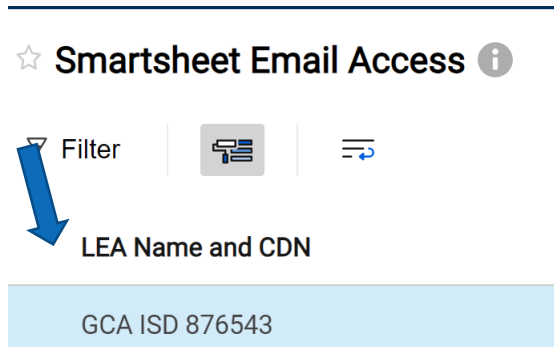
2. Logon to Smartsheet, if prompted

3. At the EDGAR Forms 2.0 screen, click on **Smartsheet Email Access** on the left navigation pane

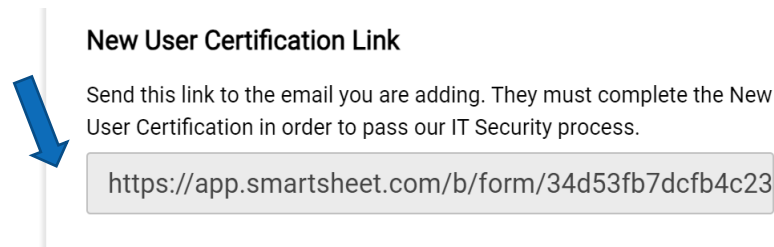
# Gaining Access Continued

In the middle screen, the **Smartsheet Email Access** screen will pull up, click on the **LEA Name**

4. The Details menu will display on the right side of the screen

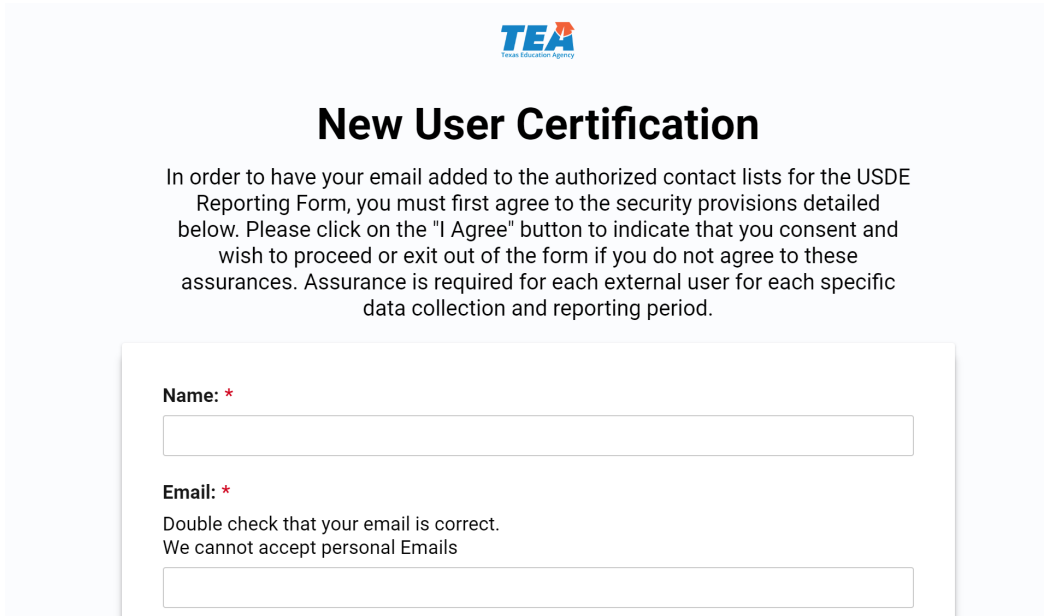



5. Highlight and copy the **New User Certification Link** and fill out the rest of the form and click save.



# New User Certification Form

Open a new tab and paste the link and fill out the New User Certification Form:



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## New User Certification

In order to have your email added to the authorized contact lists for the USDE Reporting Form, you must first agree to the security provisions detailed below. Please click on the "I Agree" button to indicate that you consent and wish to proceed or exit out of the form if you do not agree to these assurances. Assurance is required for each external user for each specific data collection and reporting period.

**Name: \***

**Email: \***

Double check that your email is correct.  
We cannot accept personal Emails

After following the outlined steps, if there are any issues with obtaining access, please send an email request to Frank Baca (Frank.Baca@tea.texas.gov), the Department Of Grant Compliance and Administration's System Automation Team Lead.

# Option 3: Submission via Email

Title I, Part A Homeless Reservation Worksheet can be submitted via email at: [pac@tea.texas.gov](mailto:pac@tea.texas.gov)

## Relevant Resources



# Resources

- [Every Student Succeeds Act \(ESSA\) Statute](#)
- [Title I, Part A Improving Basic Programs Guide](#)
- [Title I, Part A Frequently Asked Questions](#)
- [Education for Homeless Children and Youths Program Non-Regulatory Guidance](#)
- [ESSA Consolidated Federal, PS3101 Schedule Instructions](#)
- [Title I, Part A Homeless Reservation Worksheet](#)
- [Title I, Part A Homeless Reservation Itemization Form](#)

# Contact Us

If you have questions, concerns, and/or feedback, please reach out to us.

- Post Award Compliance Inquiries: [pac@tea.texas.gov](mailto:pac@tea.texas.gov)
- Laura Wake, Post Award Compliance Unit Manager:  
[laura.wake@tea.texas.gov](mailto:laura.wake@tea.texas.gov)

# Presentation Feedback – How Did We Do?

