

Grant
Management
Best Practices

A Consultant's
Perspective

Single Audits and Governmental Accounting and Auditing Conference

Austin
September 25-26, 2023



Grants Specialist
ESSA, ESSER, State, & Federal Grants
Comprehensive Needs Assessment
Strategic Planning
www.hinsleyassociates.com
☎ Phone: 903-474-3245

Building a
World
Class Team





TEA

CFOs

TASBO

ACET

Auditors

Networking

Other
Consultants



6 Common Problems of Managing Grants

1. Not Conducting a Thorough Comprehensive Needs Assessment

2. Lack of Communication

3. Failing to Allocate in the Local Finance Software

4. Forgetting to Add Carryover and Reallocation to the Local Budget

5. Lack of Updated Procedures

6. Not Spending Funds



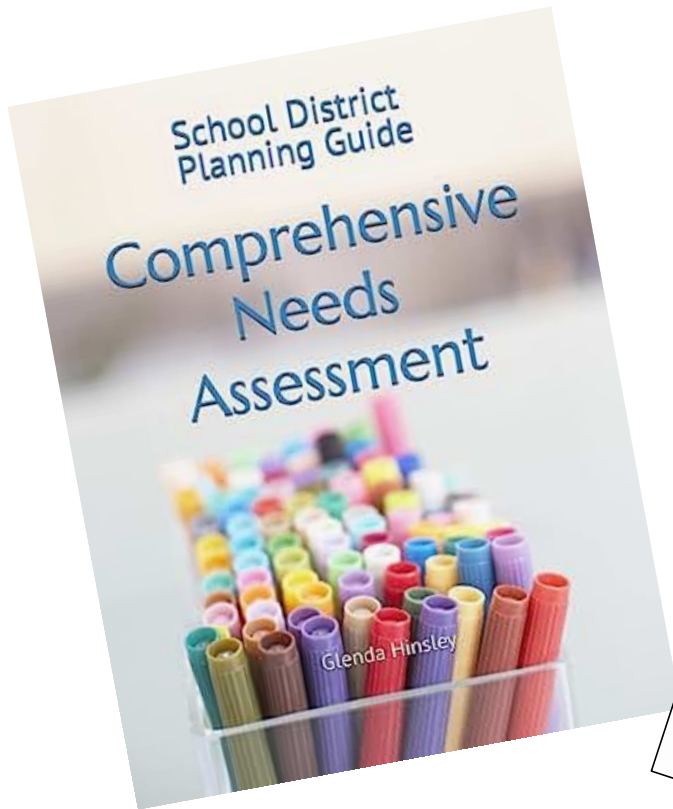
Common Problems

Not Conducting
a Thorough
Comprehensive
Needs
Assessment

Example: Regurgitating the TAPR.



Facilitate the Comprehensive Needs Assessment with all required stakeholders involved.



Focus Groups Planning Chart

Focus Group Topics	Focus Group Members	Focus Group Leader
1-Student Wellness, SEL, & Mental Health		
2-Student Achievement & Demographics		
3-Curriculum, Instruction, & Assessment		
4-School Safety, Culture, & Climate		
5-Parent, Family, & Community Engagement		
6-Staff Effectiveness, Recruitment & Retention		
7-Technology		
8-Leadership: Systems & Processes		





Required Stakeholders

“District & Campus-Level Planning & Decision-Making Process”

Documentation	Federal In addition to TEC requirements.	State - TEC 11.251 BQ Legal BQA Legal BQB Legal	Local Policy
<input type="checkbox"/> Notice of Meeting (or meeting invitation) <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheet with signatures designating roles. <input type="checkbox"/> Minutes <input type="checkbox"/> Handouts	<input type="checkbox"/> Students <input type="checkbox"/> <u>To the extent possible, stakeholders representing the interest of students:</u> <input type="checkbox"/> Tribes <input type="checkbox"/> Civil Rights <input type="checkbox"/> English learners <input type="checkbox"/> Homeless <input type="checkbox"/> Foster Care <input type="checkbox"/> Migrant <input type="checkbox"/> Incarcerated students <input type="checkbox"/> Other underserved students	<input type="checkbox"/> Parents (of Students enrolled in the district, and who are not employees of the district) <input type="checkbox"/> Campus-level Professional Staff <input type="checkbox"/> District-level Professional Staff <input type="checkbox"/> Teachers (2/3 of the elected Professional Staff must be classroom Teachers) <input type="checkbox"/> Staff Member responsible for working with Students with Disabilities <input type="checkbox"/> Administrators <input type="checkbox"/> Community Members representative of the district’s diversity (at least 18 years of age and resides in the district) <input type="checkbox"/> Business Representatives representative of the district’s diversity (can be located in, or	<input type="checkbox"/> BQ Local <input type="checkbox"/> BQA Local (District) <input type="checkbox"/> BQB Local (Campus)

STEP 1: Engage with Stakeholders

PLANNING THE LOGISTICS

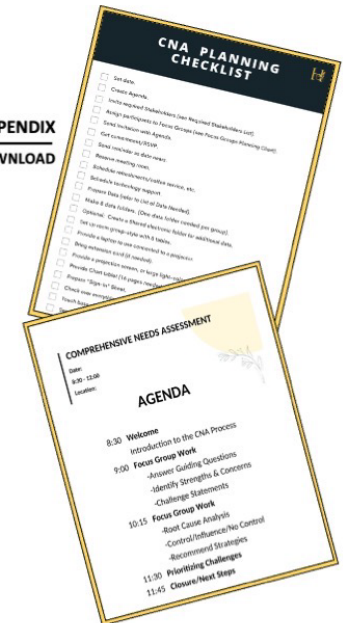
Careful attention must be given to planning so that participants will have a positive experience and achieve the objectives of the training. Throughout this guide, you will find checklists, handouts, and templates for your use. They are provided in a variety of formats: Word, PDF, and/or PowerPoint. A list of the **Tools for Download** is provided in the Appendix. They may also be downloaded at www.hinsleyassociates.com/cna-members. Enter the password: CNA2023

Tools for Download (see p. 76)



APPENDIX TOOLS FOR DOWNLOAD

- p. 77 Planning Checklist
- p. 78 Focus Groups Planning Chart
- p. 79 Agendas
- p. 81 Invitations
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- p. 94 Guiding Questions
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- p. 108 Sign-in Sheet
- p. 109 Table Tents
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- p. 119 Root Cause Analysis / 10-5-5 Chart
- p. 120 My Next Steps



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Common Problems

Lack of Communication

Example 1: Grant Manager makes a different plan than the Superintendent and/or CFO.

Example 2: Directors'/Principals lack access to viewing budgets.

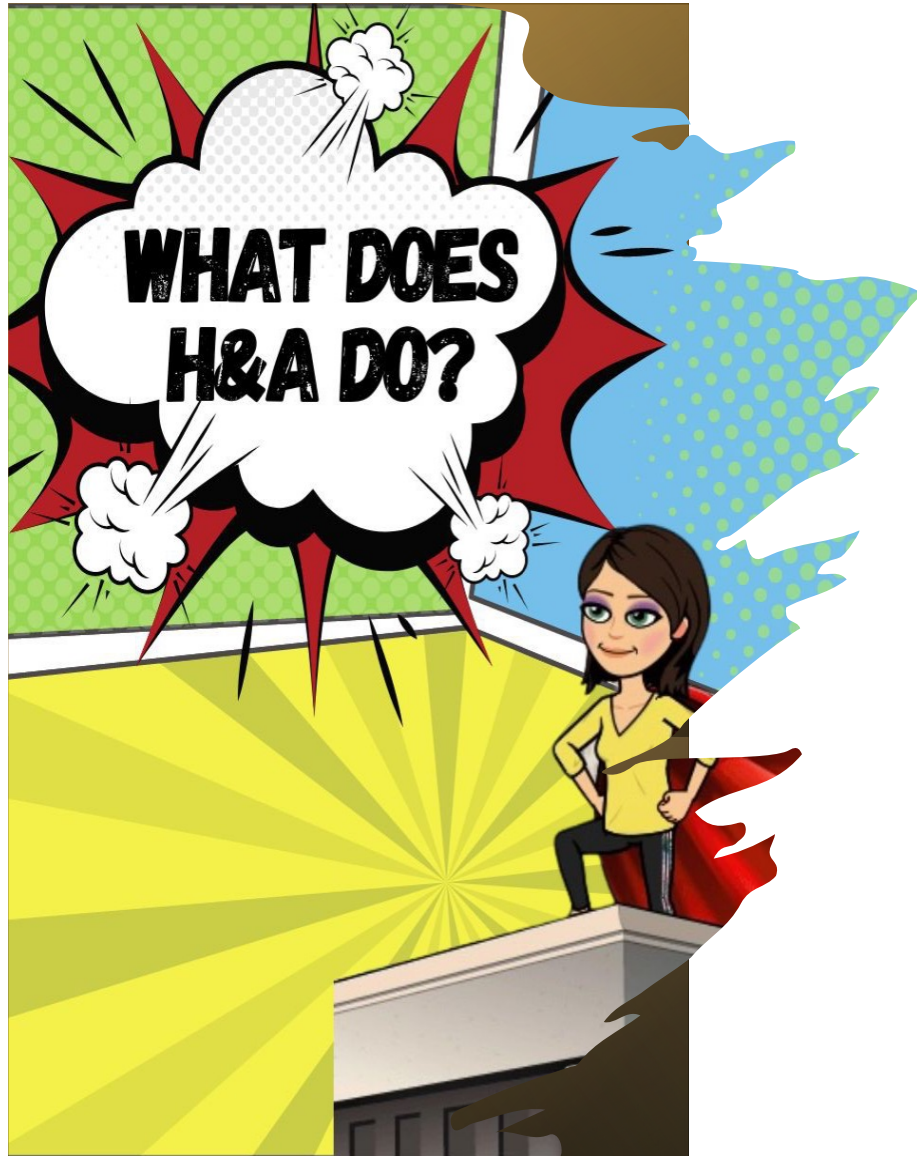
Time with the CFO



RIGHT HAND
doesn't know
what the
LEFT HAND
is Doing!



Technology Example - \$80,000 expenditure approved by the school board, BUT... not approved by TEA or budgeted in the grant.



Google Drive
1-Pagers for Each Grant
Folders for Each Grant
Planning Meetings
Collaboration
Transparency



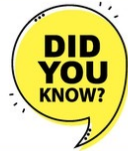
2022-2025 School Safety Formula Grant

Factoids
(AS OF 1-7-23)

FUND: 429

TIMELINE

- **Period of Availability:** Oct. 27, 2022 - April 30, 2025
- **Grant Application DUE Date:** Aug. 1, 2023
- **Last Amendment:** Jan. 30, 2025
- **End date:** April 30, 2025
- **Final Expenditure Report:** July 31, 2025
- **Reporting Period:** 10/27/2022 - 04/30/2025



NO Cost Share or Matching

Supplement Not Supplant DOES NOT APPLY

UNALLOWABLE

- Audit services for state-funded grants
- Field Trips
- Travel for Students to Conferences
- Cost of Membership in Any Civic or Community Organization - Hosting or Sponsoring of Conferences
- Advisory Council
- Out-of-State Travel
- Travel Costs for Officials such as Executive Director, Superintendent, or Board Members - Administrative Costs
- Stipends for non-employees
- Non-employee costs for conferences
- Any costs other than those listed above in the Allowable Activities section.

PURPOSE

To assist LEAs in meeting the new school safety standards and to include other security related costs like metal detectors, cameras, and monitoring tools such as those allowed under the school safety allotment, the SBS500 school safety and security grant, and the silent panic alert technology grant.

The purpose of this project is to first allow LEAs to implement the new safety standards applicable to Chapter 6I, Sub-chapter CC, 6I.031 of Commissioner's Rules. Generally, allowable safety standards activities include procurement and installation of:

- fencing,
- exterior doors,
- glass doors not within a secured area,
- ground level exterior windows,
- silent panic alert technologies, and
- other required rule components around emergency responder radios, exterior door numbering, and exterior secure master key lock boxes.

Once minimal compliance with the rule is met, the LEA may choose from a variety of school security-related activities, such as:

- security cameras and equipment,
- communications systems,
- district peace officers, private security officers, school marshals,
- active shooter trainings, emergency response training,
- prevention, identification, and management of emergencies and threats.

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COVID-19 Health Support Grant, Cycle 3

Fund 289

05/01/2021-03/31/2023

ALLOWABLE ACTIVITIES

Direct & Indirect
Costs Allowed

1. PPE (including but not limited to masks, gloves, gowns, & face shields)
2. Hygiene and cleaning supplies
3. Portable high-efficiency particulate air (HEPA) fan/filtration systems or other small items that may allow for improved air circulation
4. Public health events that include students and other community members and are aimed at providing opportunities

APPLICATION DUE DATE

Nov. 7, 2022

LAST AMENDMENT

Jan. 3, 2023

DOCUMENTATION

1. Update Needs Assessment
2. District Leadership Meeting: Item on Agenda, Sign-in Sheet, Minutes



Google Shared Drive

Files for Each Grant

Name	↑
1-Contracts & Invoices	
2-APM-State & Federal Grants Manual	
3-Finance & Payroll	
4-Monthly "To-Do" Lists	
5-Documentation	
6-ESSER II	
7-ESSER III	
8-COVID-19 Health Support Grant 22-23	
9-SPAT Grant	
10-School Safety Standards Grant	
11-SAFE Grant	
2019-2021 Instructional Continuity Grant	
Title IV Compliance	
USDE ESSER Annual Report	
eGrants Checklist.pdf	
State Fiscal Report TEMPLATE	

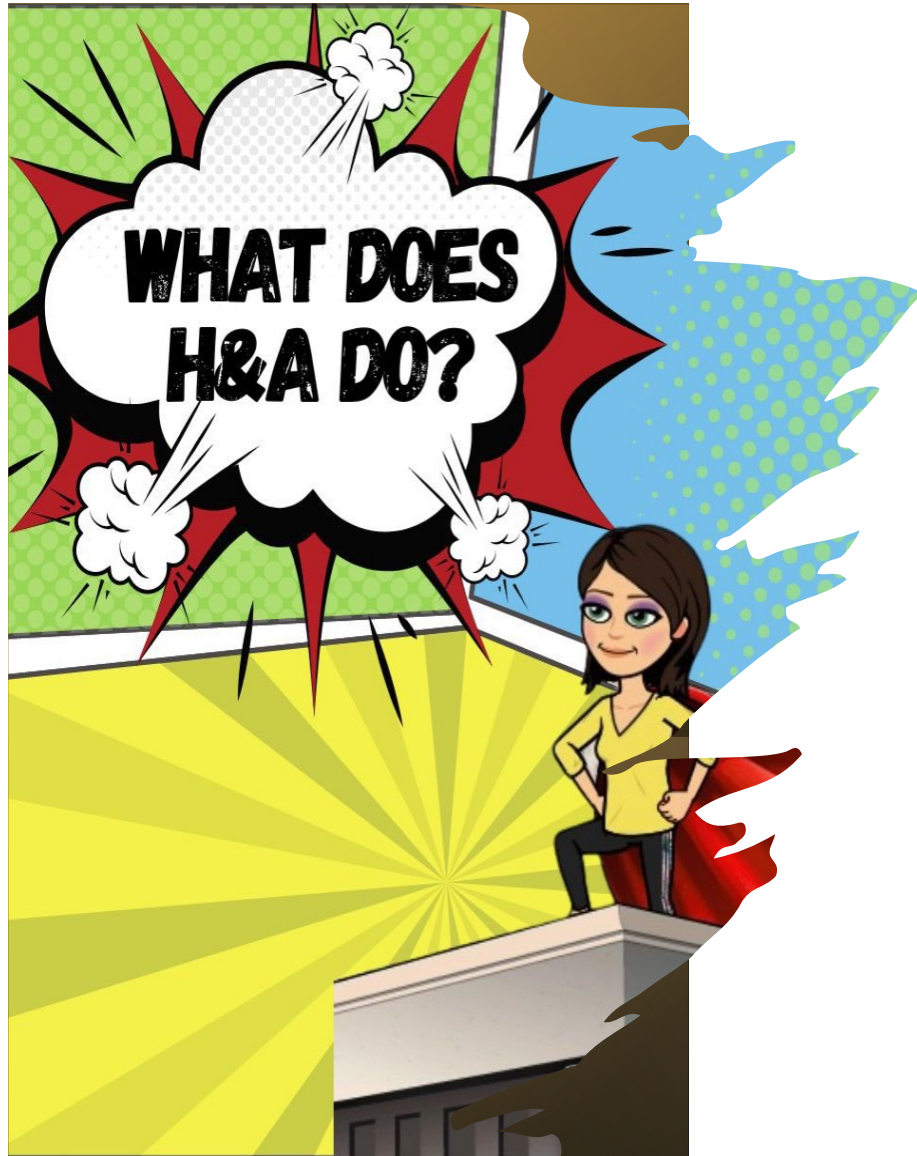
Name	↑
Compliance Reports-Health Grant	
Agenda_10-24-22_COVID-19 Health Grant Mtg	
Budget Setup-COVID-19 Health Grant, Cycle 3	
COVID-19 Health Grant, Cycle 3 Infographic.pdf	
Minutes_10-24_Health Grant Mtg	
Sign-in Sheet_10-24-22_Health Grant Mtg	
Signed_COVID-19 Health Support Grant Agreement.pdf	



Common Problems

Failing to
Allocate in the
Local Finance
Software

Example: Budget not entered because it was not communicated to the CFO in the **expected** format.



Provide Budget Setup Template with Funding Codes. Send grant budget schedule to CFO.



School Safety Standards BUDGET Setup

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0 .00 123 | Defau... | - 18 + | B I | A

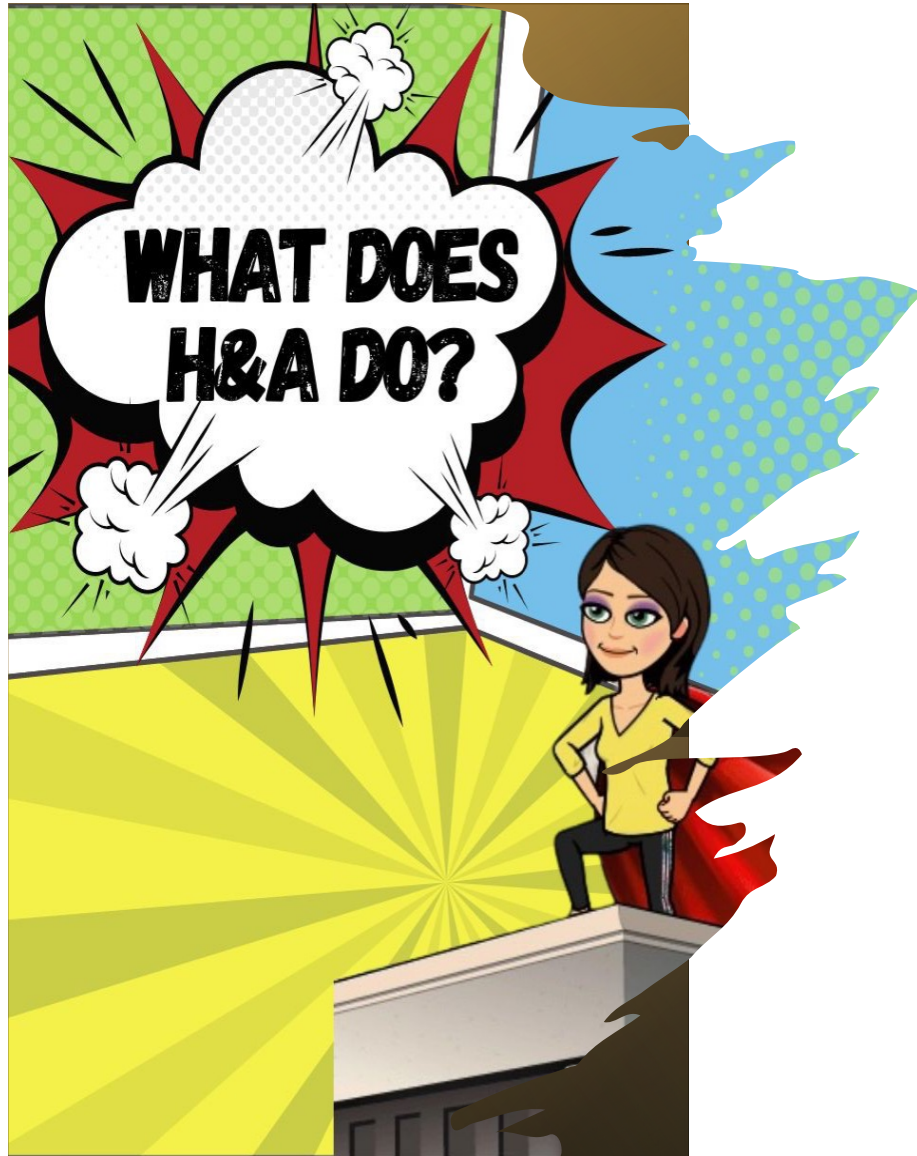
	A	B	C	D	E	F	G	H	I	J	K	L	M
4	6100 Payroll												
5	Allowable activities: Salaries for district peace officers, private security officers, school marshals, if required activities have been met first. See Items 1-6 in dropdown list. (SUPPLANTING IS ALLOWED, but still must be one of the allowable uses of funds for this grant.)												
6	6100 (Payroll) (List POSITION & # of FTEs)	FUND	FUNCT	OBJECT	LOCAL OPTION CODE (XX)	ORG	FISCAL YEAR Pre-Award 2023-24 (4) 2024-25 (5)	PROG INTENT	LOCAL OPTION CODE (X)	LOCAL OPTION CODE (XX)	Amount Budgeted	Amt. budgeted to Pre-Award Allowed from Oct. 27, 2022 to Stamp-in Date	ALLOWABLE ACTIVITY Select # (1-11) from dropdown list below. (Items 1-6 are required to meet minimum compliance with Safety Standards. Once met, funds can then be used for Items 7-11.)
7	District Peace Officer (FTE=1)	429	52	6100	0	999	4	99	0	00	\$64,300	\$0	9. district peace officers, private security officers, school marshals
8	TOTAL Budgeted tor 6100										\$64,300	\$0	
9	6200 Contracted Services												
10	Allowable activities: See Dropdown list. (SUPPLANTING IS ALLOWED, but still must be one of the allowable uses of funds for this grant.)												
11	6200 (Contracted Services) (List Vendor Names)	FUND	FUNCT	OBJECT	LOCAL OPTION CODE (XX)	ORG	FISCAL YEAR Pre-Award 2023-24 (4) 2024-25 (5)	PROG INTENT	LOCAL OPTION CODE (X)	LOCAL OPTION CODE (XX)	Amount Budgeted	Amt. budgeted to Pre-Award Allowed from Oct. 27, 2022 to Stamp-in Date	ALLOWABLE ACTIVITY Select # (1-11) from dropdown list below. (Items 1-6 are required to meet minimum compliance with Safety Standards. Once met, funds can then be used for Items 7-11.)
12	VENDOR is Nantze. Equipment name is Verkada.	429	52	6299	0	999	4	99	0	00	\$85,700		7. security cameras and equipment
	VENDOR is Nantze												6)other required rule components around emergency



Common Problems

Forgetting to Add
Carryover and
Reallocation to
the Local Budget

Example: Grant manager amends the grant but forgets to notify the CFO – B/ESL Program.



H&A monitors the grant, completes amendments as needed, including carryover and reallocation. Update Budget Setup Template. Send updated grant budget schedule to CFO.



Common Problems

Lack of
Updated
Procedures

Examples: APMs not updated / not matching local TASB policy / not knowing local policy;
No SNS (Title I, Part A) documentation.



Assist with updating the APM.

Provide Timelines, Templates, Checklist to assist with internal processes.

Administrative Procedures Manual

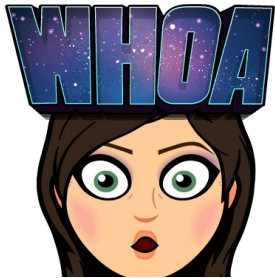
TASB Personnel Mgmt. Probationary less than 1 year does not count. Full year for yr 1 Probationary Contract

13. EMPLOYEE SHALL SERVE A PROBATIONARY PERIOD OF ONE YEAR UNDER THE EDUCATION CODE, CHAPTER 21, SUBCHAPTER 21-07, RULES OF PROFESSIONAL CONDUCT. THE THIRD YEAR OF CONTINUOUS EMPLOYMENT IN THE THIRD YEAR OF EMPLOYEE'S PROBATIONARY CONTRACT. IN THAT EVENT, EMPLOYEE SHALL BE OFFERED A TERM CONTRACT. HOWEVER, THE PROBATIONARY PERIOD SHALL BE ONE YEAR FOR AN EMPLOYEE WHO HAS BEEN EMPLOYED BY THE DISTRICT OF INNOVATION FOR FIVE OR MORE YEARS PRIOR TO INITIAL EMPLOYMENT. THE BOARD'S DECISION TO TERMINATE THE EMPLOYEE'S CONTRACT TERM SHALL BE FINAL AND NOT SUBJECT TO APPEAL.

18/19 District of Innovation
Every new employee stays probationary at least 2 years instead of 1 year for those with 5 or last 8 years in TX.

3/13/01 Legal Services-TASB- Paul Likes
Some one who has taught 5 of the last 8 years (even on probationary contract only) must be offered a term year contract of the 1st year (IE: Ross 01102) see sticky →

3/13/13	Confirmed again	prof
Jay Baskin	is with same	—
1A-15	K. Willis	prof
2/15/04	re: Ramey	prof
3 years at Wrice does not count as part of 5 yrs required. must be scheduled		dual proba
Robert Anderson	4	proba
Keysta Cook	23	proba 1
		proba 2
		proba 3
		prof



Note to Self: Don't act shocked!

TEMPLATES

Name ↑

- 1 - Ads & Notices
- 2 - CNA - Comprehensive Needs Assessment
- 3 - Local Policy (Public Notice; Translation)
- 4 - SCE - State Comp Ed
- 5 - Title I (SNS Exemption; Annual Mtg)
- 6 - ESSER
- 7 - Monthly Tasks
- CIP Checklist
- Professional Development
- MAKE A COPY

Supplement
Not Supplant
(SNS)
Exemption

TEMPLATE ISD
Every Student Succeeds Act (ESSA)
Title I A, Program

Supplement/Not Supplant Compliance Requirement

Under ESSA Title I, Part A, the district must demonstrate a Supplement/Not Supplant Methodology that is used to allocate State and Local funds to campuses and that the allocation process is equitable.

Title I Part Statute:

Section 1118 (b)(1)

All LEA shall use Federal funds received under this part only to supplement the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds.

TEA Guidance on Supplement/Not Supplant

Based on TEA guidance, districts who have 1 campus per grade span with no duplication of grades, will not be required to demonstrate a methodology for Supplement/Not Supplant.

MY DISTRICT ISD will not be required to demonstrate a methodology for Supplement/Not Supplant because the district has 3 campuses with no duplication of grade spans.


- **MY DISTRICT** High School Grades 9-12
- **MY DISTRICT** Junior High School, Grades 6-8
- **MY DISTRICT** Elementary Grades Pre-K-2

Printed Name of Authorized Official

Title

Signature of Authorized Official

Date



Additional
Flexibility
for
Title I, Part A

Taken from TEAs Supplement Not
Supplant Handbook,

© Texas Education Agency Version 4.0
(9/2019)

Question 22: If the LEA has an SNS methodology that allocates its State and local funds so that all of its campuses receive the State and local funds they would receive in the absence of Title I, Part A funding, are the campuses then allowed to spend Title I funds on things that may violate the “traditional” presumptions of supplant?

Response: Yes. The Title I, Part A statutory SNS Methodology replaces the “traditional” presumptions of **supplant** as a way of demonstrating compliance with the SNS requirement. Therefore, if the LEA has an SNS methodology that has all of the required components included and ensures all of its campuses receive the State and local funds they would receive in the absence of Title I, Part A funding, then the campuses have met the SNS requirement. No further SNS demonstration is required for those campus-level funds. **The LEA should keep in mind that all Title I expenditures must still be for activities that—**

- support a need that is identified in the Comprehensive Needs Assessment;
- are included in the Campus Improvement Plan;
- are reasonable in cost;
- are necessary to carry out the intent and purpose of the Title I, Part A program;
- are allocable under the grant; and
- are allowable under Title I, Part A.

The LEA must ensure that the expenditures meet all EDGAR requirements and that all district policies and procedures are followed.



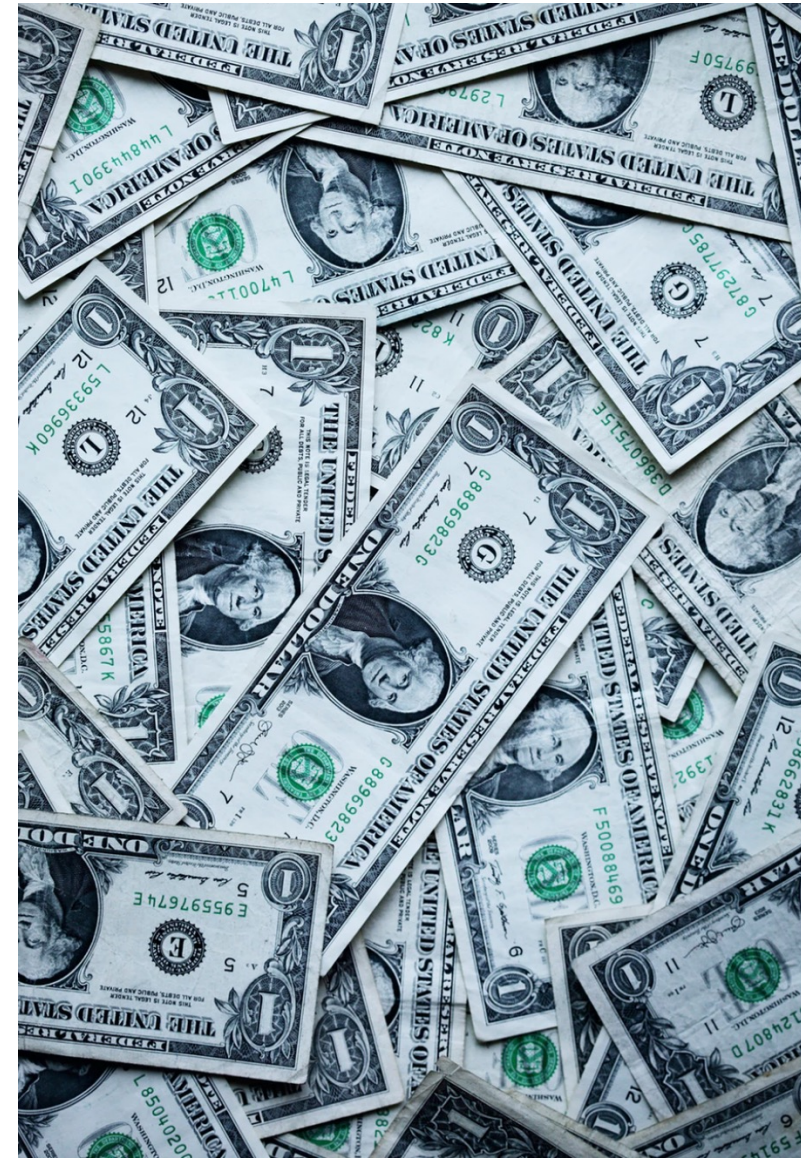
Common Problems

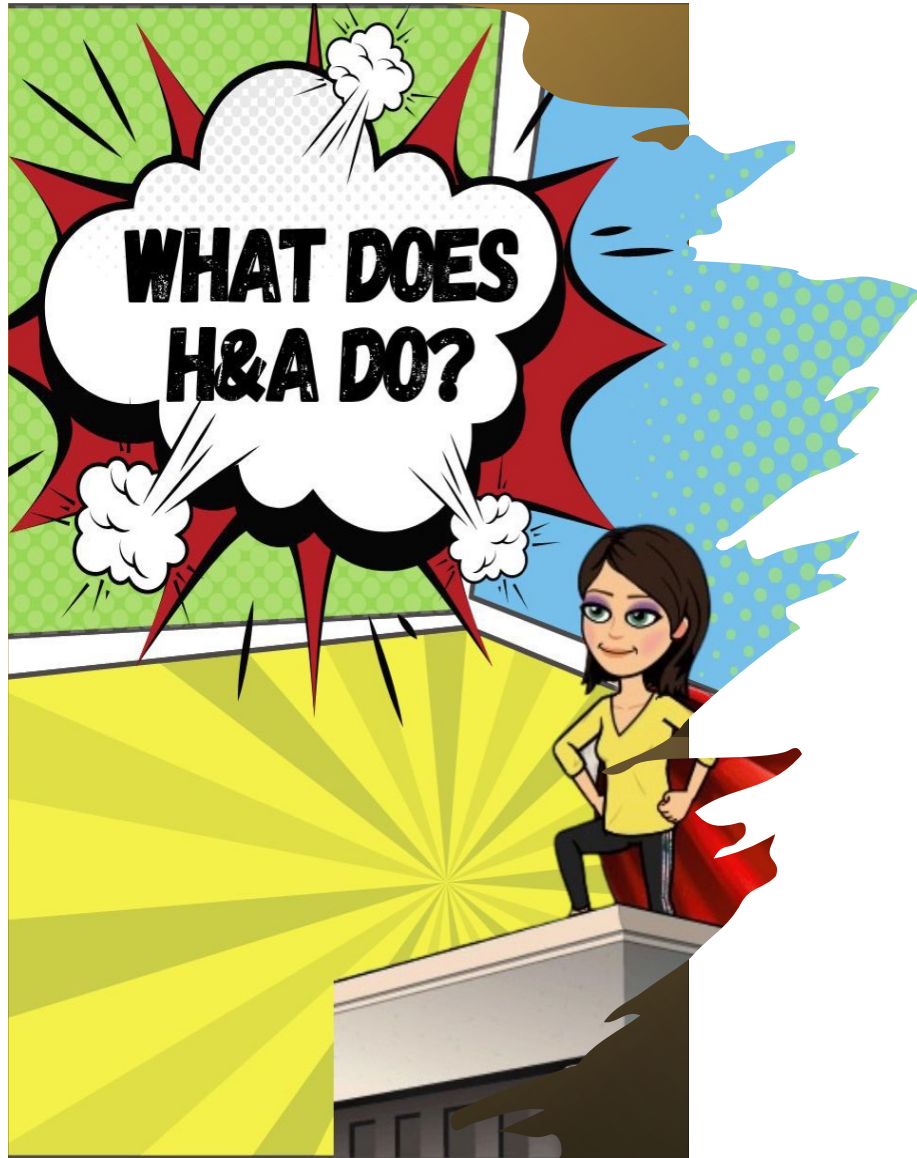
Not Spending
Funds

Examples: Lots of reasons why!!

Not Spending Funds

- Staff leave mid-year and not replaced
- Not communicating with Dept. Heads or Principals regarding funds available
- Procedures so restrictive funds cannot be utilized (procurement/approved vendors)
- P.O.s being denied because funds were not set up in the local finance software
- I paid for that. No wait! You paid for that!
- Other reasons





Communicate regularly with
CFO/grant contacts.



September 2023

GRANT UPDATES for CONTRACTED LEAs

Upcoming Due Dates

- Sept. 1 - (SpEd Federal) Special Education Consolidated Grant Application (Federal) DUE!
- Sept. 1 - (Perkins V) Perkins V: Strengthening Career and Technical Education for the 21st Century Grant Application DUE!
- Sept. 1 - (ESSA) ADC & Consolidated Federal Grant Application DUE!
- Sept. 13 - (Title I, 1003) School Improvement Grant Application OPENS!
- Sept. 15 (RLIS) 2023-2024 Rural & Low-Income Schools ADC/eGrant Application OPENS!
- Sept. 15 (Indirect Cost Rate) Survey DUE! See Aug. 22, 2023 TEA Bulletin.
- Sept. 21 (SAFE Grant) Safety & Facilities Enhancement Grant Application DUE!
- Sept. 26 (Accountability) 2023 Accountability Ratings Published (TEAL).
- Sept. 28 - (Random Validations for 22-23) ESC technical assistance deadline if LEA receives "Improvement Needed" status regarding any items.
- Sept. 29 - (ESSA) 2022-23 Consolidated Compliance Report DUE!
- Sept. 29 - (RLIS) 2022-23 Rural & Low-Income Schools Compliance Report DUE!
- Sept. 29 - (Random Validations for 22-23) If the LEA receives "Improvement Needed" status on a program requirement, the LEA will be required to submit documentation for 2023-2024 for the same requirement. The documentation must be submitted in the FPC RV WorkApp System.
- Sept. 30 - (CRSSA/ESSER II) End of performance period for CRSSA ESSER II Funds, last day to obligate funds.
- Sept. 30 - (ARP/ESSER III) NOGA End Date before Carryover.

H&A WILL:

- Complete the 2022-2023 ESSA Consolidated Compliance Report.
- Complete the 2022-2023 RLIS Compliance Report (if applicable).
- Provide Annual Title I, Part A Meeting Powerpoint (if requested).
- Assist with 2023-2024 ESSA/RLIS Budget Setup.
- Complete the 2023-2024 RLIS Grant Application (if eligible).
- Amend grants, if needed.
- Assist with audits.

THE LEA WILL:

- Notify parent/guardian if the school district has assigned an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks. ESSA Section 1112 (e)(1)(B)
- Review the requirements for Parent & Family Engagement. There are separate requirements for the LEA vs- Campus (School) levels.
- Add ID&R and PFS Action Plans for Migrant to the District Improvement Plan as an appendix. (If part of a SSA, check with the Service Center).
- Keep documentation of meetings with name of grant on the agenda, sign-in sheets, minutes, etc.

CAMPUS WILL:

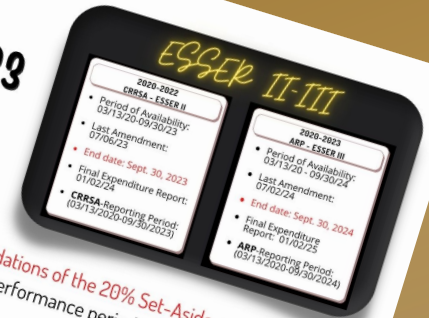
- Conduct Annual Title I Meetings.
- Conduct Parent & Family Engagement training.
- Distribute district and campus Parent & Family Engagement policies.
- Distribute School-Parent compacts.
- Conduct Parent-Teacher Conferences where school-parent compacts are discussed (required at the elementary level). ESSA Section 1116 (d) (2)(A)
- Make campus plans available to parents and families.



September 2023

Upcoming Due Dates

- Sept. 30 - (CRSSA/ESSER II) End of performance period for CRSSA ESSER II Funds, last day to obligate funds.
- Sept. 30 - (ARP/ESSER III) NOGA End Date before Carryover.



H&A WILL:

- Prepare data for submission to TEA, if selected for Random Validation.
- Assist with State Fiscal Reports.
- Amend grant, if needed.

THE LEA WILL:

- Provide requested documents for Random Validation, if selected.
- Monitor spending of ESSER II/III.
- Complete State Fiscal Report with drawdowns.

DOCUMENTATION TO KEEP

- Documentation of meetings with ESSER listed on the agenda (agendas, sign-in sheets, minutes).

Types of Monitoring



FISCAL



PROGRAM
IMPLEMENTATION

Types of Monitoring

1. Local Audit

2. TEA Fiscal Reports

3. USDE Annual Reports (B.A.R.)

4. Single Program Audit - Local Auditor

5. Single Program Audit - TEA

6. Random Validations

7. Compliance Reports

8. Special Collections

Types of Monitoring



Random Validation Process	2022-2023	2023-2024
Number of Requirements Selected per Program	<ul style="list-style-type: none"> Title I, Part A = 3 Requirements Title I, Part A – Supplement, Not Supplant (SNS) = 1 Requirement Title I, Part C = 3 Requirements Title I, Part D = 1 Requirement Title II, Part A = 3 Requirements Title IV, Part A = 3 Requirements Title V, Part B = 1 Requirement EdFlex – Title I, Part A Schoolwide Eligibility Waiver = 1 Requirement Private School Equitable Services (PNP) = 4 Requirements Unsafe School Choice Option (USCO) = 1 Requirement 	
Random Selection of LEAs*	<ul style="list-style-type: none"> For the “Big 4” random validations (Title I, Part A; Title I, Part C; Title II, Part A; and Title IV, Part A), we will not select from the LEAs selected for random validation in the previous year. For all non-“Big 4” random validations, the LEAs selected for random validation in the previous year could be selected for random validation in the new year. LEAs selected for RLIS may be selected for up to 2 random validations in the same year. 	
LEA Notification of Selection	Phase 1: Early October Phase 2: Late November Method of Notification: Email from FPC RV WorkApp System to FPC RV WorkApp System Contacts and Corresponding ESC Contacts	
ESC Technical Assistance and Support Timeline	Phase 1: 2 weeks Phase 2: 2 weeks	
LEA Documentation Submission	LEAs submit documentation in FPC RV WorkApp System	
LEA Documentation Submission Timeline	Phase 1: 2 weeks; Mid-October Phase 2: 2 weeks; Mid-December	
TEA Documentation Review Timeline	Phase 1: 14 weeks Phase 2: 6 weeks	Phase 1: 13 weeks Phase 2: 6 weeks
LEA Notification of Results	Mid-March: Email from FPC RV WorkApp System to FPC RV WorkApp System Contacts and Corresponding ESC Contacts	
Resources	<ul style="list-style-type: none"> Random Validation Resources Webpage <ul style="list-style-type: none"> Program-Specific Random Validation Handbooks Process Overview Recorded Training Video & Training Slides Program-Specific Random Validation Recorded Training Videos & Training Slides 	

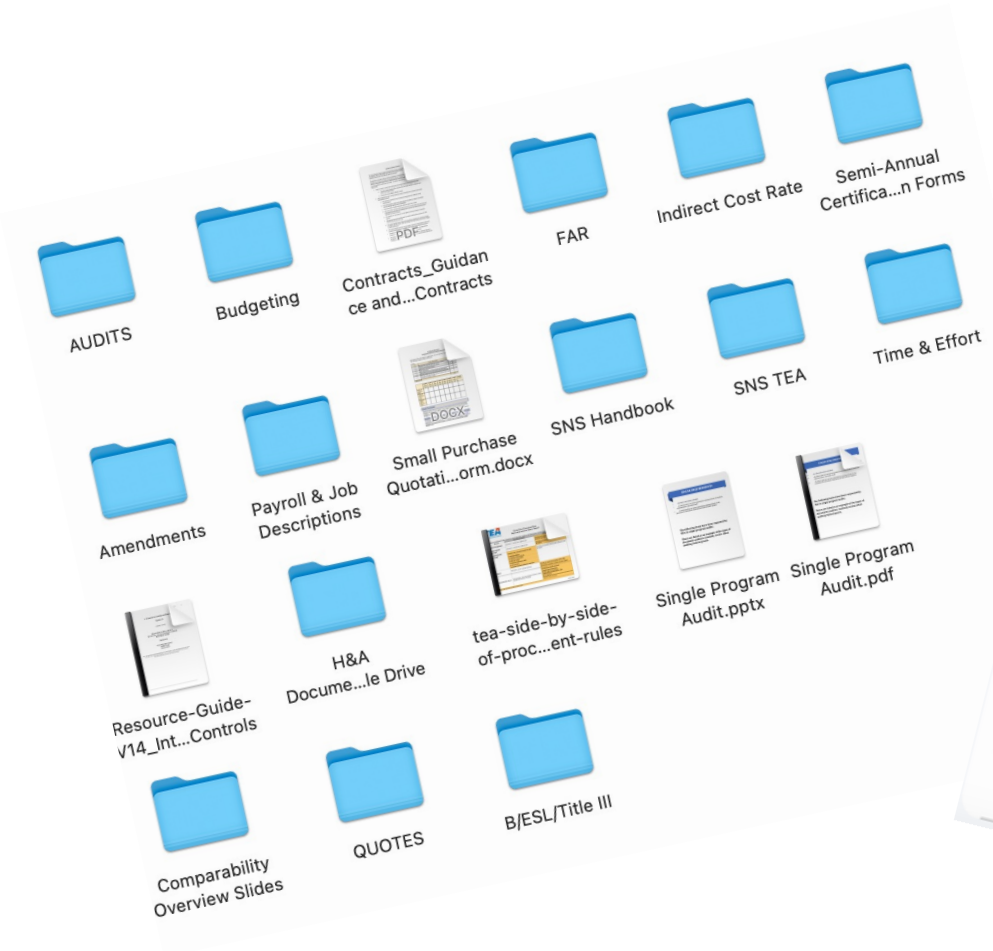
*Subject to change based on number of LEAs available for selection.

Random Validation Process Comparison: 2022-2023 & 2023-2024

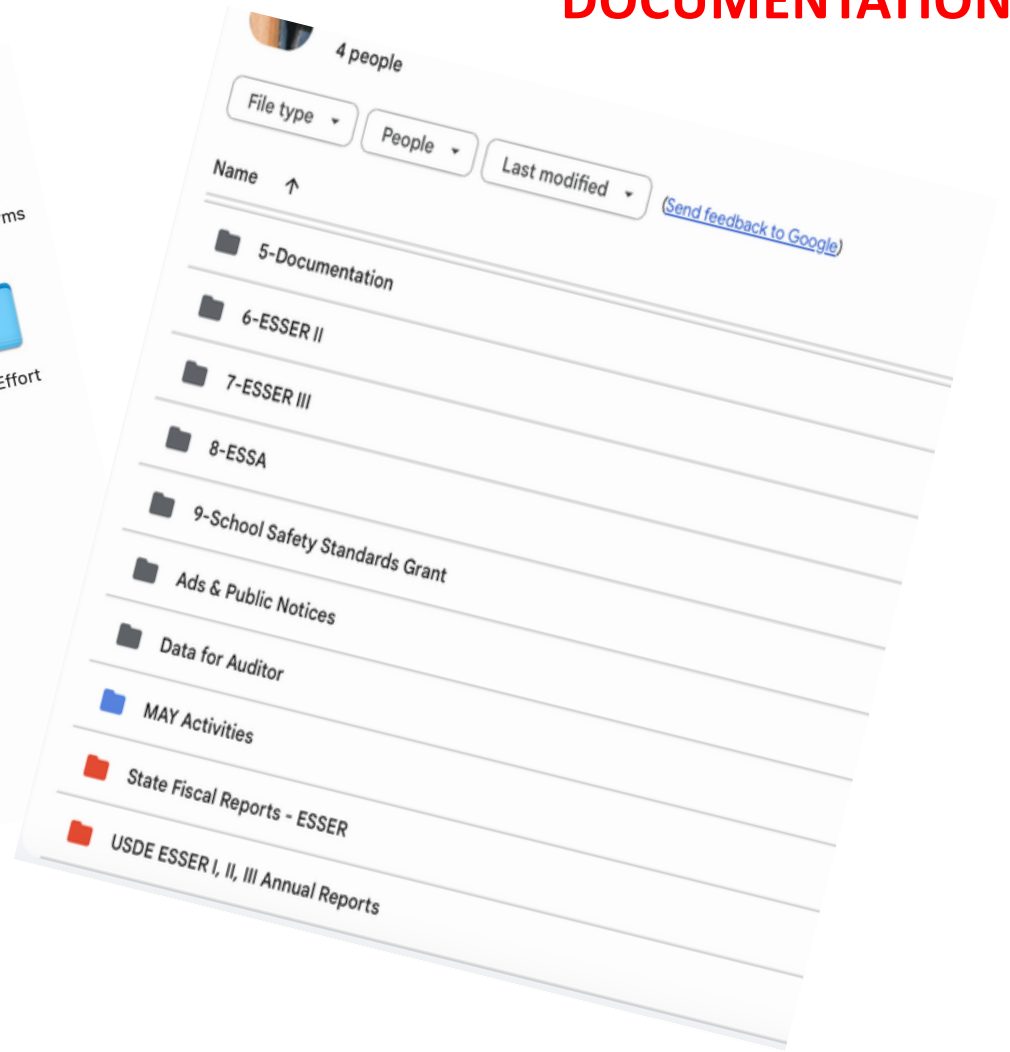
Random Validation Process	2022-2023	2023-2024
Programs Selected for Monitoring	<ul style="list-style-type: none"> Title I, Part A – Improving Basic Programs Title I, Part A – Supplement, Not Supplant (SNS) Title I, Part C – Education of Migratory Children (MEP) Title I, Part D – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth Title II, Part A – Supporting Effective Instruction Title IV, Part A – Student Support and Academic Enrichment Title V, Part B – Rural and Low-Income Schools Program (RLIS) EdFlex – Title I, Part A Schoolwide Eligibility Waiver Private School Equitable Services (PNP) Unsafe School Choice Option (USCO) 	
2-Phase Process	<ul style="list-style-type: none"> Phase 1 Programs <ul style="list-style-type: none"> Title I, Part A Title I, Part C Title II, Part A Title IV, Part A Title I, Part A – Supplement, Not Supplant (SNS) Phase 2 Programs <ul style="list-style-type: none"> EdFlex – Title I, Part A Schoolwide Eligibility Waiver Title I, Part D Title V, Part B Private School Equitable Services (PNP) Unsafe School Choice Option (USCO) 	
Number of LEAs Selected	<ul style="list-style-type: none"> Title I, Part A = 60 LEAs (12 LEAs from 5 ESCs) Title I, Part A – Supplement, Not Supplant (SNS) = 40 LEAs (2 LEAs from each ESC) Title I, Part C = 54 LEAs (up to 12 LEAs from 5 ESCs) Title I, Part D = 20 LEAs (Randomly selected from across the state, regardless of ESC) Title II, Part A = 45 LEAs (up to 12 LEAs from 5 ESCs) Title IV, Part A = 50 LEAs (up to 12 LEAs from 5 ESCs) Title V, Part B = 28 LEAs (Randomly selected from across the state regardless of ESC) EdFlex – Title I, Part A Schoolwide Eligibility Waiver = 5 LEAs (Randomly selected from across the state, regardless of ESC) Private School Equitable Services (PNP) = 23 LEAs (2 LEAs from each ESC, if applicable) Unsafe School Choice Option (USCO) = 40 LEAs (2 LEAs from each ESC, if applicable) 	TBD based on ESSA Consolidated Application Data



TEMPLATES



DOCUMENTATION



100% of LEAs contracted
with 
have completed ALL
audits with **NO findings :)**



TEA Compliance Reports:

- ESSA Consolidated Compliance Report
- Gun-Free Schools Report
- Title IV, Part A Data Collections
- Rural & Low-Income Schools Compliance Reports

ESSER Grants Reporting

- Justification Forms
- Prior Approval Forms
- USDE ESSER Annual Reports
- TEA ESSER Fiscal Reports
- RIPICS & Use of Funds Plans


TEA Random Validations Monitoring the past two years:

ESSER II

- 2 LEAs- How the LEA determined needs caused by COVID-19
- 2 LEAs- How the LEA Prioritized Needs in Determining the Use of the ESSER II Grant Funds

ESSER III

- 4 LEAs- 20% Set-aside to Address Learning Loss



Grant
Management
Best Practices
from
TEA's Website

Best Practices for Administering a Grant

The following strategies support effective grant management.

Expand All

Get organized early with a management plan.	▼
Identify all administrative responsibilities.	▼
Have clear, written policies and procedures.	▼
Use a system of checks and balances and dual sign-offs for fund requests.	▼
Revisit the grant's program guidelines and calendar dates regularly.	▼
Request payment regularly and accurately.	▼
Get prior approval before conducting activities that specifically require it.	▼
Maintain good financial and programmatic records, as well as documentation, and submit timely reports.	▼
Monitor activities and records.	▼
Amend the application if changes are needed.	▼
Respond quickly to corrective action and audit resolution requirements.	▼
Seek support from your regional Education Service Center (ESC).	▼
Contact the appropriate TEA division as early as possible should there be any concerns or problems.	▼

We Do Better
When
We Know Better



I'm here
for you ♥



Any Questions?



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WE GOT THIS!

