

Schedule Instructions



GS2200 - Applicant Designation and Certification

Use the Applicant Designation and Certification (ADC) form to identify how you will apply for each funding source in the grant application. You must denote agreement with the Certification and Incorporation statement in Part 2 of the schedule before this schedule is complete. You must submit the form to gain access to the grant application. The information that is submitted on this form is considered to be binding.

Shared Services Arrangements

The following sections apply to shared services arrangements (SSAs) only.

SSA Definitions

Definitions for SSAs are as follows:

- An SSA is a financial arrangement between an eligible grantee organization serving as fiscal agent and one or more school districts, open-enrollment charter schools, or Education Service Centers (ESCs) as members.
- The SSA members designate a fiscal agent to be ultimately responsible for conducting administrative duties. The fiscal agent will apply for the fund source in its grant application.
- If a Local Educational Agency (LEA) has chosen to Apply as Member of SSA for one or more funding sources on this form, it understands that it must contact the fiscal agent and sign a written SSA agreement. **The LEA must remain in the SSA for the duration of the project.** An LEA cannot apply for the fund source in its own grant application.

All members of the SSA must positively certify their agreement to the listed requirements and conditions by submitting this schedule. Each member LEA should carefully review the certification statement before submitting this schedule.

Members of an SSA may not be among the following entities:

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

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

Fiscal Agent Responsibility

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

The fiscal agent is responsible for the following:

- Completing this form as quickly as possible so member LEAs may select its name as their fiscal agent
- Ensuring that funds are used in accordance with grant provisions
- Maintaining all SSA financial and personnel records required for the Texas Education Agency (TEA), in accordance with Financial Accounting and Reporting (FAR)

The fiscal agent may be responsible for financial consequences concerning the following:

- SSA instances of noncompliance
- SSA member's inability to repay its portion of misappropriated funds in question

Written SSA Agreement

When one or more school districts, open-enrollment charter schools, or ESCs enter into an SSA, a formal written agreement is required that defines the composite entity and describes responsibilities of its fiscal agent and each SSA member. At a minimum, this agreement contains the following information:

- Describes legal requirements:
 - Organization of the SSA
 - Ownership of assets
 - Policies and procedures addressing disposition of assets if the SSA is terminated by one or all members
 - Liabilities, including legal fees because of complaint, grievance, litigation, refund from onsite monitoring, or audit
 - Basis for allocation of costs
 - Uncontrollable costs that impact the fiscal agent
- Describes responsibilities of the designated fiscal agent:
 - Services to be provided to SSA members
 - Employment of personnel
 - Budgets and accounts
 - Reports
 - Private nonprofit schools
- Describes responsibilities of each SSA member:
 - Employment of personnel
 - Budgets and accounts
 - Reports
 - Private nonprofit schools

The written agreement must be maintained on file by the fiscal agent for auditing and monitoring purposes.

Part 1: Designation

Whether you are applying as an independent project, a member of an SSA, or the fiscal agent of an SSA, you must designate how you will apply for each funding source in a grant application and provide the fiscal agent information if an SSA agreement exists. Submit this form before completing the grant application.

- The information that is submitted on this form is considered to be binding. **No changes will be allowed after the form is submitted.** The designations selected on this form will determine which funding sources the applicant is able to apply for in the grant application.
- Each applicant may select only one of the four designation choices for each fund source.
- Each fund source must have a designation choice before you submit the form.

SPECIFIC INSTRUCTIONS

Copy Prior Year Data Button

1. If enabled, select Copy Prior Year Data to populate the GS2200 with data from the latest valid submission of your LEA's prior year ADC.
2. Only the applicant designation status for each applicable fund source will be populated.
3. If a funding source has been populated as "Apply as Member of SSA", select the Fiscal Agent from the dropdown menu for the applicable fund source.

To Manually Enter All of the Data

1. Select how the grant application will be submitted for each funding source. You must select only one of the following four designation choices for each fund source.

Note: If the planning amount or allocation is \$0, the Not Apply at All designation is automatically selected, and you will not be able to complete a budget in the grant application for the funding source. Allocations are posted on the [Entitlements](#) page.

- **Apply on Own:** You will complete a grant application as an independent project for that funding source. You will be able to budget that fund source on the grant application.

Note 1: For ESSA Title III, Part A, English Language Acquisition, you will not be allowed to select Apply on Own if the planning amount is less than \$10,000. You may select Apply as Member of SSA to participate in the grant program.

Note 2: For Title I, Part C Carl D Perkins Career and Technical Education Act and Title I, Part B Carl D Perkins Institutions Grants, if an LEA's allocation is less than \$15,000, the LEA must join an SSA unless it is eligible for a waiver.

- **Apply as Fiscal Agent of SSA:** You will complete a grant application for the funding source on behalf of your organization and other member LEAs of the SSA. The name

of your organization will then be added to the Designated Fiscal Agent Name (Entity Name) menu for member LEA selection. You will be able to budget that fund source on the grant application.

If your organization is an ESC with a \$0 planning amount or allocation and it will be a fiscal agent of an SSA, you may only select Apply as Fiscal Agent of SSA.

- **Not Apply at All:** You will not be applying for this funding source at all. You will not be able to budget that fund source on the grant application. If the planning amount or allocation amount is \$0, the Not Apply at All designation is automatically selected, and you will not be able to complete a budget for the funding source in the grant application.
 - **Apply as Member of SSA:** You will apply for that funding source as a member of an SSA. You will not be able to budget that fund source on the grant application.
2. If you selected Apply as a Member of an SSA, select the name of the fiscal agent that will apply on your behalf from the Designated Fiscal Agent Name (Entity Name) menu. The county district number of the fiscal agent appears in the Fiscal Agent CDN box. If the fiscal agent's name is not present, please contact that organization to determine if it has submitted its ADC. The fiscal agent must have submitted its ADC form for its name to be available on the dropdown menu.

Part 2: Certification and Incorporation

All organizations seeking access to the listed grant program are responsible for completing and submitting the ADC form before they can access the grant application. Each organization's authorized official must certify agreement with the statement as written in this part of the form and does so by selecting the Certify and Submit button at the bottom of the form. Organizations are required to certify their member funding arrangements before any grant application can be considered for the listed grant program.

SPECIFIC INSTRUCTIONS

1. Choose the authorized official from the Select Contact dropdown menu. The contact information will populate on the form.

If the authorized official is not listed in the Select Contact dropdown menu, save the ADC form, then select Add New Contact. You will be redirected to the Contacts Page to add the authorized official.

2. Click Certify and Submit to submit the form.

Note: By clicking the Certify and Submit button on the GS2200—Applicant Designation and Certification form, the authorized official denotes agreement and compliance with the certification and incorporation statement on the form.

The application for the listed grant program will not be accessible to any organization that has not properly completed and submitted this form electronically through the TEA eGrants system.