

# 2022-2023 CARES Act Handbook

Coronavirus Aid, Relief, and  
Economic Security (CARES) Act



For the 2022-2023 school year, the final CARES Act (ESSER I) grant period is July 1, 2022 - September 30, 2022 (three months).

For the past 24 months, the CARES Act handbook has provided the necessary processes and procedures to PNP Schools participating with HISD to inform of the requirements of the grant successfully and efficiently with minimal changes. PNP Schools end their participation in “CARES” with the achievement of four final action items.

PNP Schools:

1. will work cooperatively with HISD and the Third-Party Provider (Catapult Learning) in the district's Summer Property and Equipment Pick-up Event on July 11-13, 2022 for the retrieval of property and building equipment that will be retained in the district per guidance.
2. may request consumables July 1 – July 31, 2022.
3. will work cooperatively with HISD, the Third-Party Provider (Catapult Learning), and Netsync in the district's Summer Technology Pick-up Event on July 5-7, 2022 for the retrieval of technology that will be retained in the district per guidance.
4. will ensure that ALL documentation for the three grant periods (2020-2021, 2021-2022, and 2022-2023) is filed and stored in the CARES Documentation Box provided to schools.

# INTRO

**Look for pages like this with “new” information and details for closing out this federal relief grant.**

For the 2022-2023 school year, the final CARES Act (ESSER I) grant period is July 1, 2022 - September 30, 2022 (three months).

## A NEW DIRECTION

### 5. CARES Act — USDE Outcomes

#### Technology and Property Update

- a) Appeal to USDE
- b) TEA Response to HISD
- c) Response from USDE
- d) Decision from HISD
- e) PNP Schools' Responsibilities

#### Additional Funding Update

- a) Awards to Small Schools
- b) Awards to Remaining Schools

For details, see *CARES Act - A New Direction* in this handbook.

# INTRO

Continued

**Look for pages like this with “new” information and details for closing out this federal relief grant.**

# CARES Act (ESSER Fund) Handbook 2022-2023

# CARES Act (ESSER Fund)

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### THE CARES ACT

What is the CARES Act? The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, is United States federal legislation passed by Congress and signed into law on March 27, 2020 that provides funding and flexibilities for states to respond to the COVID-19 health emergency in K-12 schools. The bill included and authorized the Education Stabilization Fund which provided \$13.5 billion in K-12 formula grants to states. States were required to then distribute at least 90% of funds to school districts and public charter schools. State agencies could choose to use the remaining 10% to respond to emergency needs as determined by the state agency.

The flexibilities were for federal, state, and district entities (e.g., U.S. Secretary of Education waiving state assessment and accountability provisions of ESEA, states choosing to not identify new schools for comprehensive and targeted improvement, or districts requesting a waiver to carryover more than the established percentage of federal funds (Title I, Part A) beyond the current fiscal year).

The ESSER Fund was one of the funding streams of the Education Stabilization Fund of the CARES Act that provided federal funds to provide support to public schools, public charter schools and non-public schools (as defined by the CARES Act).

#### The Grant Period

**What is the grant period?** The ESSER grant period for PNP equitable services for the 2022-2023 school year is July 1, 2022, through September 30, 2022. The full term of the ESSER grant period allows equitable services to be provided from March 13, 2020 (pre-award start date) through September 30, 2022 to PNP schools.

**What happens once the grant ends?** Per guidance, ALL technology, technology infrastructure (e.g., hardware, software, connectivity hotspots, etc.), portable safety materials, and non-consumable instructional materials must be returned to the district at the end of the grant period (unless there are allowable purposes under another federal education program for which that school receives equitable services). See sample email on the following pages.

## THE CARES ACT, continued

**From:** Holmes, Carla D

**Sent:** Thursday, April 21, 2022 7:17 PM

**Subject:** IMPORTANT MESSAGE - 2022 Summer Technology and Property Pick-Up Event

**Importance:** High

Good evening, Private Nonprofit School Administrators and Grant Contacts.

This email is to inform you about the **2022 Summer Technology and Property Pick-Up Event** that will take place in **July 2022**. Our department has been careful to follow TEA guidance regarding all matters concerning the CARES Act (ESSER I) grant. We also hope that we have been sensitive to your needs in making sure that you've had available to you all the tools and resources that your allocations could provide based on the twelve allowable uses specified by the U.S. Department of Education and the guidance from TEA. From regularly encouraging you to utilize your entire allocations during the period of this emergency relief grant (that will span over two years once the grant ends on September 30, 2022) to regularly reminding you that per federal and state guidance --- though the property remains the property of HISD once the grant ends, use it for the benefit of your students, teachers, families, and schools for the time that you have it.

I have attached a list of the **Consumable Items** that schools may retain as their school property. This is a list as of April 21, 2022. It is subject to change as more items are procured by schools that may fit into the consumable category. Consumables are items that (1) have a short life-span of 1-5 years and will have to be replaced in the near future, (2) are not as safe to sanitize and be reused with other students, especially during the time of this public health crisis, (3) are easy to mount and easy to remove that still may require additional minor carpentry work if removed, and (4) were custom built for areas of your school that will render the items useless anywhere else but their current location.

There will also be a list of **Non-Consumable Items** that HISD will retain as their property which will be distributed to other schools and HISD departments that have needs that align with the continued used of this property. Non-consumables are items that are (1) technology devices and equipment that have a lifespan of 5 years or more, (2) building equipment that has a life span of 5 years or more, and (3) building property that is of sturdy construction and built to endure the wear and tear of extended use by many people. The decision on which items to retain was not made by the External Funding Department but by those officials in HISD that have the authority to do so.

HISD is also maintaining a list of **Technology and Devices** that HISD will retain as their property. Any technology items procured from NETSYNC will be retained by HISD. Technology items include laptops, Chromebooks, desktops, laptop carts, document cameras, projectors, streaming cameras, T-Mobile Hot Spots, and more. Summer Pick-up details including, dates, times and schedules will come later. NETSYNC will work with HISD and Catapult Learning to coordinate the technology portion of the **Summer Technology and Property Pick-Up Event**. The \$30 fee assessed by NETSYNC to each device paid by PNP Schools covered the deployment to and from the PNP Schools, maintenance cleaning, repair, and the wiping/scrubbing of all devices to remove all software and personal data to insure that any personal information will not be accessible to a future user. A full list of items being picked up by NETSYNC will be available at the consultation meetings on May 3 and 4, 2022.

*Continued on next page....*

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## THE CARES ACT, continued

Below, I have provided the TEA guidance that supports HISD's decisions and actions. These questions and answers are taken from the **TEA CARES Act Equitable Services Document**.

<p><b>QUESTION:</b> If the district purchased materials, equipment, or items to assist with social distancing, such as but not limited to additional tables and chairs, to support PNP equitable services during school year 2020-2021, may the PNP continue using those items until September 30, 2020? <b>Posted August 20, 2020</b></p> <p><b>ANSWER:</b> Yes, however, the equipment and any materials not considered consumable must be returned to the district at the end of the grant period.</p>
<p><b>QUESTION:</b> At the end of the ESSER grant cycle, September 30, 2022, must the district pick up any equipment, property, and non-consumable materials purchased with the PNP school's equitable share? <b>Updated July 16, 2020</b></p> <p><b>ANSWER:</b> Yes. All purchased items must be returned to the district at the end of the ESSER grant cycle, September 30, 2022. The district must keep control and title to all equipment, property, and materials purchased with ESSER Act funds for PNP equitable services.</p>
<p><b>QUESTION:</b> May a district use ESSER funds for repairs, renovation, or remodeling in a PNP school? <b>Posted July 23, 2020</b></p> <p><b>ANSWER:</b> No. The district must maintain title to any materials, equipment, and property purchased with ESSER funds, and the district must administer and control the materials, equipment, and property. In addition, under USDE regulations applicable to equitable services under the CARES Act, equipment and supplies placed in a private school must be removable from the PNP school without remodeling, and program funds may not be used for construction (including renovation, remodeling, and repairs) of private school facilities. A district may, however, provide equitable services in the form of non-permanent improvements in a PNP school, provided that these improvements are easily removable. For example, a district might set up a temporary screening area in a tent in front of a PNP school, rent and install temporary partitions to assist with social distancing, or provide hand sanitizing 25 stations because these are all easily removed.</p>
<p><b>QUESTION:</b> How long may equipment and supplies purchased with ESSER funds, and placed in a PNP school, remain in that PNP? <b>Posted July 23, 2020</b></p> <p><b>ANSWER:</b> Equipment and supplies purchased with ESSER funds for students and teachers in a PNP school may be used for the authorized purposes of the CARES Act during the period of performance, or until the equipment and supplies are no longer needed for the purposes of a CARES Act program—i.e., through September 30, 2022. In general, once equipment or supplies are no longer needed for purposes of a CARES Act program, an LEA must remove them from the private school. However, after equipment and supplies are no longer needed for the purposes of the ESSER program, the district may continue to use the equipment or supplies in the PNP school to the extent they are needed for other allowable purposes under another federal education program equitable services, such as the ESEA or the Individuals with Disabilities Education Act (IDEA). The district retains title to, and must maintain administrative control over, the equipment and supplies.</p>
<p><b>QUESTION:</b> May an LEA purchase an air filtration system with the PNP school's equitable services? <b>Posted August 30, 2020</b></p> <p><b>ANSWER:</b> It depends. If the air filtration system is a stand-alone unit, it could be purchased for the PNP school. However, it would need to be returned to the LEA once the program ends. If the system involves duct, electrical, or construction work, it is not an allowable expense.</p>
<p><b>QUESTION:</b> The district has always disallowed capital outlay items as equitable services due to past audit findings but made an exception for ESSER. After ESSER ends, can the district reinstate the previous policy to not allow capital outlay as equitable services? <b>Posted November 5, 2020</b></p> <p><b>ANSWER:</b> Yes, a district may continue the past policy of not allowing capital outlay to PNP schools as part of equitable services.</p>

I hope this information will clarify and bring understanding to the **2022 Summer Technology and Property Pick-Up Event**. Feel free to contact me with **any** questions or concerns you may have. You will receive more information by email and at the upcoming PNP Schools' Spring Consultation Meeting.

**Carla Lewis**  
Grants Administrator, External Funding Titles I, II & IV

*"Nobody cares how much you know,  
until they know how much you care."*  
(Attributed to Theodore Roosevelt)

# 1

Continued

## THE CARES ACT, , continued

### HISD and the CARES Act


#### Eligibility—Application

All states in the United States were eligible to apply for the funding. All districts were able to apply from their state education agency. HISD applied to TEA for the ESSER Fund monies. The equitable services calculation (based on the Title I Method of Proportionality) is shown here:

ESSER Equitable services calculation	
District Total Low-income enrollment (ages 5-17) residing in Title I, Part A campus attendance area	166161
PNP Total Low-Income Student enrollment (ages 5-17) who reside in Title I, Part A campus attendance areas within the district ***	4711
Total low-income students in the LEA (Sum of Line 2 and Line 3)	170872
Total current 2020-2021 <b>ESSER</b> Allocation	\$81,977,178
Total per pupil allocation (line 5/line 4)	\$479.76
Calculated PNP School Reservation for ESSER (line 6 x line 3)	\$2,260,139

#### CARES Act Campus Eligibility Roster

To obtain the necessary student data for the ESSER Fund Application, HISD requested the PNP School's low-income enrollment using the **Campus Eligibility Roster**.


**HISD** | External Funding Titles I, II & IV  
FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

**2020-2021 CARES Act (ESSER Fund)**  
**Campus Eligibility Roster**

Principal's Name \_\_\_\_\_

Principal's Signature (original signature only) \_\_\_\_\_

School Contact Person \_\_\_\_\_

Contact Number \_\_\_\_\_

School Name \_\_\_\_\_

**INSTRUCTIONS:** List the information for each student enrolled as of **October 25, 2019** who resides within the HISD attendance area. **List addresses only; do not list student names.** Select the HISD Title I school from the drop down list. Save the document and return this form via email no later than **Friday, September 18, 2020** to Carla Lewis at [ext.funding@houstonisd.org](mailto:ext.funding@houstonisd.org) **AND** via US mail to 4400 W. 18th St., Houston, TX 77082.

Addresses within Houston ISD Boundaries			
Address	Age	Grade	HISD Zoned Title I School
<i>Example</i> 4400 W. 18th St., 77092	16	11	Scarborough HS

## THE CARES ACT, continued

### HISD and the CARES Act, continued

#### **Determining Eligibility**

On the application, the process to determine the share belonging to the eligible Private Nonprofit (PNP) Schools for equitable services is provided. After a period of extended discussion, debate, and court intervention, the Interim Final Rule provided the answer to how the equitable services amount for the private nonprofit schools would be determined -- using the Title I Method of counting the low-income student population to determine funding.

Eligible PNP Schools could then receive equitable services per the allowable use of funds activities for all students, teachers, administrators, and school personnel.

To be eligible, PNP Schools had to meet the following criteria.

- Have nonprofit status (and provide proof to the district)
- Have been in existence on or before March 13, 2020
- Be physically located within the HISD attendance boundaries



## THE CARES ACT, continued

### Participation Requirements

Participating schools must have completed the CARES Act **Intent to Participate Form**. This form is the auditable document kept by the district that shows the intent of the private nonprofit school. Additional schools cannot be added later. Therefore, the schools participating in 2022-2023 are schools that completed the Intent to Participate Form (below) in the *first* grant year.

#### CARES Act—Intent to Participate Form

PRIVATE NONPROFIT SCHOOLS 2020–2021 INTENT TO PARTICIPATE – CARES Act Equitable Services		
School: <input type="text"/>	Telephone: <input type="text"/>	
Address: <input type="text"/>	Principal: <input type="text"/>	
City, State, Zip: <input type="text"/>	Email: <input type="text"/>	
<input type="checkbox"/> Will your school participate?	<b>Program Description</b> <b>Cares Act Equitable Services</b> – Provides support to assist schools who have costs associated to the pandemic of the public health emergency with COVID-19. All costs may not be allowable uses of the funds for services; only specific costs defined by the federal and state guidance. If you have checked "Yes," please complete the following: <b>Grant Contact Person:</b> Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/> (Optional) Identify any other Grant Contact Person: If you have checked "Yes," please complete the following: <b>Grant Contact Person:</b> Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>	<b>District Contact Person</b>  Carla Lewis 713-556-6941 <a href="mailto:cholmes2@houstonisd.org">cholmes2@houstonisd.org</a>
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> CERTIFY	PLEASE CERTIFY the three statements below by checking the box in the column to the left. <ul style="list-style-type: none"> <li>I am the Principal or Grant Contact at the school and authorized to complete this form.</li> <li>The school is a private nonprofit school, not a private for-profit school. Proof of nonprofit status will be provided.</li> <li>The school is within Houston ISD attendance boundaries. (HISD will verify this information.)</li> </ul> Name and information of person completing the form (Principal or Grant Contact only) is below. By typing your name below, you are providing an acceptable electronic signature. Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>	

*\*Submission of this form informs the district of your intent to participate in the CARES Act checked. To fulfill the requirements for participation, you must complete additional information that will be sent to you by the District Contact Person.*

Return the completed form no later than **Thursday, June 11, 2020**, via **email** to Carla Lewis at [cholmes2@houstonisd.org](mailto:cholmes2@houstonisd.org).

HISD External Funding Department | 4400 West 18<sup>th</sup> Street | Houston, Texas 77092

If you have questions or need additional information regarding the CARES Act, call or email the *District Contact Person*.

## THE CARES ACT, , continued

### Participation Requirements, continued

In 2020-2021, schools that completed the **Intent to Participate Form** were invited to a PNP Schools' CARES Act Consultation Meeting which the principals or directors were required to attend. (Additional school personnel were welcome to attend the meeting as well.) This annual meeting was hosted by HISD.

There was much dialogue surrounding the method for funding the ESSER grant — to the point that USDE issued an *Interim Final Rule* (IFR). This action required that a second consultation meeting be held regarding the IFR. This is because the interim rule now gave districts flexibility to select their preference in following the interpretation of the Act (whether by statute or guidance) regarding calculating the share for equitable services by expanding the options from which districts could choose to calculate equitable services.

Litigation and discussion continued — even after the Interim Final Rule. The third judicial ruling was final. It was the *Summary Judgment and No Appeal*. This gave districts no option in determining how to calculate the share for private school equitable services. Districts were required to calculate using Title I methodology of counting low-income students for determining the funding amount.

Because HISD is the awardee of the grant and maintains ownership and title of any technology, property, and non-consumable materials, the district is required to pick up specified materials obtained by PNP schools during extended school breaks and at the end of the grant period.

### **Assurances**

The state (TEA) recommends that the district have the PNPs sign an **Assurance** document certifying to the requirement. There are additional district guidelines that are part of the Assurance. HISD requires that the PNP principal or director only sign this document.

### **Signing the Assurance Document**

Follow the instructions at the end of the form when signing the completed document:

1. Type your name to sign—this is considered to be a digital signature.  
Then email the digitally signed document as specified in the instructions.
2. Next, print the digitally signed form and sign it manually in ink.  
Mail (via U.S. mail) the signed form as specified in the instructions.

For an image of the 2020-2021 Assurance document, see the following pages.

## THE CARES ACT, continued

## CARES Act—Assurance Document (Page 1)



**2020-2021 ASSURANCES**  
**PNP Schools – Equitable Services**  
**CARES Act (ESSER Fund)**

**INSTRUCTIONS:** Complete the assurances below. Indicate YES or NO for each statement. The statement you make is certifiable as accurate. This document should only be completed by the PNP School Principal or Director. A signature is required. (An electronic signature is not accepted. A stamped signature is not accepted.) **This is a legal document that can be presented to internal and/or external auditors.**

**Private Nonprofit (PNP) School:** Click or tap here to enter text.

**Principal/Director:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

NONPROFIT STATUS	
YES <input type="checkbox"/> NO <input type="checkbox"/>	The participating school has private nonprofit status. Proof has been provided to HISD.
CARES Act PURPOSE	
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that the purpose of this grant is to provide support to schools impacted as a result of COVID-19.
GRANT FUNDING	
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that grant money will not flow to the PNP School. Therefore, the school cannot receive a reimbursement of any kind. An individual may receive a reimbursement if personal funds or credit cards are used. Otherwise, the school must provide an unpaid invoice for services or goods to the Third-Party Provider for final payment. The Third-Party provider invoices HISD monthly for reimbursement.

*Continued next page...*

07/21/2020 CDL



## THE CARES ACT, continued

## CARES Act—Assurance Document (Page 2)

TECHNOLOGY	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>Technology obtained using federal funds is not the property of the PNP School and must be returned to HISD at the end of the grant period (September 30, 2022) unless a “like purpose or need” remains at the PNP School after that grant end date. If applicable per guidance, all technology will be picked up by the Third-Party Provider at the end of the academic school year or extended school year. The Third-Party Provider will reissue and deliver the technology to the PNP School when the next school year begins.</p> <p>This applies to technology purchased with ESSER funds or newly allowed for purchase with ESSA funds due to the guidance of the ESSER grant. REMINDER: Technology is typically not an allowable use of funds under USDE guidance for the ESSA grant. Purchases using ESSA funds is an exception and now follows the same intent and purpose as the ESSER grant.)</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>Because the technology belongs to the district, HISD must record all serial numbers on hardware and tag ALL technology with an identifying inventory plate that has an HISD generated ID number. This is district policy for technology purchases and the process is used for tracking purposes.</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>The use of any technology devices (e.g., laptops, desktops) or infrastructure (e.g., hardware, software, networks, data centers, and related equipment used to develop, test operate, monitor, manage, and support technology services) for students, teachers, administrators, or other personnel for educational purposes that is obtained with federal funds must be neutral, secular, and non-ideological.</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I will ensure that the PNP school has an internet safety policy, filters, or controls in place to help protect students from the dangers of cyberspace activity.</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I understand that any repairs to the technology obtained with federal grant money that are needed and are outside the warranty period and coverage stipulations will be made (if reasonable to do so). The repair cost will be charged to the ESSER Fund school share allocation for that PNP school.</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I understand that if technology devices that are obtained with federal funds that are lost or stolen must be reported to the police with the hope of retrieving it for continued use. A written police report must be turned over to HISD to account for that device that is no longer part of the inventory.</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I understand that without a police report for lost or stolen technology, the school will be held responsible for payment of the purchase value of the hardware.</p>

07/21/2020 CDL

## THE CARES ACT, continued

## CARES Act—Assurance Document (Page 3)

TECHNOLOGY, continued	
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that any web-based subscriptions or licenses for the computers must be for a one-year period that coincides with the grant end dates of September 30, 2021 and September 30, 2022. Vendors may have to prorate costs depending on when that subscription or license period begins.
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>The PNP School Principal will maintain a tracking record of the technology in the possession of students, parents, and teachers by providing the name of student, parent, or school personnel attached to a specific laptop or device including the specific location/address.</p> <p>HISD will include this information in a spreadsheet. I will be responsible for verifying every 60 days (date included on the on spreadsheet) that the laptop is still in use and functioning properly. I will email an HISD provided confirmation report to the district to verify that the laptop is accounted for.</p>
STUDENT INFORMATION	
YES <input type="checkbox"/> NO <input type="checkbox"/>	The student data obtained regarding student counts is used to generate funding for the PNP school. This information is accurate as reported to HISD.

☐ With my signature(s) below, I certify that the ASSURANCE responses are accurate.

Click or tap here to enter text.

---

Signature of Principal or Director **ONLY**  
 (By typing here, you are signing electronically.)  
 Send by **email** to [cholmes2@houstonisd.org](mailto:cholmes2@houstonisd.org) )

**AND**

---

Signature of Principal or Director **ONLY**  
 (This form is to be signed "in ink" and **mailed** to HISD.)

Send by U.S. mail to:  
 Carla Lewis  
 Houston ISD – External Funding Dept.  
 4400 W. 18<sup>th</sup> Street  
 Houston, TX 77092

07/21/2020 CDL

## THE CARES ACT, , continued

### Successful Program Implementation

It takes an effective program design and adequate planning to have successful program implementation and to maximize grant funds.

To do this, schools must:

- (1) look at their school needs for the students, families, teachers, administrators, and the entire staff
- (2) be sure the needs are included in the **Campus Needs Assessment** for federal programs,
- (3) consider the scheduling, number of students, number of personnel needed, location of services, and frequency of services in their **Program Description** (if requesting instructional services), and
- (4) have a **Comprehensive Professional Development Spending Plan** to spend according to the school needs, track the schools' expenditures, and know remaining balances for equitable services.

There is one Campus Needs Assessment (CNA) for the school that encompasses all of the federal programs in which the school participates. Likewise, there is only one Program Description for the school. However, for each grant in which the school participates, a Comprehensive Professional Development Spending Plan must be completed. All documents can be found on the Catapult Learning Website for Federal Programs. These forms are completed annually.

Refer to the *Forms* chapter for an image of the Comprehensive Professional Development Spending Plan.

## EQUITABLE SERVICES WITH THE ESSER FUND

### Equitable Services With the ESSER Fund

#### Allowable Uses of Funds for Equitable Services - CARES Act

USDE has established twelve Allowable Uses of Funds for equitable services.—see below.

- 1) Any activity authorized by the ESEA, individuals with Disabilities Education (IDEA) Act, the Adult Education and Family Literacy Act, the Carl D. Perkins Career and Technical Education Act, or the McKinney-Vento Homeless Assistance Act;
- 2) Coordination of preparedness and response efforts of LEAs with state and local public health departments, and other relevant agencies to improve coordinated responses to prevent, prepare for, and respond to coronavirus;
- 3) Providing principals and other school leaders with necessary resources to address the needs of individual schools;
- 4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population;
- 5) Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
- 6) Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases;
- 7) Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency;
- 8) Planning for and coordinating during long-term closures, including for how to provide meals, technology for online learning to all students, guidance for carrying out IDEA to eligible students and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements;
- 9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment;
- 10) Providing mental health services and supports;
- 11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care; and
- 12) Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

## EQUITABLE SERVICES WITH THE ESSER FUND

### Equitable Services With the ESSER Fund, continued

#### **Third-Party Provider**

HISD provides no direct services to the PNP Schools. HISD contracts with a third-party provider to support schools in ongoing consultation, program implementation, providing and securing equitable services, handling reimbursements, supporting schools with administrative tasks like completing forms, checking documentation, and more. Catapult Learning was selected as the Third-Party Provider for the CARES Act/ESSER Fund grant.

The Third-Party Provider, Catapult Learning, is a partner. Also, the **PNP schools** are partners. Considering that, there are three partners working together — HISD, Catapult Learning, and the PNP Schools — and assuming shared responsibility for the support and success of this grant program.

The **Processes, Procedures, and Guidelines** established by HISD can be found in this **2022-2023 CARES Act Handbook** located on the HISD PNP Schools website at <http://www.houstonisd.org/Page/59247>.

## REQUESTS FOR SERVICE

The process of accessing and receiving equitable services begins with a request based on the campus needs. *Submitting* a request does not mean approval. After a request is made, equitable services cannot begin without receiving approval from the third-party provider (and sometimes parental consent). There are multiple request documents because there can be participation in multiple services. **For the 2022-2023 grant period**, only requests for **consumable products** will be allowed during the month of July (July 1-31).

To request this:	The Grant Contact must submit:
<b>Materials</b> (e.g., PPE, technology, hotspots, software)	Materials Request Form
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Request Approval for School Professional Development</li> <li>TEA Forms (2) (Once Out-Of-State Travel resumes)</li> </ul>
<b>Field Lessons</b>	<ul style="list-style-type: none"> <li>TEA Form (1)</li> <li>Request for Approval of Field Lessons</li> <li>Field Lesson Implementation Plan</li> </ul>
<b>Instructional Services</b>	<ul style="list-style-type: none"> <li>Student Eligibility Service Roster (send to HISD for verification)</li> <li>Accompanying Supporting Documentation to support the recommendation (send to HISD with Service Roster)</li> </ul> <p><b>RESULTS</b></p> <ul style="list-style-type: none"> <li><b>HISD</b> notifies Catapult Learning confirming the students that are verified as eligible.</li> <li><b>Catapult Learning</b>, in ongoing consultation with the <b>PNP Schools</b>: <ul style="list-style-type: none"> <li>Hires, trains, and supervises teachers,</li> <li>Creates student groups, prepares the schedules, and identifies an adequate location in the school when face-to-face instruction is given,</li> <li>prepares the instructional learning environment in the location the school selects for direct instruction (small-group) to be given,</li> <li>Utilizes virtual and hand-on tools for curriculum and diagnostics, and</li> <li>Builds a team of technical support for students and the private school classroom teachers consisting of Instructional Program Supervisors and Catapult Teachers.</li> </ul> </li> </ul>
<b>Student Services</b>	Request Approval for Student Services Form

**IMPORTANT!** ALL requests are submitted to Catapult Learning for review for eligibility allowing approval. Ineligible requests will not be approved. Requests that are incomplete will require additional information from the PNP School.

## New Information for Closing-Out CARES

JULY 1 - JULY 31, 2022: Important Dates for 2022-2023

### REMINDER:

- Get those consumables ordered!
- Order enough to last through September 30, 2022!
- Exhaust your funding!

### SUGGESTED ITEMS:

PPE  
Cleaning Supplies  
MERV Filters  
Sanitation Supplies  
Dispenser Refills – Soap, Paper Towels  
Check the Consumables List for more suggestions

### PUT ON YOUR THINKING CAP:

- Scheduled Contracted Cleaning Services
- There are still more options

### USE CAUTION:

- Timeliness is of the utmost importance.
- Items/Services MUST be received by August 5, 2022 or the order cannot be placed or will be canceled.
- Confirmation of Receipts must be completed by August 15, 2022.
- Billing must be completed by early-September.
- EVERYTHING tied to this grant ENDS September 30, 2022.



# 2



*"From caring comes courage."*

(Lao Tzu)

## TRACKING TECHNOLOGY

**IMPORTANT:** TECHNOLOGY was excluded from Pre-Award Reimbursement — whether purchased by the school or by an individual (per HISD decision).

### Tagging and Tracking

Guidance states that all technology will remain the property of HISD after the CARES ACT funding grant period ends (unless there is an allowable use under another federal program), technology must be tagged before distribution. Therefore, if feasible for technology purchases, the shipping location will be HISD. Upon delivery to HISD or the PNP School, technology items should be tagged and inventoried for distribution to the PNP School.

Every participating PNP School signed an **Assurances document** prior to the distribution of technology to the PNP school per TEA's recommendation. Each school is emailed a Technology Tracker spreadsheet once the school receives delivery of the requested items. The School will be responsible for assigning a designated laptop, device, or hotspot to a particular individual and entering that information on the form. The Technology Tracker is due back to HISD in 3-5 business days via email.

### Responsible Parties

- **HISD** - Conducts the initial tagging of HISD Fixed Assets by applying the identifying tags. The district also emails a spreadsheet (The Technology Tracker mentioned above) to principals to complete with final information regarding the user, device location, and more. The completed spreadsheet is returned to HISD. Each school must follow this process.
- **Catapult** – Maintains tracking of what is ordered. HISD also keeps a record. Both records are used as a checks and balance system to ensure accurate records are maintained of all purchased items.
- **PNP Schools** – Maintain tracking of technology provided to students, parents, and teachers by listing those who will be using the specific laptop along with other pertinent information. PNP Schools are responsible for verifying every 60 days that the laptop is still in use and functioning properly. HISD will provide a confirmation report to each school. The PNP School will email the completed report to HISD verifying that the laptop is accounted for. Reporting will be ongoing throughout the entire school year as new items are purchased.



## REQUESTING TECHNOLOGY

### Process

To request technology, complete the **Materials Request Form** and submit the form to Catapult Learning for review and approval.

- Requests that are not eligible will not be approved.
- Requests that are incomplete will require additional information from the PNP School.

All technology orders must be placed through Catapult Learning. If the school is asked to find what is needed, school personnel should search for it, obtain the invoice for purchase, and submit it to Catapult Learning for purchase (and payment). Smaller technology auxiliary or accessory items can be made by the school and reimbursement obtained. A materials request form should be completed to ensure that the purchase is reimbursable.

### Direct Pay Purchases

If the purchase is a direct pay to the vendor, be sure to find out in advance if the vendor accepts American Express.

### Storing Technology During Extended Breaks

During extended breaks in the school year, technology will be picked up and stored at HISD until that period ends. The summer break is considered an extended break.

## IMPORTANT NOTICE REGARDING TECHNOLOGY

### **HISD** | External Funding Titles I & II FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

*[This notice was sent to schools by email on April 27, 2021.]*

#### **CARES Act – ESSER Fund**

**IMPORTANT NOTICE TO ALL PARTICIPATING PNP SCHOOLS  
TECHNOLOGY and other Non-Consumable Materials, Supplies, and Equipment**

This email contains information per TEA based on federal guidance and per HISD based on best practices and TEA guidance. All questions answered by TEA are taken from the latest **TEA CARES Act Equitable Services** document dated **December 3, 2020**. The other sources that support the information are provided. This email is a document that pulls the most important information about technology as an equitable service together in a consolidated reference document for the PNP Schools that participate with HISD in the CARES Act (ESSER Fund).

#### **CARES ACT INFORMATION**

##### **GRANT PERIOD**

- **TEA Guidance Questions and Answers – What is the period to receive equitable services?**

*6. What is the grant period for ESSER PNP equitable services? Posted June 25, 2020*

*The ESSER grant period for PNP equitable services is May 15, 2020, through June 30, 2021, with pre-award back to March 13, 2020, and 12 additional months carryover under the Tydings amendment. A district may provide equitable services on March 13, 2020 (pre-award start date) through September 30, 2022 to PNP schools.*

##### **ALL TECHNOLOGY - PROPERTY OF LEA**

- **TEA Guidance Questions and Answers – If the PNP School purchased technology as an equitable service, will it remain with the PNP School?**

*22. If software is purchased with ESSER funds and loaded onto the PNP's computers, how can it be returned after the grant? Posted June 25, 2020*

*Any software licenses remain in the name of the district and the software must be removed (either by district IT staff or by PNP staff and verified by district staff) at the end of the grant period. If the software is no longer useful at the end of the grant period, then the district may dispose of it following district policy and federal grant requirements.*

*24. At the end of the ESSER grant cycle, September 30, 2022, must the district pick up any equipment, property, and non-consumable materials purchased with the PNP school's equitable share? Updated July 16, 2020*

## IMPORTANT NOTICE REGARDING TECHNOLOGY, continued

*Yes. All purchased items must be returned to the district at the end of the ESSER grant cycle, September 30, 2022. The district must keep control and title to all equipment, property, and materials purchased with ESSER Act funds for PNP equitable services.*

- **2020-2021 CARES Act Handbook**  
See page 5, paragraph 3 (INTRODUCTION – Participation Requirements)  
See page 13, paragraph 1 (TECHNOLOGY SECTION – Tagging and Tracking)
- **2020-2021 Assurance Document**  
See Statements 4 and 5
- **CARES Consultation Meetings**  
#1 - June 18, 2020 – Initial Consultation Meeting  
See Slide 30  
#2 - July 8, 2020 – Part 2: Interim Final Rule  
See Slides 12 and 13  
#3 - October 20, 2020 – Part 3: Final Summary and No Appeal  
(Not Covered – Focus: New Methods of Calculating the ESSER Equitable Services)

### SPECIFICS ABOUT TECHNOLOGY

- Only HISD approved devices can be purchased. PNP Schools are provided the information about the approved devices.
- Upon arrival to the school, all technology is considered the responsibility of the principal at the PNP School to distribute, secure and provide requested information to HISD.
- Inspect all purchases, especially technology, immediately upon receipt for damages or unusual settings. That way, a replacement can be issued, or the warranty can be utilized to remedy this.
- Devices that are shared (multiple users / group use) at the school are the responsibility of the administrator if devices are not assigned to specific students, teachers, or administrators.
- Once the technology is shipped to the school (from NetSync, T-Mobile, or Apple Education), an HISD spreadsheet completed with the school name, serial number of the devices, the make and model of the device (or similar identifying information) will be emailed to the principal to collect additional information regarding --- to whom the device is assigned, the location of the device for use, and the location for storage during extended holidays and breaks (i.e., Winter Break and Spring Break). This information should be provided to HISD within 48 hours upon receipt of the spreadsheet.
- **2020-2021 Assurance document**  
Statement 5
- **TEA Guidance Questions and Answers – What about internet services?**

*3. Districts and ESCs have asked if a PNP may use Title I, Part A (eligible students) and Title IV, Part A (all students) to purchase laptops/electronics? Hotspots are discussed elsewhere in the COVID19 FAQ but not if a district may purchase hotspots for eligible PNP students. Updated June 25, 2020*



## IMPORTANT NOTICE REGARDING TECHNOLOGY, continued

*Under the current pandemic circumstances, in addition to the ESSER equitable services ESSA equitable services funds may be used to purchase technology for instructional purposes. The grant funds may only be used to serve eligible students at the private school and all technology must be maintained in the control of the district, on the district's inventory, and monitored for only secular, neutral, and non-ideological uses.*

Principals should take reasonable and realistic measures to deter theft of the technology.

- Warranty on larger items is 2 years, so repairs covered by warranty or if not, are charged to the CARES school share allocation for repair. If not repairable, the item's cost remains deducted from the PNP School CARES school share allocation.

**2020-2021 Assurance document**

See Statement 8

- Lost or stolen devices must be reported to the police.

**2020-2021 Assurance document**

See Statements 9 and 10

### SHARED RESPONSIBILITY FOR THE TECHNOLOGY

#### HISD

- **TEA Guidance Questions and Answers** – What are extended breaks (two-week Winter Break in December / one-week Spring Break in March or April / four to six-week Summer Break in July-August) in a school year?

*25. Is the district required to pick up the materials and equipment during extended school breaks and summer? Posted June 25, 2020*

*The district would follow the same internal processes and procedures for ESSER equitable services as for other ESSA equitable services. If there is an extended break or summertime when the materials and equipment are not being used, the district should pick them up, inventory them, and check for any needed repairs before re-issuing them to the PNP at the start of the next instructional setting. Materials that are considered consumables are not required to be picked up*

- HISD will maintain an inventory list to assist in the recovery of the Technology and all other Non-Consumable Materials, Supplies, and Equipment at the end of the grant period, June 30, 2022.
- **TEA Guidance Questions and Answers** – What happens to items purchased with CARES funding at the end of the 2021-2022 academic school year and extended school year?

*19. If the district purchased materials, equipment, or items to assist with social distancing, such as but not limited to additional tables and chairs, to support PNP equitable services during school year 2020-2021, may the PNP continue using those items until September 30, 2020? Posted August 20, 2020*  
*Yes, however, the equipment and any materials not considered consumable must be returned to the district at the end of the grant period.*

## IMPORTANT NOTICE REGARDING TECHNOLOGY, continued

### PNP Schools

- The completed spreadsheet provides tracking information.
- **2020-2021 Assurance document**  
See Statement 12

### NetSync

- NetSync will pick up all items purchased from NetSync at the end of the grant in 2022. After pick-up, NetSync will repair, remove software, wipe clean of any personal identifying information to restore the device to its original condition.

### Catapult Learning

- Catapult will pick up the HISD-determined group of non-consumable materials and equipment from the PNP Schools during the summer break (a 4-6 week period) and return them to the schools at the beginning of the following school year. Catapult will pick up the *expanded* HISD-determined group of non-consumable items, materials, and equipment from the PNP Schools and bring to HISD at the end of the grant period (beginning July 1, 2022).
- HISD and Catapult will devise a schedule to allow schools time to gather materials and have ready for an organized pick-up operation.

### HISD POLICY - CAPITAL OUTLAY AT PARTICIPATING PNP SCHOOLS

- Allowable ONLY for ESSER due to the 12 Allowable Uses for equitable services per federal guidance. Permitted under Allowable use #1 (per ESSA activities) and #9 (under ESSER).
- **NOTE:** However, HISD policy for ESSA grants has disallowed capital outlay (technology items over \$500 or those considered a high risk for theft) since January 2014 due to audit findings and misunderstanding of the use of capital outlay.
- **TEA Guidance Questions and Answers** – Can a PNP School keep technology after the grant end date?

*31. How long may equipment and supplies purchased with ESSER funds, and placed in a PNP school, remain in that PNP? Posted July 23, 2020*

*Equipment and supplies purchased with ESSER funds for students and teachers in a PNP school may be used for the authorized purposes of the CARES Act during the period of performance, or until the equipment and supplies are no longer needed for the purposes of a CARES Act program—i.e., through September 30, 2022. In general, once equipment or supplies are no longer needed for purposes of a CARES Act program, an LEA must remove them from the private school. However, after equipment and supplies are no longer needed for the purposes of the ESSER program, the district may continue to use the equipment or supplies in the PNP school to the extent they are needed for other allowable purposes under another federal education program equitable services, such as the ESEA or the Individuals with Disabilities Education Act (IDEA). The district retains title to, and must maintain administrative control over, the equipment and supplies.*



## IMPORTANT NOTICE REGARDING TECHNOLOGY, continued

**NOTE:** However, HISD policy for ESSA grants has disallowed capital outlay (technology items over \$500 or those considered a high risk for theft) since January 2014 due to audit findings and misunderstanding of the use of capital outlay.

*48. The district has always disallowed capital outlay items as equitable services due to past audit findings but made an exception for ESSER. After ESSER ends, can the district reinstate the previous policy to not allow capital outlay as equitable services? Posted November 5, 2020*

*Yes, a district may continue the past policy of not allowing capital outlay to PNP schools as part of equitable services.*

- **TEA Guidance Questions and Answers** – Can a PNP School be reimbursed for early purchases prior to the date that CARES funding was received for equitable services?

*29. May an LEA use ESSER funds to reimburse a non-public school for allowable COVID-19 related expenses that the PNP incurred on or after March 13, 2020, but prior to the onset of equitable services by the district? Posted August 20, 2020*

*Under section 18005(b) of the CARES Act and 34 C.F.R. § 76.665(f), a district must control funds for services and assistance provided to PNP students and teachers under a CARES Act program 24 and keep title to materials, equipment, and property purchased with such funds, and the district must administer such funds, materials, equipment, and property. Thus, the district may only reimburse a PNP for necessary expenditures the PNP incurred in response to COVID-19 under limited circumstances (on or after March 13, 2020, through the beginning of the consultation process) where it can do so while also meeting these requirements. In doing so, the district must ensure those activities, materials, or equipment are allowable under the CARES Act and are secular, neutral, and non-ideological. For example, the district may use ESSER equitable services funds to reimburse a PNP for costs related to cleaning and sanitizing a school facility that occurred on or after March 13, 2020, in response to the COVID-19 pandemic, but before the district and non-public school officials engaged in timely and meaningful consultation. "Beginning or engaging in timely and meaningful consultation" for this purpose is defined as the first meeting, either in-person or virtually, where equitable services under the ESSER grant is discussed. Signing the Affirmation of Consultation is not the beginning of the consultation process, but rather occurs at the end of the initial consultation process. Consultation should be an on-going, yearlong process. To maintain control over the ESSER funds, the district must ensure that the PNP's expenditures represent allowable expenses, that the PNP has enough documentation supporting such expenditures, and that the PNP actually received the services or assistance related to those expenditures. Similarly, for example, if a PNP purchased laptops for students and teachers to facilitate online learning, and if the PNP officials and district both agree, the district may use ESSER funds to purchase those laptops from the PNP, thereby also obtaining title for the laptops from the PNP. Provided these conditions are met, the district may continue to allow the laptops to be used by non-public school students and teachers through the end of the ESSER grant period. In each case, such educational services, or other benefits, including materials and equipment, must be secular, neutral, and nonideological. For example, under the conditions outlined above, it would be permissible for a district to reimburse a private school for devices used to establish a wireless hotspot for remote learning, but not for software designed to provide religious instruction.*

**NOTE:** March 13, 2020 to June 18, 2020 (first consultation meeting for schools)

## IMPORTANT NOTICE REGARDING TECHNOLOGY, continued

- Per HISD Policy, there will be no reimbursements for technology due to warranty concerns, transfer of ownership, or unusable devices for schools or individuals during Pre-Award and the duration of the grant.
- **2020-2021 CARES Act Handbook**  
See page 13, Top of Page (TECHNOLOGY SECTION – IMPORTANT Box Details) Updated November 2, 2020 for clarity of information.
- Technology, non-consumable materials and supplies will be picked up and returned to HISD prior to the end of the grant period. HISD holds the title and ownership to all technology, equipment, materials and supplies.
- \$30 per device will be set-aside from the CARES school share allocations for pickup, repairs, and wiping the device clean of software and personal identifying data at the end of the grant period. It will be deducted from the remaining balance *in advance* to ensure the funds are available in the CARES school share allocation for the PNP School at the end of the grant period.
- Though the CARES Act (ESSER Fund) grant ends September 30, 2022, for the use of funds, HISD must pick up devices prior to the start of the 2021-2022 school year upon the grant end date. This will allow reasonable time for:
  - pickup of all items from participating PNP schools, and
  - final billing of the \$30 cost per device to retrieve, repair, remove software, and wipe the devices clean of personal information for cyber safety. As a reminder, billing of grant expenditures cannot be taken from the ESSER Fund after September 30, 2022.

### ADDITIONAL INFORMATION (ESSA – Titles I, II & IV, Part A)

#### HISD POLICY (ESSA Federal Grants) CAPITAL OUTLAY AT PARTICIPATING PNP SCHOOLS

- **2020-2021 Private Nonprofit Schools Handbook (Building Bridges – Breaking Barriers)**  
See page 2, paragraph 4 (PROGRAM OVERVIEW & PARTICIPATION – Capital Outlay Expenditures)

**NOTE:** HISD Policy – Capital outlay at participating PNP Schools has been disallowed since January 2014 due to audit findings and misunderstanding of the use of capital outlay.

- **TEA Guidance Questions and Answers** – Can a PNP School continue to utilize capital outlay purchases beyond the grant end period since the grant has made specific allowances for this?

*48. The district has always disallowed capital outlay items as equitable services due to past audit findings but made an exception for ESSER. After ESSER ends, can the district reinstate the previous policy to not allow capital outlay as equitable services? Posted November 5, 2020*

*Yes, a district may continue the past policy of not allowing capital outlay to PNP schools as part of equitable services.*



## IMPORTANT NOTICE REGARDING TECHNOLOGY, continued

### ADDITIONAL INFORMATION (ESSA – Titles I, II & IV, Part A) CON'T.

*This information applies to a Technology Pick-Up Event during extended breaks.*

**Revised for the 2021-2022 School Year**

#### IMPORTANT

Do not discard non-consumables that were purchased using CARES funding. If the purchased item becomes damaged or is broken, contact the district or the Catapult CARES Administrator. HISD has a record of how many items are purchased and the PNP School will be held accountable for them.

- If the technology item needs to be **returned**, inform the Catapult CARES Administrator early so that the return can be made within the time period that the manufacturer permits for the return or exchange.
- If the item is **damaged**, inform the Catapult CARES Administrator so if the product is under warranty, that item can be repaired based on the warranty.
- If the item is **lost or stolen**, file a police report so that there is an official record of the loss. HISD will need a copy of the police report in order to make adjustments to its records if the items cannot be replaced, returned or repaired.

Following this process is important for all non-consumable technology items purchased regardless of cost because federal funds were utilized and because the item count at the PNP School should match the HISD inventory count for the technology orders placed.

Also, to prevent damage to the equipment or any danger resulting from cleaning (chemical) solutions, be sure that none are left inside the equipment while being stored for any extended time at the school or for a Technology Pick-Up Event (e.g., electrostatic sprayers should be emptied and cleaned of the cleaning product). Cleaning products are not collected and should be stored safely at the school.



## 2022 SUMMER TECHNOLOGY PICK-UP EVENT

**From:** Holmes, Carla D

**Sent:** Tuesday, May 31, 2022 8:50 PM

**Subject:** IMPORTANT MESSAGE - 2022 Summer TECHNOLOGY Pick-Up Event

Good evening, Private Nonprofit School Administrators and Grant Contacts.

This is a follow-up to the email sent on April 21, 2022 at 7:17 PM which informed you of the two Summer Pick-ups that would occur after this current **CARES Act (ESSER I)** grant year ends on June 30, 2021 ---- the **Property Pick-up** **and** the **TECHNOLOGY Pick-up**. The absolute final date of the **CARES Act (ESSER I)** grant is **September 30, 2022**. Working with NETSYNC, the schedule for the TECHNOLOGY Pick-up is set for **July 5, 6, and 7, 2022** (Tuesday-Thursday). This is the week prior to the Property Pick-Up. The window of time for the TECHNOLOGY Pick-up will be 8:00 AM – 3:00 PM. As a reminder, these items will be not be returned to the PNP School. Ann Milton will send the complete and final pick-up plan via email by Monday, June 6, 2022. The process will remain the same as has been used prior:

- The **PNP School** will have all devices in a central location near the front of the school on the day of pick-up at the scheduled time.
- **Catapult Learning** and **HISD** will inspect the technology and verify the tag numbers and ensure the correct items are ready for pick-up.
- The **three parties above** will indicate on the checklist that the items were inspected and note any damages or incidents.
- **NETSYNC** will pack the devices and load them up to take back to their warehouse to complete maintenance on them – wipe/scrub data from the device, remove software, reimage, and repair any needed items.

**IMPORTANT:** Items that are picked up will be not be returned to the PNP School.

At the time that the technology request was placed, a \$30 maintenance fee per computer was assessed by NETSYNC and deducted from the PNP School's campus planning allocation. This fee covered the deployment to and from the PNP School and included final maintenance to clean, repair, wipe/scrub all devices, remove software, and remove personal data to insure that personal information will not be accessible to a future user. HISD is responsible for paying the \$30 maintenance fee to service all other items ordered through NETSYNC (e.g. laptop carts, etc.) or T-Mobile (hotspots). It is suggested that if needed, an external hard drive (to back up documents and data from your computers (prior to pick-up) could be ordered once ordering resumes July 1, 2022. So if needed, **submit your request for this prior to July 1, 2022** so that **Ann can submit the orders on July 1, 2022** from a vendor (Amazon or Office Depot) that can ensure next-day delivery for that item. **PNP Schools may continue to order consumable items through July 31, 2022. This will be the final opportunity to order.** Ann Milton is ready to assist with suggested products to help schools exhaust all funding for this grant.

External Funding has been careful to follow TEA guidance regarding all matters concerning the CARES Act (ESSER I) grant. We hope that we have been sensitive to your needs in helping you have available to you all the tools and resources that your allocations could provide based on the twelve allowable uses specified by the U.S. Department of Education and the guidance from TEA. From regularly encouraging you to utilize your entire allocations during the period of this emergency relief grant (that will span over two years once the grant ends on September 30, 2022) to regularly reminding you that per federal and state guidance the property remains the property of HISD once the grant ends, use it for the benefit of your students, teachers, families, and schools for the time that you have it.

*Continued on next page...*

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## 2022 SUMMER TECHNOLOGY PICK-UP EVENT, continued

I am attaching a list of the **consumable items** that schools may retain as their school property. This updated list is as of May 31, 2022. Consumables items are ones that:

- have a short life-span of 1-5 years and will have to be replaced in the near future,
- are not as safe to sanitize and be reused with other students, especially during the time of this public health crisis,
- are easy to mount and easy to remove that still may require additional minor carpentry work if removed, and
- were custom built for areas of your school that will render the items useless anywhere else but their current location (barriers).



The list of consumables does include the smaller technology items (e.g., computer accessories, voice amplifiers). New requests for consumable products only can be made **July 1, 2022** when the new grant period begins. Ordering ends **July 31, 2022**.

**Any technology item procured from/through NETSYNC (and T-Mobile: hot spots) will be retained by HISD as district property.** The decision regarding which items to retain was not made by the External Funding Department but by those officials in HISD that have the authority to do so. These items will be clearly identified for pick-up on the information that Ann Milton will send by Monday of next week. Technology items are considered **non-consumable items** and include laptops, Chromebooks, desktops, monitors, laptop carts, document cameras, projectors, streaming cameras, and more. After the pick-up, once NETSYNC completes their maintenance work, the technology will be deployed to HISD public schools and departments that will utilize the devices in alignment with the purpose and intent of the ESSA federal grants. Non-consumable technology items are technology devices and equipment that:

- have a lifespan of 5 years or more,
- may be building equipment/furniture (laptop carts) that has a life span of 5 years or more, and
- are of sturdy construction and built to endure the wear and tear of extended use by many people.

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# 3

Continued

# 2022 SUMMER TECHNOLOGY PICK-UP EVENT, continued

Below, I have provided the TEA guidance that HISD followed in making their decisions. These questions and answers are taken from the **TEA CARES Act Equitable Services Document**.

<p><b>QUESTION:</b> If the district purchased materials, equipment, or items to assist with social distancing, such as but not limited to additional tables and chairs, to support PNP equitable services during school year 2020-2021, may the PNP continue using those items until September 30, 2020? <b>Posted August 20, 2020</b></p> <p><b>ANSWER:</b> Yes, however, the equipment and any materials not considered consumable must be returned to the district at the end of the grant period.</p>
<p><b>QUESTION:</b> At the end of the ESSER grant cycle, September 30, 2022, must the district pick up any equipment, property, and non-consumable materials purchased with the PNP school's equitable share? <b>Updated July 16, 2020</b></p> <p><b>ANSWER:</b> Yes. All purchased items must be returned to the district at the end of the ESSER grant cycle, September 30, 2022. The district must keep control and title to all equipment, property, and materials purchased with ESSER Act funds for PNP equitable services.</p>
<p><b>QUESTION:</b> May a district use ESSER funds for repairs, renovation, or remodeling in a PNP school? <b>Posted July 23, 2020</b></p> <p><b>ANSWER:</b> No. The district must maintain title to any materials, equipment, and property purchased with ESSER funds, and the district must administer and control the materials, equipment, and property. In addition, under USDE regulations applicable to equitable services under the CARES Act, equipment and supplies placed in a private school must be removable from the PNP school without remodeling, and program funds may not be used for construction (including renovation, remodeling, and repairs) of private school facilities. A district may, however, provide equitable services in the form of non-permanent improvements in a PNP school, provided that these improvements are easily removable. For example, a district might set up a temporary screening area in a tent in front of a PNP school, rent and install temporary partitions to assist with social distancing, or provide hand sanitizing 25 stations because these are all easily removed.</p>

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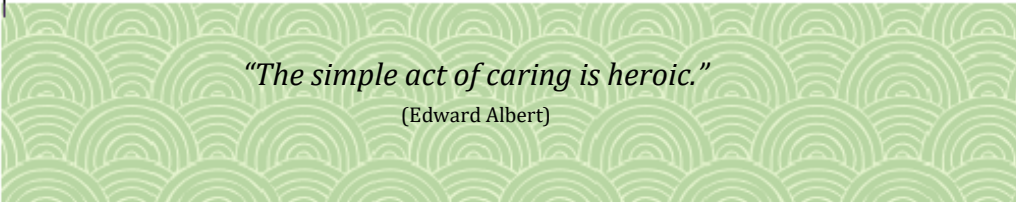


2022 SUMMER TECHNOLOGY PICK-UP EVENT,  
continued

<p><b>QUESTION:</b> How long may equipment and supplies purchased with ESSER funds, and placed in a PNP school, remain in that PNP? <b>Posted July 23, 2020</b></p> <p><b>ANSWER:</b> Equipment and supplies purchased with ESSER funds for students and teachers in a PNP school may be used for the authorized purposes of the CARES Act during the period of performance, or until the equipment and supplies are no longer needed for the purposes of a CARES Act program—i.e., through September 30, 2022. In general, once equipment or supplies are no longer needed for purposes of a CARES Act program, an LEA must remove them from the private school. However, after equipment and supplies are no longer needed for the purposes of the ESSER program, the district may continue to use the equipment or supplies in the PNP school to the extent they are needed for other allowable purposes under another federal education program equitable services, such as the ESEA or the Individuals with Disabilities Education Act (IDEA). The district retains title to, and must maintain administrative control over, the equipment and supplies.</p>
<p><b>QUESTION:</b> May an LEA purchase an air filtration system with the PNP school’s equitable services? <b>Posted August 30, 2020</b></p> <p><b>ANSWER:</b> It depends. If the air filtration system is a stand-alone unit, it could be purchased for the PNP school. However, it would need to be returned to the LEA once the program ends. If the system involves duct, electrical, or construction work, it is not an allowable expense.</p>
<p><b>QUESTION:</b> The district has always disallowed capital outlay items as equitable services due to past audit findings but made an exception for ESSER. After ESSER ends, can the district reinstate the previous policy to not allow capital outlay as equitable services? <b>Posted November 5, 2020</b></p> <p><b>ANSWER:</b> Yes, a district may continue the past policy of not allowing capital outlay to PNP schools as part of equitable services.</p>

I hope this email will clarify and provide general understanding to the **2022 Summer TECHNOLOGY Pick-Up Event**. Feel free to contact me with *any* questions or concerns you may have.

Carla Lewis  
Grants Administrator, External Funding Titles I, II & IV



## FEDERAL GUIDANCE ABOUT REIMBURSEMENTS

### Money Cannot Flow to the PNP School

Federal funds cannot flow to the PNP School. Instead, PNP Schools receive equitable services—not funds—based on an allocated amount of funding to the school. The cost of the equitable service is deducted from the school share allocation immediately if paid for by Catapult Learning or paid to the individual as a reimbursement once eligible receipts are submitted.

### Best Practices for Making Requests

- The PNP School completes a form to request an equitable service.  
(See the Forms section to view the forms below.)
  - ◊ Materials Request Form
  - ◊ Request Approval for School Professional Development
  - ◊ Request Approval for Student Services
- Once the form is completed, there are two BEST PRACTICE options:
  - ◊ Catapult finds the materials on the Request Form and Catapult orders them.
  - ◊ PNP School finds the materials on the Request Form and submits the unpaid invoice to Catapult Learning and Catapult orders them.

NOTE: For any immediate payments, the vendor must accept American Express.

**Why This is Beneficial:** The deduction to the school share allocation is immediate: There are no follow-up receipts to submit, and there is no waiting for the check in the mail.

-----OR-----

- Once the form is completed, there is one ALTERNATIVE option:  
The individual at the PNP School finds the materials on the Request Form, orders them ,and **seeks reimbursement. Pre-payment by Catapult Learning will be the method used to procure consumable items during the 31-day window of purchasing.**

REQUIREMENT: The individual must have a W-9 on file with Catapult Learning to receive reimbursement.

- ◊ The individual at the PNP School submits the eligible receipts no later than 30 days after the purchase or event;
- ◊ The reimbursement is processed by Catapult Learning no later than 30 days after the initial submission. The entire reimbursement process should take no more than 60 days. Once finalized, the check will be mailed to the PNP School to aid in tracking that the reimbursement has been received.

NOTE: The standard practice is to mail reimbursement checks to the school for tracking purposes. However, should the need arise (due to possible school closures resulting from the current public health emergency), then this process will change. Checks will then be sent to the individual at their place of residence, and mailing checks to the school will resume at a safe and appropriate time.

## REIMBURSEMENT PROCESS

### REGARDING TECHNOLOGY

Per HISD, technology purchases will not be reimbursed to individuals or schools.

This is because PNP technology must:

- have a warranty and the tracking tool (or other options) added to the device at the time of purchase;
- be the property of HISD (per TEA) which requires the purchase to be in HISD's name for warranty purposes; and
- be on the list of HISD-approved devices and purchased from an HISD-approved vendor.

### Pre-Award Costs

- **Exception to Reimburse Schools**
  - ◊ Pre-Award Period of March 13 – June 18, 2020 (the date of the first Consultation Meeting): **PNP Schools can be reimbursed through November 30, 2020.**
  - ◊ This extended Pre-Award time is a ONE-TIME exception: Normally, money cannot flow to the PNP School.
- **Allowable to Reimburse Individuals**
  - ◊ Pre-Award Period of March 13 – May 31, 2020
  - ◊ As a reminder, reimbursements take longer than direct payment by Catapult Learning.

### Regular Grant Costs

Reimbursements are given only when:

- Equitable services are part of the Allowable Uses of Funds.
- The individual seeking reimbursement has a W-9 on file with Catapult Learning.
- The Reimbursement form is completed and submitted to Catapult Learning. (See the *Forms* section.)
  - ◊ The individual at the PNP School submits the eligible receipts no later than 30 days after the purchase, event, or opportunity.
  - ◊ The reimbursement is processed by Catapult Learning no later than 30 days after the initial submission
  - ◊ The entire reimbursement process should take no more than 60 days.
  - ◊ Once finalized, a check will be mailed to the PNP School.
- There are certain items that can only be reimbursed and not pre-paid or charged directly against the school share allocation. Those items are for professional development travel-related expenses or non-secular professional development.

- Lodging
- Airfare
- Meals
- Rental Car with Gasoline
- Mileage

**NOTE:** At this time, all professional development (PD) is virtual, so there are no travel-related expenditures. Later in the year, once the COVID-19 alert level improves and travel resumes, it will be allowable to submit those expenditures for reimbursement.

## BUDGET REPORTING

HISD provides the **CARES Act Comprehensive Professional Development and Spending Plan** document to assist schools in planning and tracking expenditures of the school share allocation to obtain a zero balance. Completing this document is a requirement. The third-party provider, Catapult Learning, provides budget reporting of the school share allocation balances to schools biweekly, and to the Catholic Schools office and the Jewish Federation of Greater Houston as well.


This regular communication from Catapult Learning will keep schools aware of remaining balances and funds available for use.

**With only three months in the grant period, balance reporting will be provided immediately after July 31st, once ordering ends. The goal is to spend all funds by that date.**

## BUDGET USE

**ESSA funds and ESSER funds are not the same: They are separate programming resources.** Most schools participating with HISD in the CARES Act also participate in the ESSA federal grants. This means that there is an overlap in some allowable uses of funds. Any equitable services requested using CARES Act Forms will be processed using the CARES (ESSER Fund) school share allocation.

## BUDGET CUT-OFF DATES FOR PURCHASES

DATE	ITEM	ACTION	RATIONALE
Friday, April 1, 2022	Technology (laptops and other devices from the approved HISD list), equipment, barriers and other items ranging \$350 and up	<b>STOP</b> purchasing.	Schools should already have ordered/requested what is needed for the academic school year and extended school year.
Friday, May 27, 2022	ALL items (e.g. software, hand sanitizers, PPE, cleaning supplies and services --- unless under an existing contract)	<b>STOP</b> purchasing.	Schools are closed or will be closed. Inventory at schools is already accounted for. Date needed/utilized for accounting and reporting purposes.
July 1-July 31, 2022 	Consumable items only	<b>RESUME</b> purchasing.	The new grant year begins. This start date allows time for ordered/requested items to be received in time before the ESSER grant ends on September 20, 2022. ALL materials must be received and ALL billing must be submitted and paid prior to the grant end date.
<b>IMPORTANT:</b> This includes purchases made by individuals for reimbursement.			

These COVID relief funds are given to last over the two-year span of the grant for equitable services needed due to the impact of the pandemic. As a reminder, there is no new allocation for the 2022-2023 school year and funds should be exhausted to benefit your students' and school's needs.

Therefore, prioritize spending and utilize funds to help with school needs identified in the campus needs assessment (CNA). The CNA shows how these expenditures will be used to meet student, family, teacher, and school needs as impacted by COVID-19. The CNA will not be required for the school year 2022-2023.



## DUE DATES

### Submission Windows—Instructional Services

See list of submission windows below **(NOT APPLICABLE)**.

<b>2021-2022 SUBMISSION WINDOWS</b>	
<b>MONTH</b>	<b>DATES</b>
August	August 9, 2021 (first SESR of the school year)
September	September 7-13, 2021
October	October 4-8, 2021
November	November 1-5, 2021
December	December 6-10, 2021
January	January 3-7, 2022
February	January 31 – February 4, 2022
March	February 28 – March 4, 2022
April	April 4-22, 2022 (three weeks)
May	May 2-6, 2022 (for new students enrolled after April 22 <sup>nd</sup> )

# HISD CALENDAR

## HISD Academic Calendar—2022-2023

HOUSTON INDEPENDENT SCHOOL DISTRICT											
2022-2023 ACADEMIC CALENDAR											
JULY 2022				AUGUST 2022				SEPTEMBER 2022			
S	M	T	W	T	F	S	S	M	T	W	T
					1	2				1	2
3	4	5	6	7	8	9	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	31	
31											
OCTOBER 2022				NOVEMBER 2022				DECEMBER 2022			
S	M	T	W	T	F	S	S	M	T	W	T
						1					1
2	3	4	5	6	7	8	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	31
30	31										
JANUARY 2023				FEBRUARY 2023				MARCH 2023			
S	M	T	W	T	F	S	S	M	T	W	T
1	2	3	4	5	6	7				1	2
8	9	10	11	12	13	14	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23
29	30	31					26	27	28	29	30
											31
APRIL 2023				MAY 2023				JUNE 2023			
S	M	T	W	T	F	S	S	M	T	W	T
						1					1
2	3	4	5	6	7	8	7	8	9	10	11
9	10	11	12	13	14	15	14	15	16	17	18
16	17	18	19	20	21	22	21	22	23	24	25
23	24	25	26	27	28	29	28	29	30	31	
30											
<b>Key</b> <div> <div></div> Holidays  <div></div> Teacher Preparation Days (no students)  <div></div> Teacher Service Days (no students) </div>						<b>Holidays</b> September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023					
<b>School Day Start and End Times</b> 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School						Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day					
<b>Significant Dates</b> August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers Last Updated 02/15/22						<b>Grading Periods</b> Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31					
						<b>Report Card Dates</b> October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)					

## FISCAL CALENDAR

### Funds Utilization Timeline

It is helpful to utilize spending benchmarks to monitor the school share allocation. The goal is to expend all funds for the purpose of the grant during the grant period to meet student and school needs. PNP Schools participating with HISD began receiving equitable services as of July 29, 2020 and are expected to expend all funds by September 30, 2022.

BY THIS DATE	PERCENTAGE OF FUNDS EXPENDED
November 30, 2020	15% of the ESSER Fund school share allocation
May 31, 2021	35% of the ESSER Fund school share allocation
November 30, 2021	55% of the ESSER Fund school share allocation
May 31, 2022	75% of the ESSER Fund school share allocation
September 30, 2022	100% of the ESSER Fund school share allocation



## TEA QUARTERLY REPORTING CALENDAR

This calendar is divided into quarterly time periods established by TEA. HISD will report to TEA every quarter the funds expended by PNP Schools for Allowable Activities. **Reporting has not occurred as printed; however, regular auditing has taken place over the nine quarters by USDE, TEA, and external auditors.**

Pre-Award	March 13, 2020 through May 31, 2020
Quarter 1	June 1, 2020 through August 31, 2020
Quarter 2	September 1, 2020 through November 30, 2020
Quarter 3	December 1, 2020 through February 28, 2021
Quarter 4	March 1, 2021 through May 31, 2021
Quarter 5	June 1, 2021 through August 31, 2021
Quarter 6	September 1, 2021 through November 30, 2021
Quarter 7	December 1, 2021 through February 28, 2022
Quarter 8	March 1, 2022 through May 31, 2022
Quarter 9	June 1, 2022 through September 30, 2022

## DOCUMENTATION STORAGE

### Filing System

A simple documentation method works best for this two-year grant. Initially, records were organized and kept in a labeled documentation box with 20 labeled folders provided by HISD. All forms are not completed every year — PNP Schools should continue to add to the CARES Act folders documentation box as needed. Multiple folders are not needed for the 2022-2023 school year.

**As a reminder, the CARES box holds the documents for the entire term of the grant (July 2020 through September 2022).** The CARES documentation box should be organized in the following manner by the Grant Contact:


#### Participation Documents (1 Folder)

- Intent to Participate
- CARES Act Equitable Services Form
- Assurances Form
- Affirmation of Consultation Form

#### Programmatic Documents (1 Folder)

- Campus Needs Assessment
- Program Description
- School Share Allocations
- CARES Act Spending Plan

#### TEA Reporting Quarter Folders (11 Folders )

- Pre-Award Period (2)
  - ◊ (March 13 – June 18, 2020: PNP Schools can be reimbursed)
  - ◊ (March 13– May 31, 2020: PNP Personnel can be reimbursed)
- Quarters 1-9 (9)
  - ◊ Requests for Approval
  - ◊ Materials Request Forms  **An addition for the 2022-2023 school year.**
  - ◊ Reimbursements

#### Instructional Services (3 Folders)

- Student Eligibility Service Rosters w/ Supporting Documentation
- Student Sign In
- Teacher Sign In

#### Parental Consent Forms(1 Folder)

- Instructional Services / Counseling / Student Services

#### Miscellaneous (2 Folders)

Handbook (1) - Printed  **An addition for the 2022-2023 school year.**

## DOCUMENTATION STORAGE, continued

### Filing Location

The document box is to be kept at the school during the grant period. It must be stored (at the school in a safe place) for a period of seven (7) years past the grant period. The label on the box will have the school name, grant name, and destroy date.

## DOCUMENTATION MAINTENANCE AND MONITORING

### **PNP Schools Must Keep Documentation Up-to-Date**

Routine upkeep and maintenance is expected. Keep documents up-to-date as these will be monitored regularly. The Grant Contact is responsible for maintaining the CARES Act Documentation Box by filing the appropriate grant records and information in the box for the school year.

Documents will be monitored by all partners. This is a shared responsibility between:

- PNP School (Grant Contact)
- Catapult Learning
- HISD



## New Information for Closing-Out CARES

Be sure that the CARES Documentation Box contains all records that you have regarding your participation in CARES. Your box is divided by grant years with dividers.

The first year is the only year with the participation required forms.

Every year will include all requests for professional development, student services, field lessons, materials, reimbursements, and Use of Funds Questions for Technology and Equipment.

Also, include your invoices submitted from speakers, procurements, contracted services with cleaning companies, and more.

Do not forget about approval emails, documents, proposals, and other communications regarding important news and events.

Include both annual CARES Evaluations of Services, the printed handbooks, Consultation Meeting PowerPoints, copies of agendas and handouts.

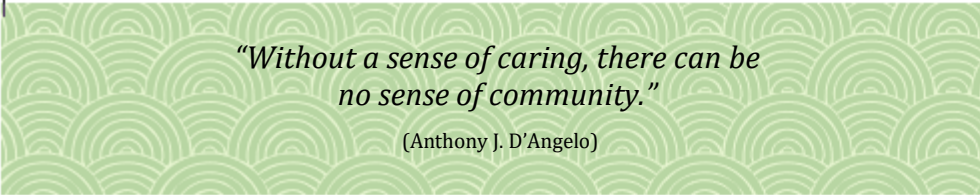
Plus, include the budget documents like yearly campus planning allocations, printed balances, remaining balances, quotes for services, confirmation of receipts (for goods and services received).

Summer School information should also be included. Counseling information too about the services.

Finally, once the box is filled with all that CARES has allowed the students, families, teachers, and administrators to continue on for the sake of education during the past two years because of a *global pandemic* (Whew!) give that box a big hug and a warm smile before placing it on the shelf to store for the next seven years.



# 4



*"Without a sense of caring, there can be no sense of community."*

(Anthony J. D'Angelo)

## USEFUL LINKS

When making any **CARES requests** --- use the email below for **approvals** or **reimbursements**.

RESOURCE	Email
Approvals - HISD	<a href="mailto:caresapprovalsHISD@catapultlearning.com">caresapprovalsHISD@catapultlearning.com</a> Accesses: Ann Milton
Reimbursements	<a href="mailto:caresreimbursements@catapultlearning.com">caresreimbursements@catapultlearning.com</a> Accesses: Jamaine Mitchell and Ann Milton

## Additional Resources

RESOURCE	URL
HISD PNP Schools Website (use Chrome)	<a href="https://www.houstonisd.org/page/59247">https://www.houstonisd.org/page/59247</a>
Catapult Learning Website for Federal Programs	<a href="http://www.catapultlearning.com/hisd-professional-development">http://www.catapultlearning.com/hisd-professional-development</a>
Link to TEA Equitable Services Document	<a href="https://tea.texas.gov/sites/default/files/covid/COVID-19-CARES-Act-Equitable-Services-FAQ.pdf">https://tea.texas.gov/sites/default/files/covid/COVID-19-CARES-Act-Equitable-Services-FAQ.pdf</a>
TEA State Ombudsman Contact Information	Email: <a href="mailto:PNPombudsman@tea.texas.gov">PNPombudsman@tea.texas.gov</a> Phone: (512) 463-6939

## CONTACT LIST

## PRIVATE NONPROFIT SCHOOLS CONTACT INFORMATION

### CARES Act (ESSER Fund) Team

#### EXTERNAL FUNDING TITLES I, II & IV

Title I, Part A (Economically Disadvantaged)  
Title II, Part A (Professional Development)  
Title IV, Part A (Student Support & Academic Enrichment)

<b>Pamela Evans</b> , Officer ESSER, External Funding & Grant Development <a href="mailto:pevans@houstonisd.org">pevans@houstonisd.org</a>	<b>Carla Lewis</b> , Grants Administrator 713-556-6941 <a href="mailto:cholmes2@houstonisd.org">cholmes2@houstonisd.org</a>
<b>Celisa Pressley</b> , Account Representative 713-556-6939 <a href="mailto:celisa.pressley@houstonisd.org">celisa.pressley@houstonisd.org</a>	<b>Noblette Grant</b> , Business Operations Team Lead 713-556-6944 <a href="mailto:ngrant@houstonisd.org">ngrant@houstonisd.org</a>
<b>Olha Hirka</b> , Writer 713-556-6940 <a href="mailto:olha.hirka@houstonisd.org">olha.hirka@houstonisd.org</a>	

#### CATAPULT LEARNING

Third Party Service Provider of Equitable Services



<b>Annette Charles</b> , Territory Vice-President, South and West (South: TX, OK, LA, GA, FL, TN, KY, SC, AL, MS, NC   West: CA, AZ, WA, OR, NV, UT, CO, HI, NM ) <a href="mailto:annette.charles@catapultlearning.com">annette.charles@catapultlearning.com</a>	<b>Randi Knight</b> , Regional Director (TX / OK) 281-947-2378 <a href="mailto:randi.knight@catapultlearning.com">randi.knight@catapultlearning.com</a>
<b>Ann Milton</b> , CARES Act Administrator 229-255-9119 <a href="mailto:ann.milton@catapultlearning.com">ann.milton@catapultlearning.com</a>	<b>Jamaine Mitchell</b> , Operations Coordinator 985-789-4831 <a href="mailto:jamaine.mitchell@catapultlearning.com">jamaine.mitchell@catapultlearning.com</a>
<b>Sally Paz</b> , Area Manager (South Texas) Titles I & IV 713-301-5993 <a href="mailto:sally.paz@catapultlearning.com">sally.paz@catapultlearning.com</a>	<b>Ashley Leverette</b> , PD Manager for HISD Titles I, II & IV 281-905-4306 <a href="mailto:ashley.leverette@catapultlearning.com">ashley.leverette@catapultlearning.com</a>
<b>Shon Bordelon</b> , Operations Coordinator CARES Act <a href="mailto:lashonda.bordelon@catapultlearning.com">lashonda.bordelon@catapultlearning.com</a>	<b>Lauren Martin</b> , Billing Analyst CARES Act <a href="mailto:lauren.martin@catapultlearning.com">lauren.martin@catapultlearning.com</a>

Rev. 05/03/2022

## FORMS (MOST ARE NOT NEEDED IN 2022-2023)

### Submission and Timelines

ALL forms are submitted to the Third-Party Provider, Catapult Learning , for approval. **Approval is granted for consumable items only.** If a school wants to use the CARES Act (ESSER Fund) funding for equitable services, CARES Act forms must be utilized. All related costs of services in the allowable uses under CARES Act (ESSER Fund) will be taken from the respective school share allocation.

**Forms are to be completed by the school.** They must be completed accurately — if edits are needed, then the school should make them and re-submit in a timely manner. Approvals cannot be expected immediately; It takes time to process requests and respond to schools.

**All forms for approval should be submitted 30 days prior to an event.** All forms requesting materials should be presented at least 30 days prior to the need. Requests and approvals require time to be processed. Shipping time is dependent upon the vendor. Therefore, advance planning is critical.

**NOTE:**

**PNP Schools will use the Materials Request Form when making requests for consumables.**

### **Acceptable Signatures**


Signatures are accepted in a variety of methods as the situation warrants: by scan or digitally via email or as an "in ink" original via delivery or U.S. Mail. HISD and/or Catapult Learning will be sure to inform which type is needed when completing documents.

## CARES ACT FORMS

### Campus Eligibility Roster

To obtain the necessary student data for the ESSER Fund Application, HISD requested the PNP School's low-income enrollment using the **Campus Eligibility Roster**. Schools participating in 2022-2023 are schools that completed the Campus Eligibility Roster (below) in the *first* grant year.

### Campus Eligibility Roster


**HISD** | External Funding Titles I, II & IV  
FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

**2020-2021 CARES Act (ESSER Fund)**  
**Campus Eligibility Roster**

*Principal's Name* \_\_\_\_\_

*Principal's Signature (original signature only)* \_\_\_\_\_

*School Contact Person* \_\_\_\_\_

*Contact Number* \_\_\_\_\_

*School Name* \_\_\_\_\_

**INSTRUCTIONS:** List the information for each student enrolled as of **October 25, 2019** who resides within the HISD attendance area. **List addresses only; do not list student names.** Select the HISD Title I school from the drop down list. Save the document and return this form via email no later than **Friday, September 18, 2020** to Carla Lewis at [ext.funding@houstonisd.org](mailto:ext.funding@houstonisd.org) **AND** via US mail to 4400 W. 18th St., Houston, TX 77092.

Addresses within Houston ISD Boundaries			
Address	Age	Grade	HISD Zoned Title I School
<i>Example</i>			
4400 W. 18th St., 77092	16	11	Scarborough HS



## CARES ACT FORMS

PNP Schools do not need to complete most forms for 2022-2023.

An **X** indicates that the illustrated CARES form will not be utilized for the 2022-2023 grant year.

### Comprehensive Professional Development and Spending Plan

This form must be completed by any participating school. Using the form will help schools to:

- 1) create a plan to use funds effectively to meet the needs of the students and schools,
- 2) exhaust all funding that will expire in a two-year time period, ensuring that no funds go unspent and all funds are used to meet the extensive need, and
- 3) knowingly track the use of CARES Act funds and remain aware of the what has been spent as well as what is available for use.

### Comprehensive Professional Development and Spending Plan—Page 1



#### CARES Act (ESSER FUND)

Private Nonprofit Schools – Houston ISD  
2021-2022 Comprehensive PD and Spending Plan

#### CARES Act (ESSER Fund) Comprehensive Spending Plan

Due by **Thursday, September 30, 2021**  
via email to Ann Milton at [ann.milton@catapultlearning.com](mailto:ann.milton@catapultlearning.com)

**SCHOOL NAME:** Click or tap here to enter text.

**SCHOOL SHARE ALLOCATION:** Click or tap here to enter text.

**Submitted By:** Click or tap here to enter text.



**Role/Job Title:** Click or tap here to enter text.

#### IMPORTANT:

- Only **eligible** school staff should participate. Eligible staff includes administrators, teachers, and other educational school support personnel of eligible Title I students.
- A **spending plan** is necessary for **ALL** CARES Act (ESSER FUND) funds.
- All funds should be expended by the grant end date of June 30, 2022.
- The **TOTAL AMOUNT** at the bottom of the form should equal the **SCHOOL SHARE ALLOCATION** at the top of the form.

# CARES ACT FORMS, continued

## Comprehensive Professional Development and Spending Plan—Page 2

**INSTRUCTIONS:** List the CARES Act (ESSER Fund) equitable services in which your school will participate to exhaust the 2021-2022 school share allocation. Provide all requested information needed (see sample blue text below). The cells will expand as you type in them, giving more space. Be sure to calculate and enter the TOTAL AMOUNT for your plan *manually* – this form does not auto-sum.

DATE	NAME	DESCRIPTION	LOCATION	COSTS
<i>(example)</i> 08/21/XXXX	<i>(example)</i> NetSync	<i>(example)</i> Purchase laptops for student engaged in remote instruction. (Quantity 8 x \$335 each)	<i>(example)</i> Catapult Learning	<i>(example)</i> \$2,680.00
<i>(example)</i> 10/8/XXXX	<i>(example)</i> Region 4 ESC Annual Reading and Writing Conference	<i>(example)</i> Offers sessions on various topics including the reading and writing connection, genre integration, critical thinking skills, technology incorporation, differentiation, reaching struggling learners, and many other areas.	<i>(example)</i> Region 4 ESC 7145 W. Tidwell Houston, TX 77092	<i>(example)</i> \$135.00

**Complete your CARES Act COMPREHENSIVE SPENDING PLAN Information Below**

Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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## CARES ACT FORMS, continued

### Materials Request Form

This form is used to request materials that will be used for the 12 allowable uses of the grant. Upon approval, the materials will be purchased by the Third-Party Provider and that cost will be taken from the CARES Act school share allocation.



Another option is for the purchase to be made by the teacher or administrator after the request has been approved and submit eligible receipts for reimbursement.

2022 - 2023 Materials Request Form			
CARES Act (ESSER Fund)			
School Name:	<input style="width: 90%;" type="text"/>		
Content Area Focus:	<input style="width: 90%;" type="text"/>		
Date:	<input style="width: 90%;" type="text"/>		
<div style="float: right; font-size: 40px; color: green;">✓</div> <div style="clear: both;"></div> <div style="text-align: center; margin-top: 20px;">  <p><b>HISD</b>   External Funding Titles I, II &amp; IV  <small>FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.</small>              providing CARES equitable services to <i>Private Nonprofit Schools</i>  <b>Catapult Learning</b></p> </div>			
<div style="border: 1px solid black; padding: 5px;">             This item is for an APPROVED CARES Act (ESSER Fund) activity              (Catapult Use Only)             <span style="float: right;">                 YES <input type="checkbox"/> NO <input type="checkbox"/> </span> </div>			
Description of Activity: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>			
Items Requested	Quantity	Website	Proposed Cost
Administrator's Signature <input style="width: 90%;" type="text"/>		Catapult Signature <input style="width: 90%;" type="text"/>	
<i>Typed signature will be accepted as a digital signature.</i>			

## CARES ACT FORMS, continued

### Request Approval for Professional Development (PD)

This form is used to request approval for professional development opportunities.

**2021–2022 REQUEST APPROVAL FOR SCHOOL PROFESSIONAL DEVELOPMENT**  
**CARES Act (ESSER Fund)**

SCHOOL CONTACT INFORMATION			
School Name:	<input type="text"/>	Date Requested:	<input type="text"/>
Federal Grant Funding Used:	CARES Act (ESSER Fund)		
Name of Participant:	<input type="text"/>	School Position:	<input type="text"/>
Participant's Email:	<input type="text"/>	Participant's Phone:	<input type="text"/>
Participant's Fax:	<input type="text"/>	School Phone:	<input type="text"/>
School Address:	<input type="text"/>	Principal :	<input type="text"/>
Date:	<input type="text"/>	Location :	<input type="text"/>
Conference/Workshop Title:	<input type="text"/>		
Number and Class of Attendees	<input type="text"/>		
Describe the requested professional development activity based upon the Campus Needs Assessment:			
<input type="text"/>			
DOCUMENTATION			
Include a detailed description of the conference or workshop (announcement, agenda, session topics, etc.)..			
<input type="text"/>			
ESTIMATED BUDGET			
Registration Fee			\$ <input type="text"/>
Lodging (per diem amount for city based on federal travel rates)*			\$ <input type="text"/>
Mileage (per diem amount based on POV mileage) or airline ticket (whichever is less)			\$ <input type="text"/>
Meals (per diem amount for city based on federal travel rates)* *Itemized receipts required for these reimbursements.			\$ <input type="text"/>
TOTAL REIMBURSEMENT REQUESTED:			\$ <input type="text"/>
AUTHORIZATION			
I authorize the use of federal funds to support the professional development activity stated above. This professional development activity supports the needs of our students based on the Campus Needs Assessment. All reimbursements are to be paid 30 days from the date the invoice is submitted.			
SIGNATURES			
Principal Signature	<input type="text"/>	Date	<input type="text"/>
Catapult Signature	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Not Eligible <input type="checkbox"/> Not Aligned to Campus Needs Assessment			

Rev. 09/03/2021

For reimbursement of any "paid up front" expenses, submit eligible receipts and proof of payment. Shared receipts may not be submitted. According to federal and HISD guidance, all submitted receipts must be originals, itemized, show no unallowable purchases (e.g., alcoholic beverages, pharmaceuticals, etc.), and must equal the amount that is being requested for reimbursement.

## CARES ACT FORMS, continued

### Professional Development Guidelines—PERSONNEL

#### Professional Development (PD) Guidelines – to PNP School Personnel

This document explains guidelines regarding who can receive PD equitable services and the purpose of the PD.



### CARES Act (ESSER Fund) Guidelines

#### Professional Development Services to Private Nonprofit School Personnel

The CARES Act (ESSER Fund) provides equitable services to private nonprofit school teachers, principals, and other educational personnel. The school share allocations are used to increase the academic achievement of all students. Activities carried out with CARES Act (ESSER Fund) funds must be evidence-based, of high quality, and provide sustained training, so as to positively impact teaching and learning in the classroom. Only those workshops, conferences, coaching sessions, and university courses (subject to district guidelines) that meet federal requirements as outlined by applicable statutes and guidance will be approved by Catapult Learning.

Eligible professional development activities seek to improve the knowledge of teachers, principals, and other educational personnel in:

- Content knowledge—providing training in one or more of the core academic subjects that the teachers teach; and
- Classroom practices--providing training to improve teaching practices and student academic achievement.

Professional development activities improve the knowledge of teachers, principals, and other educational personnel regarding effective instructional practices.

Planning effective professional development activities is a collaborative process involving teachers, administrators, and other educational personnel.





## CARES ACT FORMS, continued

### Professional Development Guidelines—SCHOOLS

#### Professional Development (PD) Guidelines – to PNP Schools

This document explains guidelines regarding which PD is considered eligible.

**Catapult Learning**

**CARES Act (ESSER Fund) Guidelines**

### Professional Development Services to Private Nonprofit Schools

CARES Act (ESSER Fund) school share allocations are to be utilized to increase the academic achievement of all students by helping schools improve teacher and principal quality. Activities carried out for private nonprofit school personnel must be evidence-based. Only those workshops, conferences, and degree programs and university courses (subject to district guidelines) that meet federal requirements as outlined by the CARES Act (ESSER Fund) guidelines and HISD will be approved by Catapult Learning, HISD, and TEA.

**Eligible Professional Development Activities may include:**

- Improving the knowledge of teachers, principals, and other educational personnel in one or more of the core academic subjects and in effective instructional teaching strategies, methods, and skills;
- Training in effectively integrating technology into curricula and instruction;
- Training in how to teach students with different needs, including students with disabilities or limited English proficiency, and gifted and talented students;
- Training in methods of improving student behavior, identifying early and appropriate interventions, and involving parents more effectively in their children's education;
- Leadership development and management training to improve the quality of principals and superintendents; and
- Training in the use of data and assessments to improve instruction and student outcomes.

**Additional Title II Eligible Opportunities per ESSA:**

- Assessment and Data Analysis
- Career Readiness Education
- Child Sexual Abuse Prevention
- Early Childhood Instruction
- Effectively Teaching Children with Disabilities
- Effectively Teaching English Learners
- Evaluation and Support Systems
- Other Evidence-Based Professional Development

**NOTE:** With Evidence-Based Professional Development, there is rigor and relevance of evidence, a local capacity to implement, and there is evidence in content when considering this professional development.

- Supporting Students Affected by Trauma and/or Mental Illness
- STEM-focused Professional Development

## CARES ACT FORMS, continued


### TEA Out-of-State Forms

There are two TEA forms that must be completed for Out-of-State Professional Development requests. These forms require HISD/TEA approval.


#### Justification of Expenditures

Schools must complete this form providing information to justify the request.

#### TEA Justification of Specific Expenditures



**Grants Administration Division  
Justification of Specific Expenditure:  
Program-Related Out-of-State Travel**



The costs of program-related out-of-state travel have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

You must justify your plans to use these federal grant funds for program-related out-of-state travel. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on the costs of program-related out-of-state travel.

Limit one justification per form.

Name of Federal Grant

Name of Grantee  County-District #  Today's Date

**Description of Proposed Program-Related Out-of-State Travel**

Destination  # of travelers  Is travel a requirement of the federal grant program?

Describe the purpose of the program-related out-of-state travel.

Describe how the program-related out-of-state travel relates to the grant responsibilities of the traveler(s).

Describe the specific need, as identified in your comprehensive needs assessment, that this out-of-state travel addresses.


## CARES ACT FORMS, continued

### TEA Out-of-State Forms, continued

#### Request Participant Support Costs


Schools must complete this form detailing the costs that will be incurred with this request for equitable services.

#### TEA Request for Approval of Participant Support Costs



**TEA**  
Texas Education Agency

**Department of Contracts, Grants and Financial Administration**  
**Request for Approval of Participant Support Costs**



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Title 2 of the Code of Federal Regulations (2 CFR) 200.456 makes allowable the expenditure of federal grant funds on participant support costs. The purpose of this form is to provide required approval to all TEA grantees that expend any federal grant funds.

According to 2 CFR 200.75, "Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects."

This form is applicable to all TEA subrecipients and to any federal grant administered by TEA.

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Name of Federal or State Grant 2021-2022 CARES Act (ESSER Fund) or Title II, Part A

Name of Grantee  County-District # 101912

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**Description of Costs**

Describe the planned participant support cost.

Describe the specific need, as identified in your comprehensive needs assessment, that this planned participant support cost addresses.

Explain how the planned participant support cost is reasonable and necessary, allocable to the federal or state grant program, and properly documented by the application. For a cost that is related to providing equitable services to eligible private nonprofit schools, check the box below and leave this section blank.

☐ Participant support costs are related to providing equitable services to eligible Private Nonprofit Schools.

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**Certification**

Name and Title of Authorized Official

Signature of Authorized Official and Date

This form must be signed by the authorized official.

Email this signed form to TEA's Department of Contracts, Grants and Financial Administration (CGFA) at [GrantSupport@tea.texas.gov](mailto:GrantSupport@tea.texas.gov).

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**For TEA Use**

☐ Request for prior written approval is approved as requested.

☐ Request for prior written approval is approved with the following changes:

☐ Request for prior written approval is denied.

Signature of CGFA Associate Commissioner and Date









## CARES ACT FORMS, continued

### Request Approval for Student Services

This form is used to request approval for student services. Remember that this is not for instructional services to students (for that, schools would use the CARES Student Eligibility Service Roster). Student Services are for a group of students obtaining the same lesson/activity/opportunity for the purpose of an event or opportunity created, designed, or planned for a "specific" student GROUP.

**2021–2022 REQUEST APPROVAL FOR STUDENT SERVICES**  
**CARES Act (ESSER Fund)**

SCHOOL CONTACT INFORMATION			
School Name:		Date Requested:	
Name of Student Group:		Contact Phone:	
Contact Email:		School Phone:	
Contact Fax:		Principal:	
School Address:		Location of Student Service:	
Number of Participants:		Grade(s) of Participants:	
Name of the Student Activity/ Opportunity:			
Date:			
Describe the requested student service activity based upon the Campus Needs Assessment (CNA):			
DOCUMENTATION			
Include a detailed description of the student opportunity (e.g., announcement to parents – if needed, materials, schedule).			
ESTIMATED BUDGET			
Registration Fee		\$	
Lodging (per diem amount based on GSA rate)		\$	
Mileage for POV (per GSA rate) <u>or</u> Cost for Rented Vehicle (and gas) <u>or</u> Cost for Chartered Vehicle <u>or</u> Airfare		\$	
Meals (per diem amount based on GSA rate) <i>*Itemized receipts required for all meal reimbursements.</i>		\$	
<b>TOTAL REIMBURSEMENT REQUESTED:</b>		\$	
AUTHORIZATION			
I authorize the use of federal funds to support the professional development activity stated above. This professional development activity supports the instructional needs of our students and professional development plan of our school. All invoices are to be paid 30 days from the date the invoice is submitted.			
SIGNATURES			
Principal Signature		Date	
PD Manager Signature		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Not Eligible <input type="checkbox"/> Not Aligned to Campus Needs Assessment			

Rev. 09/15/2021

For reimbursement of any "paid up front" expenses, submit receipts, proof of payment and certificates of completion of the workshop. Shared receipts may not be submitted. According to federal and HISD guidance, all submitted receipts must be itemized, show no alcohol purchases and must equal the amount that is being requested for reimbursement.

## CARES ACT FORMS, continued

### **Parental Consent Forms—Student Services Not Allowed**

#### **Parental Consent—STUDENT SERVICES**

This form is completed and signed by the parent/guardian to give consent for the student to participate in specified group activities (i.e., with a class, grade level, student club, after-school program, or the entire student body). Sometimes, such activities are ones that may have a sensitive content pertaining to safety, health, and/or other topics. Having parental consent gives the parent/guardian the choice to opt their student out of participation.



The PNP school should be vigilant as to whether *parental consent* is necessary for their planned activities. Once the student service is approved, school personnel must determine if parental notification/consent should be obtained. If so, use the Parental Consent Form shown on the following page.

*Continued next page...*

# CARES ACT FORMS, continued

## Parental Consent Forms, continued

### Parental Consent—STUDENT SERVICES

### PARENTAL CONSENT - STUDENT SERVICES

#### CARES Act (ESSER Fund)

School: \_\_\_\_\_ School Year: 2021-2022

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_ Classroom Teacher \_\_\_\_\_

Your child is eligible to receive federally-funded supplemental services which are offered at your child's private nonprofit school in accordance with the CARES Act (ESSER funds). Houston ISD has contracted with Catapult Learning to provide these **Student Services** (e.g., STEM activities, enrichment opportunities in a variety of subject areas, technology opportunities, etc.).

Your permission is required to begin services. This may be given by signing in the space below. By giving your permission, you are also allowing school staff to review information in your child's school file in order to be well-informed and to provide the best possible service to your child. By signing this consent form, you give permission for the district, school, and Catapult Learning to share academic records. Services are provided through Houston ISD, using Title IV, Part A funds. Service providers with a legitimate educational interest in your child also have the right to obtain and examine records.

If you wish **Student Services** to be provided, please complete this form and return it to the school. If you have any questions or concerns, please contact your school principal.

**I GIVE permission for my child to receive student services through Catapult Learning.**

\_\_\_\_\_  
Signature of Parent or Guardian Date \_\_\_\_\_

Address \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip Code

Phone \_\_\_\_\_

OR

**I DO NOT GIVE permission for my child to receive student services through Catapult Learning.**

\_\_\_\_\_  
Signature of Parent or Guardian Date \_\_\_\_\_



Rev. 09/07/2021

## CARES ACT FORMS, continued

### Parental Consent Forms, continued

#### Parental Consent—INSTRUCTIONAL SERVICES

This form is completed and signed by the parent/guardian to give consent for the student to participate in instructional services for additional small group instructional support. Support to students cannot begin until this form has been completed and returned.

**Catapult Learning**

**PARENTAL CONSENT TO RECEIVE INSTRUCTIONAL SERVICES**  
**CARES Act (ESSER Fund)**

District: HISD      School Year: 2021-2022  
 Student: \_\_\_\_\_      School: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_      Principal: \_\_\_\_\_  
 Grade: \_\_\_\_\_      Classroom Teacher: \_\_\_\_\_

Your child is eligible to receive \_\_\_\_\_ instructional services ("Services"). These services will be provided by Catapult Learning ("Catapult") and will be paid with federal grants, programs, or appropriations namely the CARES Act (ESSER Funds) to the extent available and applicable. By signing below, you agree to allow Catapult to provide these services to your child.

Services are provided in a small-group format to supplement classroom instruction for students requiring additional support to increase their academic success in the classroom. Student progress reports will be sent to you and shared with your child's teacher during the school year. At the end of the year, your child may be tested again on a standardized test to assess his/her progress. This test will be administered to your child even if he/she is no longer receiving our services at the time of testing.

Catapult may review your child's standardized test scores, confidential information, past evaluations and reports. Catapult may also conduct evaluations, informal testing, and interviews with school personnel to assure your child receives the appropriate program. While your child receives services, Catapult may receive personally identifiable information ("PII") related to your child which is protected under the Family Educational Rights and Privacy Act ("FERPA"). You understand and consent to Catapult's access to confidential information and PII of your child.

Your child may receive services in an in-person, blended learning, or virtual environment. To deliver the services electronically, Catapult and its Digital Platform Providers ("DPP") (e.g., Google Classroom, Zoom, Microsoft Teams) will have access to your child's PII and will only share such PII in order to deliver services to your child. During virtual sessions, PII may be overheard by other students, parents or third parties and you consent to the disclosure of your child's PII and our use of the DPPs identified above. DPPs may collect personal information from students and we may share PII solely for the purpose of delivering our Services.

We will not sell or use any student data for commercial use. DPPs commit to protecting the privacy of K-12 users and comply with the requirements of the Children's Online Privacy Protection Act ("COPPA"), the California Consumer Privacy Act ("CCPA"), FERPA, and other applicable laws. DPPs have security settings that help to prevent unauthorized use or intrusion into video or audio meetings and although our teachers are trained and will activate these settings, we cannot be responsible or liable for the actions of an unauthorized user or intruder into the DPPs.

If you object to the collection of your child's PII as described above, please send us a written objection so we can determine another way to service your child. You may withdraw your consent to receive services or to receive services online by emailing a written, signed request to [Releases@fullbloom.org](mailto:Releases@fullbloom.org). By signing below, you agree and consent for your child to receive services, and to the disclosure of PII and education records to Catapult as well as the collection and the use of PII and the DPPs in connection with the services delivered.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



New Program CL Consent v08102020 Rev. 09/07/2021

## CARES ACT FORMS, continued

### Parental Consent Forms, continued

#### Parental Consent—COUNSELING

This form is completed and signed by the parent/guardian to give consent for the student to participate in counseling.

**PARENTAL CONSENT - COUNSELING**

**CARES Act (ESSER Fund)**

School: \_\_\_\_\_ School Year: 2021-2022

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

Your child has been identified as eligible to receive federally-funded supplemental services which are offered at your child's private nonprofit school in accordance with the CARES Act (ESSER Funds). The service suggested for your child is individual/group school counseling. **Counseling Services** are provided through Catapult Learning by professional personnel with a legitimate educational interest in your child. Houston ISD has contracted with Catapult Learning to provide these services.

The counselor will assist the student to recognize and address problems that interfere with his/her best possible school performance. Your written permission is required to begin services. By giving your permission, you are also allowing the Catapult Learning professional staff to review information in your child's school file in order to be well-informed and to provide the best possible service to your child. Only essential information will be shared with your child's classroom teacher. You have the right to examine, obtain copies of, and file objections to reports written by Catapult Learning professionals.

If you wish **Counseling Services** to be provided, please complete this form and return it to the school. If you have any questions or concerns, please contact your school principal.

**I GIVE permission for my child to receive counseling services through Catapult Learning.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

**OR**

**I DO NOT GIVE permission for my child to receive counseling services through Catapult Learning.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Rev. 09/07/2021




## CARES ACT FORMS, continued

### Field Lesson Forms

#### Field Lesson Request Approval Form with Implementation Plan


This form is completed and signed by the parent /guardian to give consent for the student to participate in a field lesson.

#### Field Lesson Request Approval Form with Implementation Plan — Page 1



### FIELD LESSONS

**PNP School Request for Approval of Field**  
**CARES Act (ESSER Fund)**



**Name of School** \_\_\_\_\_

**Group or Class\*** \_\_\_\_\_

**Teacher(s)** \_\_\_\_\_

**Place to be Visited** \_\_\_\_\_  
*(Give physical address)*

**Purpose of Visit/Specific Learning Activities** \_\_\_\_\_  
*(Attach Field Lesson Implementation Plan)*

**Day(s) of Visit** \_\_\_\_\_ **Date(s) of Visit** \_\_\_\_\_

**Departure Time** \_\_\_\_\_ **Return Time** \_\_\_\_\_ **School Time Required** \_\_\_\_\_

**Number of Students\*** \_\_\_\_\_ **Minimum Number of Chaperones Required** \_\_\_\_\_  
*Student-to-Chaperone Ratio: 10 to 1*

**Chaperones** \_\_\_\_\_  
*(First and Last Names)*

**Registration/Admission Cost (per Person)** \_\_\_\_\_

**Registration/Admission Cost (Total Group)** \_\_\_\_\_

**Type of Transportation** ☐ School Bus/Van ☐ Rental Vehicle (12-passenger van only)

**Cost of Transportation** \_\_\_\_\_

**To Be Submitted *Immediately* with the completed Field Lesson Request:**

- Itinerary Details
- Transportation Proof of Liability

**To Be Verified No Later Than *3 Business Days Prior* to Actual Date of the Field Lesson Experience:**

☐ The PNP School agrees to collect and retain at the school:  
Parent Approval Forms /Medical Release Forms - with signatures  
(Mark the box to indicate the PNP School's assurance of the above directive.)

During the field lesson, students and adults are expected to follow established protocols for safety and responsible behavior that comply with acceptable practices of HISD and the PNP School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's Signature

Signed: \_\_\_\_\_  
Principal's Printed Name


**APPROVAL:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Catapult Learning Representative's Signature

# CARES ACT FORMS, continued

## Field Lesson Forms, continued

Field Lesson Request Approval Form with Implementation Plan — Page 2



**Field Lesson Implementation Plan for PNP Schools**  
**CARES Act (ESSER Fund)**

Name of School		Date	
Title of Field Lesson			
Grade Levels		Date of Field Lesson	
Number of Students		Number of Teachers	
		Number of Chaperones	

**INSTRUCTIONAL OBJECTIVES**

**ACTIVITIES**  
**Prior to the Field Lesson:**

**During the Field Lesson:**

**Following the Field Lesson:**

**EVALUATION OF LEARNING**

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Teacher Signature

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Principal Signature


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# CARES ACT FORMS, continued

## Field Lesson Forms, continued

### Parent Consent and Medical Release Form / PNP Schools

This form is completed and signed by the parent/guardian to provide medical information for a student attending a field lesson.



**CARES Act (ESSER Fund)**

**Parent Consent and Medical Release Form / PNP Schools**

*Required for each student attending the field lesson.*

**TEACHERS MUST KEEP THIS FORM IN THEIR POSSESSION ON THE FIELD LESSON.**

**SCHOOL PERSONNEL MUST RETAIN A COPY AT THE SCHOOL.**

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: TX

Home Phone No.: \_\_\_\_\_ Alternative Phone No.: \_\_\_\_\_

Parent/Guardian Cell No.: \_\_\_\_\_ Parent/Guardian Cell No.: \_\_\_\_\_

Parent/Guardian Work No.: \_\_\_\_\_ Parent/Guardian Work No.: \_\_\_\_\_

Name of Field Lesson: \_\_\_\_\_

**Parent/Guardian Consent**

This is to certify that \_\_\_\_\_ has my permission to go on the field lesson named above.  
(Name of Student)

**Medical Release Information**

In order to ensure a safe and enjoyable trip, please list any health conditions that this student may have.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PNP School employees should only administer medication that has been prescribed by a doctor.

- Written physician and parent/guardian consent must be on file for each medication to be given.
- All prescribed medication must be in the original container in which the prescription label is affixed.
- Students with asthma, life-threatening food allergies, or diabetes may self-carry emergency medications with required consents.
- All other prescribed medications must be administered by an authorized PNP School employee.

A physician and parent/guardian consent has been provided for the following prescribed medications:

1. \_\_\_\_\_ Dosage: \_\_\_\_\_ Taken at: \_\_\_\_\_  
(Name of Medication) (Amount Given) (Time)

2. \_\_\_\_\_ Dosage: \_\_\_\_\_ Taken at: \_\_\_\_\_  
(Name of Medication) (Amount Given) (Time)

3. \_\_\_\_\_ Dosage: \_\_\_\_\_ Taken at: \_\_\_\_\_  
(Name of Medication) (Amount Given) (Time)

This student has her/his hospital or medical card: ☐ Yes ☐ No

In case of an emergency please call \_\_\_\_\_ at \_\_\_\_\_  
(If parent/guardian cannot be reached) (Include area code)

My signature below gives my permission for the above-named student to attend this field lesson. Permission is also granted for this student to receive medical treatment at a hospital or medical facility and/or permission for the above medication(s) to be administered to this student.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_


Parent/Guardian Printed Name \_\_\_\_\_

## CARES ACT FORMS, continued

### Field Lesson Forms, continued


#### TEA Request for Educational Field Trip

Schools must complete this form providing information to justify the request for the field lesson.



**TEA**  
Texas Education Agency

**Grants Administration Division**  
**Justification of Specific Expenditure:**  
**Educational Field Trips**



**Description of Proposed Field Trip**

Costs of entertainment, including field trips, have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

You must justify your plans to use federal grant funds for the costs of field trips. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on costs of field trips.

Limit one justification per form. (Note: One justification for the same field trip location may include multiple campuses or grade levels.)

Name of Federal Grant

Name of Grantee  County-District #  Date Submitted

Destination  # of Attendees

Type of transportation  Duration of instructional component  Supported TEKS component(s)

Describe the purpose of providing this field trip to attendees.

Describe how the field trip supports the goals and objectives of the federal grant.



Describe the specific need, as identified in your comprehensive needs assessment, for this field trip.

# CARES ACT FORMS, continued

## Reimbursement Request and Receipt Submission Form

This form is submitted when a reimbursement is needed by an individual.

### Reimbursement Request Form—Page 1

**2021-2022 REIMBURSEMENT REQUEST AND RECEIPT SUBMISSIONS**  
**CARES Act (ESSER Fund)**

Name (on W-9): \_\_\_\_\_ School Name: \_\_\_\_\_

Name of PD: \_\_\_\_\_ School Address: \_\_\_\_\_

Location of PD: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Select One ▼ **INSTRUCTIONS:** Attach and submit all receipts in the order listed. Find the per diem rates at [www.gsa.gov](http://www.gsa.gov).

RELATED EXPENSES		Details		Total Amount		APPROVED (For Catapult Use Only)		
						Yes	No	
Registration	<input type="checkbox"/>	Pre-Paid	<input type="checkbox"/>	Reimburse	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Need Proof of Attendance
							<input type="checkbox"/>	Non-Secular %
Materials & Supplies	<input type="checkbox"/>	Pre-Paid	<input type="checkbox"/>	Reimburse	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
							<input type="checkbox"/>	Not Aligned to PD/Needs Assessment
							<input type="checkbox"/>	Not Eligible Per Guidance
<b>ROOM EXPENSES</b>		<b># of Nights</b>	<b>GSA Per Diem Rate</b>		<b>Total Amount</b>			
Hotel					\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Over Per Diem
					\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Need Receipt; Not Confirmation
					\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
<b>PARKING</b>		<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Total Amount</b>	
Airport							<input type="checkbox"/>	<input type="checkbox"/> Pre-Conference
								<input type="checkbox"/> Post Conference
								<input type="checkbox"/> At Restaurant
								<input type="checkbox"/> For Recreation
								<input type="checkbox"/> Non-Secular %
Conference							<input type="checkbox"/>	<input type="checkbox"/> Pre-Conference
								<input type="checkbox"/> Post Conference
								<input type="checkbox"/> At Restaurant
								<input type="checkbox"/> For Recreation
								<input type="checkbox"/> Non-Secular %
Hotel							<input type="checkbox"/>	<input type="checkbox"/> Pre-Conference
								<input type="checkbox"/> Post Conference
								<input type="checkbox"/> At Restaurant
								<input type="checkbox"/> Non-Secular %
Other (specify below):							<input type="checkbox"/>	<input type="checkbox"/> At Restaurant
								<input type="checkbox"/> At Recreational Site
Total: Page 1					\$0.00			



1 of 2



# CARES ACT FORMS, continued

## Reimbursement Request and Receipt Submission Form, continued

### Reimbursement Request Form—Page 2

**2021-2022 REIMBURSEMENT REQUEST AND RECEIPT SUBMISSIONS**  
**CARES Act (ESSER Fund)**

TRANSPORTATION	Day 1	Day 2	Day 3	Day 4	Day 5	Total Amount	APPROVED (For Catapult Use Only)		
							Yes	No	
Cab						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Conference
Shuttle						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Post Conference
Uber						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	At Restaurant
Other						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
	# of Days		Rate		Total Amount				
Rental Car						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
	Day 1	Day 2	Day 3	Day 4	Day 5	Total Amount			
Gasoline <small>(w/rental car only)</small>						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
	# of Miles		GSA Per Diem Rate		Total Amount				
Mileage <small>Per Roundtrip Driving Directions (attach directions)</small>						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Allowed Only for Personal Car
	Details					Total Amount			
Airfare	<input type="checkbox"/>	Pre-Paid		<input type="checkbox"/>	Reimburse		<input type="checkbox"/>	<input type="checkbox"/>	Not Reasonable
							<input type="checkbox"/>	<input type="checkbox"/>	No First Class
							<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
							<input type="checkbox"/>	<input type="checkbox"/>	Extras:
							<input type="checkbox"/>	<input type="checkbox"/>	Internet
							<input type="checkbox"/>	<input type="checkbox"/>	Food
							<input type="checkbox"/>	<input type="checkbox"/>	Drinks
							<input type="checkbox"/>	<input type="checkbox"/>	Early Boarding
FOOD	Day 1	Day 2	Day 3	Day 4	Day 5	Total Amount			
GSA Per Diem Rate							<input type="checkbox"/>	<input type="checkbox"/>	Not Itemized
							<input type="checkbox"/>	<input type="checkbox"/>	In Houston
							<input type="checkbox"/>	<input type="checkbox"/>	Alcoholic Beverage
							<input type="checkbox"/>	<input type="checkbox"/>	Not Eligible
							<input type="checkbox"/>	<input type="checkbox"/>	Shared
							<input type="checkbox"/>	<input type="checkbox"/>	Tips
						\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Non-Secular %
Grand Total: Page 1 & 2						\$0.00			

Comments:

2 of 2

## CARES ACT FORMS, continued

### Reimbursement Request—Instructions

This document provides additional instructions about requesting and completing the reimbursement form .

#### Reimbursement Request—Instructions—Page 1



### INSTRUCTIONS – REIMBURSEMENT REQUEST CARES Act (ESSER Fund)

**Receipts MUST be submitted within 30 days after travel or the REIMBURSEMENT IS FORFEITED.**



1. Complete the form on the computer in order to request any reimbursements from the CARES Act (ESSER Fund).
  - o Excel 2010 (or higher) must be operating on your computer for the document to function properly.
  - o Complete all six fields at the top of the form with the identifying information.
  - o Use the **drop-down box** (above the table before the word **INSTRUCTIONS**) to indicate the grant funds from which to process the reimbursement.
  - o There are five areas for reimbursement indicated on the black bars of the form: (1) Related Expenses, (2) Room Expenses, (3) Parking, (4) Transportation, and (5) Food.
  - o Be sure to enter the **GSA per diem rate** effective on the date of your travel. There are two places on the form where the rate may be entered: Transportation (Mileage) and/or Food.
  - o Do not mark in the last column of the table (light blue heading). This is for Catapult Learning use only.
  - o Enter all necessary data on the document for processing. The form is an Excel document, so the rows and columns will automatically calculate based on the formulas in the spreadsheet. After entering any data, click or press Enter so that the Total Amount will update.



2. Email all information – form and receipts – to the **Catapult Learning HISD Professional Development Manager**.
  - o Include two attachments on the email:
    - Attach **eligible receipts** and supporting documentation (e.g., proof of attendance, driving directions, lodging receipt, etc.) **in the order of the travel expenses listed on the Reimbursement Request form. This must be scanned and attached to the email. Receipts with any ineligible items will not be reimbursed.** IMPORTANT: See your Private Nonprofit Schools Handbook for more information.
    - Attach your **completed Reimbursement Request form** using the standard attachment process for documents (e.g., share as attachment, insert, or paperclip). **Do not scan the Reimbursement Request form.** If you scan the document, the form cannot be edited to make needed corrections or to indicate approval or non-approval.
3. Catapult Learning will acknowledge via email that your initial submitted information has been received.

Rev. 09/08/2021

1

## CARES ACT FORMS, continued

### Reimbursement Request—Instructions, continued

#### Reimbursement Request—Instructions—Page 2

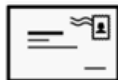


#### INSTRUCTIONS – REIMBURSEMENT REQUEST CARES Act (ESSER Fund)

4. Catapult Learning will contact you again by sending the form back to you with the light blue column marked, indicating approval or any edits/changes/non-approvals to what has been submitted.
  - o The totals may be corrected as necessary to inform of the exact amount of the reimbursement.
  - o Also check the *Comment* Box at the bottom of the form in case there are notes.

**IMPORTANT:** Submit only one email per traveler with that person's supporting receipts and other documentation. This is for ease of communication to that specific individual regarding their own submitted documents (if follow-up is needed).

**Do not group all documents for all persons on one email for the same trip or event.**



**REMINDER:** Checks will not be mailed to personal addresses. *All reimbursement checks are mailed to the PNP School for tracking purposes.* **Allow 30 calendar days for processing the reimbursement after the request is submitted.**


Rev. 09/08/2021

## CARES ACT FORMS, continued

### Information Regarding Use of Technology

This document refers to the new guidance regarding PNP schools using federal funds to acquire technology.





**HISD** External Funding Titles I, II & IV  
FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.  
 providing CARES equitable services to *Private Nonprofit Schools*

**Catapult Learning**

CARES Act (ESSER Fund)

NEW INFORMATION REGARDING THE PURCHASE OF TECHNOLOGY FOR  
ESSA PNP EQUITABLE SERVICES

TEA does not endorse or approve purchasing technology with ESSA funds per written guidance from USDE. TEA will revise guidance as necessary should USDE issue new guidance.

USDE is currently revisiting the guidance regarding the purchase of technology. See also *NEW INFORMATION UNDER THE CARES ACT* below.

SAFEGUARDS FOR THE USE OF TECHNOLOGY IN  
FEDERALLY-ASSISTED EDUCATION PROGRAMS

Safeguards should be in place for students when using school-purchased technology to prevent their exposure to inappropriate content on the worldwide web.

**U.S. Department of Education Guidance**  
 Although the **purchase** of technology using federal funds remains under review, the U.S. Department of Education supports the **use** of technology in federally-assisted programs. For example, Content Area 3 in the Title IV, Part A federal grant program allows professional development for the effective use of technology to promote interaction and engagement in the classroom environment .

NEW INFORMATION UNDER THE CARES ACT

With the enactment of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, technology may be purchased using ESSA funding and the Elementary and Secondary Schools Emergency Relief (ESSER) Fund until September 30, 2022 due to the global public health emergency.


Rev. 09/08/2021

## CARES ACT FORMS, continued

### Use of Funds Questions — Justification for Technology and Equipment

This document is used to justify the utilization of technology at the school.

X



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 providing CARES equitable services to **Private Nonprofit Schools**

**Catapult Learning**

**CARES Act (ESSER Fund)**

**Use of Funds Questions**

Justification for Technology and Equipment

PNP School:  Submitted by:

Item Requested:  Quantity Requested:


1. How is the expenditure reasonable and necessary to carry out the intent and purpose of the grant (to support schools due to the impact of COVID-19)?
2. Describe the specific need, as identified in your comprehensive needs assessment, that will be addressed by the expenditure.
3. Explain how the equitable services expenditure will be utilized at the school.

Rev. 07/13/2021

## CARES ACT FORMS, continued

### Affirmation of Consultation—Page 1

This document is used to affirm that an initial CARES Consultation Meeting with the PNP School occurred during the first year of the CARES Act ESSER Program as required by guidance.

	<p><b>Coronavirus Aid, Relief, and Economic Security (CARES)</b></p> <p><b>Elementary and Secondary School Emergency Relief Fund (ESSER)</b></p> <p><b>Affirmation of Consultation for Private Nonprofit School (PNP) Equitable Services</b></p> <p><b>Participating in the CARES Act ESSER Program: School Year 2020-2021</b></p>																																		
<p>The Elementary and Secondary School Emergency Relief Fund (ESSER) requires that consultation occur between the local educational agency (LEA) and private nonprofit school (PNP) officials.</p> <p>The purpose of this form is to document that the required consultation took place. For each of its participating PNPs, the LEA completes this form as follows:</p> <ol style="list-style-type: none"> <li>1. The LEA official checks each box in the Elements of Consultation section to indicate that the LEA addressed each of the listed topics (in accordance with ESSA 1117 and USDE Equitable Services FAQs).</li> <li>2. The LEA official completes the Uses of Funds section by checking each box that corresponds to the LEA's intended use of CARES Act ESSER funds for PNP equitable services.</li> <li>3. LEA and PNP officials sign the form.</li> </ol>																																			
<p>Name of LEA <input style="width: 300px;" type="text"/> CDN <input style="width: 50px;" type="text"/> ESC Region # <input style="width: 50px;" type="text"/></p> <p>Name of PNP <input style="width: 300px;" type="text"/></p>																																			
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## CARES ACT FORMS, continued

### Affirmation of Consultation—Page 2

Uses of Funds	
The LEA official completes this section by checking each box that corresponds to the LEA's intended use of CARE funds for PNP equitable services.	
<input type="checkbox"/>	Funds may be used for any activity authorized under ESEA, IDEA, the Adult Education and Family Literacy Act, Perkins and McKinney-Vento Homeless Assistance Act.
<input type="checkbox"/>	Coordination of preparedness and response efforts of LEAs with State and local public health departments, etc., to improve coordinated responses to prevent, prepare for, and respond to coronavirus.
<input type="checkbox"/>	Providing principals and other school leaders with necessary resources to address the needs of individual schools.
<input type="checkbox"/>	Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, etc.
<input type="checkbox"/>	Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs.
<input type="checkbox"/>	Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases.
<input type="checkbox"/>	Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency.
<input type="checkbox"/>	Planning for and coordinating during long-term closures, including for how to provide meals, technology for online learning to all students, guidance for carrying out IDEA to eligible students and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
<input type="checkbox"/>	Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
<input type="checkbox"/>	Providing mental health services and supports.
<input type="checkbox"/>	Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
<input type="checkbox"/>	Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

Affirmation Signature and Submission	
The LEA and PNP officials must sign this section to complete the affirmation of consultation.	
LEA Official	<input type="text"/>
PNP Official	<input type="text"/>
By September 30, 2020, the LEA must upload this completed affirmation to the secure Every Student Succeeds Act (ESSA) Reports application, accessible through TEAL. When uploading, select "PNP CARES Act Affirmation" from the Response Template Title dropdown menu.	
The LEA and the PNP must maintain a local copy of this completed affirmation.	

# A NEW DIRECTION

for

September 2022-  
June 2024

5

### A NEW DIRECTION

Although the CARES Act (ESSER I) grant ends on September 30, 2022, the continuation of equitable services has taken a new direction. In July 2022— in response to an appeal — USDE clarified its guidance with respect to PNP Schools having continued use of technology and property beyond the grant end date.

A determination was made by USDE to allow additional funding from a withdrawn school to be distributed across participating schools to further the purpose of this grant. The funds will provide support to schools that were impacted as a result of COVID-19, allowing the continuity of instruction.

### Technology and Property Update

#### Appeal to USDE

An appeal was made to USDE by the Jewish Federation of Greater Houston, later joined by the Catholic Schools Office (Archdiocese of Galveston-Houston), requesting guidance that would allow Private Nonprofit Schools still experiencing the impact of COVID-19 to continue using technology and property acquired under the ESSER I grant beyond the grant end date.

#### TEA Response to HISD

The Private Nonprofit State Ombudsman shared the following response from TEA with HISD:

*“Please put this on hold as USDE is weighing in on the issue. TEA doesn’t want HISD to go back and need to make changes once USDE issues a ruling.”*

#### Response from USDE

USDE clarified its guidance—the USDE response is shown on the next page.

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*Continued on next page.*

## Technology and Property Update, continued

### USDE Response to the Appeal

Good afternoon,

TEA received a response from the USDE Office of Nonpublic Education (ONPE), see below. I believe all the district questions are answered in the response. However, if there are additional questions, let me know.

#### **USDE/ONPE Response Regarding CARES Act PNP Equitable Services:**

Equipment and supplies purchased by an LEA with CARES Act funds to provide equitable services to students and teachers in a non-public school may be used for the authorized purposes of a CARES Act program during the period of performance (i.e., through September 30, 2022) or until the equipment and supplies are no longer needed for the purposes of the program (see 34 C.F.R. § 76.661(b); 2 C.F.R. §§ 200.313(a)(1), (c)(1) and 200.314(a)). **If an LEA determines, in consultation with non-public school representatives, that non-public school students and teachers continue to need such equipment and supplies for the purposes of the CARES Act program beyond the period of performance, the LEA may, but is not required to, continue to permit non-public school students and teachers to use the equipment and supplies; otherwise, the use of equipment and supplies provided with CARES Act funds would terminate at the end of the period of performance. If an LEA permits use to continue beyond the period of performance, the LEA must continue to maintain title to, and keep administrative control over, the equipment and supplies.**

In general, once equipment and supplies are no longer needed for purposes of a CARES Act program, an LEA must, in consultation with non-public school representatives, remove the equipment and supplies from the non-public school. (34 C.F.R. § 76.661(d)(1)). At this point, however, the LEA may, in consultation with non-public school representatives, continue to use the equipment and supplies for students and teachers in the non-public school to the extent they are needed for other allowable purposes under another Federal education program in which the non-public school participates, such as programs under the Elementary and Secondary Education Act of 1965 or the Individuals with Disabilities Education Act. (See 2 C.F.R. § 200.313(c)). In that case, the LEA must continue to retain title to, and maintain administrative control over, the equipment and supplies or transfer title and control to another public agency providing equitable services under the other Federal education program.

When equipment is no longer needed for the original program or other activities currently supported by the Department in which a non-public school participates, an LEA must dispose of the equipment and supplies in accordance with 2 C.F.R. §§ 200.313(e) and 200.314(a).

*Equipment That Is No Longer Needed:* An LEA must request disposition instructions from the Department. Items of equipment purchased with CARES Act funds that have a current per unit fair market value of \$5,000 or less may be retained, sold, including to a participating non-public school, or otherwise disposed of without additional responsibility to the Department. If an item of equipment has a current per unit fair market value in excess of \$5,000, the LEA may retain or sell the equipment. In this case, the Department is entitled to an amount calculated by multiplying the current fair market value or proceeds from the sale by the Department's percentage of the cost of the original purchase (2 C.F.R. § 200.313(e)).

*Supplies That Are No Longer Needed:* If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon completion of the CARES Act program and the supplies are not needed for any other Federal award, an LEA must retain the supplies for use on other activities or sell them but must, in either case, compensate the Department for its share, as calculated above for equipment (2 C.F.R. § 200.314(a)).

## Technology and Property Update, continued

### Decision from HISD

While the pickup of technology and property was an allowable option per guidance, HISD (after consultation and discussion) chose to permit PNP Schools to continue using the items acquired with ESSER funds through June 2024. See the email below, that was sent to PNP Schools.

Good afternoon, PNP Principals and Grant Contacts participating in the ESSER I/CARES Act grant.

USDE upheld the original guidance that the district makes the final determination to either permit Private Nonprofit (PNP) Schools to keep ESSER items beyond the grant end date or to pick up the ESSER items for use at the public schools once the grant is over. The statement below was part of the response from USDE:

If an LEA determines, in consultation with non-public school representatives, that non-public school students and teachers continue to need such equipment and supplies for the purposes of the CARES Act program beyond the period of performance, the LEA may, but is not required to, continue to permit non-public school students and teachers to use the equipment and supplies; otherwise, the use of equipment and supplies provided with CARES Act funds would terminate at the end of the period of performance. If an LEA permits use to continue beyond the period of performance, the LEA must continue to maintain title to, and keep administrative control over, the equipment and supplies.

**HISD has decided that the PNP Schools may retain the technology and property acquired under ESSER I/CARES Act funding at the schools through June 2024.**

Schools will be responsible for:

1. completing an Assurances document for the 2022-2024 SY. The Assurances document will be discussed at the PNP Schools' Fall Consultation Meeting on August 23, 2022.
2. verifying the location of the technology per a spreadsheet verification process to track the items purchased with federal funds. External Funding will send a spreadsheet quarterly to schools (September, December, March, and May – see attachment) listing the technology and property at your school with the necessary identifying information (tag number and/or serial number). The principal is responsible for completing the spreadsheet and returning it to HISD within 7 calendar days of receipt of the spreadsheet. Principals must provide the location of the technology/equipment, the assignment of any technology/ and the name of the person the technology is assigned to. *This is an internal control for HISD to ensure that items acquired with federal funds are tracked for inventory purposes.*
3. having technology and supplies available for a physical inspection of the property twice a year – in November before the Thanksgiving Break and in March before the Spring Break. See the attachment. *This is an internal control for HISD to ensure that items acquired with federal funds are tracked for inventory purposes.*
4. securing all technology and building equipment in a secure place over the holidays and extended breaks. *This is per TEA to ensure that items acquired with federal funds are tracked for inventory purposes.*
5. reporting any damages to the technology to HISD so that repairs can be coordinated through NetSync. ALL costs of repairs to the technology will be the responsibility of the PNP School, not HISD. PNP Schools will not be able to use ESSA funding to pay for these repairs as the items were not purchased with funding from Title I, II, or IV- Part A. ESSER funds are not available to schools as that grant ends September 30, 2022. Ultimately, the PNP School will bear the cost of any repairs. HISD is still the entity to contact first regarding repairs and servicing of technology and HISD will coordinate the details with NetSync for the repairs to take place.
6. reporting any damages to the building property to HISD so that repairs can be coordinated with the manufacturer if possible. All costs of repairs to the technology will be the responsibility of the PNP School, not HISD. ESSA funding cannot be used. See #5 above.
7. reporting any loss of equipment or technology due to theft from the school or persons losing or having technology stolen from their home. These incidents will require a police report whenever theft is involved. If loss by personal responsibility, then an email from the school with a letter from the school on letterhead should be attached.

Technology and building equipment will remain at the schools during the Summer of 2023; there will be no pickup by HISD until the Summer of 2024.



## Technology and Property Update, continued

### PNP Schools' Responsibilities

As a result of the new direction, PNP Schools must assume the responsibilities outlined by HISD in the Assurances document and the Verification/Security Schedule. These are displayed below and on the following pages.

#### 2022-2024 Assurances Form—Page 1



**2022-2024 ASSURANCES**  
**PNP Schools – Equitable Services**  
**ESSER I / CARES Act Fund**  
**DUE TUESDAY, AUGUST 30, 2022**

**INSTRUCTIONS:** Complete the assurances below. Indicate YES or NO for each statement. The statement you make is certifiable as accurate. This document should only be completed by the PNP School Principal or Director. A signature is required. (An electronic signature is not accepted. A stamped signature is not accepted.) **This is a legal document that can be presented to internal and/or external auditors.**

**Private Nonprofit (PNP) School:** Click or tap here to enter text.

**Principal/Director:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

NONPROFIT STATUS	
YES <input type="checkbox"/> NO <input type="checkbox"/>	I can assure HISD that this school has private nonprofit status and participated with HISD in the ESSER I /CARES Act federal grant during the 2020-2021 and 2021-2022 school years.
CARES Act (ESSER I) PURPOSE	
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that the purpose of this grant is to provide support to schools that were impacted as a result of COVID-19. The technology and property acquired will be in extended use due to the continuing impact of COVID-19 to the students and to the continuity of instruction.
GRANT GUIDANCE	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I understand that in response to an appeal to USDE regarding HISD picking up property and technology due to the grant end date of the ESSER I/CARES Act federal grant, USDE upheld the original guidance that the district makes the final determination to either permit Private Nonprofit (PNP) Schools to keep ESSER items beyond the grant end date or to pick up the ESSER items for use at the public schools once the grant is over.</p> <p>After consideration and discussion, HISD decided that the PNP Schools could retain the technology and property acquired under ESSER I/CARES Act funding at the schools an additional two years through June 2024.</p>

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## Technology and Property Update, continued

### PNP Schools' Responsibilities, continued

#### 2022-2024 Assurances Form—Page 2

	<p>PNP Schools will have specific responsibilities while keeping the property during those two years.</p> <p>The statement below was part of the response from USDE:</p> <p><i>If an LEA determines, in consultation with non-public school representatives, that non-public school students and teachers continue to need such equipment and supplies for the purposes of the CARES Act program beyond the period of performance, the LEA may, but is not required to, continue to permit non-public school students and teachers to use the equipment and supplies; otherwise, the use of equipment and supplies provided with CARES Act funds would terminate at the end of the period of performance. If an LEA permits use to continue beyond the period of performance, the LEA must continue to maintain title to, and keep administrative control over, the equipment and supplies.</i></p>
<b>RESPONSIBILITIES</b>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>I understand that the technology and property obtained using federal funds and retained at the school is not the property of the PNP School and will be picked up by HISD in June 2024 through an organized Summer 2024 Pick Up Event. The items picked up will not be returned to the PNP Schools.</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>I understand that since the technology and property belong to the district, HISD must continue to maintain title to, and keep administrative control over, the technology and property. This particularly involves tracking the location, identifying information, and assignment of these items for inventory purposes. Damages will hopefully be at a minimum, and schools should emphasize and exercise care of the property by all users including the repair of the items. These internal controls by HISD will be in place to ensure that items acquired with federal funds are tracked for inventory purposes.</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>I understand that the use of any technology devices (e.g., laptops, desktops) or infrastructure (e.g., hardware, software, networks, data centers, and related equipment used to develop, test operate, monitor, manage, and support technology services) for students, teachers, administrators, or other personnel for educational purposes that is obtained with federal funds must be neutral, secular, and non-ideological.</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>I will ensure that the PNP school has an internet safety policy, filters, or controls in place to help protect students from the dangers of cyberspace activity.</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>I understand that the school must report any needed repairs to the technology or property which was obtained with federal grant money to HISD. If repairs are needed, the cost for repairs will be the responsibility of the PNP School, not HISD. If timing is beyond the warranty period, and if reasonable to do so, all costs associated with the repair will be at the expense to the PNP School.</p>

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**Technology and Property Update, continued**

PNP Schools' Responsibilities, continued

**2022-2024 Assurances Form—Page 3**

	ESSER funds will not be available to cover the cost of repairs. ESSA funds cannot be used as the items were not purchased with ESSA funding. HISD is the entity to contact first and will coordinate the repair and servicing with the vendor or manufacturer.
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that if technology or property that is obtained with federal funds is stolen from the school, home, or any other location, it must be reported to the police. The written police report must be provided to HISD to account for that device that is no longer part of the inventory. This is needed for proper disposition of the items. If this happens on a frequent basis, the PNP school <i>may</i> be asked to relinquish use of the items.
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that if technology or property that is obtained with federal funds is lost and cannot be located due to personal irresponsibility, it must be reported to HISD via an email from the school with an explanation from the school on letterhead attached. This communication must be provided to HISD to account for that device that is no longer part of the inventory. This is needed for proper disposition of the items. If this happens on a frequent basis, the PNP School <i>may</i> be asked to relinquish use of the items.
<b>VERIFYING THE TECHNOLOGY AND PROPERTY</b>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I understand that the PNP School will assist in maintaining a tracking record of the technology in the possession of students, parents, and teachers by providing the name of student, parent, or school personnel attached to a specific laptop or device including the specific location/address by either completing a Tracking Spreadsheet or providing the information for the Tracking Spreadsheet within seven (7) calendar days of receipt.</p> <p>PNP Schools will assist in this verification process and be responsible for providing the data quarterly (four times a year – September, December, March, and May), reporting any changes to the information, and acknowledging that the laptop is still in use and functioning properly.</p> <p>PNP Schools will assist in this verification process and have the property available for a physical inspection by HISD twice annually --- in the Fall (prior to the Thanksgiving Break) and in the Spring fall (prior to the Spring Break).</p>
<b>SECURING THE TECHNOLOGY AND PROPERTY</b>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>I understand that the PNP School must secure the technology and property at the PNP School in a secure place over the holidays and extended breaks. This is guidance per TEA.</p> <p>It is <i>strongly suggested</i> that schools do not assign work to students over these times that require the use of their assigned technology to minimize the risk of loss or theft.</p>

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**Technology and Property Update, continued**

PNP Schools' Responsibilities, continued

**2022-2024 Assurances Form—Page 4**

	IF an administrator needs the device over these extended break times for work, an email should be sent to HISD to inform HISD of this situation.
<b>FINAL USE OF THE TECHNOLOGY AND PROPERTY</b>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	I understand that the technology and property will remain at the schools during the Summer of 2023; there will be no pick-up by HISD until <b>June 2024</b> .

☐ With my signature(s) below, I certify that the ASSURANCE responses are accurate.

Click or tap here to enter text.

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Signature of Principal or Director **ONLY**  
 (By typing here, you are signing electronically.)  
 Send by **email** to [PNPHISD@houstonisd.org](mailto:PNPHISD@houstonisd.org).

**DUE TUESDAY, AUGUST 30, 2022**

**AND**

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Signature of Principal or Director **ONLY**  
 (This form is to be signed "in ink" and **mailed** to HISD.)

Send by U.S. mail no later than **TUESDAY, AUGUST 30, 2022** to:  
 Carla Lewis  
 Houston ISD – External Funding Department  
 4400 W. 18<sup>th</sup> Street  
 Houston, TX 77092

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## Technology and Property Update, continued

### PNP Schools' Responsibilities, continued

#### 2022-2023 PNP Verification Schedule/Dates to Secure Items



#### 2022-2023 PNP VERIFICATION SCHEDULE

ESSER I / CARES Act Acquired Technology, Building Equipment and Property

TYPE OF VERIFICATION	HISD will send ...	PNP will return ...
External Funding Tracking Spreadsheet	September 6, 2022	September 7-14, 2022
Physical Inspection – School Visit	N/A	November 7-14, 2022
External Funding Tracking Spreadsheet	December 5, 2022	December 6-13, 2022
External Funding Tracking Spreadsheet	February 28, 2023	March 1-8, 2023
Physical Inspection – School Visit	N/A	March 1-8, 2023
External Funding Tracking Spreadsheet	May 8, 2023	May 9-16, 2023

**NOTE:** Full **cooperation** is expected with the verification process.

#### DATES TO SECURE THE ESSER ACQUISITIONS

ESSER I / CARES Act Acquired Technology and Building Equipment (Indoors Only)

EXTENDED BREAK	DATE
Thanksgiving Holiday	November 21-25, 2022
Winter Break	December 22, 2022 – January 4, 2023
Spring Break	March 13-17, 2023
Summer – (After Summer School Services)	May 22 – August 1, 2023
<i>Reminder: HISD will pick up all ESSER I technology, building equipment, and property June 2024.</i>	

**NOTE:** Full **cooperation** is expected with these security procedures. It is strongly suggested that students not be given assignments requiring use of the HISD technology during these times so the technology is secured per TEA guidance. If administrators need the devices for work purposes during the extended breaks, an email should be sent to HISD to inform that the device will not be secured at the PNP School as it is needed over the extended break.

8-10-22 - CDL

### Additional Funding Update

#### Awards to Small and Remaining Schools

At the request of HISD, USDE decided to allow additional funding to be distributed across participating schools to further the purpose of the ESSER I grant. The funds, taken from a withdrawn school, provide support to schools that were impacted as a result of COVID-19, allowing the continuity of instruction.

#### Email to Small Schools

Good afternoon, Principals and Grant Contacts.

**I have good news for you.** If you recall, one of our schools withdrew from participation in ESSER I/ CARES Act with HISD. We submitted a request to TEA to allow for the re-distribution of those funds to our PNP Schools, and approval was granted on July 27, 2022.

Because each of your schools had allocations under \$10,000.00, HISD is allowing you to receive a supplemental \$1,000.00 to spend for consumable items needed at your school. Please contact Ann Milton for help with this. Not only does she have purchasing options to share with you, but if what is on the list is not what you need, please let her know. The only requirements are that the items are allowable, consumables, will be delivered 1-3 days after ordering, and that you do not exceed the exact amount of \$1,000.00. You must still follow the process established for obtaining the materials by using a Materials Request Form and Confirming the Receipt of all items after receiving them.

This extra funding will provide items needed due to the impact of COVID-19 and allow the continuation of instruction. Happy spending!

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*Continued on next page.*

### Additional Funding Update, continued

#### Awards to Small and Remaining Schools, continued

##### Email to Remaining Schools

Good evening, Principals and Grant Contacts.

***I have good news for you!!*** If you recall, one of our schools withdrew from participation in the ESSER I/ CARES Act federal grant during the 2021-2022 SY leaving all funds unspent. We submitted a request to TEA to allow for the re-distribution of those funds to our PNP Schools and followed up regularly until approval was granted on July 27, 2022.

After taking care of overages at four schools and giving an award to six small schools that received less than \$10,000 for their allocation awards (due to having 25 students or less), all remaining funds will be divided evenly among the remaining 35 schools. Your school is one of the 35. Each school will receive an award of **\$203.19**. Since time is short with the grant ending next month on September 30<sup>th</sup>, and we are beyond the established ordering deadline of July 31, 2022 — it was determined that a **CARES Bundle** of pre-determined consumable items would be a sensible award for schools. Ann Milton will provide you with additional information and assist with making this order. By handling it this way, we save time and can ensure delivery within 1-3 days after ordering so that your items will quickly become available to you, and HISD can proceed with all final billing related to this grant. The only thing you must do is confirm the receipt of the items after their arrival via the standard **Confirmation of Receipt** paperwork. The return of that should happen as soon as possible because time will not permit HISD giving the usual 14 days to return the confirmation.

This extra funding will provide some basic items that should be useful to you due to the impact of COVID-19 and allow for the continuation of instruction.

If you have **any** additional questions, do not hesitate to contact me.



# KNOW THIS!!!!

You've made a difference!

It was worth it!

We'd do it again!

The toughest struggle  
brings the greatest reward!

Never quit!

We are finishers!

We took action!

It did not defeat us!

Success!

Teamwork!

It's about the children!

We close the chapter on **CARES**,  
but the book continues.

*"Why should I care when no one else does? For the simple reason  
that the most critical time to care is when no one else does."*

(Craig D. Lounsborough)

# Protect Yourself • Protect Others

**Mask Up.**



**Maintain a Safe Physical Distance.**



**Wash and Sanitize Hands Regularly.**



**Consider Vaccination.**

