Grants Administration Division

THANK YOU FOR JOINING US...THE TRAINING WILL BEGIN AT 9:00 A.M.

2022-2023 ESSA Consolidated Application Training
Presented by the
Grants Administration Division
June 7, 2022

Presenters: Laura Salazar, Nelli Nino, Tammy Michels

Disclaimer

This presentation is intended solely to provide general information and guidance to Texas LEAs and reflects the Texas Education Agency's current understanding of the presentation topics and applicable federal guidance. The content of this presentation is subject to change as a result of further potential information and guidance provided by federal agencies with regulatory oversight of these program(s). This presentation does not constitute legal advice, and LEAs are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting on such information and guidance.

Important Dates for 2022-2023 ESSA

ESSA Consolidated Federal Grant Application		
Document Type	**Release Date**	**Due Date**
SC5003 – Formula Grants Consolidated Schedule	May 2, 2022	September 2, 2022
GS2200 – ADC for ESCs	May 11, 2022	September 2, 2022
GS2200 – ADC for LEAs	May 18, 2022	September 2, 2022
eGrants Application	May 18, 2022	September 2, 2022

2022-2023 Planning Amounts are available on the Entitlements page.

LEA Application Trainings – Virtual and In-Person

LEA Application Trainings - VIRTUAL		
Registration information located on the Grant Resources webpage		
ESSA Consolidated	June 7	9:00 – 11:00
SPED (Federal) Consolidated	June 16	9:00 – 10:30
Perkins V	June 16	1:30 – 3:00

LEA Application Trainings IN-PERSON at ESC 13		
Registration information located on the Grant Resources webpage		
ESSA Consolidated	June 24	9:00 – 11:30
SPED (Federal) Consolidated	June 24	1:00 – 2:00
Perkins V	June 24	2:30 – 3:30

Agenda

- **Before Starting the Application**

- **Accessing eGrants**
  - TEA Login (TEAL)
  - Roles
  - Contacts

- **Applying for the Grant**
  - SC5003 Schedule
  - Applicant Designation and Certification Form (ADC)

- **Opening the Grant**
  - Applicant Information
  - Contacts Selected

- **Completing the Schedules**
  - Schedules to Complete
  - Important Information
  - Budget and Supporting Documentation
  - Gun Free Report

- **Grant Resources**

Before starting the Application...

Preparations before the application opens

1. Update information in AskTED
2. Verify access to TEAL and eGrants
3. Have available the most recently approved application
4. Update eGrants Contacts
5. Use Chrome as your Internet browser
6. Coordinate with other areas in your organization
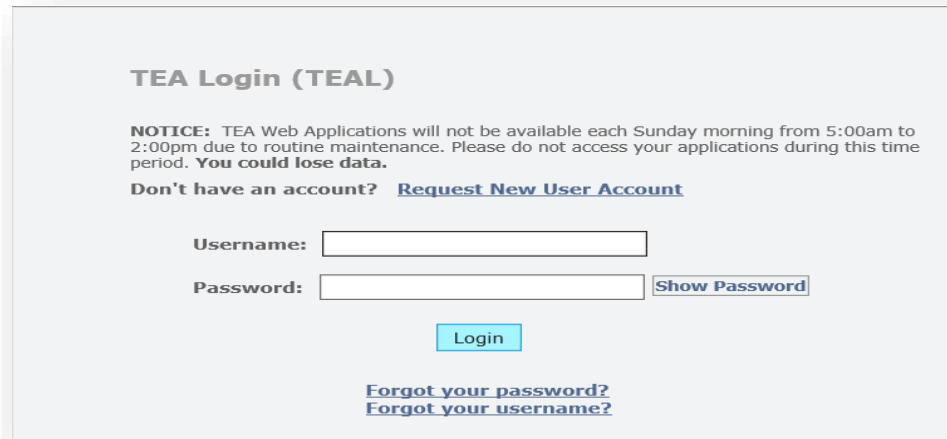
Accessing eGrants

TEA Login (TEAL)

Access to TEAL:

You can access TEAL at the top blue ribbon of TEA's homepage.

You will be taken to the 'TEA Login page'

eGrants Roles and Privileges
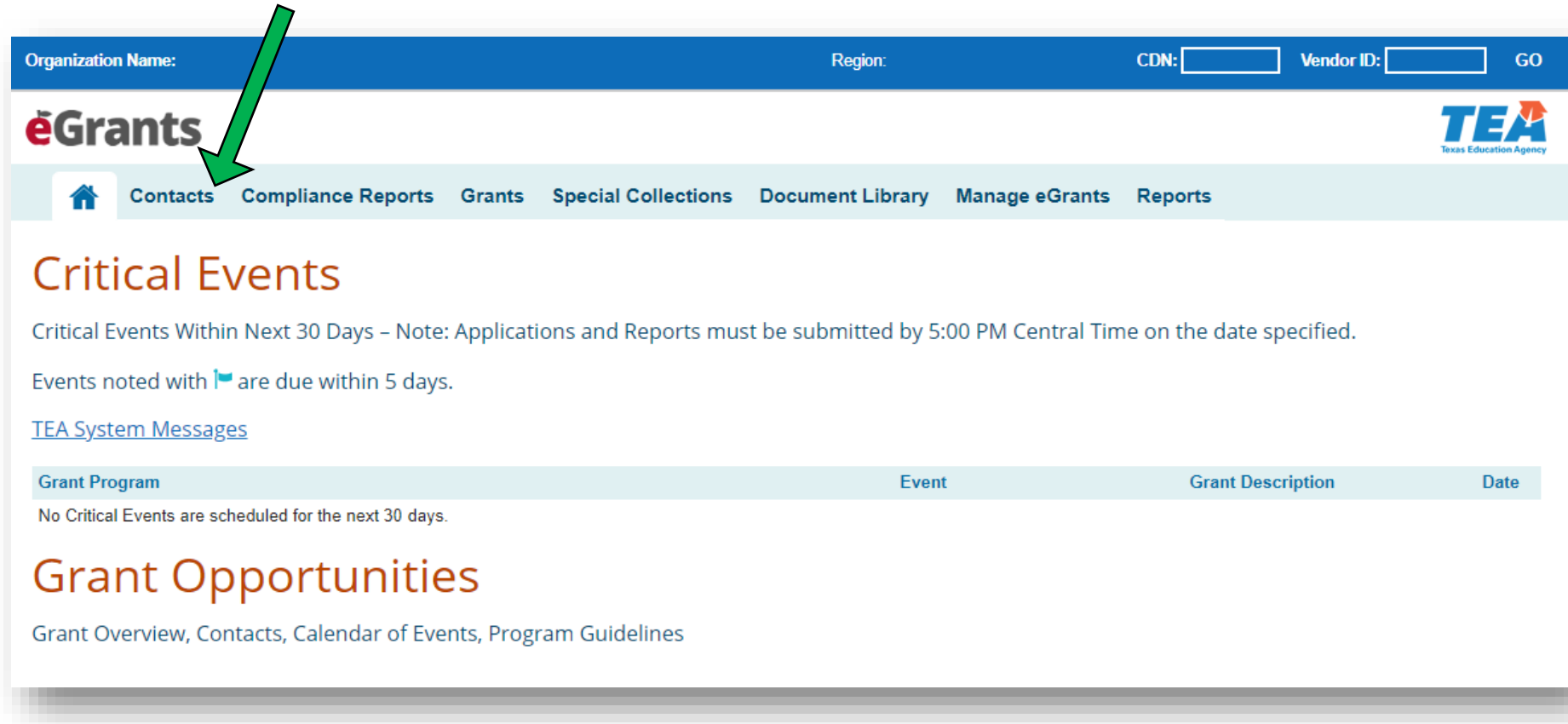
	Contacts	Compliance Reports	Grants	Special Collections	Document Library
Grantee Official	View, Create, Edit, and Save	View, Create, Edit, Save, and Submit	Delete Draft, View, Create, Edit, Save, and Submit	View, Create, Edit, Save, and Submit	Search and View Only
Grantee Manager	View, Create, Edit, and Save	View, Create, Edit, Save, and Submit	View, Create, Edit, Save, and Submit Negotiated Applications	View, Create, Edit, Save, and Submit	Search and View Only
Grantee Staff	View, Create, Edit, and Save	View, Create, Edit, and Save	View Only	View, Create, Edit, and Save	Search and View Only
Grantee Writer / Editor	View, Create, Edit, and Save	View, Create, Edit, and Save	View, Create, Edit, and Save	View Only	Search and View Only
Grantee Viewer	View Only	View Only	View Only	View Only	Search and View Only

When officials are approving eGrants roles for staff, they must use Chrome for the approvals

Grantee Official is the ONLY authorized role to Submit Original Applications and Delete Drafts
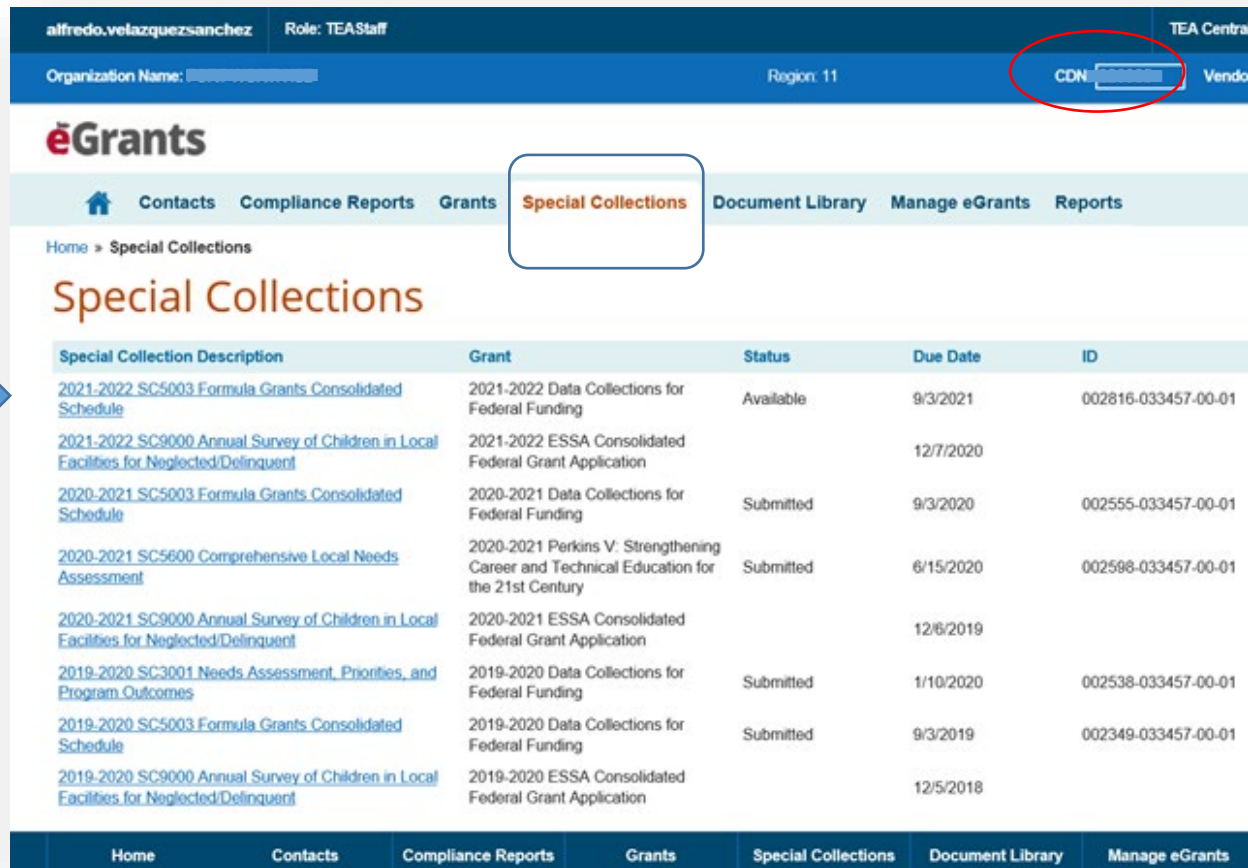
eGrants Contacts

Update Your Contacts

Applying for the Grant

SC5003 – Formula Grants Consolidated Schedule
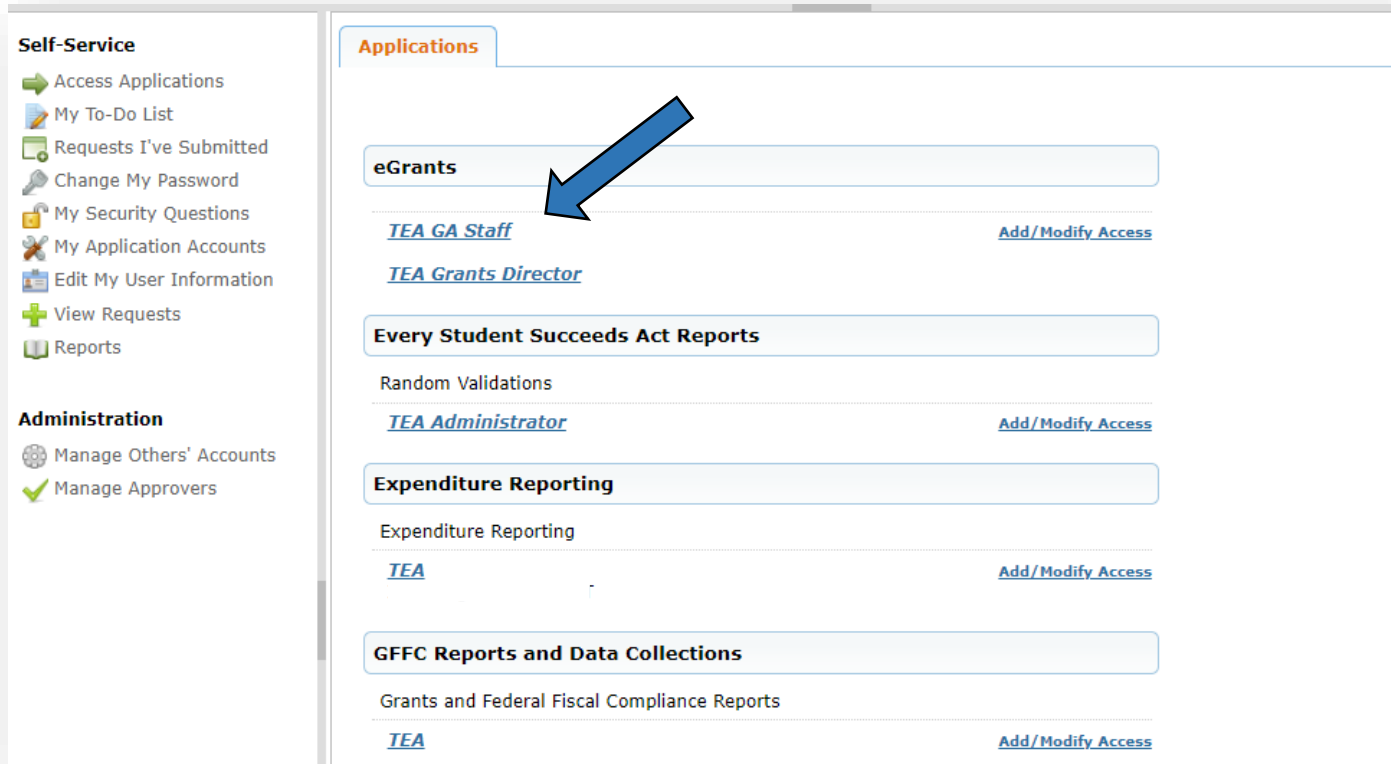
Access the eGrants Application by selecting the appropriate role

1. All eligible applicants must complete and submit this special collection form before gaining access to the ESSA application.

2. The form is located under the Special Collections tab.

3. If the form does not appear or the status shows 'Closed', contact your TEA Negotiator.

SC5003 – Formula Grants Consolidated Schedule

1. Parts 1 and 2 must be completed to submit this form.

2. Part 1, identification of Equitable Access and Participation.

3. If no barriers exist, the LEA can select the first radio button.

4. For each barrier, select the appropriate group.

5. See the Instructions or the Help button for the list of the standard barriers.

1. Part 2-A contains the links to the General and Fiscal Guidelines, General Provisions and Assurances, Debarment and Suspension, and the Lobbying Certification.

2. Part 2-B contains links to the Program Guidelines and Program Specific Provisions and Assurances.

3. Part 2-C is the Certification for these documents.

Gaining Access to the Application

1. Once the SC5003 has been submitted and the application has been opened, the application will appear under the Grants tab under "Apply for Eligible Grants."

2. Clicking on the grant name will open the various forms associated with that grant.

2022-2023 ESSA Consolidated Federal Grant Application

Grant Resources			
Description	**Status**	**Due Date**	**ID**
Designation Form			
2022-2023 ESSA Applicant Designation and Certification Form	Available	09/02/2022	003017-028332-00-01

1. The second document to be completed must be the Applicant Designation and Certification form.

2. Once the form is completed, the Grant Application will appear.

3. If you are unable to see the form or it is marked closed, please contact your Negotiator.

1. Select the appropriate designation for each Funding Source:
   a. Apply on Own
   b. Apply as a Fiscal Agent of an SSA
   c. Not Apply at All
   d. Apply as Member of SSA

2. If you are not eligible for a funding source, the line will be grayed out.

Applicant Designation And Certification Form (ADC)

Part 2: Certification and Incorporation

Certification and Incorporation Statement

I understand that the designation selected above will remain in effect for the duration of the project period for the program(s) as specified.

I certify that to the best of my knowledge, the information contained in this form is correct and complete and that I am authorized to file this certification on behalf of the applicant organization.

A single organization applying for any grant program on its own certifies the designation as an individual applicant for the program(s) specified in this designation form. For each member of a Shared Services Arrangement (SSA), the member certifies its agreement to participate in an SSA, as stated for the program(s) specified in this designation form. For each organization registering as a fiscal agent, the organization certifies its agreement to act as fiscal agent for the SSA as stated for the program(s) specified in this designation form.

If **Apply as Member of SSA** has been selected for any funding source, the designated fiscal agent is the administrative and fiscal agent for this project and is authorized to receive and expend funds for the conduct of this project on behalf of the members. The fiscal agent is accountable for all shared services arrangement activities and is therefore responsible for ensuring that all funds, including payments to members of shared services arrangements, are expended in accordance with applicable laws and regulations.

All participating organizations have entered into a written shared services agreement which describes the responsibilities of the fiscal agent and

SSA members, including the refund liability that may result from on-site monitoring or audits and the final disposition of equipment, facilities, and materials purchased for this project.

It is understood that the fiscal agent is responsible for the refund for any exceptions made as a result of on-site monitoring or audits; however, based on the SHARED SERVICES AGREEMENT, which must be on file with the fiscal agent for review, the fiscal agent may have recourse to the member organization(s) where the discrepancy(ies) occurred.

The authorized official has read and certifies agreement as stated above.

Authorized Official
Select Contact: [Select One ▾] or [Add New Contact]

First Name: Hollis	Middle Initial:	Last Name: Moore		Title: Assistant Superintendent
Phone:	Ext:	E-Mail:		

Submitter Information

First			Last Name: Mc
Appr			Submit Date and Time: 6/29/2020 3:26:02 PM

Only the legally responsible party may submit this report.

[Certify and Submit]

[Back] [Printable Version] [Save]

Part 2 is the Certification and Incorporation.

1. The Grantee Official will select his/her name from the drop-down menu by clicking 'Select Contact' button.

2. Next, system will populate automatically the 'Submitter Information'

3. Then, Authorized Official can go ahead and click the 'Certify and Submit' button.

4. Once the ADC form is completed and submitted, the ESSA Grant Application will appear and be ready to work.

Opening The Grant

GS2100 Applicant Information

Applicant Contacts will require two different contacts.

Verify email addresses and phone numbers are correct.

End of Part One

PS3109 – REAP/Funding Transferability

Reap Or Transfer:

1. Must indicate Does not Apply in both sections to complete schedule.
2. Only LEAs on the SRSA /Dual Eligibility list can use REAP.
3. All can use Transferability

   A. Transferability subject to PNP and the PS3099

[Reap List]

2021-2022 ESSA Consolidated Federal Grant Application [Instructions]

Program Description
PS3099 - Private Nonprofit (PNP) School Equitable Services

Part 1: Private Schools Consultation and Participation

A.	Private Schools Consultation
1.	Are any private nonprofit schools located within the LEA's boundaries?	○ Yes ● No
2.	Does the LEA have any Title I, Part A eligible students attending private nonprofit schools outside the boundaries?	○ Yes ● No

B. Are any private nonprofit schools participating?

Title I, Part A	Title I, Part C Migrant	Title II, Part A	Title III, Part A ELA	Title III, Part A Immigrant	Title IV, Part A-SSAEP
○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No

C. Assurances

1.	☐ The LEA assures that it discussed all consultation requirements as listed in Section. 1117(b)(1), and/or Section. 8501(c)(1), as applicable with all eligible private nonprofit schools located within the LEA's boundaries.
2.	☐ The LEA assures the appropriate Affirmations of Consultation will be provided to the TEA Private Schools Ombudsman in the manner and timeline to be requested.

Part 2: Equitable Services Calculation

A.	Equitable Services Calculation for Title I, Part A

	Description	Calculation
1.	Total low-income enrollment in LEA from participating Title I attendance areas	
2.	Total eligible low-income students attending private schools who reside in a participating (or skipped) Title I attendance area based on one of the following methods (select the method used):	
	a) ○ using the same measure of low income used to count public school children;	
	b) ○ using the results of a survey that, to the extent possible, protects the identity of families of private school students, and	

Part 1-section A-Private Schools Consultation

Part 1-section B-Are any private nonprofit schools participating?

Part 1-section C-Assurances

PS3099 - Private Nonprofit (PNP) School Equitable Services

	Description	Calculation
5.	Transfer in from Title II, Part A	
6.	Transfer in from Title IV, Part A	
7.	Total allocation and transfer amount(s) (B.4 + B.5 + B.6)	
8.	LEA Per-Pupil Allocation (B.7/B.3)	
9.	Calculated Private School Reservation (B.2 X B.8)	

C. Equitable Services Calculation for Title II, Part A — Help

	Description	Calculation
1.	Total student enrollment in LEA	3,354
2.	Total student enrollment in participating private schools	79
3.	Total enrollment (C.1 + C.2)	3,433
4.	Total current year Title II, Part A allocation	139,195
5.	Transfer out from Title II, Part A	135,994
6.	Transfer in from Title IV, Part A	
7.	Total allocation and transfer amount(s) (C.4 - C.5 + C.6)	3,201
8.	LEA reservation for direct administration	0
9.	LEA amount to calculate Private School Equitable Services (C.7 - C.8)	3,201
10.	LEA Per Pupil Allocation (C.9/C.3)	1
11.	Calculated Private School Reservation (C.2 X C.10)	79

LEA completes specific fields:

1. Student enrollment
2. PNP Participant enrollment
3. Reservations for admin

System auto-calculates PNP equitable services amounts

PS3101 – Title I, Part A District Reservations

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.

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 of Funds	$
2.	Transfer in from Title II, Part A (Funding Transferability)	$
3.	Transfer in from Title IV, Part A (Funding Transferability)	$
4.	Total Funding and Transfer Amount(s)	$

- **Part 1, Section A populates based on:**
  - Funds being REAPed into Title I, Part A, if applicable

- **Part 1, Section B populates based on:**
  - Planning or Final Amounts on Line 1
  - Amounts Transferred in from Title II, Part A on line 2 and Title IV, Part A on line 3, if applicable

- **Reservations are based on the total amount from Section B on line 4**

C.	Activities to be Conducted with Reserved Funds		Reserved Funds Amount	Percentage
	N/A	Activity		
1.	☐	Districtwide Parent and Family Engagement Activities	$	%
2.	☐	Title I, Part A, Services to Eligible Private School Students, Not Including Administration	$	%
3.	☐	Administration of Title I, Part A Programs for Eligible Private School Students	$	%
4.	☐	Preschool Programs	$	%
5.	☐	Administration of Title I, Part A, Programs (including administration of Title I, Part A, programs for students at facilities for neglected and delinquent)	$	%
6.	☐	Districtwide Professional Development Activities	$	%
7.	☐	Services to Homeless Students	$	%
8.	☐	Services to Students Residing in Local Facilities for the Neglected	$	%
9.	☐	Services to Students Residing in Local Facilities for the Delinquent	$	%
10.	☐	Foster care transportation	$	%
11.		Other (Specify):	$	%
		Total Reserved Funds	$	%

PS3101 – Reservations

1. LEA enters amounts for each reservation line or selects "NA" checkbox.

2. Line 1 must have a reservation of at least 1 percent of the Line 4 amount in Section B if that amount is more than $500,000.

3. Line 5 – is for administrative costs including personnel.

4. Line 7 must include a reservation for homeless students no less than $100.

5. Reservations need to be an appropriate amount with a total of no more than 30%.

2021-2022 ESSA Consolidated Federal Grant Application

Program Description
PS3102 - Title I, Part A Neglected & Title I, Part D Subpart 2

PS3102 –Neglected /Delinquent Facilities

1. Pre-populated based on Facilities Special Collection Report

2. Indicate if facility is closed

3. Part 1 – select Participation funding source

4. Date of Agreement within last 2 years

5. Part 2 – must select at least one planned expenditure

PS3103 – Title I –C Migrant

1. Part 1 - Consultation with PAC

2. Part 2 – Required Program Activities

3. Part 3 - PFS Action Plan

4. Part 4 - Supplemental Activities

a) Select at least one for each grade level

b) If N/A selected, must complete line 5

PS3104 – Title II, Part A

PS3104 – Title II, Part A

- Part 1-A pre-populates with funds being REAPed into or out of Title II, Part A, if applicable, on lines 1 & 2

- Part 1-B pre-populates with the Current Year Allocation on line 1

- Transfers in from Title IV, Part A pre-populate on line 2

- Transfers out from Title II, Part A pre-populate on line 3

- Total funds for Title II, Part A are displayed on line 4

PS3104 – Title II, Part A - Part 1C

Funds are primarily for:

1. Recruitment and Retention

2. Professional Development, training

3. Evidence-Based Specific Activities including:

 a. Class size reduction –

 b. Must be evidence-based to improve student outcomes

 c. Not for state requirement of 22 to 1 ratio

Part 1: LEA Local Plan – Title III, Part A English Language Acquisition

A. Supplemental Activities – Language Instruction Educational Programs (LIEPs)

The following activities are to be **supplemental** to the state mandated bilingual education and English as a Second Language (ESL) programs as described in TEC, §4.002, when serving identified English learners based on criteria established by the state as required in the TEC, §1.002(a).

1. ☐ Supporting development and implementation of LIEPs

B. Supplemental Activities – Parent, Family, and Community Engagement

The following activities are to be **supplemental** and above and beyond already funded activities that are accessible to English learners and their family members through other fund sources.

1. ☐ Parent outreach and trainings
2. ☐ Family literacy services and/or family outreach and trainings
3. ☐ Community participation programs

C. Supplemental Activities – Professional Development

The following professional development activities should be **supplemental** to any professional development trainings that fulfills state-mandated programs and activities.

1. ☐ Instructional strategies for English learners
2. ☐ Understanding and implementation of assessment of English learners
3. ☐ Understanding and implementation of ELP standards and academic content standards for English learners
4. ☐ Subject matter knowledge for teachers
5. ☐ Alignment of the curriculum in language instruction educational programs to ELP standards
6. Other (Specify): _____

PS3106 – Title III, Part A

1. Part 1-A – at least one activity is required
2. Part 1-B all are required
3. Part 1-C at least one professional development activity is required
a) Other cannot be only professional development item selected

PS3114 – Title III, Part A - Immigrant

Part 1: LEA Local Plan

A. Supplemental Activities – Language Instruction Educational Programs

These funds are to pay for **supplemental** activities that provide enhanced instructional opportunities for immigrant children and youth.

1. ☐ Identification and acquisition of curricular materials	5. ☐ Academic or career counseling
2. ☐ Educational software and technologies	6. ☐ Basic instructional services (including costs related to classroom supplies and transportation) that are directly attributable to the presence of immigrant children and youth
3. ☐ Tutorials	7. ☐ Other instructional services (e.g., programs of introduction to the educational system, civic education)
4. ☐ Mentoring	

B. Supplemental Activities – Parent, Family, and Community Outreach

The following activities should be **supplemental** and above and beyond already funded activities that are accessible to immigrant children and youth, including their family members, through other fund sources.

1. ☐ Parent outreach and trainings	3. ☐ Community participation programs
2. ☐ Family literacy services and/or family outreach and trainings	4. ☐ N/A

C. Supplemental Activities – Support for Personnel

The following activities should be **supplemental** in supporting personnel who have been specially trained or are being trained to provide services to immigrant children and youth.

	Recruitment	Training	N/A
1. Teachers	☐	☐	☐
2. Paraprofessionals	☐	☐	☐

PS3114 – Title III-A Immigrant

1. Part 1-A at least one activity is required
2. Part 1-B NA is acceptable

   Not required for Immigrant
3. Part 1-C NA is acceptable

   Professional Development not required with these funds.

PS3107 – Title IV, Part A

PS3107 – Title IV, Part A

- Part 1-A pre-populates with funds being REAPed into or out of Title IV, Part A, if applicable, on lines 1 & 2

- Part 1-B pre-populates with the Current Year Allocation on line 1

- Transfers in from Title II, Part A pre-populate on line 2

- Transfers out from Title IV, Part A pre-populate on line 3

- Total funds for Title IV, Part A are displayed on line 4

PS3107 – Title IV, Part A

PS3107 – Title IV, Part A

1. Part 1-C – Lines 1 through 4 must equal amount shown on Part 1-B line 4.
2. If less than $30,000, LEA may select one service area
3. $30,000 or more, must budget for all three
4. Based on rules indicated for each section
5. Direct Administration limited to 2%
6. Technology Infrastructure limited to 15% of line 4 - technology

Part 2: Program Requirement Assurances

A. Comprehensive Needs Assessment

1. **(Required if Amount in Part 1B, Line 4 >= $30,000)** The LEA has conducted a comprehensive needs assessment of the access to, and opportunities for a well-rounded education for all students; school conditions for student learning; and access to personalized learning experiences supported by technology, as required every three years.

2. **(Required if Amount in Part 1B, Line 4 < $30,000)** The LEA receives less than $30,000; has consulted with stakeholders to determine how to prioritize the use of funds. A comprehensive needs assessment is not required.

B. Prioritized Distributions of Funds (Required)

1. The LEA assures that the distribution of funds has been prioritized in accordance with ESSA Section 4106(e)(2)(A).

C. Supplement, Not Supplant (Required)

1. The LEA assures that all funds will supplement, and not supplant, non-federal funds that would otherwise be used for these activities.

2. The LEA assures that funds will not be used to fulfill state law, rules and regulations (i.e. State Board Of Education, Texas Education Code, Texas Administrative Code), state agency licensure requirements, and local school board policy.

D. Support for Well-Rounded Educational Opportunities (Required if there is an amount entered in Part 1C, Line 2)

1. All activities and programs provide access to and opportunities for a well-rounded education for all students.

E. Support for Safe and Healthy Students (Required if there is an amount entered in Part 1C, Line 3)

1. All activities and programs support safe and healthy students and improve school conditions for student learning in order to create a healthy and safe school environment.

F. Support for the Effective Use of Technology (Required if there is an amount entered in Part 1C, Line 4)

1. All activities and programs support the effective use of technology and increase access to personalized learning experiences supported by technology and professional development.

PS3107 – Title IV, Part A

1. Part 2-A the appropriate line item for CNA must be selected based on total allocation

2. Sections 2-B and 2-C are required to complete schedule

SC5000 – Title I, Part A Campus Selection

Two Small Changes:

The Low-Income Percentage (LIP) column has moved

For the Additional Eligibility column there is now a validation if the LIP is 40% or higher causing it to gray out

WV4001 - Title I, Part A Waiver & WV4004 – Ed-Flex Title I, A SW Eligibility

The WV4001 is completed by TEA with information a grantee submits to us. You DO NOT need to complete this schedule.

The WV4004 has been deleted.

End of Part Two

BS6001 – Program Budget Summary

- Part 1 - Available Funds: Planning amounts will populate based on ADC form
- Part 2 – Budget Summary: LEA enters amounts by class object code

Program Budget Summary must be completed before any of the other supporting budget pages will be available

Part 1: Available Funding — View List of SSA Members

Available Funding

Description	Title I, Part A	Title I, Part D Subpart 1	Title I, Part D Subpart 2	Title I, Part C Migrant	Title II, Part A	Title III, Part A ELA	Title III, Part A Immigrant	Title IV, Part A - SSAEP
1. Fund/SSA Code	300		300	301	342	350	350	379
2. Planning Amount	$46,769,097		$1,550,000	$50,000	$400,000	$5,000	$1,000,000	$100,000
3. Final Amount	$0		$0	$0	$0	$0	$0	$0
4. Carryover	$0		$0	$0	$0	$0	$0	$0
5. Reallocation	$0		$0	$0	$0	$0	$0	$0
Total Funds Available	$46,769,097		$1,550,000	$50,000	$400,000	$5,000	$1,000,000	$100,000

Part 2: Budget Summary

A. Budgeted Costs

Description	Class Object/ Code	Title I, Part A	Title I, Part D Subpart 1	Title I, Part D Subpart 2	Title I, Part C Migrant	Title II, Part A	Title III, Part A ELA	Title III, Part A Immigrant	Title IV, Part A - SSAEP
1. Consolidated Administrative Funds		○ Yes ● No	○ Yes ○ No	○ Yes ● No	○ Yes ● No	○ Yes ● No	○ Yes ○ No	○ Yes ● No	○ Yes ● No
2. Payroll Costs	6100			$1,550,000	$50,000	$400,000			$100,000
3. Professional and Contracted Services	6200				$200				
4. Supplies and Material	6300								
5. Other Operating Costs	6400			$2,000					
6. Debt Services	6500					$10,000			
7. Capital Outlay	6600	$10,000						$1,000,000	
8. Operating Transfers Out	8911								
Total Direct Costs		$10,000		$1,552,000	$50,200	$410,000		$1,000,000	$100,000
9. Indirect Costs									
Total Budget Costs		$10,000		$1,552,000	$50,200	$410,000		$1,000,000	$100,000
Total Funds Available Minus Total Costs		.							

Part 2: Budget Summary

A. Budgeted Costs

- If funds are budgeted for class object codes 6100, 6200, 6400, 6500 or 6600, the supporting Budget Page will need to be completed.

- If no funds are budgeted for a supporting class object code, the supporting page must be opened and saved to complete the schedule.

BS6001 – Program Budget Summary

Enter amounts in Direct Admin Costs fields if applicable.

B. Breakout of Direct Admin Costs				
Description	**Class Object/ Code**	**Title III, Part A ELA**		
		Program Costs	**Direct Admin Costs**	**Total Costs**
1. Payroll Costs	6100			
2. Professional and Contracted Services	6200			
3. Supplies and Material	6300			
4. Other Operating Costs	6400			
5. Debt Services	6500			
6. Capital Outlay	6600			
7. Operating Transfers Out	8911			
	Total			

Part 2 – Budget Summary

B. Breakout of Direct Admin costs

For funding sources that require a detail of budgeted cost for direct administration, this section will be viewable and will need to be completed. Title III, Part A – ELA currently requires Direct Admin cost budgeted in the application.

BS6101 – Payroll Costs

Program Budget
BS6101 - Payroll Costs

Part 1: Total Payroll Costs

Payroll costs entered on BS6001

	Title I, Part A	Title I, Part D Subpart 1	Title I, Part D Subpart 2	Title I, Part C Migrant	Title II, Part A	Title III, Part A ELA	Title III, Part A Immigrant	Title IV, Part A - SSAEP
Total Payroll Costs	$25,000				$25,000	$25,000		$25,000

Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff

Position Type	Title I, Part A	Title I, Part D Subpart 1	Title I, Part D Subpart 2	Title I, Part C Migrant	Title II, Part A	Title III, Part A ELA	Title III, Part A Immigrant	Title IV, Part A - SSAEP
1. Administrative support or clerical staff (integral to program)								

B. LEA Positions

Position Type	Title I, Part A	Title I, Part D Subpart 1	Title I, Part D Subpart 2	Title I, Part C Migrant	Title II, Part A	Title III, Part A ELA	Title III, Part A Immigrant	Title IV, Part A - SSAEP
1. Professional staff	☐	☐	☐	☐	☐	☐	☐	☐
2. Paraprofessionals	☐	☐	☐	☐	☐	☐	☐	☐
3. Administrative support or clerical staff (paid by LEA indirect cost)	☐	☐	☐	☐	☐	☐	☐	☐

Part 1 - Total Payroll Costs

1. Displays the amount of funds budgeted for 6100 from the Program Budget Summary (BS6001)
2. Any funding source with no funds budgeted will be grayed out in Part 2.

BS6101 – Payroll Costs

Part 2 - Number and Type of Positions

- Part 2-A – Enter number of Administrative Support or Clerical Staff
- Part 2-B – Check boxes for each funding source for district level positions
- Part 2-C – Check boxes for each funding source for campus level positions

BS6101 – Payroll Costs

Part 3 – Substitute, Extra-Duty, Benefits

1. Check the appropriate box for any ESSA Funding source

Line 1 – Schoolwide Personnel

- Identify positions in Part 1 for funds that are not consolidated at the campus level on SC5000

- Transferred /REAP funds (Title II-A or Title IV-A into Title I-A on PS3109 are included for this line item.

BS6101 – Payroll Costs

Part 3: Substitute, Extra-Duty, Benefits

Substitute, Extra-Duty, Benefits	Any Fund Source
1. For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses)	☐
2. Stipends and extra-duty pay/beyond normal hours for positions not indicated above	☐
3. Substitutes for public and charter school teachers not indicated above	☐
4. Incentive pay for positions not indicated above	☐

Part 4: Confirmation of Payroll Requirements

Confirmation of Payroll Requirements
1. ☐ The grantee certifies the federally funded portion of this position and duties are reasonable, necessary, allowable and allocable under the applicable federal fund source. The grantee further certifies that it is in compliance with the federal supplement, not supplant provision applicable to each federal fund source. The grantee assures the grant-funded portion of this position and duties meet the purpose, goals, and objectives of the federal fund source. Documentation must be maintained locally by the grantee that clearly demonstrates the allowable and supplemental nature of the position, as required by each federal fund source, and will provide such documentation to TEA upon request.

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Part 4: Confirmation of Payroll Requirements

- Certification checkbox is confirmation that all positions are aligned to Statute

- Addressed in the Comprehensive Needs Assessment.

Part 1: Professional and Contracted Services

Budgeted Costs									
Description	Class/ Object Code	Title I, Part A	Title I, Part C	Title I, Part D, Sub 1	Title I, Part D, Sub 2	Title II, Part A	Title III, Part A - ELA	Title III, Part A-Imm	Title IV, Part A
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269								
2. Professional and Consulting Services	6219 6239 6291								
Subtotal Professional and Contracted Services Costs		$0	$0	$0	$0	$0	$0	$0	$0
Remaining 6200 Costs That Do Not Require Specific Approval		$0	$0	$0	$0	$0	$0	$0	$0
Total Professional and Contracted Services Costs		$0	$0	$0	$0	$0	$0	$0	$0

Part 1 – 6200 Professional and Contracted Services

1. Rental or Lease of Buildings, Space in Buildings, or Land

2. Professional and Consulting Services

Any remaining budget amounts will display on the line not requiring specific approval

NOTE: Refer to program guidelines and EDGAR rules for items requiring approval.

BS6401 – Other Operating Costs

Website for Approval Documents

Part 1 – Other Operating Costs

- Items listed required to be budgeted to allow expended cost.

- These include field trips, out of state travel, and hosting conferences for funds budgeted under 6400.

- Required documentation can be found on the TEA website.

- Any remaining budget amounts will display on the line not requiring specific approval

NOTE: Refer to program guidelines to determine allowable activities.

BS6501 – Debt Services

BS6501 – Debt Services
1. Costs related to a lease purchase
2. Must be approved through TEA
3. Must be allowable
4. Usually a 2 to 3-year agreement
5. Purchase could not be completed in a single year
6. Contract dates must include current school year
7. Must be addressed in LEAs Comprehensive and District Needs Assessment.

BS6601 – Capital Outlay

Part 1 - Capital Expenditures

1. Library Books and Media
   - Materials that are capitalized
   - Enter the projected amount for appropriate funding source
2. Additions or Improvements to Capital Assets
   - Cost incurred or to be incurred to upgrade or improve previously purchase equipment purchased through these funding sources.

BS6601 – Capital Outlay

Part 2: Furniture, Equipment, Vehicles or Software

1. Is aligned with federal or local policy
2. More restrictive of the two
3. Must be allowable cost
4. Must be for identified campus or eligible students
5. Must be addressed in CNA and DIP
6. Unusual Cost of items may need approved through TEA
   a) Not part of application
   b) Award does not guarantee approval of unusual cost
   c) LEA responsible for submitting documentation request

Compliance/Evaluation/Progress Reports

Report Description	Grant	Status	Due Date
2021-2022 PR6000 Gun-Free Schools - District Report	2021-2022 ESSA Consolidated Federal Grant Application	Available	06/29/2022

PR6000 – Gun Free Report

1. Must be completed and submitted prior to receiving NOGA Award.

2. Is available until June 29, 2022.

3. Submit your application, but the process will not complete to receive your funds until this has been submitted to TEA.

PR6000 2021-2022 District Gun-Free Report

PR6000 – Gun Free Report
1. Line 1- If applying for the ESSA funds, Independent, Fiscal Agent or Member District, select "Yes".
2. Line 2- If there were any incidents, select "Yes".

Grant Resources

ESSA Website Resources

- [Federal Program Compliance](#)

- [Grant Compliance and Administration](#)

- [ESSA Schedule SC5000 Guidance Document](#)

ESSA Website Resources

- [Non-Regulatory Guidance](#)

- [USDE Guidance Documents](#)

Grants Administration

Access the Grants Administration webpage from TEA's homepage by hovering over the Finance and Grants tab and selecting Grants Administration

Grants Administration Webpage

Grants Administration

Related Content pages

Contact Information

Grants Administration Contacts

Our division contacts are linked in the sidebar on any Grants Administration webpage. Grant negotiators for ESSA, SPED, and Perkins are listed by their primary regions.

Contact Information

Grants Administration Division

Division Contacts

Phone: (512) 463-8525

Email: Grants@tea.texas.gov

Grant Negotiation

ESSA, SPED, Perkins Negotiators

Name	Regions 1–10	Email	Phone
Nelli Nino, Team Lead and Negotiator	10	Nelli.Nino@tea.texas.gov	(512) 463-4168
Kayla Potter, Negotiator	1, 5, 6	Kayla.Potter@tea.texas.gov	(512) 463-1263
Gracie Gonzales, Negotiator	2, 4, 9	Gracie.Gonzales@tea.texas.gov	(512) 463-8786
Christie Mizzell-James, Negotiator	3, 7, 8	Christie.MizzellJames@tea.texas.gov	(512) 463-8424

Name	Regions 11–20	Email	Phone
Lori Marquardt, Team Lead and Negotiator	16, 17	Lori.Marquardt@tea.texas.gov	(512) 463-9259
J. J. Sanchez, Specialized Negotiator	12, 15	Juan.Sanchez@tea.texas.gov	(512) 463-3373
Laura Salazar, Negotiator	11, 19	Laura.Salazar@tea.texas.gov	(512) 463-9596
Tammy Michels, Negotiator	13, 18	Tammy.Michels@tea.texas.gov	(512) 305-8975
Djuna Newby, Negotiator	14, 20	Djuna.Newby@tea.texas.gov	(512) 463-9427

ESSER Negotiators

Name	Regions 1–20	Email	Phone
Kelly Wamhoff, Negotiator	1, 3, 12, 13, 17	Kelly.Wamhoff@tea.texas.gov	(512) 463-9495
Erin Hartmann, Negotiator	2, 5, 8, 9, 14, 20	Erin.Hartmann@tea.texas.gov	(512) 463-8281
Allison Harkavy-Lash, Negotiator	4, 7, 10	Allison.HarkavyLash@tea.texas.gov	(512) 463-9181
Kenneth Thomas, Negotiator	6, 11, 15, 16, 18, 19	Kenneth.Thomas@tea.texas.gov	(512) 463-9215

Expenditure Reporting (ER) / Payment Requests / Refunds / TEAL

General ER Mailbox: TEAExpenditures@tea.texas.gov   ESSER ER Mailbox: ESSERExpenditures@tea.texas.gov

Grants (Non-ESSER) ER Fiscal Coordinators

Name	Email	Phone
Lori Leija, Fiscal Coordinator	Lori.Leija@tea.texas.gov	(512) 305-9276
Angelica Soriano, Fiscal Coordinator	Angelica.Soriano@tea.texas.gov	(512) 463-8448
Raul Jaimes, Fiscal Coordinator	Raul.Jaimes@tea.texas.gov	(512) 463-9264

ESSER ER Fiscal Coordinators

Name	Email	Phone
JoAnn Blais, Fiscal Coordinator	JoAnn.Blais@tea.texas.gov	(512) 463-9329
BreAnn Edwards, Fiscal Coordinator	BreAnn.Edwards@tea.texas.gov	(512) 463-9517
Jennifer Flores, Fiscal Coordinator	Jennifer.Flores@tea.texas.gov	(512) 463-9214