

The application to which these instructions refer must be submitted electronically through the TEA eGrants system, including any required supplemental schedules. The application, with its applicable attachments, will not be accepted by TEA via any other means.

## Definitions

Definitions applicable to this application:

**Agency:** The Texas Education Agency.

**Applicant:** The entity eligible to apply for funds offered in this application. If the application is approved, applicant shall mean grantee/contractor.

**Application:** The package submitted by the applicant composed of those schedules indicated by checkmarks in the column under the heading "Original" of *GS2000 – Application Table of Contents*.

**Application for amendment:** A change being requested by the applicant to the approved application.

**SAS:** The Standard Application System of which this application is a part.

## Attaching Supplemental Schedules

Attach supporting documentation to the application in GS2000 Part 3: List of Attachments. This part is available in the Table of Contents schedule to allow supporting documentation to be submitted to the agency; if the page is not available in the grant application, attachments will not be accepted with the grant application. Guidance in the following subsections of these instructions has been included in the event you need assistance in attaching documents.

### Naming Attachments

- Make sure to name the files you are going to attach with no spaces, for example, MyDocument.doc or My\_Document.doc.
- Ensure the total size of all attachments does not exceed 50 MB.
- Label each attachment with the appropriate file extension (i.e., .doc, .pdf, .bmp, .xls).
- Avoid the use of JPEG attachments.

### Scanning Documents

If a document must be scanned to create an electronic copy, ensure that the document size is as small as possible by:

- Use an OCR or DPI setting of 200 DPI.
- Try to avoid scanning to create .jpg files; if possible, create PDF documents with the scanner.

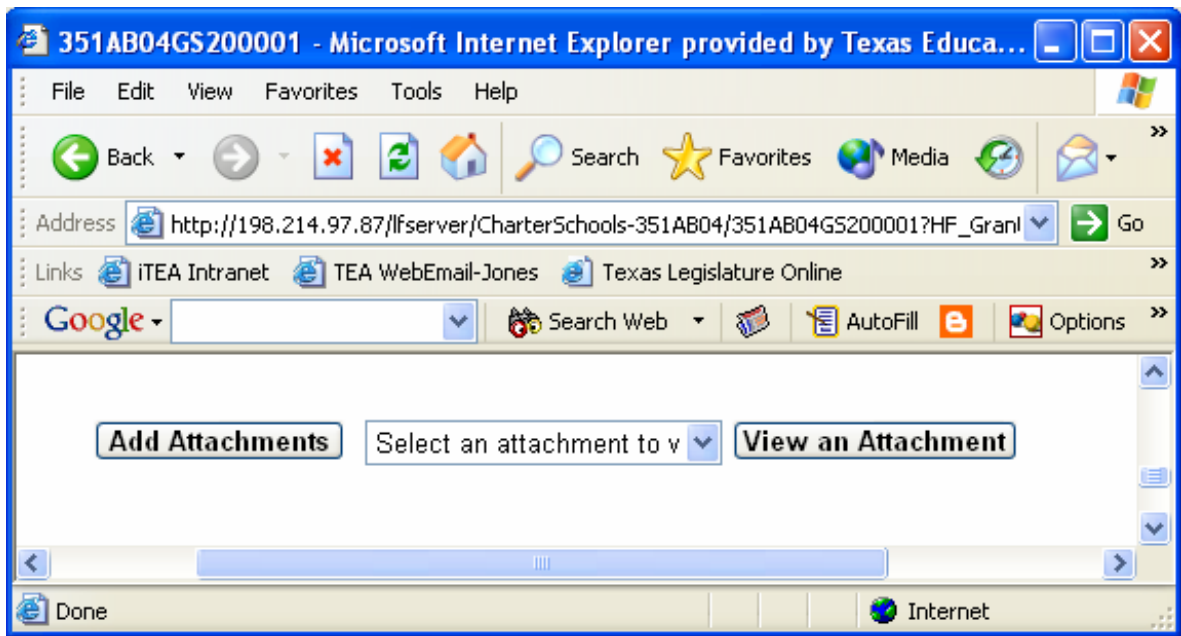
### Zippping Files

If your files are too large, add the files to a zip file to save space. To download a free version of WinZip and find instructions on creating zip files, go to <http://www.winzip.com/downwzeval.htm> to download a free evaluation version of the software.

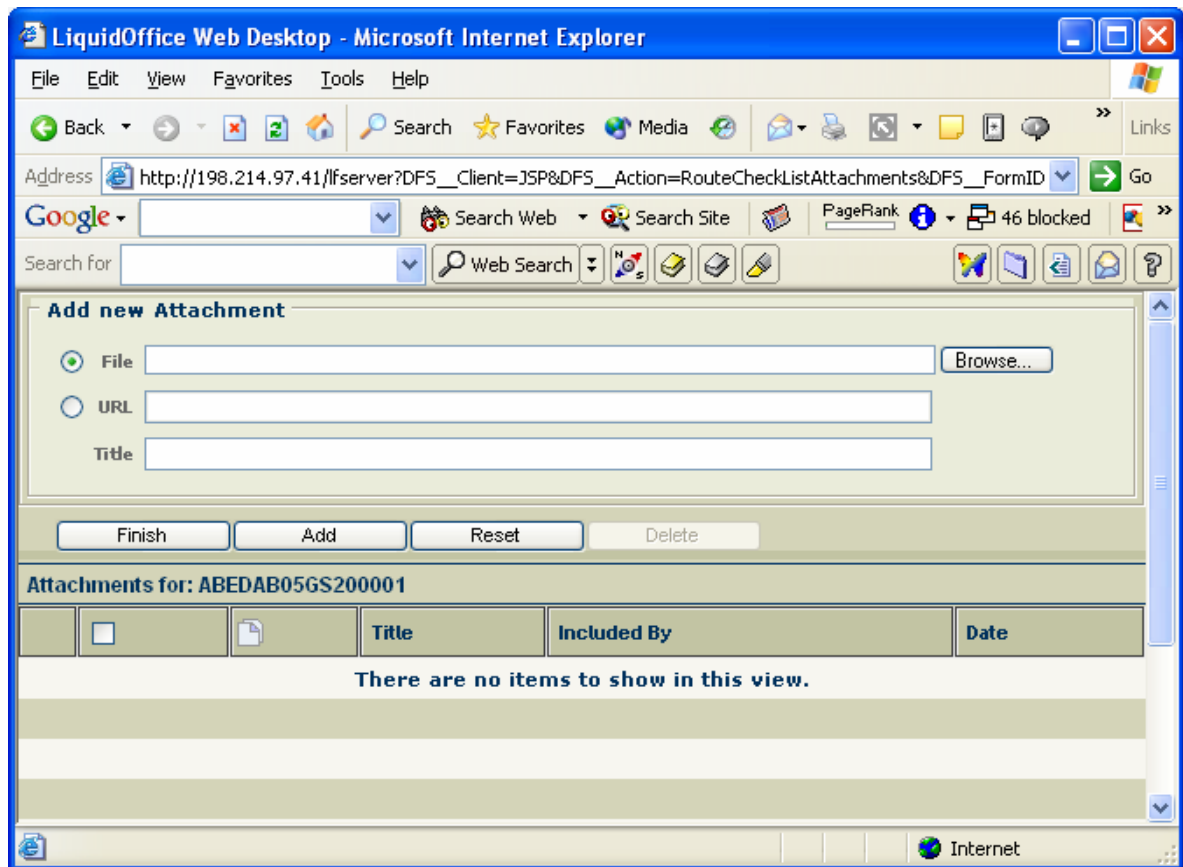
### Adding Attachments

To add attachments to your eGrant application, follow the bulleted steps below:

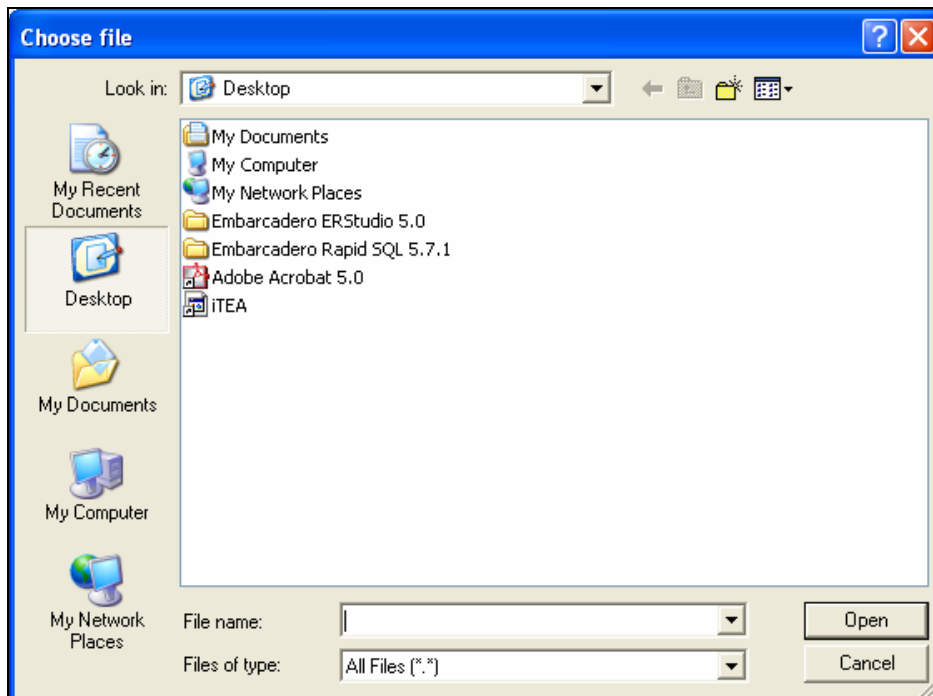
- Go to the last page of the Table of Contents.
- The attachment buttons are located at the bottom of the screen:



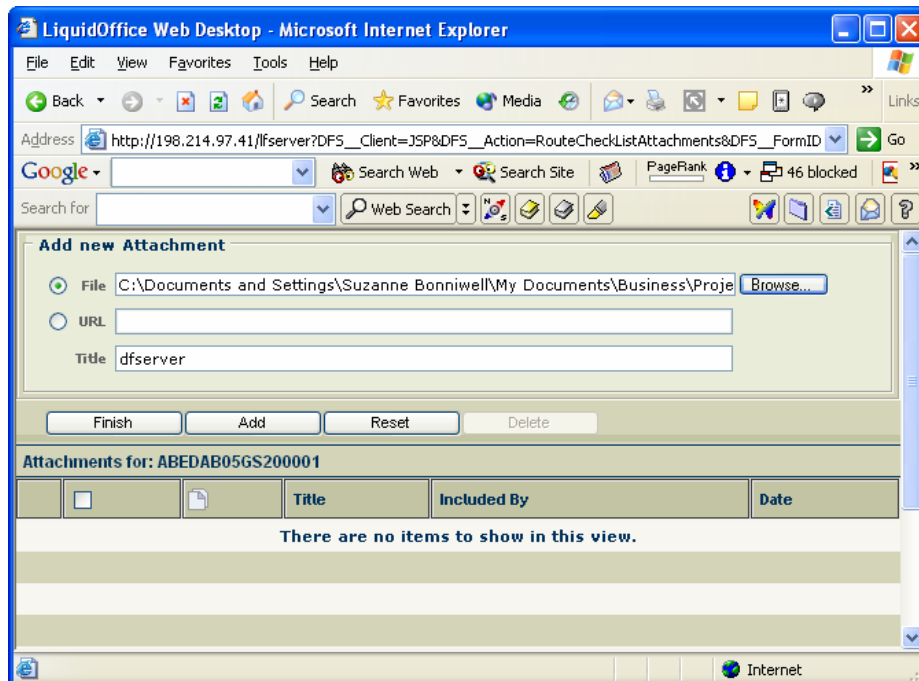
- Click on the **Add Attachments** button.
- The following attachment screen will display:



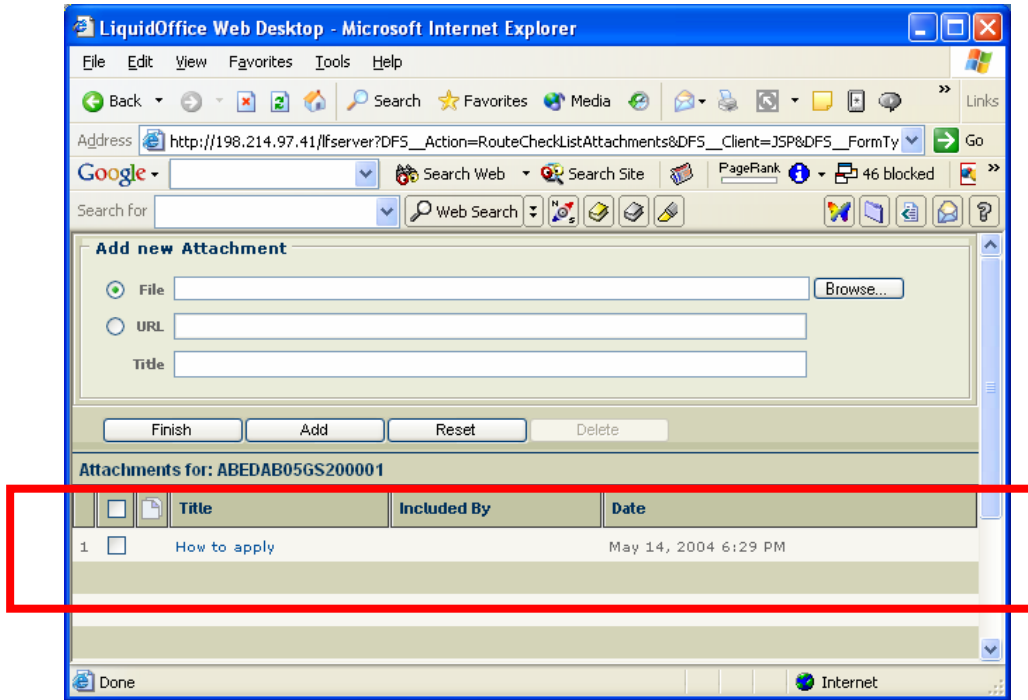
- Click the Browse button.
- The following dialog box will display:



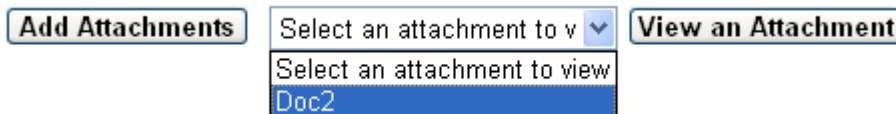
- In the “Look in” field, browse for your file.
- Click on the file, click the Open button, and the screen will return to the “Add new Attachment” screen.



- The location of the file you are attaching will display in the "File" field.
- The name of the document will display in the "Title" field.
- Click the "Add" button.
- Your document will display in the list:



- Repeat this process to attach the rest of your documents.
- Once all attachments have been added, click the **Finish** button at the bottom of the screen.
- eGrants will take you back to the Table of Contents.
- Navigate to page 3 of the Table of Contents.
- Click the down arrow to see the list of the documents you have attached.



- Save the form.

**General Instructions Applicable to All Supplemental Schedules**

## eGrants Supplemental Schedule Functionality

Since all supplemental schedules are accessed and completed outside of the eGrants system, no information is automatically populated on the schedule. Total fields, where required, will not automatically calculate, so the applicant should ensure that the entry fields and corresponding total field(s) are correctly entered and tabulated to reduce the chance of delayed processing resulting from data entry errors. Any areas shaded in dark gray are fields that are not required to be answered for this grant. Please refer to the Parts 2 and 3 of the Program Guidelines documentation for program specific requirements.

## Applicant Information

### Header Information

- Enter the organization name, Vendor ID, County-District Number, and applicable School Year exactly as it appears in the eGrant application being submitted. The ESC Region is not applicable, and has already been designated as such for you.

### Organization/Project Information

- Enter the Project period for this IHE grant program project. Use a MM/DD/YYYY format, and include both the beginning date and ending date of the proposed project.

## GS2200 – Shared Services Arrangement

**THESE INSTRUCTIONS HAVE NOT BEEN MODIFIED!!**

This schedule is automatically populated by the eGrants system with information from the Applicant Designation and Certification schedule. The schedule lists the fiscal agent and multiple member entities of a Shared Services Arrangement (SSA).

An SSA is an arrangement between two or more school districts, open enrollment charter schools, and/or education service centers that provides services for those entities. Entities may form an SSA for performance and administration of a program in order to maximize the use of funds and services to be provided. The SSA designates a fiscal agent responsible for conducting administrative duties.

Exclusions include arrangements with other entities to provide services, including:

- Colleges/universities
- Community-based organizations
- Councils of governments

These other entities may contract with the SSA fiscal agent to provide services or enter into a collaborative partnership with the fiscal agent to conduct grant activities. Such contractors or partners will not be members of the SSA. Partnerships will be described on the Management Component narrative schedule.

Before completing this application, the fiscal agent and each SSA member must submit an Applicant Designation and Certification schedule informing TEA how each applicant will apply.

*If no funding is requested for a Shared Services Arrangement, check **Not Applicable** at the top right of the page.*

## Written SSA Agreement

When one or more school districts, open enrollment charter schools, and/or education service centers enter into a Shared Services Arrangement, a formal written agreement is required which defines the composite entity and describes responsibilities of its fiscal agent and each SSA member. **The fiscal agent must maintain the written agreement on file for audit and monitoring purposes.**

At minimum, the SSA agreement contains the following information.

- Description of legal requirements:
  - ☞ Organization of the shared services arrangement
  - ☞ Ownership of assets
  - ☞ Policies and procedures addressing disposition of assets if the SSA is terminated by one or all members
  - ☞ Liabilities, including legal fees due to complaint, grievance, litigation, refund from onsite monitoring, audit
  - ☞ Basis for allocation of costs
  - ☞ Uncontrollable costs that impact the fiscal agent
- Description of responsibilities of the designated fiscal agent:
  - ☞ Services to be provided to SSA members
  - ☞ Employment of personnel
  - ☞ Budgeting and accounting
  - ☞ Reporting
- Description of responsibilities of each SSA member:
  - ☞ Employment of personnel
  - ☞ Budgeting and accounting
  - ☞ Reporting

## Part 1: Participant List

The eGrants system pre-populates the participant list with information for each participant that completed an Applicant Designation and Certification (ADC) form.

**Fiscal Agent:**

- Verify that the Participant List is complete and accurate. If information is incorrect, contact members to ensure they complete an ADC form for this grant.
- Enter the amount to be retained by or to benefit the fiscal agent, if applicable. In the instance of entitlements or allocations, the schedule will pre-fill the amount to be allocated to each member. If the grant is not based on entitlements or allocations, the fiscal agent will need to provide the allocation amount on the schedule. **The fiscal agent must ensure that each member has completed an ADC form prior to submitting this application. NOTE: Signatures of all listed participants are no longer required.** The fiscal agent can certify and submit the SSA grant application to TEA only after all participants have completed an ADC form.

**Member Districts:**

- For each member district, enter the amount requested to flow through or to be expended on behalf of each member. In the event that the grant is based on entitlements or allocations, this amount will pre-fill on the schedule.
- A grand total on the second page of this schedule is calculated from the amount requested by the fiscal agent plus amounts requested on behalf of all members for the Fund-SSA code shown.

**Part 2: Certification and Incorporation**

The designated fiscal agent of an SSA is the applicant who completes and submits a composite application with input from and on behalf of SSA members.

**The fiscal agent is responsible for ensuring that funds are used in accordance with grant provisions and maintaining all SSA financial and personnel records required for TEA, in accordance with Financial Accounting and Reporting (FAR).**

**The fiscal agent may be responsible for financial consequences concerning SSA instances of non-compliance and any SSA member unable to repay respective portion of misappropriated funds in question.**

**Fiscal Agent:**

- To certify that each authorized official has read and certified their agreement, click **Yes**.

**Reference Material**

The following documents and/or websites contain additional information to assist with program requirements and compliance questions. Lengthy guidelines are summarized with links to full text.

- *Financial Accounting and Reporting (FAR) Module: Financial Accountability System Resource Guide, Section 1.3.1.4:* <http://www.tea.state.tx.us/school.finance/audit/resguide10/index.html>.

**PS3300 – Narrative: Performance Assessment and Evaluation Supplement**

This supplement will be used to communicate to TEA performance measures and target information. This supplemental schedule, in conjunction with the eGrants Schedule PS3300, will be used to determine through formative and summative evaluation whether the program met its stated goals and achieved the desired results

based on the objectives and performance targets established by the grantee.

## Part 2: Performance Targets

Performance measures provide information on the condition or status of a program in producing the intended or desired results. They are used to measure and document the accomplishment of, or progress toward, the stated goals, objectives, and activities. Performance targets are the specific goals expressed in terms of percentages or numbers. Actual performance in relation to the targets/goals is used to plan program improvement strategies and to set targets/goals for the subsequent year.

Grant programs are expected to achieve continuous improvement in performance measures over the previous year and throughout the multi-year contract period. For continuation grants, list each performance measure in the space provided, and target your current year's performance targets (proposed and actual) along with the projected targets or goals for the next year of the grant. This information is used in TEA's evaluation of the application. Grants must make significant progress to receive continued funding. Some of the indicators that will be included on this supplemental schedule may be used by the state to monitor, evaluate, and improve grant programs within the state.

The performance measures specific to this grant program were not defined prior to the publication of this grant program opportunity, and were not contained in the eGrant application. The PS3300 – Narrative: Performance Assessment and Evaluation Supplement schedule attachment is not required to be submitted with the applicant's original eGrants online application, but may be required to be added to the application through the amendment process at a time determined by TEA.

### Performance Measure

- Specify up to 15 performance measures for this project. Performance measures must be limited to 200 characters, including spaces.

### Assessment Instrument/Tool

- Specify how performance will be measured (the instrument or tool to be used). Examples include:
  - Observation;
  - Questionnaire/Summary;
  - TAKS reading scores;
  - Attendance rosters;
  - Pre- and Post-tests in \_\_\_\_\_; etc.

### Current Grant Year Performance

#### Projected % or #

- For continuation grants only, enter the target or percentage of performance originally projected for the current grant year/funding cycle.
- If this is a new measure and data is not available, then enter '0.'

#### Actual % or # to Date

- For continuation grants only, enter the actual percentage of performance for the current grant year/funding cycle.
- If this is a new measure and data is not available, then enter '0.'

### Next Grant Year Target/Goal % or #

- Enter the percent or number that you expect to reach by the end of the grant year/funding cycle for this application.
- For multi-year grant projects, enter the target/goal you expect to reach by the end of the grant year/funding cycle covered in this application, not the end of the multi-year project.

## CS7000 – General Provisions and Assurances, Section R, Addendum

This schedule is used by TEA to communicate to applicants the required addendum to Section R of the General Provisions and Assurances applicable to all TEA grants and to solicit information about potential commercialization of content, products, or materials to be generated in the proposed project.

## Part 1: Addendum

**No entry is required in this Part.**

- The addendum language notifies all applicants that any and all Memorandums of Understanding and amendments to the same between TEA and grantee(s) regarding copyrights in works/products created as the result of TEA grant funding by the grantee IHE institution or any component institutions are automatically incorporated into the General Provisions and Assurances associated with the grant project listed.

## Part 2: Commercialization of Products

Applicants are required to indicate in this part of the form whether or not content, products, or materials resulting from the TEA grant funding will be commercialized.

- If content, products, or materials will be commercialized, check "yes";
- If content, products, or materials will not be commercialized, check "no."
- If yes, applicant must complete Part 3: Outside Sources of Income.

## Part 3: Outside Sources of Income

Applicants indicating "yes" in Part 2: Commercialization of Products are required to report non-TEA income used to support and/or develop the identified project being funded by TEA that will be commercialized.

- List all grantors of outside income in the space provided.
- List the grant period for which the outside income is/was applicable.
- Enter the amount of applicable income.
- Enter the grand total of all outside sources of income in the space provided.

## Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions related to this schedule. Lengthy guidelines are summarized with links to the full text.

- [http://maverick.tea.state.tx.us:8080/Guidelines/Reference%20Materials/705XXXXCS7000\\_X.pdf](http://maverick.tea.state.tx.us:8080/Guidelines/Reference%20Materials/705XXXXCS7000_X.pdf).

## CS7000 – General Provisions and Assurances, Section R, Pre-Existing Content

This schedule must be completed by the applicant and/or applicant subcontractor(s) to be in full compliance with Section R of the General Provisions and Assurances provided in eGrants Schedule CS7000 – General, NCLB, Program, Debarment, Lobbying.

On the supplemental schedule provided, list the title and date of development for all items of pre-existing content which are **NOT** funded with Texas Education Agency funds. Twenty-five line item entries are available; if more than 25 pre-existing content items are being reported, please attach additional forms to the eGrants application.

### Reference Material

The following documents and/or websites contain additional information to assist with program requirements and compliance questions related to this schedule. Lengthy guidelines are summarized with links to the full text.

- [http://maverick.tea.state.tx.us:8080/Guidelines/Reference%20Materials/705XXXXCS7000\\_X.pdf](http://maverick.tea.state.tx.us:8080/Guidelines/Reference%20Materials/705XXXXCS7000_X.pdf).

## ER3000 – Program Evaluation Results

This schedule must be completed by the applicant to be eligible for continued funding for this grant program.

### Part 1: Goals, Objectives, and Results

- State TEA's original goals and objectives (expectations) for the project for the previous project period.
- Describe the actual results of the project.
- If the objectives of the project were not met, explain in the space provided.

### Part 2: Project Delays and Modifications

- If there were any major delays in project implementation or activities, explain in the space provided. (The space on the form template will automatically expand for your data entry.)
- If your organization made or will make any modifications to the grant as the result of this or any other evaluation during the project period, detail in the space provided. (Again, the entry area will expand to accommodate your narrative entry.)