

2024-2026 ASSURANCES

PNP Schools – Equitable Services

ESSER I / CARES Act Fund

DUE FRIDAY, AUGUST 30, 2024

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. **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 ☐ NO ☐	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 2022-2023 and 2023-2024 school years.
CARES Act (ESSER I) PURPOSE	
YES ☐ NO ☐	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 ☐ NO ☐	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. 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.

	An additional request was made to TEA on Wednesday, August 16, 2023, for PNP campuses to maintain technology, building equipment, and furniture after the close of the grant. TEA Response: Per USDE guidance: Equipment and supplies purchased by an LEA with CARES Act funds to provide equitable services to students and teachers in a private nonprofit 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 9/30/2022, 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 (9/30/2022). If an LEA permits use to continue beyond 9/30/2022, the LEA must continue to maintain title to, and keep administrative control over, the equipment and supplies. TEA strongly encourages LEAs to allow the equipment and supplies to continue to be used by the private nonprofit school when there is an identified need.
RESPONSIBILITIES	
YES ☐ NO ☐	I understand that the technology and property obtained using federal funds and retained at the school is not the property of the PNP School .
YES ☐ NO ☐	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.
YES ☐ NO ☐	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.

YES ☐ NO ☐	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.
YES ☐ NO ☐	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. 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 ☐ NO ☐	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 ☐ NO ☐	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 inventory has been relocated to additional campuses or other facilities, HISD must be notified prior of change. If this happens on a frequent basis, the PNP School will be asked to relinquish use of the items.
VERIFYING THE TECHNOLOGY AND PROPERTY	
YES ☐ NO ☐	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. PNP Schools <u>must</u> 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. PNP Schools <u>must</u> assist in this verification process and have the property available for a physical or virtual inspection by HISD twice annually --- in the

	Fall (prior to the Thanksgiving Break) and in the Spring fall (prior to the Spring Break).
SECURING THE TECHNOLOGY AND PROPERTY	
YES ☐ NO ☐	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. 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. 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.
ACKNOWLEDGEMENT OF ASSURANCES	
YES ☐ NO ☐	I understand that the PNP School must adhere to <i>all sections</i> above or campus will be asked to relinquish the use of the inventory.

☐ 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 HISDPNP@houstonisd.org . DUE FRIDAY, AUGUST 30, 2024
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