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# Title III, Part A SNS Professional Development Worksheet and Validation Overview

Presented by:  
Post Award Compliance Unit  
Manager, Laura Wake



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# Agenda

- Post Award Compliance Unit Overview
- Title III, Part A Professional Development Statutory Requirements and USDE Monitoring Visit
- ESSA Consolidated Federal, PS3106 Newly Added Assurance and the Title III, Part A Supplement Not Supplant Professional Development Worksheet Requirement
- Title III, Part A Supplement Not Supplant Professional Development Worksheet, Breaking it Down
- Overview of 2025-2026 Title III, Part A Supplement Not Supplant Professional Development Random Validation

## Post Award Compliance Unit Overview



# Post Award Compliance Unit Overview

- The Post Award Compliance Unit reviews grant applications post award for compliance with applicable statutes, regulations, nonregulatory guidance and grant guidelines.
- In addition, the Post Award Compliance Unit is responsible for a variety of random data validations, including BS6016 IDEA-B LEA MOE Random Data Validation, Title II, Part A and Title III, Part A SNS Professional Development Random Validations, and the Title I, Part A Homeless Reservation Random Validation.

# Title III, Part A Professional Development Statutory Requirements and USDE Monitoring Visit





# ESEA Section 3115 (g): Title III, Part A Supplement, Not Supplant (SNS) Validation

- ESEA section 3115(g) requires that Title III, Part A funds be used to SNS federal, state, and local funds.
- **What does that mean?** Professional Development budgeted and paid for with Title III, Part A funds must be supplemental to any other professional development required by federal, state, and local laws, including State and local teacher certification requirements for teachers of English Learners.

# USDE Monitoring Visit

## Area Requiring Action:

*Title III, Part A, Supplement, not supplant.*

## Action Plan:

ESEA section 3115(g) requires that Title III, Part A funds be used to supplement, and not supplant, the level of Federal, State, and local public funds that, in the absence of such availability, would have been expended for programs for English learners (ELs) and immigrant children and youth. Provide a plan and timeline for developing the procedures to ensure that professional development provided with Title III, Part A funds is supplemental to any other professional development required by Federal, State, and local laws, including State and local teacher certification requirements for teachers of ELs.

# Response to USDE Monitoring Visit

Develop new assurance on schedule PS3106, Part 1C of the ESSA Consolidated eGrants application for school systems that select “Professional Development Worksheet” requiring school systems to affirm:

- Professional development budgeted with Title III, Part A funds is supplemental and does not include any Federal, State, and/or Local required Professional Development
- School system will complete the “Title III, Part A Professional Development Activities Worksheet” prior to submitting the grant application, and
- School system will maintain the current worksheet and applicable supporting financial records and provide them upon request by TEA.

*(Required submission if a part of the random sample for validation.)*

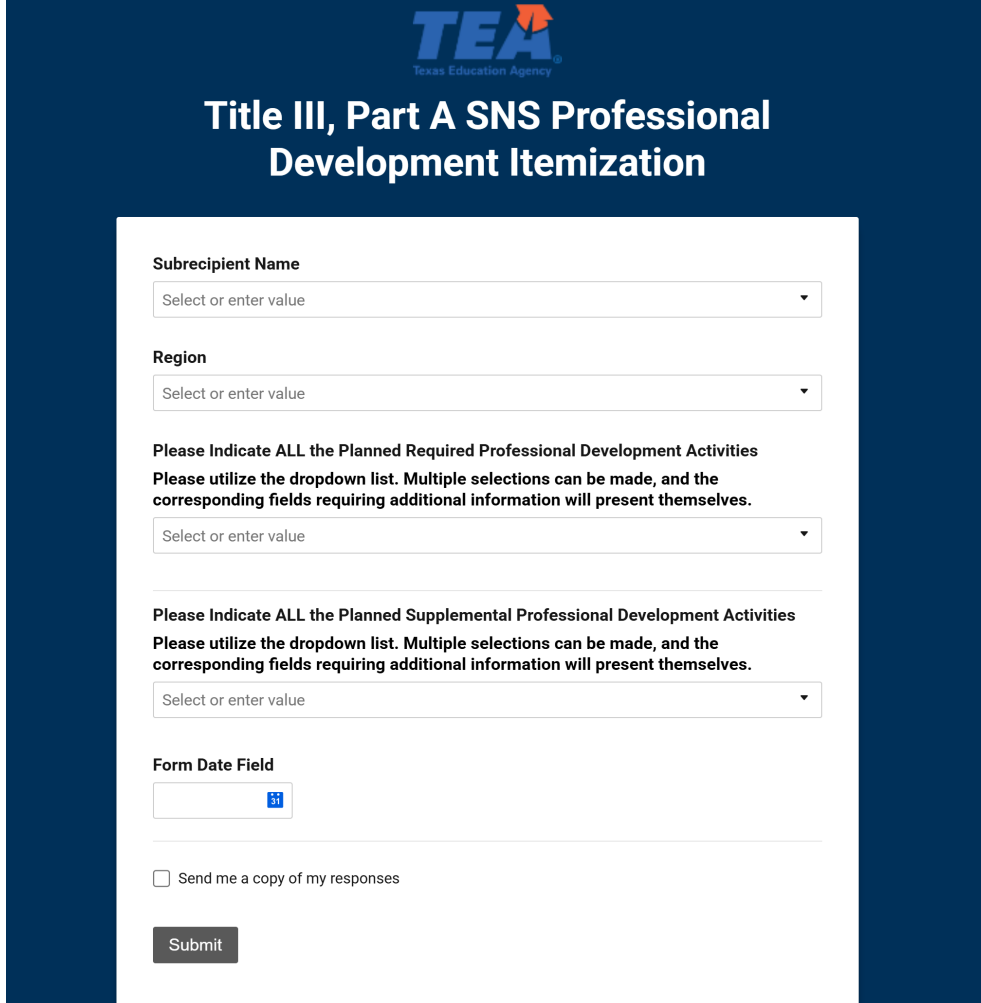
# PS3106, Section C: Supplemental Activities-Professional Development

C. Supplemental Activities - Professional Development	
<i>The following professional development activities should be <b>sup_p_lemental</b> to any professional development trainings that fulfills state-mandated programs and activities.</i>	
<b>○</b> <i>LEA provides assurance that professional development budgeted with Title III, Part A funds is supplemental and does not include any Local, State, and/or other Federal required Professional Development; that it will complete the "Title III, Part A Professional Development Activities worksheet" prior to submitting the grant application; and that it will maintain the current worksheet and applicable supporting financial records and provide them upon request by TEA.</i>	
1.	<input type="checkbox"/> Instructional strategies for English learners
2.	<input type="checkbox"/> Understanding and implementation of assessment of English learners
3.	<input type="checkbox"/> Understanding and implementation of ELP standards and academic content standards for English learners
4.	<input type="checkbox"/> Subject matter knowledge for teachers
5.	<input type="checkbox"/> Alignment of the curriculum in language instruction educational programs to ELP standards
6.	Other (Specify): <input type="text"/>

# Title III, Part A Supplement Not Supplant Worksheet, Breaking It Down, Documentation Submission Options



# Option 1: Title III, Part A SNS Professional Development Smartsheet Form



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## Title III, Part A SNS Professional Development Itemization

**Subrecipient Name**  
Select or enter value

**Region**  
Select or enter value

**Please Indicate ALL the Planned Required Professional Development Activities**  
Please utilize the dropdown list. Multiple selections can be made, and the corresponding fields requiring additional information will present themselves.  
Select or enter value

**Please Indicate ALL the Planned Supplemental Professional Development Activities**  
Please utilize the dropdown list. Multiple selections can be made, and the corresponding fields requiring additional information will present themselves.  
Select or enter value

**Form Date Field**  
[Calendar icon]

☐ Send me a copy of my responses

**Submit**

1. Utilize the dropdown menu to select your school system and CDN number and Region.
2. Required Trainings: Utilize dropdown menu , indicate training, relevant class/object code, estimated amount and funding source.
3. Supplemental Trainings: Utilize open text fields, indicate training title, relevant class/object code, funding source, estimated amount.
4. If the Supplemental training was offered in SY 2024-2025, indicate the funding source utilized from the dropdown menu.
5. Remember to check the “Send me a copy of my responses” box.

# Title III, Part A SNS Professional Development Smartsheet Form

School systems have the option to use a streamlined Title III, Part A SNS Professional Development Itemization Smartsheet Form.

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

[Title III, Part A SNS Professional Development Smartsheet Form Link](#)

# Option 2: Title III, Part A SNS Professional Development Worksheet-Excel Version

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Title III, Part A Supplement Not Supplant Worksheet, Professional Development Activities


ESEA section 3115(g) requires that Title III, Part A funds be used to supplement, and not supplant, the level of Federal, State, and local public funds that, in the absence of such availability, would have been expended for programs for English learners and immigrant children and youth.

When needing to expend funds to meet the educational needs of EB and/or immigrant students, it is recommended that school systems consider all available funding sources that are intended to support EB and/ or immigrant students. When maximizing your funds, imagine building a cake and how you always want your cake to be right side up. Title III, Part A funds are supplemental to all other local, state and federal funds. The cake approach also applies when providing services to educators or school leaders through professional development opportunities and/or meeting the needs of families of EB and/or immigrant students.









← Title III, Part A – Immigrant Activities

← Title III, Part A – ELA Activities

← Federal Program Activities

← State/Local Activities

When determining the funding source for an activity, it is recommended to keep the following terms in mind.

**Budgeted** – Is the cost clearly documented and prioritized in the appropriate budgetary class/object codes?

**Reasonable** – Will the cost stand up to public scrutiny? Are the costs consistent with state and federal policies and procedures?

**Appropriate** – Does it meet compliance according to state and federal guidance, policies, and procedures?

**Necessary** – Is the cost essential to carry out the intent and purpose of the program?

Guidance

Required PD Plan

Supplemental PD Plan

Example

+

◀



# Required Professional Development Tab

[illegible]

## Supplemental Professional Development Tab

[illegible]

# Example Tab

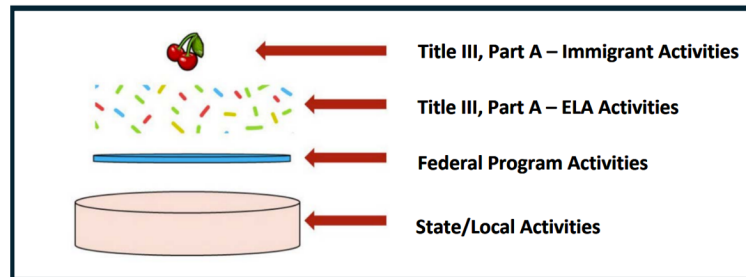
Professional Development Plan (Required)			
Professional Development Activity	Class/Object Code	Estimated Amount	Funding Source
English Language Proficiency Standards (ELPS)	6200	\$2,000.00	State
HB3 Reading Academies (K-3 Teachers and Principals)	6200	\$3,000.00	State
Texas English Language Proficiency Assessment System (TELPAS)	6400	\$1,500.00	State
		\$	
		\$	
		\$	

This is an example of how to complete the Title III, Part A SNS Professional Development Worksheet. Within the Professional Development Activity section, list the planned Professional Development Activity. In the class/object code column, utilize the dropdown menu to indicate the appropriate class/object code utilized. The estimated amount for the Professional Development Activity must be indicated in the Estimated Amount column, and the funding source for the Professional Development Activity must be indicated in the Funding Source column.

# Locating the Title III, Part A SNS Professional Development Worksheet

ESEA section 3115(g) requires that Title III, Part A funds be used to supplement, and not supplant, the level of Federal, State, and local public funds that, in the absence of such availability, would have been expended for programs for English learners and immigrant children and youth.

When needing to expend funds to meet the educational needs of EB and/or immigrant students, it is recommended that school systems consider all available funding sources that are intended to support EB and/or immigrant students. When maximizing your funds, imagine building a cake and how you always want your cake to be right side up. Title III, Part A funds are supplemental to all other local, state and federal funds. The cake approach also applies when providing services to educators or school leaders through professional development opportunities and/or meeting the needs of families of EB and/or immigrant students.



When determining the funding source for an activity, it is recommended to keep the following terms in mind.

**Budgeted** – Is the cost clearly documented and prioritized in the appropriate budgetary class/object codes?

**Reasonable** – Will the cost stand up to public scrutiny? Are the costs consistent with state and federal policies and procedures?

**Appropriate** – Does it meet compliance according to state and federal guidance, policies, and procedures?

**Necessary** – Is the cost essential to carry out the intent and purpose of the program?

- [Post Award Compliance Webpage](#)
- [Federal Fiscal Compliance and Report WorkApp Dashboard](#)

# Option 3: Equivalent Requirements: Required Professional Development Activities

If a school system is utilizing their own Title III, Part A SNS Professional Development Worksheet equivalent, the following aspects must be included:

## ***Required Professional Development Activities***

- Must include title of required professional development activities.
- Must indicate relevant class/object code.
- Must indicate estimated amount to be spent on the identified activity.
- Must indicate funding source for the indicated activities.

# Equivalent Requirements: Supplemental Professional Development Activities

## *Supplemental Professional Development Activities*

- Must include title of supplemental professional development activities.
- Must indicate relevant class/object code.
- Must indicate estimated amount to be spent on the identified activity.
- Must indicate funding source for the indicated activities.

# Equivalent Musts: Format

## File Type:

- Excel and PDF file formats are Acceptable

## Identifying Information:

- School System Name and County District Number

# Overview of 2025- 2026 Title III, Part A Supplement Not Supplant Professional Development Random Validation





# Title III, Part A SNS Validation, Professional Development

## Random 10% Validation Sample of School Systems:

### Timeline: (March/May)

- Generate a random sample of 10% of school systems that receive Title III, Part A funding, and utilize the funding for Professional Development.
- Submit completed Title III, Part A Professional Development Worksheet (or equivalent).
- Require school systems to submit supporting documentation from their financial records to demonstrate that professional development paid for with Title III, Part A funds is supplemental.
- School systems required to amend the worksheet and/or grant application as appropriate.

# Training and Notification Timeline New Validation

## Title III, Part A SNS Professional Development Validation:

- January 2026: GovDelivery sent notifying school systems of the validation process
- Early February 2026: ESCs information session
- Mid-February 2026: School systems included in the validation sample notified and informed of training sessions and office hours outlined below.
- Early March 2026: Training sessions and Office Hours for school systems included in the validation sample.

## Relevant Resources



# Resources

- [Supplement Not Supplant Handbook](#)
- [Financial Accountability System Resource Guide](#)
- [Funding Guidebook](#)
- [English Learner Portal-FAQ Funding](#)
- [Title III, Part A — English Language Acquisition, Language Enhancement, and Academic Achievement Act](#)
- [Guidance on Title III, Part A SNS Professional Development Worksheet Completion \(YouTube Version\)](#)
- [Title III, Part A SNS Professional Development Worksheet \(Excel Version\)](#)
- [Title III, Part A SNS Professional Development Worksheet Smartsheet Form](#)

# Contact Us

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

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# Presentation Feedback – How Did We Do?

