



Post-Award Compliance (PAC) Unit, Communities in Schools Training

**Federal Fiscal Compliance and Reporting Division
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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 Post-Award Compliance Unit**
 - ❖ **Focus of Reviews**
 - ❖ **Identified Items of Non-Compliance**
- ❖ **Best Practice Guidance Summary and Resources**
 - ❖ **Questions**
 - ❖ **Survey**

Overview of Post-Award Compliance Process


- Post-Award Compliance (PAC) is a new unit within the Federal Fiscal Compliance and Reporting Division.
- The new unit conducts a post-award compliance review of at least 40% of randomly selected federal grant applications.
- The PAC reviews grant applications for compliance with applicable statutes, regulations, nonregulatory guidance and grant guidelines.
- The PAC review includes items that were previously part of the Grants Administration negotiation process that are not included in the new streamlined review process.
- If the PAC review identifies areas of noncompliance, the subrecipient will be notified of the items to be addressed via an amendment.

Preliminary and Final Reports

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

- Following the review of the amendment, the 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**: The PAC will refer the subrecipient to TEA's Federal Compliance Officer for the Non-Compliance Resolution Process.

Updates to PDF Grant Application



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.

For TEA Use Only

DELETE this info before posting.

For state grants, delete the red text below and the checkbox/statement to its right.

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

The check box has been added to the PDF applications. Subrecipients should check this box when submitting an amendment in response to a PAC review.



Focus of Reviews

Program Purpose, Goals and Objectives

- Allowable and Unallowable Use of Funds
- 25% Cost Share Requirement
- Direct and Indirect Administrative Costs
- Statutory Requirements and Program Requirements

Identified Items of Noncompliance

Payroll Costs (6100)

Payroll Costs (6100) Part 1

Employee Position Title	Grant Funded		100% Grant Funded		Budgeted		Budgeted	
	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					\$ -	\$ -	\$ -	\$ -
11 Administrative Assistant					\$ -	\$ -	\$ -	\$ -
12 Volunteer Coordinator					\$ -	\$ -	\$ -	\$ -
Other Employee Positions								
13 Other: (Enter position title here)					\$ -	\$ -	\$ -	\$ -
14 Other: (Enter position title here)					\$ -	\$ -	\$ -	\$ -
15 Other: (Enter position title here)					\$ -	\$ -	\$ -	\$ -
16 Other: (Enter position title here)					\$ -	\$ -	\$ -	\$ -

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)

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Professional and Contracted Services (6200)				
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.				
	Description of Service and Purpose	Grant Amount Budgeted		Cost Share
		General Revenue	TANF	
	6269 - Rental or lease of buildings, space in buildings, or land			
1	(Specify purpose here)	\$ -	\$ -	\$ -
	Service: Professional Staff Training			
2	(Specify purpose here) Contract with consultants related to program needs	\$ 2,000	\$ -	\$ -
	Service: Mental Health Services for students			
3	(Specify purpose here) Provide professional counseling services for students in our program	\$ 3,800	\$ -	\$ -
	Service: Audit Services			
4	(Specify purpose here) Audit fee for fiscal year 8/31/2023	\$ -	\$ -	\$ 12,000

Audit services are unallowable if utilizing state level funds.

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 Part 2

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

Any funds, state/federal/cost share, being utilized for programmatic activities need to be notated on the program page and within the budget.

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.

25% Cost Share Requirement

Cost Share Requirement of at Least 25%

Part 1

Budget Summary									
Description and Purpose		General Revenue			TANF			Cost Share	
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost	Program Cost	Direct Administrative Cost		Total Budgeted Cost
1	Payroll Costs	6100	\$ 499,014	\$ 87,300	\$ 586,314	\$ 63,825	\$ 11,250	\$ 75,075	\$ -
2	Professional and Contracted Services	6200	\$ 100	\$ 100	\$ 200	\$ -	\$ -	\$ -	\$ 48,000
3	Supplies and Materials	6300	\$ 100	\$ 100	\$ 200	\$ -	\$ -	\$ -	\$ 57,779
4	Other Operating Costs	6400	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ 20,400
5	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Total Direct Costs:		\$ 499,214	\$ 87,600	\$ 586,814	\$ 63,825	\$ 11,250	\$ 75,075	\$ 126,179
7	*Indirect Costs:				\$ -			\$ -	\$ -
8	Total of All Budgeted Costs :		\$ 499,214	\$ 87,600	\$ 586,814	\$ 63,825	\$ 11,250	\$ 75,075	\$ 126,179
Shared Services Arrangement									
9	6493	Of the Total of All Budgeted Costs, how much will be passed to member districts of SSAs?	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Administrative Cost Calculation						General Revenue		TANF	
10	Total of All Budgeted Costs (from line 8):					\$ 586,814	\$	75,075	

25% Cost Share of funds is a requirement of the Communities In Schools grant.

Cost Share Requirement of at Least 25% Part 2

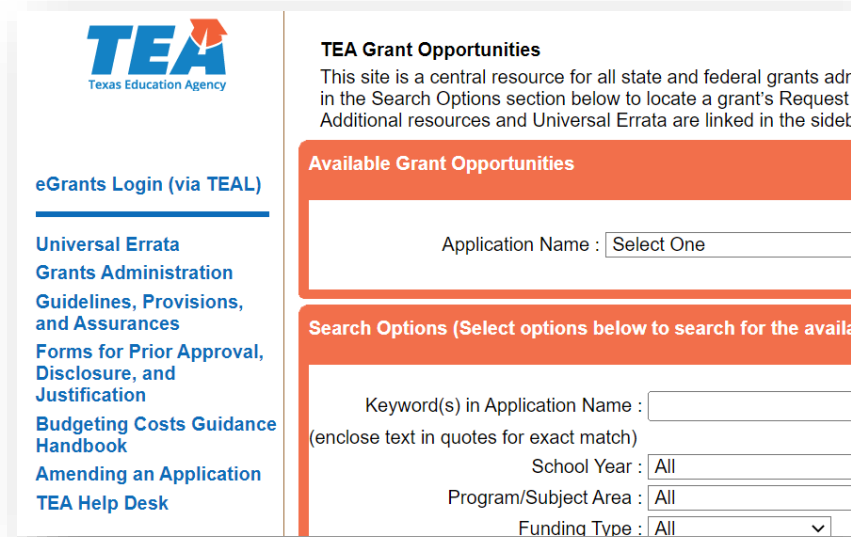
Budget Summary										
Description and Purpose		General Revenue			TANF			Cost Share		
		Class/ Object Code	Program Cost	Direct Administrative Cost	Total Budgeted Cost	Program Cost	Direct Administrative Cost		Total Budgeted Cost	
1	Payroll Costs	6100	\$ 1,095,770	\$ 38,095	\$ 1,133,865	\$ 128,529	\$ 16,917	\$ 145,446	\$ -	
2	Professional and Contracted Services	6200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Supplies and Materials	6300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Other Operating Costs	6400	\$ 2,000	\$ 1,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	
5	Capital Outlay	6600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Total Direct Costs:		\$ 1,097,770	\$ 39,095	\$ 1,136,865	\$ 128,529	\$ 16,917	\$ 145,446	\$ -	
7	*Indirect Costs:				\$ -			\$ -	\$ -	
8	Total of All Budgeted Costs :		\$ 1,097,770	\$ 39,095	\$ 1,136,865	\$ 128,529	\$ 16,917	\$ 145,446	\$ -	
Shared Services Arrangement										
9	6493	Of the Total of All Budgeted Costs, how much will be passed to member districts of SSAs?	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Administrative Cost Calculation						General Revenue		TANF		
10	Total of All Budgeted Costs (from line 8):					\$ 1,136,865	\$ 145,446			

25% Cost Share of funds is a requirement of the Communities In Schools grant.

Best Practice Guidance and Resources

- **Programmatic Page:** When selecting activities on the programmatic page, make sure the budget reflects the programmatic selections.
- **Section 6100/Payroll:** When indicating payroll positions, make sure the aligned funding columns reflect those positions. If there are no positions being funded, leave the field blank, there is no need to place a “0” in the fields.
- **Section 6200/Professional and Contracted Services:** When identifying professional/contracted services always review the program guidelines and budget cost guidance handbook.
- **Section 6400/Other Operating Costs:** When indicating funds, make sure the programmatic page reflects the funds indicated.
- **Cost Share Requirement:** At least 25% cost share of funds is a requirement of the Communities in Schools grant.

Grant Opportunities Page:



The screenshot shows the TEA Grant Opportunities page. On the left is a navigation menu with links: eGrants Login (via TEAL), Universal Errata, Grants Administration Guidelines, Provisions, and Assurances, Forms for Prior Approval, Disclosure, and Justification, Budgeting Costs Guidance Handbook, Amending an Application, and TEA Help Desk. The main content area has a header 'TEA Grant Opportunities' with a description. Below it is a section 'Available Grant Opportunities' with a dropdown menu for 'Application Name'. Underneath is a 'Search Options' section with a text input for 'Keyword(s) in Application Name' and three dropdown menus for 'School Year', 'Program/Subject Area', and 'Funding Type'.

BUDGETING COSTS
GUIDANCE HANDBOOK

Program Guidelines

<https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-reporting/compliance-and-reporting>

Questions?

Post-Award Compliance Unit Contacts

- **Post-Award Compliance Unit Manager:**
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Survey

