



# Instructional Services Cooperative Title IV, Private/Non-Profit Services

**2023-2024**

Note: Due to various factors, including the volume of participation from districts, contract negotiations for products and services being purchased and delivered within this contract, possible funding changes for districts or ESC Region 11, and other factors, this contract is offered in good faith but does not become binding until September 1, 2023, on either the district or ESC Region 11. This contract is contingent upon the continued availability of appropriations and is subject to cancellation by either party upon thirty (30) days' written notice to the other party. Payment for valid fees or charges rendered by the ESC Region 11 prior to written notice of termination shall be due to ESC Region 11. Early acceptance of this contract is necessary so that ESC Region 11 can plan and prepare to deliver these services. An alternative contract may be offered if this contract cannot be delivered as stated.

The Instructional Services Division offers the following services and discounts to school districts/charter schools that sign the **Title IV SSA Contract for Private/Non-Profit Services**:

## ESC Region 11 Responsibilities

ESC Region 11 will act as the fiscal agent for the district set-aside funds for private, non-profit schools and provide the required services to the private, non-profit schools. This will include handling all negotiations with the PNPs, assisting with student identification, ensuring all federal guidelines are followed, processing all financial requests, and reporting to the LEA at the end of the year.

- Hire and retain qualified ESC personnel sufficient to assist the LEA with Title IV private, non-profit obligations.
- Provide the LEA with
  - o location and identification of private schools desiring to take part in Title IV services and
  - o data for grant applications and compliance reports as necessary.
- Coordinate direct services to private, nonprofit schools as required by Title IV, including
  - o direct professional development at the PNP campus site and access to Region 11 training such as institutes, speakers, conferences, etc., as sponsored by ESC Region 11
  - o arrange travel and registration to other requested and allowable professional development.
- Act as liaison/purchasing agent for the district Title IV set-aside funds, including tracking and controlling inventory as appropriated placed in PNP schools.

## District Responsibilities

- Provide ESC Region 11 with a list of known PNP schools.
- Provide ESC Region 11 with a list of known inventory housed at each PNP, if applicable.
- Submit district PNP reports on time using accurate data provided by ESC Region 11.
- Determine the campus set-aside/allocation amount based on the formula used for all students in district.
- Retain student set-aside funds for the grant period.
- Provide a contact for program communication and inventory control.
- Coordinate with ESC Region 11 to pick up ordered materials or schedule delivery through the ESC. There will be a fee of \$0.625 per mile and \$36 per hour for the driver.

## ESC Region 11 Contact

Director of Instructional Services  
(817) 740-7636

**Instructional Services  
Cooperative Title IV,  
Private/Non-Profit Services**

**Price List — 2023-2024**

<u>PNP Campuses in District</u>	<u>Cost</u>
1-3	\$3,150
4-6	\$5,250
7-10	\$7,875
11-15	\$10,500
16-20	\$15,750
21+	\$18,375



## EDGAR, General, and Fiscal Guidelines

*In accordance with federal EDGAR guidelines, please check each statement, sign at the bottom, and submit this sheet with each 2023-24 reimbursement request:*

\_\_\_\_\_ I guarantee and verify that the equipment and material we are purchasing with these funds are used in accordance with all rules and guidelines of the grant.

\_\_\_\_\_ I guarantee and verify that my district will label all equipment and materials purchased with grant funds.

\_\_\_\_\_ I guarantee and verify that I have an inventory on file in district of all equipment and materials purchased with grant funds and that inventory can be produced for audit purposes.

\_\_\_\_\_ I guarantee and verify that I have not purchased this same materials or equipment this year or within the past two school years with state or local funds in accordance with federal regulations.

\_\_\_\_\_ I guarantee and verify that I will keep and use these materials and equipment within my appropriate programs until they are no longer viable for use. If the asset is worthless, broken, etc., it may not be transferred to another program. An approved form must be completed and submitted to TEA requesting approval to “dispose” of the asset. A copy of this form must be submitted to ESC Region 11 as the fiscal agent for the SSA.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

District \_\_\_\_\_