

CRF Operation Connectivity Bulk-Purchase Local Match Reimbursement Program for LEAs



Cory Green, Associate Commissioner
Department of Grant Compliance and Administration
Texas Education Agency

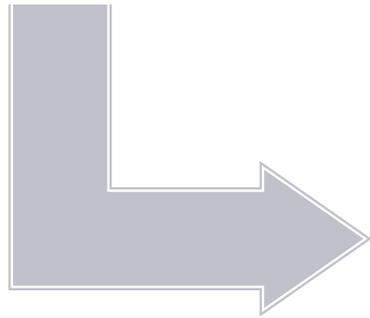
This presentation is intended solely to provide general information and guidance to Texas LEAs, ESCs, and participating Private Schools and reflects the Texas Education Agency's current understanding of the CARES Act and applicable federal guidance. The content of this presentation is subject to change as a result of further potential information and guidance provided by federal agencies with regulatory oversight of CARES Act programs. This presentation does not constitute legal advice, and LEAs are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting on such information and guidance.



Agenda

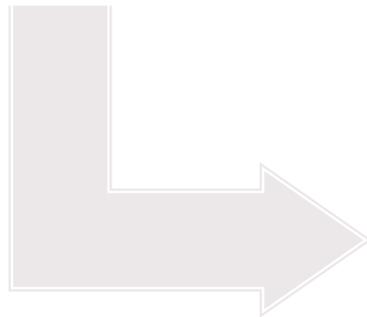
Overview of
CARES Act,
Coronavirus
Relief Funding
(CRF)

- Overview of Federal Funding



Local Match
Reimbursement
Program
(LMRP)

- Details
- Monitoring
- Uses



Application/
Reimbursement
Process

- Application
- Upload Documents
- Live Demo



Overview of CARES Act, Coronavirus Relief Fund (CRF) Funding



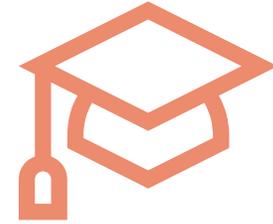
CARES Act Stimulus Funding



Third stimulus bill



Many different
sources of funding



Several fund sources
that may impact LEAs

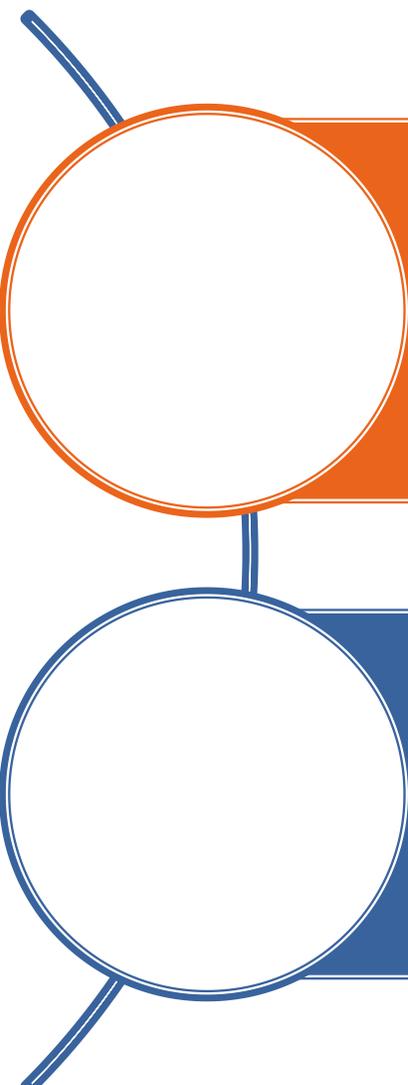


CRF is Federal Funding

- ▶ CRF funds retain their identification as federal funds and do not become state or local funds, even when reimbursing for something that state or local funds were originally expended for...



CARES Act, CRF Funding



Section 5001, Coronavirus Relief Fund (CRF) – this funding is administered by the Governor’s Office and is designated for state, high population county and city government uses

Governor and legislative leadership have approved an amount of the state’s portion of the CRF for K-12 education



CRF for Education

- reimbursing school systems for COVID-19 expenses as of May 20, 2020; program administered by TDEM (application deadline 9/30)
- purchasing eLearning devices and home internet solutions; administered by Region 4 for TEA (bulk-purchase option has closed)
- **bulk purchase local match reimbursement; administered by TEA**
- reimbursing LEAs for technology purchases; administered by TEA



Local Match Reimbursement Program (LMRP)



Eligibility

➤ Only LEAs that:

participated in the
Op Conn bulk-
purchase program,

paid Region 4 ESC
for their local share
of the bulk-purchase,
and

receive CRF funding
for connectivity
devices from their
city/county



LMRP Local Match Details

Local CRF Matching Reimbursement: Information for LEAs



Details of Approach to CRF Matching Reimbursement

Local Education Agencies (LEAs) are eligible for additional state Coronavirus Relief Fund (CRF) fund matching if they receive funding from their local city or county CRF for TEA's bulk order program. TEA will increase its fund matching by \$1 for every \$1 of local CRF that LEAs receive, up to a maximum of 25% of the expenditure approved and allocated by TEA (based on number of economically disadvantaged students). This matching reimbursement will be executed per the details below.



LMRP Local Match Requirement

- The state has implemented a local matching requirement to the bulk-purchase program in that the LEA must pay for an applicable percentage of the total costs of the program.
- This requires other fund sources available to the LEA to be used to pay for the remaining percentage of the program.
- This is not an in-kind match.



LMRP Local Match Sources of Funding

- The LEA may use the following to pay its part of the local match requirement:
 - CARES Act ESSER Grant,
 - Texas Instructional Materials Allotment (TIMA),
 - other federal grant funds where remote learning technology devices is an allowed activity*, and
 - other state and local funding

*costs must be reasonable, necessary, allocable, and allowable to the federal grant, meeting all grant programmatic statutory requirements including supplement, not supplant requirements of the federal program



Example 1 – no bulk-purchase local match

LEA total bulk order: **\$100,000**

TEA state CRF fund contributes: **\$50,000** (base match)

LEA contributes: **\$50,000**

Local city/county CRF contributes: **\$0**

TEA state CRF bulk-purchase local match contributes: **\$0**

Final Costs:

*TEA state CRF fund contributes: **\$50,000***

*LEA contributes: **\$50,000***



Example 1 – no bulk-purchase local match

LEA total bulk order: **\$100,000**

TEA state CRF fund contributes: **\$50,000** (base match)

LEA contributes: **\$50,000**

Local city/county

TEA

Final C

TEA state CRF fund contributes: **\$50,000**

LEA contributes: **\$50,000**

LEA is not eligible to apply for LMRP because they do not have an allocation of CRF funds from their city/county



Example 2 – 10% bulk-purchase local match

LEA total bulk order: **\$100,000**

TEA state CRF fund contributes: **\$50,000** (base match)

LEA contributes: **\$50,000**

Local city/county CRF contributes: **\$10,000** (paid to the LEA)

TEA state CRF bulk-purchase local match contributes: **\$10,000**

Final Costs:

TEA CRF fund contributes: **\$50,000** (LEA base match) + **\$10,000** (local match reimb) = **\$60,000**

Local city/county CRF contributes: **\$10,000**

LEA contributes: **\$30,000**



Example 3 – 25% bulk-purchase local match

LEA total bulk order: **\$100,000**

TEA state CRF fund contributes: **\$50,000** (base match)

LEA contributes: **\$50,000**

Local city/county CRF contributes: **\$25,000** (paid to the LEA)

TEA state CRF bulk-purchase local match contributes: **\$25,000**

Final Costs:

TEA CRF fund contributes: **\$50,000** (LEA base match) + **\$25,000** (local match reimb) = **\$75,000**

Local city/county CRF contributes: **\$25,000**

LEA contributes: **\$0**



LMRP Documentation Requirements

LEA local documentation must be maintained to identify

- 1) the percentage paid from the matching fund source,
- 2) inventory records and other appropriate safeguards are in place protect the equipment, and
- 3) appropriate internal controls are being implemented



TEA Recommendation for Coding Op Conn

LEAs are having to pay the invoice in Aug (2019-2020 budget year) for Operation Connectivity project devices purchased and reimbursement from federal funds will come in October (2020-2021 budget year)

- Record computers in FY19-20 in Fund 199 (Fund 277 is not available until 2020-21)
- Record revenue in FY20-21 in Fund 277
- Transfer the funds from 277 to fund 199 as a reimbursement

Note this will be a reconciling item on the SEFA and districts will have to keep the paperwork from the original purchase.



TEA Recommendation for Coding Op Conn

The LEA will also code TEA's portion of the bulk-purchase as a revenue and expense

- Use different object codes for LEA portion of order, TEA portion of order, LMRP from TEA, and any city/county CRF funds
- Use 199/277 as described above for the fund code based on the FY of the activity



Monitoring



FEDERAL



STATE



LOCAL

Federal Monitoring

- ▶ OIG
- ▶ Department of Treasury Program Monitoring
- ▶ Any other federal agency charged with compliance



State Monitoring

Fiscal Monitoring

- Desk reviews
- Potential onsite review



Program Validations

- Targeted compliance checks, such as...
 - Use of reimbursement
 - Validate city/county match received
 - Etc.

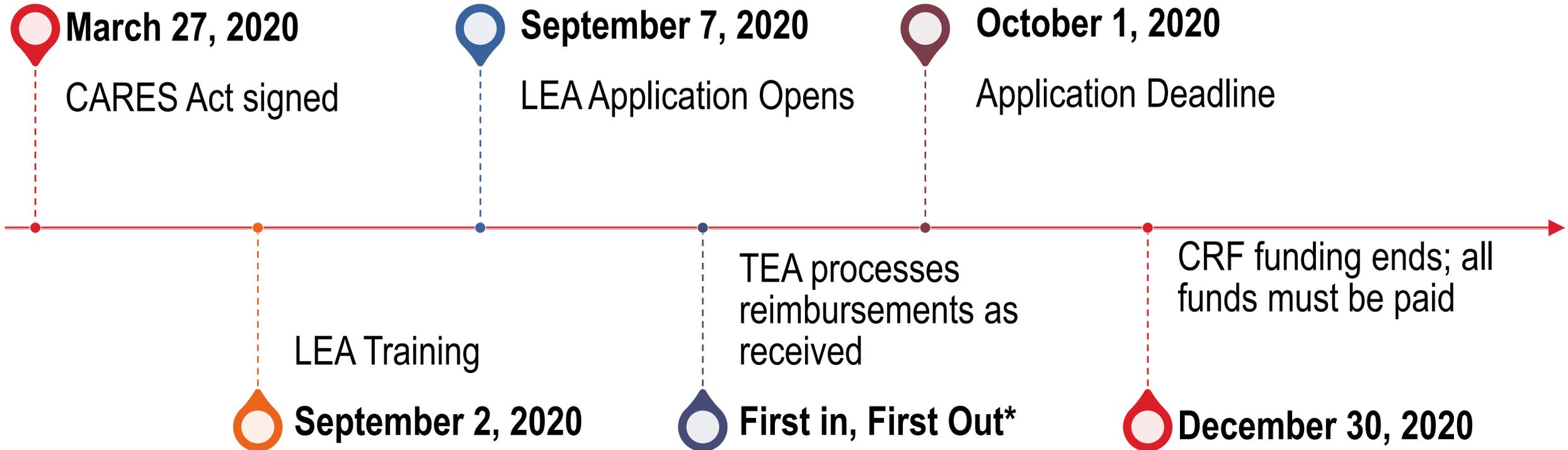


Local Monitoring

- ▶ Independent auditor may review
- ▶ Federal Internal Controls and Self-Monitoring



Key Dates



*Reimbursement requests will be processed in the order received until all funds are expended

Allowable Uses of CRF Funds, by statute

- Necessary expenditures incurred due to COVID-19 pandemic
- Allowable costs that were not accounted for in the most recently approved budget as of March 27, 2020*
- Allowable costs incurred March 1, 2020, through date reimbursement is received

**Allowable uses must be supplemental*



Specific Educational Uses of CRF Grant Funds

- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions
- Other eligible expenditures include payroll and benefit costs of educational support staff or faculty *responsible for* developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures



Unallowable CRF Uses of Grant Funds

General Staff



- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency (general LEA employees)

Double Dipping



- Expenses that have been or will be reimbursed under any federal program, such as, but not limited to, ESSER, TDEM's LEA CRF Reimbursement program, or TEA's Op Conn Reimbursement program



Allowable Uses of LMRP Funds

Reimbursement funds may only be used for:

- ▶ paying the local share of the LEA's bulk order invoice
 - LEA will need to journal voucher the CRF to pay for the appropriate portion of the local match invoice

- ▶ an other allowable, supplemental costs related to COVID-19 expenditures from July 17* to October 1, 2020

*costs prior to May 21 should be requested through the TDEM CRF LEA reimbursement Program; other costs will be eligible for the CRF Prior Purchase Reimbursement Program



Issues for City/County to Allocate CRF

Department of Treasury requires a minimum of 75% of its allotment will be spent in the categories of:

- medical expenses,
- public health expenses and
- payroll expenses for employees substantially dedicated to mitigating or responding to the public emergency.

The remaining 25% may be spent in any of the categories provided within the Treasury guidance (this is where education falls)

- **There is no sequencing requirement.**
- **The city/county is not required to have expended all their 75% of funding first.**
- **At the completion of the CRF period of performance, TDEM will review each jurisdiction's spending in the aggregate order to determine compliance with the 75%/25% requirement.**



CRF Quarterly Reports



Quarterly reports will be required through the end of the project



First quarter to report is July 1–
September 30, 2020

Report will be due to TEA by October 2nd
TEA reports to Governor's Office by
October 5th

OOG reports to Department of Treasury
by October 13th

CRF Quarterly Reports

The data required to be reported includes, but is not limited to, the following:

1. the amount of funds received that were expended or obligated for each activity;
2. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the activity, and
 - b. description of the activity



No PNP Equitable Services Requirement

- ▶ Private school equitable services **do not apply** to CRF reimbursements (CARES Act, Section 5001)
- ▶ Private school equitable services only apply to GEERF and ESSER (CARES Act, Sections 18002 and 18003)



Application/Reimbursement Process



Application/Reimbursement Process

Application

By October 1, 2020—

- LEAs request and submit dynamic, online forms
- Signed by LEA authorized official through DocuSign

Documentation Upload

Signed/dated document reflecting:

- allocation from city/county to LEA,
- amount,
- purpose “for bulk-purchase”

Reimbursement Funding

- Reviewed and approved by TEA staff;
- Processed FIFO
- Payment through TEA Accounting



Application/Reimbursement Process

Application

By October 1, 2020—

- LEAs request and submit dynamic, online forms
- Signed by LEA authorized official through DocuSign



To Request Reimbursement Application

- ▶ LEA sends email to customerservice@teabulkorder.com to request bulk-order local match reimbursement form
- ▶ *All correspondence related to the reimbursement application will go through customerservice@teabulkorder.com, NOT direct to TEA staff*
- ▶ LEA will receive email with link



From: <customerservice@teabulkorder.com>
Date: Sun, Aug 30, 2020 at 7:01 PM
Subject: TEA Remibursement Form Link
To: <ken@growassociatesllc.com>

TEA Bulk Purchase and Reimbursement

Hello Ken,

Customer Service at TEA Bulk Purchase has received your request for a "Coronavirus Relief Fund Bulk Purchase Local Match" Reimbursement Program Form. The following link will take you to your LEA's pre-populated CRF Reimbursement Matching Form.

<https://isdapi.digitalglyde.com/isdForm/999600/68c0906e-f167-59d2-0700-07193930ceb8>



When you receive the form, please complete the required information fields and when done, hit "COMPLETE" to submit your Reimbursement Form. You will then receive an email from Customer Service acknowledging receipt of your Reimbursement Form and advising you that you will be receiving a DocuSign Agreement from TEA DocuSign to execute and submit.



Thank you for participating in the TEA Bulk Purchase Program.

PROGRAM GUIDELINES

REQUEST FOR REIMBURSEMENT

Program Guidelines

2020-2021 Coronavirus Relief Fund
(CRF) Operation Connectivity
Bulk-Purchase Local Match
Reimbursement Program

Authorized by Coronavirus Aid, Relief, and Economic Security

I AGREE

Upon clicking link, the program guidelines and CRF guidelines will open

LEA must scroll all the way through the document, then check the box on the bottom left, and then select "I Agree"



2020-2021 Coronavirus Relief Fund (CRF) Bulk-Purchase Local Match

Reimbursement Program

Application Due 11:59 p.m. CT, October 1, 2020

Authorizing legislation

CARES Act, Section 5001, Coronavirus Relief Fund (CRF)

The application must be signed using DocuSign. The application will not be accepted until the authorized official signs the application using DocuSign

Reimbursement Period

July 17, 2020, to December 30, 2020

Required Parts of the Application

To apply for this reimbursement, complete this form and submit by the application due date. You will be required to upload supporting documentation to substantiate your city/county local match.

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

N/A

Applicant Information

Instructions For Applicant Information

Please verify that all prepopulated Applicant Information is correct. If it is not, please contact Customer Service immediately at customerservice@teabulkorder.com and inform them of any necessary changes.

Both Contacts #1 and #2 must be completed in order for your form to be submitted and at least one of them must be knowledgeable about your LEA's participation in the TEA Bulk Purchase Order and able to negotiate on behalf of your LEA.

You will receive a list of appropriate documents and a link to complete the upload of those documentation once your application form and DocuSign have been submitted.

Organization * GROW ASSOCIATES LLC	CDN * 999600	Vendor ID *	ESC *	DUNS *
Address * 10 Derne St	City * Boston	ZIP * 77077	Phone * 1 (617) 723-6890	
Contact #1 * Ken	Email #1 * ken@growassociatesllc.com		Phone #1 *	
Contact #2 *	Email #2 *		Phone #2 *	

System will prepopulate most of the information, **but the LEA will need to enter some required fields**

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable, and that these documents are incorporated by reference as part of the reimbursement application:

- Reimbursement application, guidelines, and instructions
- Debarment and Suspension Certification
- Lobbying Certification
- General Provisions and Assurances and any applicationspecific provisions and assurances
- General and Fiscal Guidelines

Authorized Official Name *

Title *

Email *

Phone *

The DocuSign email will go to the authorized official entered here, notify them to expect this email

Statutory/Program Assurances

Instructions For Statutory/Program Assurances

ALL check boxes MUST be checked in order to submit your CRF Matching Form.

The following assurances apply to this reimbursement program. In order to meet the requirements of the reimbursement program, the grantee must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- The applicant assures to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2020-21 Coronavirus Relief Fund (CRF) Bulk-Purchase Local Match Program Guidelines.
- The applicant assures that it will only use CRF funds for activities allowable under Section 5001 of the CARES Act.
- The applicant assures that CRF funds will only be used for supplemental activities allowable by statute that are:
 - Necessary expenditures incurred due to COVID-19 pandemic
 - Allowable costs that were not accounted for in the most recently approved budget as of March 27, 2020
 - Allowable costs incurred March 1, 2020, through October 1, 2020
- The applicant assures that CRF funds will not be expended for:
 - Expenses for the State share of Medicaid.
 - Damages covered by insurance
 - Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency (general LEA employees)
 - Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
 - Reimbursement to donors for donated items or services.
 - Workforce bonuses other than hazard pay or overtime.
 - Severance pay.
 - Legal settlements.
- The applicant assures that it will comply with all reporting requirements, including submitting required quarterly reports in the time and manner required by TEA.

Allowable Use of Reimbursement Funds

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

- LEA will reclassify all eligible expenses, originally charged to state/local funds, to federal reimbursement funds. (This is the preferable use of the reimbursement funding.)
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions. (This includes purchasing additional connectivity devices.)
- Other eligible expenditures, including payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. (This is not general LEA staff.)

Additional Devices to be Purchased, If Applicable

LEAs are allowed to expend reimbursement funds to purchase additional connectivity devices beyond the bulk-purchase. Check the boxes to indicate the devices upon which you intend to expend these reimbursement funds. If the LEA will purchase additional devices with either the state or local funds originally expended for the bulk-purchase and reclassified to other allowable uses, or with the reimbursement funds, identify the type of device and the planned number to be purchased.

Laptops

Number to be purchased *

Tablets

Number to be purchased *

Hot Spots

Number to be purchased *

Other connectivity items

Specify *

Number to be purchased *

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this reimbursement program.

The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this grant.

Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group *

Barrier *

Group *

Barrier *

Group *

Barrier *

Group *

Barrier *

LEA Bulk Purchase Quantities and Local CRF Matching Commitment

Instructions For LEA Bulk Purchase Quantities and Local CRF Matching Commitment

Please verify that the prepopulated total Bulk Purchase Order amount for your LEA is correct. If it is not, please contact Customer Service immediately at customerservice@teabulkorder.com and inform them of any necessary changes. The City or County CRF contribution may not exceed 25% of the total Bulk Purchase Order Amount ONLY. This Local CRF Matching eligibility is not applicable to any purchases made outside of Bulk Purchase Order program.

Organization:-	<input type="text" value="GROW ASSOCIATES LLC"/>	Total Bulk Purchase Amount (\$):-	<input type="text" value="75000"/>
Local or City County Name:-	<input type="text" value="Local City/County"/>	Local City or County CRF Commitment (\$):-	<input type="text" value="0"/>
Did this same city or county grant local CRF to any other LEAs as part of this TEA CRF matching program (Yes/No)?			<input type="text" value="Yes/No"/>

SAVE DRAFT

REVIEW FORM

LEA Bulk Purchase Quantities and Local CRF Matching Commitment

Instructions For LEA Bulk Purchase Quantities and Local CRF Matching Commitment

Please verify that the prepopulated total Bulk Purchase Order amount for your LEA is correct. If it is not, please contact Customer Service immediately at customerservice@teabulkorder.com and inform them of any necessary changes. The City or County CRF contribution may not exceed 25% of the total Bulk Purchase Order Amount ONLY. This Local CRF Matching eligibility is not applicable to any purchases made outside of Bulk Purchase Order program.

Organization:-

Total Bulk Purchase Amount (\$):-

Local or City County Name:-

Local City or County CRF Commitment (\$):-

Did this same city or county grant local CRF to any other LEAs as part of this TEA CRF matching program (Yes/No)?

 Please fill up all required fields to Continue..



SAVE DRAFT

REVIEW FORM

Applicant Information

Instructions For Applicant Information

Please verify that all prepopulated Applicant Information is correct. If it is not, please contact Customer Service immediately at customerservice@teabulkorder.com and inform them of any necessary changes.

Both Contacts #1 and #2 must be completed in order for your form to be submitted and at least one of them must be knowledgeable about your LEA's participation in the TEA Bulk Purchase Order and able to negotiate on behalf of your LEA.

You will receive a list of appropriate documents and a link to complete the upload of those documentation once your application form and DocuSign have been submitted.

Organization* GROW ASSOCIATES LLC	CDN* 999600	Vendor ID* 12345	ESC* 4	DUNS* 12345
Address* 10 Derne St	City* Boston	ZIP* 77077	Phone* 1 (617) 723-6890	
Contact #1* Ken	Email #1* ken@growassociatesllc.com		Phone #1 *	
Contact #2* Gaby Rowe	Email #2* gaby@growassociatesllc.com		Phone #2 *	

LEA will need to complete required fields identified in red

Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

TEA Bulk Purchase Order Details

Organization:-

GROW ASSOCIATES LLC

:-

75000

Local or City County Name:-

Harris County

Local City County CRF Commitment (\$):-

4200

Did this same city or county grant local CRF to any other LEAs as part of this TEA CRF matching program (Yes/No)?

No

Form Submission Alert

Are you sure to Submit the Form!

[CANCEL](#) [SUBMIT](#)



EDIT FORM

SUBMIT



Success...!!!!

Your Form has been successfully submitted..

You will receiving an email with DocuSign for Signature..

Thank you...

customerservice@teabulkorder.com
sends an email to the contact person
completing the form

DocuSign email is sent to the
authorized official

From: customerservice@teabulkorder.com

Date: August 30, 2020 at 7:20:49 PM CDT

To: ken@growassociatesllc.com

Subject: TEA Reimbursement Form - Thank you for submitting

TEA Bulk Purchase and Reimbursement

Hello Ken,

Customer Service at TEA Bulk Purchase has received your completed "Coronavirus Relief Fund Bulk Purchase Local Match" Reimbursement Program Form information

You will be receiving a DocuSign agreement from TEA DocuSign which you must execute for your form submission to be complete. Thank you again for participating in the TEA Bulk Purchase Program.

Thank you, again for participating in the TEA Bulk Purchase Program.

 Reply

 Forward



From: Region 4 via DocuSign <dse_demo@docusign.net>
Date: August 30, 2020 at 7:20:51 PM CDT
To: Ken <ken@growassociatesllc.com>
Subject: Reimbursement agreement set for GROW ASSOCIATES LLC
Reply-To: "Region 4" <varun.garg@digitalglyde.com>

DocuSign email is sent to the authorized official, not the contact person who may have completed the forms

Check Spam folder...

DocuSign

Region 4 sent you a document to review and sign.

REVIEW DOCUMENT

Region 4
varun.garg@digitalglyde.com

Ken,

Please DocuSign TEA_Reimb_App.pdf

Thank You, Region 4



START

DocuSign Envelope ID: 7AC3A0EC-4E6B-4213-A2EB-0F0A7D0712F8

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200



2020-2021 Coronavirus Relief Fund (CRF) Bulk Purchase Local Match Reimbursement Program

Application Due 11:59 p.m. CT, October 1, 2020

Authorizing legislation

CARES Act, Section 5001, Coronavirus Relief Fund (CRF)

Application stamp-in date and time

The application must be signed using DocuSign. The application will not be accepted until the authorized official signs the application using DocuSign.

Reimbursement Period

July 17, 2020, to December 30, 2020

Required Parts of the Application

To apply for this reimbursement, complete this form and submit by the application due date. **You will be required to upload supporting documentation to substantiate your city/county local match. You will receive a list of appropriate documents and a link to complete the upload of the documentation once your application form and DocuSign have been submitted.**

N/A

Applicant Information

Organization	<input type="text" value="GROW ASSOCIATES LLC"/>	CDN	<input type="text" value="999600"/>	Vendor ID	<input type="text" value="12345"/>	ESC	<input type="text" value="4"/>	DUNS	<input type="text" value="12345"/>
Address	<input type="text" value="10 Derne St"/>		City	<input type="text" value="Boston"/>	ZIP	<input type="text" value="77077"/>	Phone	<input type="text" value="1 (617) 723-6890"/>	
Contact #1	<input type="text" value="Ken"/>	Email	<input type="text" value="ken@growassociatesllc.com"/>			Phone	<input type="text" value="222222222"/>		
Contact #2	<input type="text" value="Gaby Rowe"/>	Email	<input type="text" value="gaby@growassociatesllc.com"/>			Phone	<input type="text" value="333333333"/>		

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally

Preview and sign only...

Cannot edit



START

N/A

Applicant Information

Organization CDN Vendor ID ESC DUNS

Address City ZIP Phone

Contact #1 Email Phone

Contact #2 Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable, and that these documents are incorporated by reference as part of the reimbursement application:

- Reimbursement application, guidelines, and instructions
- Debarment and Suspension Certification
- General Provisions and Assurances and any application-specific provisions and assurances
- Lobbying Certification
- General and Fiscal Guidelines

Authorized Official Name Title

Email

Signature Phone Date



2020-2021 CRF Bulk-Purchase Local Match Reimbursement Program Page 1 of 5

TEA_Reimb_App.pdf

1 of 5

DocuSign Envelope ID: 7AC3A0EC-4E6B-4213-A2EB-0F0A7D0712F8

DEMONSTRATION DOCUMENT ONLY
 PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
 www.docusign.com N/A

CDN Vendor ID

2: Statutory/Program Assurances

The following assurances apply to this reimbursement program. In order to meet the requirements of the reimbursement



Contact #1	Ken	Email	ken@growassociatesllc.com	Phone	222222222
Contact #2	Gaby Rowe	Email	gaby@growassociatesllc.com	Phone	333333333

Certification and Incorporation

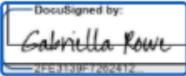
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable, and that these documents are incorporated by reference as part of the reimbursement application:

- Reimbursement application, guidelines, and instructions
- Debarment and Suspension Certification
- General Provisions and Assurances and any application-specific provisions and assurances
- Lobbying Certification
- General and Fiscal Guidelines

Authorized Official Name Title

Email

Signature  Phone Date



DocuSign Envelope ID: 7AC3A0EC-4E6B-4213-A2EB-0F0A7D0712F8

DEMONSTRATION DOCUMENT ONLY
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999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com N/A

CDN Vendor ID

2: Statutory/Program Assurances

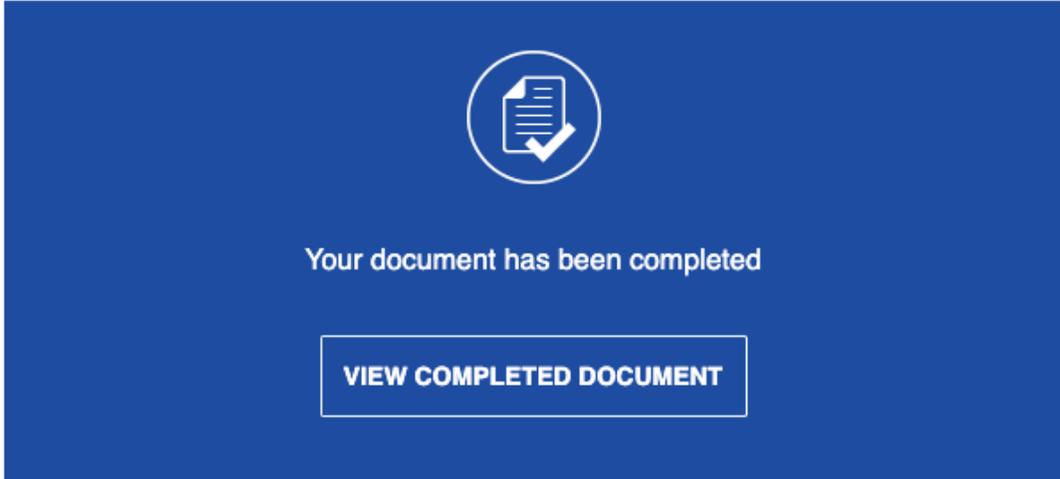
The following assurances apply to this reimbursement program. In order to meet the requirements of the reimbursement program, the grantee must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 2. The applicant assures to adhere to all Statutory Requirements and TEA Program Requirements as noted in the 2020-21 Coronavirus Relief Fund (CRF) Bulk-Purchase Local Match Program Guidelines.

From: Region 4 via DocuSign <dse_demo@docusign.net>
Date: August 30, 2020 at 7:24:21 PM CDT
To: Gabriella Rowe <ken@growassociatesllc.com>
Subject: Completed: Reimbursement agreement set for GROW ASSOCIATES LLC
Reply-To: "Region 4" <varun.garg@digitalglyde.com>

DocuSign



A blue rectangular notification box with a white circular icon at the top center. The icon depicts a document with a checkmark. Below the icon, the text "Your document has been completed" is centered. At the bottom center of the box is a white rectangular button with a thin border and the text "VIEW COMPLETED DOCUMENT" in all caps.

Region 4
varun.garg@digitalglyde.com

All parties have completed Reimbursement agreement set for GROW ASSOCIATES LLC.

Editing or Amending the Application Forms

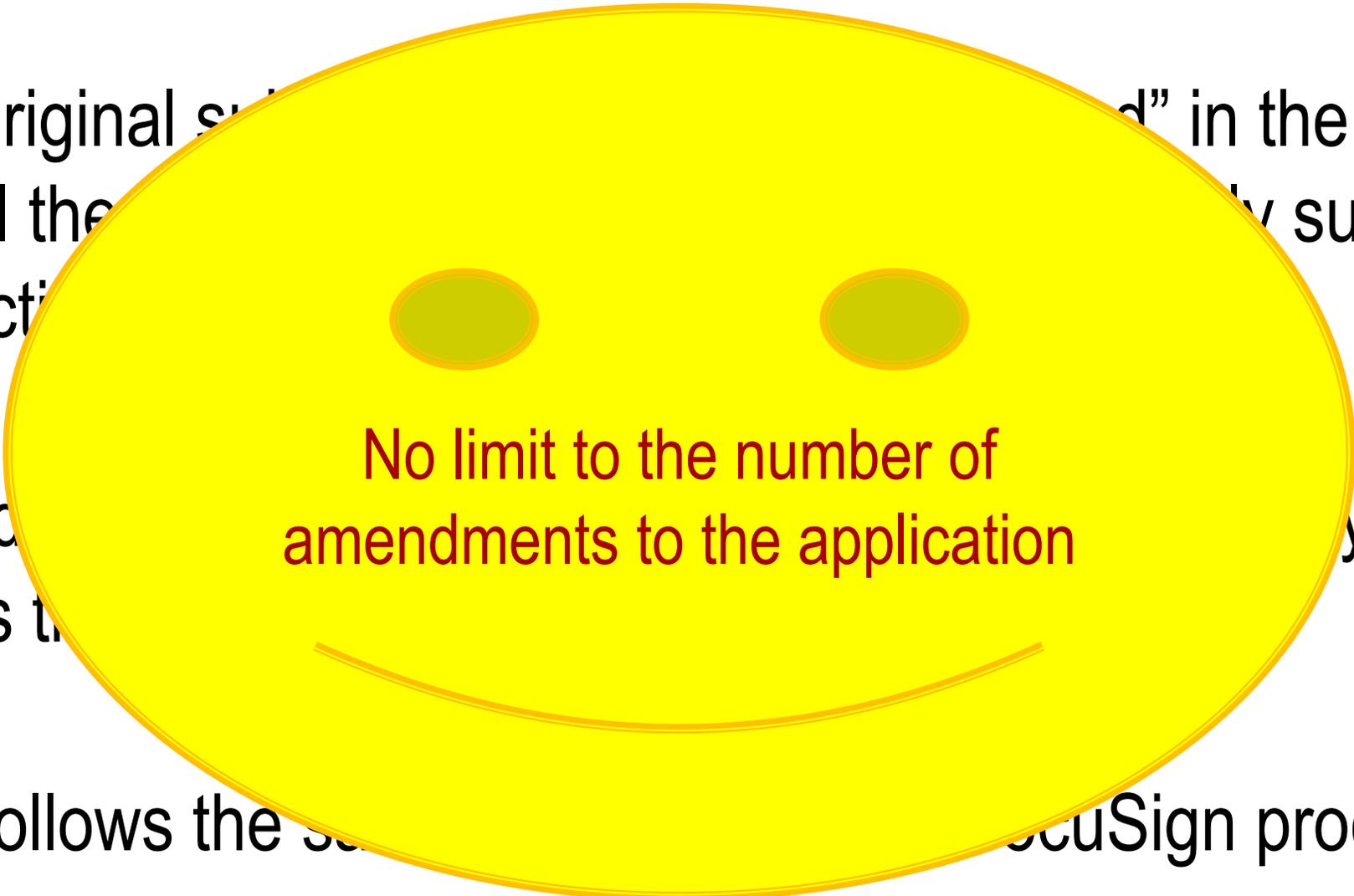
- ▶ Same process whether authorized official has signed or not
- ▶ Send email to customerservice@teabulkorder.com and notify a mistake in the application forms needs to be corrected, or need to make a change to the application forms
- ▶ Customer service emails the link to the Amendment Form

Editing or Amending the Application Forms

- ▶ The original submission will reflect as “voided” in the system, but all the form data is stored, and LEA can easily submit corrections/changes
- ▶ LEA identifies section of application needing edits, system opens that section for editing
- ▶ LEA follows the same submission and DocuSign process

Editing or Amending the Application Forms

- ▶ The original submitted application is marked as “closed” in the system, but all the corrections are made in the system and you can only submit corrected applications.
- ▶ LEA id number is not required to amend an application in the system opens to the public.
- ▶ LEA follows the same process as the eSign process.



No limit to the number of amendments to the application

Application/Reimbursement Process

Application

By October 1, 2020—

- LEAs request and submit dynamic, online forms
- Signed by LEA authorized official through DocuSign

Documentation Upload

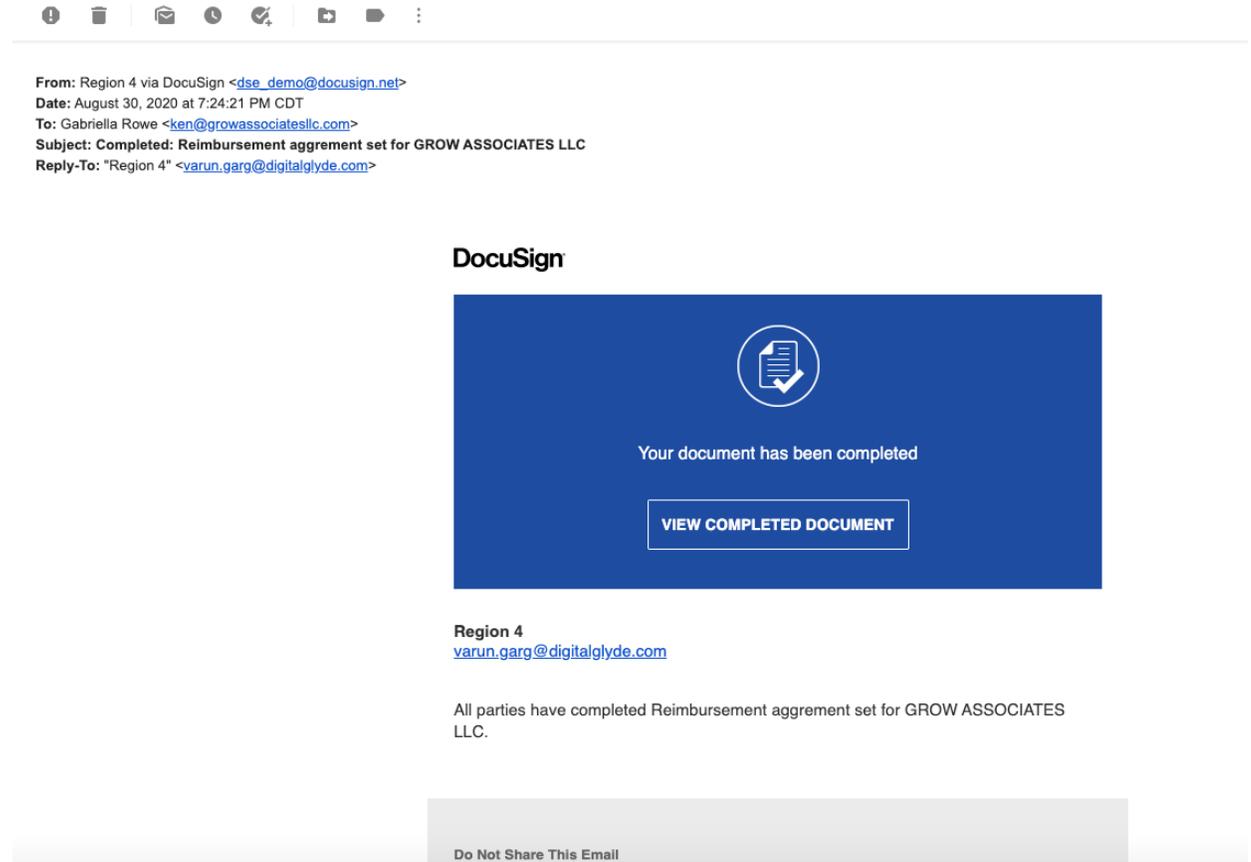
Signed/dated document reflecting:

- allocation from city/county to LEA,
- amount,
- purpose “for bulk-purchase”



To Upload Required Documentation

- ▶ customerservice@teabulkorder.com will send confirmation email of application completed and received
- ▶ 2 hours later....upload option is available
- ▶ LEA will click on the link in the email to upload documents





General Information:

Local education agency name :

County district number :

Point of contact :

Select files to upload into ISD

SUBMIT FILES 

Financial Related Documents

CHOOSE FILE

Legal Related Documents

CHOOSE FILE

Sl No.

File Type

File Name



General Information:

Local education agency name :

County district number :

Point of contact :

Select files to upload into ISD

SUBMIT FILES 

Financial Related Documents

CHOOSE FILE

Legal Related Documents

CHOOSE FILE

SI No.

File Type

File Name

Options for **SIGNED** documentation will be listed:

- letter
- signed meeting minutes
- notarized statement or affidavit
- resolution
- executive order
- judge order
- other documentation



General Information:

Local education agency name :

County district number :

Point of contact :

Select files to upload into ISD

SUBMIT FILES 

Financial Related Documents

CHOOSE FILE

Legal Related Documents

CHOOSE FILE

SI No.	File Type	File Name
1	financial document	Screen Shot 2020-08-3 
2	legal document	Screen Shot 2020-08-3 

LEA Access to Process

- ▶ LEA contacts and officials with system accounts can view all documents and the process in HubSpot system

Application/Reimbursement Process

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Signed/dated document reflecting:

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- amount,
- purpose “for bulk-purchase”

Reimbursement Funding

- Reviewed and approved by TEA staff;
- Processed FIFO
- Payment through TEA Accounting payments



Reminders

- ▶ All communications to TEA regarding the LMRP must be sent through the CRM at customerservice@teabulkorder.com
- ▶ TEA will copy customerservice@teabulkorder.com on all responses
- ▶ All documentation and tracking is available in the CRM

Cory Green

Associate Commissioner

Tamie Frierson

CRF Reimbursement
Program Coordinator

Department of Grant Compliance and Administration
Texas Education Agency

