



**PAC Unit Role and Initiated
Amendments Overview**

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.

Overview of PAC Process

- Post-Award Compliance (PAC) is a new unit within the Federal Fiscal Compliance and Reporting Division.
- New unit is conducting Post-Award compliance reviews randomly selected federal grant applications.
- PAC reviews grant applications for compliance with applicable statutes, regulations, nonregulatory guidance and grant guidelines.
- PAC reviews include items that were previously part of the Grants Administration negotiation process that are not included in the new streamlined review process.
- If PAC reviews identify areas of noncompliance, the subrecipient will be notified of the items to be addressed via an amendment.

Preliminary and Final Reports

- If PAC does not identify any area of noncompliance, then PAC will move directly to issuing a final report.
- If PAC does identify areas of noncompliance, then PAC will issue a preliminary report, which will include the following:
 - Applicable technical assistance resources.
 - Identified areas of noncompliance.
 - Deadline to submit an amendment to address the noncompliance.

- Following the review of the amendment, PAC will issue a final report, which will either indicate that all areas of noncompliance noted in the preliminary report:
 - Were addressed: TEA will consider the review process closed.
 - Were **NOT** addressed: PAC will refer the subrecipient to TEA's Federal Grant Compliance Officer.

Amendments to Correct Noncompliance

- The next slide illustrates the check boxes that have been added to the PDF and eGrants applications. The subrecipient should check the box if submitting an amendment in response to a PAC review. *(The eGrants and PDF check box for the PAC Unit will be in place on the 23-24 grant applications.)*
- PAC will review the amendment to ensure that areas of noncompliance were corrected. Following the review, PAC will issue a final report.

Updates to Grant Application

PDF Application

TEA Texas Education Agency

20XX-20XX Grant name (match TEA Grant Opps page as closely as possible)
 Application Due 5:00 p.m. CT, MONTH XX, 20XX

NOGA ID

Authorizing legislation Name of statute/rider here

SUBMITTING THE APPLICATION

This application must be submitted via email to grantapplications@tea.texas.gov by 5:00 p.m. CT, Month XX, 20XX.

Both Application Part 1(PDF) and Application Part 2(Excel) are required when submitting.
 The application may be signed with a digital ID, or it may be signed by hand and scanned. Then submit via email.

Grant period from XX/XX/20XX, or stamp-in date, whichever is later, to XX/XX/20XX

Pre-award costs permitted, if requested, from XX/XX/20XX, to stamp-in date OR N/A

Required Parts of the Grant Application
 To apply for this grant, complete this form and the Application Part 2(Excel) workbook consisting of the grant's budget schedules, linked along with this form on the TEA Grant Opportunities page. **Before you email your grant application, ensure that your submission includes both the signed and certified form and the completed budget schedules.**

Grant Application Type

Original Amendment

Amendment Number Check the box if applicable: This amendment is being submitted as requested and required by TEA's Post-Award Compliance Unit.

Applicant Information

Organization CDN Vendor ID ESC UEI

eGrants Application

Schedule Status: <Selection_Process> Application ID: X000000000000000X

eGrants TEXAS EDUCATION AGENCY SAS#: XXXXXXXX

Organization: County District:
 Campus/Site: ESC Region:
 Vendor ID: School Year:

<Name of Grant Program> Instructions

<General Information>
 GS2900 - Purpose of Amendment

Part 1: Amendment Justification
 For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the [Amending an Application](#) section of the Grants Administration Division's webpage to determine when an amendment is required for this grant. Use that guidance to complete this schedule.

A. Required Post-Award Compliance Amendment

Is this amendment being submitted as requested and required by TEA's Post-Award Compliance Review Unit? Yes No

B. Amendment Justification

For all amendments, provide a brief description and reason of each change. Refer to the Instructions for examples. Do **not** include brand names, vendor names, or calculations as part of your description.

PDF Applications

When completing the PDF grant applications, there needs to be alignment of funds, all description fields need to be completed if funds are allocated and allowable uses of funds.

- ❖ BS 6101 Alignment of Funds and Notated Positions
- ❖ BS 6201 Allowable Use of Funds and Completing Descriptions
- ❖ BS 6401 Alignment of Programmatic Items and Budgeted Items

Payroll Costs (6100) Part 1

Payroll Costs (6100)							
Employee Position Title	Estimated # of Positions 100% Grant Funded		Estimated # of Positions Less than 100% Grant Funded		Grant Amount Budgeted	Grant Amount Budgeted	Cost Share
	Gen Rev	TANF	Gen Rev	TANF	General Revenue	TANF	
Program Management and Administration							
1 Executive Director			1	1	\$ 66,152	\$ -	\$ 16,520
2 Program Coordinator			2	2	\$ 92,220	\$ 8,995	\$ 11,249
3 Data Specialist/Coordinator			1	1	\$ -	\$ -	\$ -
4 Master Trainer					\$ -	\$ -	\$ -
5 Campus/Site Coordinators			18	18	\$ 344,848	\$ 61,322	\$ 58,332
6 Case Worker					\$ -	\$ -	\$ -
7 Evaluation/Quality Assurance Coordinator			1	1	\$ 30,157	\$ -	\$ 30,158
8 Marketing Director					\$ -	\$ -	\$ -
9 Resource Development Director			1	1	\$ -	\$ -	\$ 28,727
10 Finance Director					\$ -	\$ -	\$ -

When positions are notated, there need to be funds notated to support the payroll positions.

Payroll Costs (6100) Part 2

Employee Position Title	Positions 100% Grant Funded		Positions Less than 100% Grant Funded		Grant Amount Budgeted		Cost Share
	Gen Rev	TANF	Gen Rev	TANF	General Revenue	TANF	
Program Management and Administration							
1 Executive Director			1	1	\$ 91,314	\$ 4,939	\$ 12,658
2 Program Coordinator			1	0	\$ 58,871	\$ -	\$ 9,000
3 Data Specialist/Coordinator	1		0	0	\$ 45,620	\$ -	\$ -
4 Master Trainer			1		\$ 15,000	\$ -	\$ 18,489
5 Campus/Site Coordinators			39	14	\$ 663,838	\$ 118,504	\$ 515,045
6 Case Worker					\$ -	\$ -	\$ -
7 Evaluation/Quality Assurance Coordinator					\$ -	\$ -	\$ -
8 Marketing Director					\$ -	\$ -	\$ -
9 Resource Development Director					\$ -	\$ -	\$ -
10 Finance Director			1	1	\$ 39,858	\$ 13,535	\$ -
11 Administrative Assistant			1	1	\$ 31,759	\$ 2,438	\$ -
12 Volunteer Coordinator					\$ -	\$ -	\$ -
Other Employee Positions							
13 Custodian			0	0	\$ -	\$ -	\$ 12,450
14 Clinical Case Worker			1	0	\$ 30,000	\$ -	\$ 10,000
15 Afterschool Program Coordinator			0	0	\$ -	\$ -	\$ 44,000

If no positions are being funded, the fields need to be left blank.

Professional and Contracted Services (6200)

Professional and Contracted Services Description

Description of Service and Purpose		Grant Amount Budgeted	Pre-Award
1	6269 - Rental or lease of buildings, space in buildings, or land	\$ -	\$ -
	(Specify purpose here)		
2	Service: Mental Health Programs to assist district in needs assessment and data tracking	\$ 10,000	\$ -
3	Service: (Specify purpose here)	\$ -	\$ -
	Service:		

Both the Description of Service and the Purpose fields need to be completed.

Programmatic Alignment

Field Trips

Advisory Council/Board of Directors

Cost of Membership in Any Civic or Community Organization

Out-of-State Travel

Travel Costs for Officials such as Executive Director, Administrative Staff, or Board Members

When selecting activities on the Programmatic Page, there need to be funds in place to support those activities.

Other Operating Costs (6400)

Other Operating Costs (6400)				
Expense Item Description	Grant Amount Budgeted	Grant Amount Budgeted	Cost Share	
	General Revenue	TANF		
1 6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -	-
2 6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. (Enter name and purpose of conference)	\$ -	\$ -	\$ -	-
3 6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -	-
4 6413 - Stipends for non-employees other than those included in 6419.	\$ -	\$ -	\$ -	-
5 6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	\$ -	\$ -	-
6 6411/6419 - Travel costs for officials such as Executive Director, Administrative Staff, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ 3,000	\$ -	\$ -	-
6495 - Cost of membership in civic or community organizations.				

Funds need to reflect the Programmatic Page selections.

Programmatic Page

Grantees are allowed to expend grant funds on the following activities. Check the boxes to indicate the activities upon which you intend to expend grant funds.

- Field Trips
- Advisory Council/Board of Directors
- Cost of Membership in Any Civic or Community Organization
- Out-of-State Travel
- Travel Costs for Officials such as Executive Director, Administrative Staff, or Board Members

Programmatic Page selections need to reflect what is notated in the budget.

Other Operating Costs (6400)

Expense Item Description	Grant Amount Budgeted	Grant Amount Budgeted	Cost Share
	General Revenue	TANF	
1 6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -
2 6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. (Enter name and purpose of conference)	\$ -	\$ -	\$ -
3 6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -
4 6413 - Stipends for non-employees other than those included in 6419.	\$ -	\$ -	\$ -
5 6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	\$ -	\$ -
6 6411/6419 - Travel costs for officials such as Executive Director, Administrative Staff, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -	\$ 5,500

Funding details need to be reflected on the Programmatic Page.

ESSA Applications

ESSA Applications

Overview of Initiated Amendments

- ❖ BS 6101, Number of Positions Listed NOT Dollar Amounts
- ❖ PS 3101, "Other" field, Number 11
- ❖ PS 3104, Items Being Entered in "Other" Column Encompassed in Part 1, Section C, Options 1-3
- ❖ Allowable use of funds, Special and Unusual Costs Form, BS6601

Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff								
Position Type	Title I, Part A	Title I, Part C Migrant	Title I, Part D Subpart 1	Title I, Part D Subpart 2	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)	10000			10000	2000			10000

Number of Positions Instead of Dollar Amounts

If the Federal Program Support is being provided by a contractor/consultant, it needs to be itemized on BS6201. If it is being provided by an ESC, it can be included in “Costs that Do Not Require Specific Approval” on BS6201.

C. Activities to be Conducted with Reserved Funds			
N/A	Activity	Reserved Funds Amount	Percentage
1.	<input checked="" type="checkbox"/> Districtwide Parent and Family Engagement Activities		0.00%
2.	<input type="checkbox"/> Title I, Part A, Services to Eligible Private School Students, Not Including Administration		0.00%
3.	<input type="checkbox"/> Administration of Title I, Part A Programs for Eligible Private School Students		0.00%
4.	<input checked="" type="checkbox"/> Preschool Programs		0.00%
5.	<input checked="" type="checkbox"/> Administration of Title I, Part A, Programs (including administration of Title I, Part A, programs for students at facilities for neglected and delinquent)		0.00%
6.	<input checked="" type="checkbox"/> Districtwide Professional Development Activities		0.00%
7.	<input type="checkbox"/> Services to Homeless Students	\$100	0.08%
8.	<input checked="" type="checkbox"/> Services to Students Residing in Local Facilities for the Neglected		0.00%
9.	<input checked="" type="checkbox"/> Services to Students Residing in Local Facilities for the Delinquent		0.00%
10.	<input checked="" type="checkbox"/> Foster care transportation		0.00%
	Other (Specify):		
11.	<input type="text" value="Federal Programs Support"/>	\$8,743	6.80%
Total Reserved Funds		\$8,843	6.88%

Part 9: Additional Information (optional)



PS 3104, "Other" Field Items that Fall Under Choices 1-3

C. Planned Uses of Funds by Area of Focus

- 1. Recruit, Support and Retain Effective Teachers and Principals
- 2. Professional Development/Educator Growth
- 3. Evidence-Based Activities
- 4. Other Allowable Activities (not included in questions 1-3 above)

Class size reduction

C. Planned Uses of Funds by Area of Focus

- 1. Recruit, Support and Retain Effective Teachers and Principals
- 2. Professional Development/Educator Growth
- 3. Evidence-Based Activities
- 4. Other Allowable Activities (not included in questions 1-3 above)

Improving the capacity of campus leaders to coach teachers.

Items Listed in Other Field Need to be Removed if They Fall Under Choices 1-3

BS6601, Special/Unusual Costs Form

Items	
1. Generic Description: SUV	Number of Units: 3
Fund Source: Title IV, Part A - SSAEP	
Describe how the item will be used to accomplish the objective of the program: Used to provide a safe environment for students by decreasing the response time of Security Dept.	
2. Generic Description: Ice Machine	Number of Units: 7
Fund Source: Title IV, Part A - SSAEP	
Describe how the item will be used to accomplish the objective of the program: Use to enhance the new health and wellness program where students will treat injuries at 7 HS	

When including special or unusual costs, a "Special/Unusual Costs" must be submitted via EDGAR Forms WorkApp System for pre-approval.

Perkins Applications

Perkins Applications

Overview of Initiated Amendments

- ❖ BS 6601, Item Alignment with Programmatic Guidelines
- ❖ PS 3012, Unallowable Use of Funds Indicated
- ❖ PS 3012, Duplication of Response

BS 6601, Item Alignment with Program Guidelines

repairs and maintenance)	
3. Furniture, Equipment, Vehicles or Software Costs for Items in Part 2	\$20,000
Total Capital Outlay Costs	\$20,000

Part 2: Furniture, Equipment, Vehicles or Software

Items

1. Generic Description: Number of Units:

Fund Source:

Describe how the item will be used to accomplish the objective of the program:

Description Needs to Clearly Align with Programmatic Guidelines, Remove Numerals

PS 3012, Unallowable Use of Funds

3. Describe the programs of study and activities the LEA will support with Perkins funds.

Funds will be used for the following strategies to improve student performance including: increased opportunities for tutorials/remediation; more effective implementation of RTI process; increased integration of technology for core and supplemental learning (such as Edgenuity and Study island); and EOC tutorials/remediation as needed. Additional avenues of support may include materials, job shadowing, relevant meaningful educational field trips, course completion, increased success in certification areas(exams), and formal/informal evaluations by administration. Finally, professional development will be provided as needed based on our deficiencies or areas where knowledge/experience is insufficient.

Perkins Funds will also be used to target academic support in the following areas:

- 1.) 5S4: Program Quality CTE Completer
- 1.) 2S1: Academic Proficiency in Reading/Language Arts
- 2.) 2S2: Academic Proficiency in Mathematics
- 3.) 2S3: Academic Proficiency in Science

Tutorials and Remediation are Unallowable Uses of Funds

BS 6601, Item Needs to Align with Program Guidelines

2. Generic Description: Number of Units:

Fund Source:

Describe how the item will be used to accomplish the objective of the program:

Description Needs to Clearly Align with Programmatic Guidelines

PS 3012, Answer Duplication Not Addressing Question Posed

Part 3. Career Exploration, Guidance, and Counseling Provided to All Students in the LEA

Career Exploration, Guidance, and Counseling

1. Describe how career guidance and academic counseling will be provided to students before enrolling and while participating in CTE programs of study. List the methods of reaching all students, including recruiting students from groups identified as special populations and from different races, ethnicities, and genders.

ESC 18 will continue to provide district teachers, administrators and counselors with training to expand career awareness and exploration. College and career materials leading to future education and training opportunities will be available to school counselors. Hands on opportunities will be provided as available, including work based learning, mentoring and practicums. Professional development of district staff by ESC 18 will include goals for the Texas 60x30tx Higher Ed Coordinating Board, including review of the online materials available for counselors, teachers and students.

Answer Duplication

Part 4. Improve Academic and Technical Skills of CTE Students

Improve Academic and Technical Skills of CTE Students

1. Describe how the LEA will encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in the core academic subjects. (Reference response provided in SC5600 - Comprehensive Local Needs Assessment: Part 4, Line 3.)

ESC 18 will continue to provide district teachers, administrators and counselors with training to expand career awareness and exploration. College and career materials leading to future education and training opportunities will be available to school counselors. Hands on opportunities will be provided as available, including work based learning, mentoring and practicums. Professional development of district staff by ESC 18 will include goals for the Texas 60x30tx Higher Ed Coordinating Board, including review of the online materials available for counselors, teachers and students.

Answer Duplication

Sped Applications

Sped Applications

Overview of Initiated Amendments

- ❖ BS 6201, Itemization of Services and “Other” Field
- ❖ BS 6601, Adapted Bus
- ❖ BS 6601, Sped Vehicle, Specify Number of Passengers
- ❖ Data Management System, BS6102 Versus BS 6601

Part 2: Furniture, Equipment, Vehicles or Software

Items	
<input type="checkbox"/>	<p>1. Generic Description: <input type="text" value="Special Education Bus"/> Number of Units: <input type="text" value="1"/></p> <p>Fund Source: <input type="text" value="IDEA-B Formula"/></p> <p>Describe how the item will be used to accomplish the objective of the program: <input type="text" value="Transportation for Special Education students."/></p> <p style="text-align: center;"><input type="button" value="Add Item"/> <input type="button" value="Delete Item"/></p>

Bus Needs to Indicate "Adapted"

BS 6201, Itemized Services

Enter all professional and consulting services below.					
1.	Service:	<input type="text" value="Training"/>	\$7,500		
	Specify Purpose:	<input type="text" value="Training on IEP and Progress Monitoring"/>			
			<input type="button" value="Add Item"/>	<input type="button" value="Delete Item"/>	
Total Professional and Consulting Services Costs			\$7,500		

Items Listed in "Other" Field Fall on Itemized List Options

BS 6201, Itemized Services

1.	Service: <input type="text" value="Assessments"/>	\$7,000	\$1,500			
Specify Purpose:		<input type="text" value="Assessments needed to determine eligibility for special education services."/>				
2.	Service: <input type="text" value="Autism Assessme"/>	\$4,000				
Specify Purpose:		<input type="text" value="Assessment and recommendations for students suspected of having Autism."/>				
		<input type="button" value="Add Item"/> <input type="button" value="Delete Item"/>				
Total Professional and Consulting		\$11,000	\$1,500			

Items Listed in "Other" Field Fall on Itemized List Options

BS 6201 Itemization Clarification

TEXAS EDUCATION AGENCY

Vendor ID: 1746002347

School Year: 2022-2023

SAS#: SPEDAA23

2022-2023 Special Education Consolidated Grant Application (Federal)

Program Budget BS6201 - Professional and Contracted Services

Enter all professional and consulting services below.					
1.	Service:	SPED Records M	\$6,000		
	Specify Purpose:	SPED management system			

Determining if Data Management Systems as Contracted Services or Capital Outlay

Title V, Part B Rural and Low-Income Application

PS 3020 Use of Funds

Part I. Goal(s) and Activities

A. Goals(s) to be Achieved through the use of Grant Funds

1. Goal 1 - Increased Student Academic Achievement
2. Goal 2 - Decreased Dropout Rate
3. Goal 3 - Other (Specify)

B. Program / Activities Used to Achieve Goals

Program / Activities	Goal 1	Goal 2	Goal 3
1. Title I, Part A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Title II, Part A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Title III	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part B, Clarification on Title II, Part A Funds to Support Goal 3, Use of Funds Unallowable.

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