

IRVING INDEPENDENT SCHOOL DISTRICT

Regular - BOARD OF TRUSTEES
7:00 PM

Irving ISD Board Room
2621 West Airport Freeway
Irving, TX 75062
Monday, November 16, 2020

A G E N D A

I. CALL TO ORDER FOR 7:00 P.M. REGULAR BOARD MEETING

II. FIRST ORDER OF BUSINESS

- A. Announcement by the chairperson whether a quorum is present, and that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.
- B. Invocation
- C. Pledge of Allegiance to the American and Texas Flags (Trustees)
- D. Recognition of Teacher of the Month - Haifa Zabri, Prekindergarten Teacher at Schulze Elementary School 5
- E. Recognition of Employee of the Month - Catalino Benitez, Night Lead Custodian at Kindkeade Early Childhood School 6
- F. Recognition of Guest Educator of the Month -Greg Denney, Guest Educator, Nominated by Brandenburg Elementary School 7
- G. Public Comment - Individuals wishing to address the Board on agenda items or make comments regarding issues not on the agenda will be heard at this time.

Beginning on September 21, 2020, Irving ISD will accommodate those who wish to comment in person to the School Board during open Board Meeting Sessions. In order to do so and maintain safety guidelines Irving ISD will provide each commenter with a specific time during the meeting in which they will address the Board in person. If you wish to address the Board in person during the regular scheduled meeting, please call 972-600-5456 to receive your scheduled time.

- 1. Non-Agenda Related Topics
- 2. Agenda Related Topics

III. ACTION ITEMS

A. Consider Approval of Consent Agenda Items:

1. Consider Approval of Minutes of Board Work Session on Monday, October 19, 2020 and Regular Board Meeting on Monday, October 26, 2020 (M. Hernandez)	8
2. Consider Approval of Financial Statement for September 2020 (R. Randle)	13
3. Consider Approval of Resolution No. 20-21-04 Authorizing November Amendment to the 2020-2021 Budget (R. Randle)	38
4. Consider Approval of Supplements to Irving ISD Tax Rolls (R. Randle)	47
5. Consider Approval of 2020-2021 Campus Improvement Plans and Targeted Improvement Plan (J. Porter)	93
6. Consider Approval of Item No. 2021-10 Approving the Award of Request for Proposal (RFP) No. 20-04-922 for the Purchase of Comprehensive Marketing Products and Services (J. Pilgrim/N. Mansell)	124
7. Consider Approval of Item No. 2021-11 Approving the Award of Request for Proposal (RFP) No. 21-08-914 for the Purchase and Installation of Security Film at Various Campuses (J. Scrivner/T.Zettle/J. Pilgrim)	128
8. Consider Approval of an Interlocal Subcontract Agreement between the University of North Texas and Irving ISD for the Home Instruction for Parents of Preschool Youngsters (HIPPE) Program (F. Natividad)	134
9. Consider Approval of Implementation of the Home Instructional Extension for Parents as Educators (HIEPE) Program (F. Natividad)	217
10. Consider Acceptance of Gifts and Donations to the District (G. Micinski)	218

IV. **OTHER BUSINESS**

A. Written Reports

1. Division Reports	
a. Business Services	221
Total Tax Collections	
Payroll	
Investment Earnings	

b. Support Services

Monthly Maintenance Work Order Summary Report

c. Human Resources

Employment, Resignations Action Report

Changes in Compensation for Contract Employee(s) Report

B. Announcements

1. Administration

a. Superintendent Announcement(s)

2. Board of Trustees

a. Individual Trustee Report on IISD Student Activity/Event

V. **EXECUTIVE SESSION** - The Board may recess the Open Meeting and reconvene in a Closed Meeting pursuant to the following sections of the Texas Government Code and as authorized by Sections 551.071-551.076 and 551.082-551.084 therefore of

A. Section 551.071 - To seek the advice of the Board's attorney about:

1. Pending or Contemplated Litigation, Settlement Offer, or Matter Under Investigation

2. A Matter in Which the Professional Duty of the Attorney to the Board Conflicts with the Applicable Provisions of the Texas Open Meetings Act.

B. Section 551.072 - To deliberate the purchase, exchange, sale, lease or value of real property if such deliberation in open session would have a detrimental effect on the Board's position in negotiations with a third party

C. Section 551.074 - To deliberate the appointment, employment, resignation, evaluation, reassignment, proposed nonrenewals, termination, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

VI. **RECONVENE** from Closed Meeting for Action Relative to Items Covered in Such Meeting.

A. Consider Action by the Board Related to Pending or Contemplated Litigation, Settlement Offer, or Matter Under Investigation

B. Consider Action Regarding Purchase, Exchange, Sale, Lease or Value of Real Property

C. Consider Action Regarding Public Officer(s) or Employee(s) Considered in Executive Session as Authorized by Section 551.074, Texas Government Code

VII. ADJOURNMENT

TEACHER OF THE MONTH November 2020

Mrs. Zabri has been instrumental in making sure that we are up to date with the needs of rolling out Pre-K on our elementary campus; she has a love for early childhood and was the first to volunteer to teach Pre-Kindergarten once a decision was made to have full day Pre-K back on our elementary campus. While there were challenges out of her control in setting up her classroom such as a washer and dryer in the hallway and lack of a classroom aide, Mrs. Zabri chooses to focus on the positive. She is always happy, smiling, and cheering everyone on. She keeps her focus on students and parents while at the same time helping/supporting/collaborating and cheering her peers on. She has also approached the Parent Liaison with ideas for parent classes and offered to teach the classes herself. Mrs. Zabri is one to present opportunities and not "problems." She tends to see the positive in everything, even with the current situation we all find ourselves in – with COVID and Distance Learning, and new platforms and programs – Mrs. Zabri is absolutely a gem and Schulze is a better place because she is among us.

EMPLOYEE OF THE MONTH November 2020

As the night lead for Kinkeade Early Childhood School, Mr. Catalino Benitez is instrumental in maintaining a safe, clean, and healthy school environment. His exceptional kindness is noted and appreciated by all staff members. Whenever he is asked to complete a task, he does so without hesitation. It is evident that Mr. Benitez takes pride in his work, as he performs his job efficiently and effectively. When staff members arrive to work every morning, they note how Kinkeade sparkles, thanks to the hard work of Mr. Benitez. Everyone recognizes that the way he helps to maintain the cleanliness of the building at Kinkeade greatly contributes to the positive climate of our school.

GUEST EDUCATOR OF THE MONTH November 2020

Mr. Greg Denney is an outstanding and exceptional Guest Educator! His leadership and class management skills are top-notch. He is sought out by many schools and teachers in the district. His willingness to work with our most challenging classrooms and students is very much appreciated. Mr. Denney is also flexible. If he is asked to cover for another assignment than the one originally scheduled for, he does it with a smile on his face. You know that if Mr. Denney is in a classroom, lesson plans will be followed, and students will continue to learn. As much as the teachers and staff respect and appreciate him, so do the students. Mr. Denney is very deserving of the Monthly Guest Educator of the Month for Irving ISD.

CONSENT AGENDA ITEM

11/16/2020

TOPIC: Consider Approval of Minutes of Board Work Session on Monday, October 19, 2020 and Regular Board meeting on Monday, October 26, 2020

SUBMITTED BY: Magda Hernandez, Superintendent

BACKGROUND: The Irving Independent School District Board of Trustees held a Board Work Session on Monday, October 19, 2020 and Regular Board meeting on Monday, October 26, 2020. The minutes of each said meeting are hereby presented to the Board for review and approval.

ADMINISTRATIVE RECOMMENDATION: Approval of Minutes of Board Work Session, on Monday, October 19, 2020 and Regular Board meeting on Monday, October 26, 2020.

RECOMMENDED BOARD MOTION: I move for Board approval of the minutes of Board Work Session on Monday, October 19, 2020 and Regular Board meeting on Monday, October 26, 2020.

Additional Agenda Sheets Attached: Yes No

Attachments:

- Minutes of Board Work Session on Monday, October 19, 2020
- Minutes of Board Regular Board Meeting on Monday, October 26, 2020

**IRVING INDEPENDENT SCHOOL DISTRICT
WORK SESSION - BOARD OF TRUSTEES
6:30 P.M.
2621 W. Airport Freeway, Irving, Texas, 75062
Monday, October 19, 2020**

Call to Order The work session was called to order by President A.D. Jenkins at 6:30 p.m.

MEMBERS A.D. Jenkins, President
PRESENT: Nell Anne Hunt, Vice President
 Randy Randle, Secretary
 Pamela Campbell
 Tony Grimes
 Nuzhat Hye
 Dr. Rosemary Robbins

ALSO Magda Hernandez, Superintendent
PRESENT: Dr. Juan Carlos Martinez, Deputy Superintendent of
 School Operations
 Karen Edwards, Executive Assistant

VISITORS:

Receive Patricia Alvarado, Director of Digital Learning/Learning Resources gave a
Presentation on presentation on the Verizon Innovative Learning Schools Program (VILS)
Verizon Innovative project. The presentation included the status of two new VILS labs at Travis
Learning Schools and Lady Bird Johnson Middle Schools as well as the new High School 9th
(VILS) Program grade program.
and
Learning Labs

Receive Overview Dr. Dorian Galindo, Executive Director of Planning, Evaluation and
of the Measures of Research and Christina Trotter, Director of Student Assessment gave a
Academic presentation on Measures of Academic Progress (MAP), a computer interim
Progress (MAP) assessment, creates a personalized assessment experience by adapting to
Fall 2020-2021 each student's learning level. The presentation summarized the results of
District the 2020-2021 MAP fall assessment.
Performance

Receive Overview Dr. Cynthia Jaird, Executive Director of Specialized Learning and Blanca De
of Bilingual/ESL La Sierra, Director of Bilingual Programs gave a brief overview of the
Program Bilingual/ESL services, graduation rate comparisons, end of year data, and
Evaluation 2019- outreach of the program this past year.
2020

Receive Overview Dr. Cynthia Jaird, Executive Director of Specialized Learning, Dr. Yueyue
of Gifted and Fan, Program Evaluation Specialist, and Holley Nasky, GT/Advanced
Talented Program Academics Coordinator presented the 2019-2020 Gifted and Talented
Evaluation 2019- program evaluation. The report detailed performance, equity, and outreach of
2020 the program this past year.

Discuss Regular Discussion took place on the October 26, 2020, Regular Meeting Agenda
Board Meeting matters.
Agenda Matters

Recess, Executive The Board recessed at 8:01 p.m. and convened in Executive Session at 8:06
Session p.m. The Board reconvened in Open Session at 8:43 p.m.

No action was taken.

The work session adjourned at 8:44 p.m.

**IRVING INDEPENDENT SCHOOL DISTRICT
REGULAR MEETING - BOARD OF TRUSTEES
7:00 P.M.
2621 W. Airport Freeway, Irving, Texas, 75062
Monday, October 26, 2020**

Call to Order
Regular Meeting

The meeting was called to order by President A.D. Jenkins at 7:00 p.m. He announced that a quorum was present and that the meeting had been duly called, and that notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

MEMBERS A.D. Jenkins, President
PRESENT: Nell Anne Hunt, Vice President
Randy Randle, Secretary
Pamela Campbell
Tony Grimes
Nuzhat Hye
Dr. Rosemary Robbins

ALSO Magda Hernandez, Superintendent
PRESENT: Dr. Juan Carlos Martinez, Deputy Superintendent of
School Operations
Dr. Jeannine Porter, Deputy Superintendent of School
Leadership
Dr. Jackie Gorena, Chief of Learning Services
Dr. Andre Smith, Chief of Administrative Services
Gary Micinski, Chief Financial Officer
Alvin McQuarters, Chief of Technology and Innovation
Dr. Nicole Mansell, Chief of Marketing and
Communications
David Bungler, District General Council
Dr. Lance Campbell, Assistant Chief of Administrative
Services
Curtis Mauricio, Assistant Chief of Middle Schools
Fernando Natividad, Assistant Chief of Finance
Terry Zettle, Director of Security
Jennifer McKee, Director of Early Childhood Programs
Dr. Jaretha Jordan, Executive Director PK-5 Schools
Claudia Ruiz, Gilbert Elementary
Trent Nickerson, De Zavala Middle School
Deeadra Brown, MacArthur High School
Stacy Brannon, Barton Elementary and J. Haley
Elementary
Bruce Ferrell, Ratteree
Jerica Epperson, Learning Resources
Mary Ann Caster, DeZavala Middle School
Anika Faglie, Cardwell
Todd Smith, Good Elementary
Lesley Kelley, Cardwell
Lynn Andrews, Special Assistant to the Deputy
Superintendent of School Operations
Karen Edwards, Executive Assistant

VISITORS: Richie Ren
Lanre Famojuero, UEA
Macie McKee
Michael McKee
Lynn Rossi Scott, Brackett and Ellis Law Firm

The invocation was given by Anthony Valenzuela, Pastor, Calvary Church.
The pledges to the flags were led by Mr. Tony Grimes.

Recognition of Teacher of the Month	Dr. Rosemary Robbins recognized Anika Faglie, New Comer Academy World Geography Teacher at Barbara Cardwell, as Teacher of the month.
Recognition of Employee of the Month	Mrs. Nuzhat Hye recognized Erika Hernandez, Instructional Aide at Gilbert Elementary, as Employee of the Month.
Recognition of Guest Educator of the Month	Ms. Nell Anne Hunt recognized Mary Ann Caster, Nominated by De Zavala Middle School, as Guest Educator of the Month.
Special Recognitions	<p>Recognitions were made by the Administration on the following:</p> <ul style="list-style-type: none"> • Recognition of Administration Employee (C. Jaid) • Recognition of Irving ISD's School Principals for National Principal's Month (J. Porter) • Recognition of National Merit Honorees (C. Mauricio)
Public Comment	<p><u>Todd Smith, 1450 Furlong Ct.</u> Mr. Long made comments regarding his concern about the number of hours teachers are working every week and if there may be a way to alleviate some of the stress.</p> <p><u>Dr. Stacy Brannon, 13738 Gibraltar</u> Dr. Brannon presented her dissertation to the Board.</p>
Motion re Consent Agenda	<p>Motion was made by Randy Randle, seconded by Dr. Rosemary Robbins, to approve the Consent Agenda as follows:</p> <ol style="list-style-type: none"> 1. Approval of Minutes of Board Work Session on Monday, September 21, 2020 and Regular Board Meeting on Monday, September 28, 2020 2. Approval of Unaudited Financial Statement for August 2020 3. Approval of Resolution No. 20-21-03 Authorizing October Amendment to the 2020-2021 Budget 4. Approval of Supplements to Irving ISD Tax Rolls 5. Approval of Item No. 2021-09 Authorizing the Purchase of the Property Located at 2200 West Irving Boulevard, Irving, Texas 75061 for Educational, Professional Development, and/or Administration Facility Purposes, and Delegate Authority to the Superintendent or her Designee to Negotiate a Purchase Agreement, Including Terms, Conditions, and the Purchase Price 6. Acceptance of Report to Irving ISD Board Trustees for 2019-2020 Management Fees Under Certain Cooperative Purchasing Contracts 7. Approval of Item No. 2021-04 Approving the Renewal of Award for Request for Proposal (RFP) #17-03-916 for Vending, Groceries, General Retail Merchandise and Supplies 8. Approval of Item No. 2021-05 Award of Property and Casualty Insurance Coverages with Texas Association of School Board (TASB) for the 2020-2021 Policy Period 9. Approval of Item No. 2021-06 Approving the Renewal of Award for Request for Proposal (RFP) #18-16-861 for Network Infrastructure Cabling Services

10. Approval of Item No. 2021-07 Approving the Renewal of Award for Request for Proposal (RFP) #19-05-914 for Exterior/Interior Door Supplies and Repair
11. Approval of Item No. 2020-08 Approving the Renewal of Award for Request for Proposal (RFP) #18-07-914B for Concrete Patching, Paving and Curbs
12. Approval of Request for Competitive Sealed Proposals (RFCSP) as the Procurement Method for the Purchase and Installation of HVAC Systems for the Athletic Weight Rooms at Nimitz, MacArthur and Irving High Schools
13. Acceptance of Gifts and Donations to the District

Motion passed 7-0

Announcements

Superintendent Magda Hernandez's announcements included:

- Irving ISD signed EcoSafe Labs as an official district partner on October 15. What started as a hand sanitizer donation has morphed into something much larger.
- All freshmen students are receiving a FREE iPad thanks to our continued partnership with Verizon Innovative Learning Schools.
- October is National Principals Month. As a token of our appreciation, we are hosting a drive-through luncheon for them.
- Special congratulations to Henry Taylor, principal at T. Haley Elementary School, for receiving the Maurice and Ruby Walker Educator of the Year award by the NAACP Irving-Carrollton chapter.
- Several of our students have received national-level honors. Irving ISD is proud to announce that three seniors qualified and were named National Merit Commended Scholars and four seniors earned College Board Recognition Program Scholar Designation, which also recognizes students who have excelled on the PSAT and in the classroom.
- Governor Gregg Abbott declared October 14th as Human Resources Day.
- Ms. Hernandez also expressed her thanks to all the staff of Irving ISD.

Trustees announced their attendance at district and other events including:

- All Trustees expressed their many thanks and appreciation to the teachers and principals of Irving ISD. They are heroes in the classrooms
- Ms. Hunt expressed her appreciation for Ms. Hernandez and her Board colleagues.

Recess, Executive Session

The Board recessed at 8:02 p.m. and convened in Executive Session at 8.12 p.m. The Board reconvened in Open Session at 9:24 p.m.

Motion was made by Randy Randle and seconded by Dr. Rosemary Robbins to deny the Level III grievance.

There being no further business, the meeting was adjourned at approximately 9:25 p.m.

CONSENT AGENDA ITEM
11/16/2020

TOPIC: Financial Statements for September 2020

SUBMITTED BY: Gary Micinski, Chief Financial Officer

BACKGROUND: The monthly preparation of the financial statements is to provide information about the financial position, performance, and changes in financial position of the District, which can be useful to the Board of Trustees, management, and other stakeholders in making economic decisions.

ADMINISTRATIVE RECOMMENDATION: The Administration recommends that the Board approve the Financial Statements for September 2020.

RECOMMENDED BOARD MOTION: I move the Board approve the Financial Statements for September 2020.

Additional Agenda Sheets Attached: Yes No

Attachments:

1. Summary Memo from Steve Franks to Gary Micinski
2. Graphic Presentation of Expenditures and Fund Balance
3. Expenditures and Revenue Report for All Funds
4. Balance Sheet Reports for General Operating, Food Service and Debt Service Funds

Date: November 16, 2020
To: Gary Micinski, Chief Financial Officer
From: Steve Franks, Director of Business Operations
Subject: Financial Statements for September 2020

General Operating Fund

Revenue:

Total revenue and other sources for the General Operating Fund through September were \$35,475,646 or 10.4% of budget, compared to \$39,420,106 or 11.6% of budget last year, a decrease of \$3,944,460 or 10.0%. The decrease in total revenue and other sources was attributed to the following item:

- State revenue including per capita and foundation receipts totaled \$34,985,424 compared to \$38,595,562 last year, a decrease of \$3,610,139 or 9.4%.

Expenditures:

Total expenditures and other uses for the General Operating Fund through September were \$26,763,197 or 7.7% of budget, compared to \$24,902,811 or 7.3% of budget last year, an increase of \$1,860,386 or 7.5%. The increase in total expenditures was attributed to the following item:

- Function 11 – Payroll expenditures were \$15,795,147 or 8.2% of budget, compared to \$14,681,157 or 7.9% of budget last year, an increase of \$1,113,990 or 7.6%

Food Service Fund

Revenue:

Total revenue and other sources for the Food Service Fund through September were \$1,620,262 or 8.8% of budget compared to \$2,749,455 or 11.2% of budget last year, a decrease of \$1,129,193 or 41.1%. The decrease in total revenue was attributed to the following item:

- There has been no federal reimbursement submission in the first month of the current year, compared to \$2,377,725 reimbursed last year.

Expenditures:

Total expenditures and other uses for the Food Service Fund through September were \$1,218,608 or 5.9% of budget compared to \$1,536,847 or 5.7% of budget last year which represents a decrease of \$318,239 or 20.7%. The decrease in total expenditures was attributed to the following item:

- Function 35 – Food Service: Food and supply expenditures were \$472,370 or 4.6% of budget compared to \$805,953 or 5.7% of budget last year, a decrease of \$333,583 or 41.4%.

Debt Service Fund

Revenue:

There was no significant difference in total revenue and other sources for the Debt Service Fund through September when compared to total revenue and other sources through the same period of the previous year.

Expenditures:

There was no significant difference in total expenditures and other uses for the Debt Service Fund through September when compared to total expenditures and other uses through the same period of the previous year.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of special revenue sources (other than tax assessments, major capital projects, etc.) that are legally restricted to expenditures for specified purposes, such as special education grants.

Revenue:

There was no significant difference in total revenue and other sources for the Special Revenue Funds through September when compared to total revenue and other sources through the same period of the previous year.

Expenditures:

There was no significant difference in total expenditures and other uses for the Special Revenue Funds through September when compared to total expenditures and other uses through the same period of the previous year.

Capital Projects Funds

Revenue:

There was no significant difference in total revenue and other sources for the Capital Projects Funds through September when compared to total revenue and other sources through the same period of the previous year.

Expenditures:

There was no significant difference in total expenditures and other uses for the Capital Projects Funds through September when compared to total expenditures and other uses through the same period of the previous year.

Proprietary Funds

Irving ISD maintains the following Enterprise and Internal Service Funds: Food Service Vending, Workers' Compensation, Unemployment, Science Refurbishment, and Print Shop Service Center.

Revenue:

Total revenue and other sources for the Enterprise and Internal Service Funds through September were \$387,938 or 15.7% of budget compared to \$120,775 or 8.3% of budget last year which represents an increase of \$267,163 or 221.2%.

- The District has increased its contribution to the unemployment internal service fund to offset the increase in unemployment claims throughout the Summer and Fall of 2020. The increase in revenue represents a significant portion of the year-over-year change in September 2020.

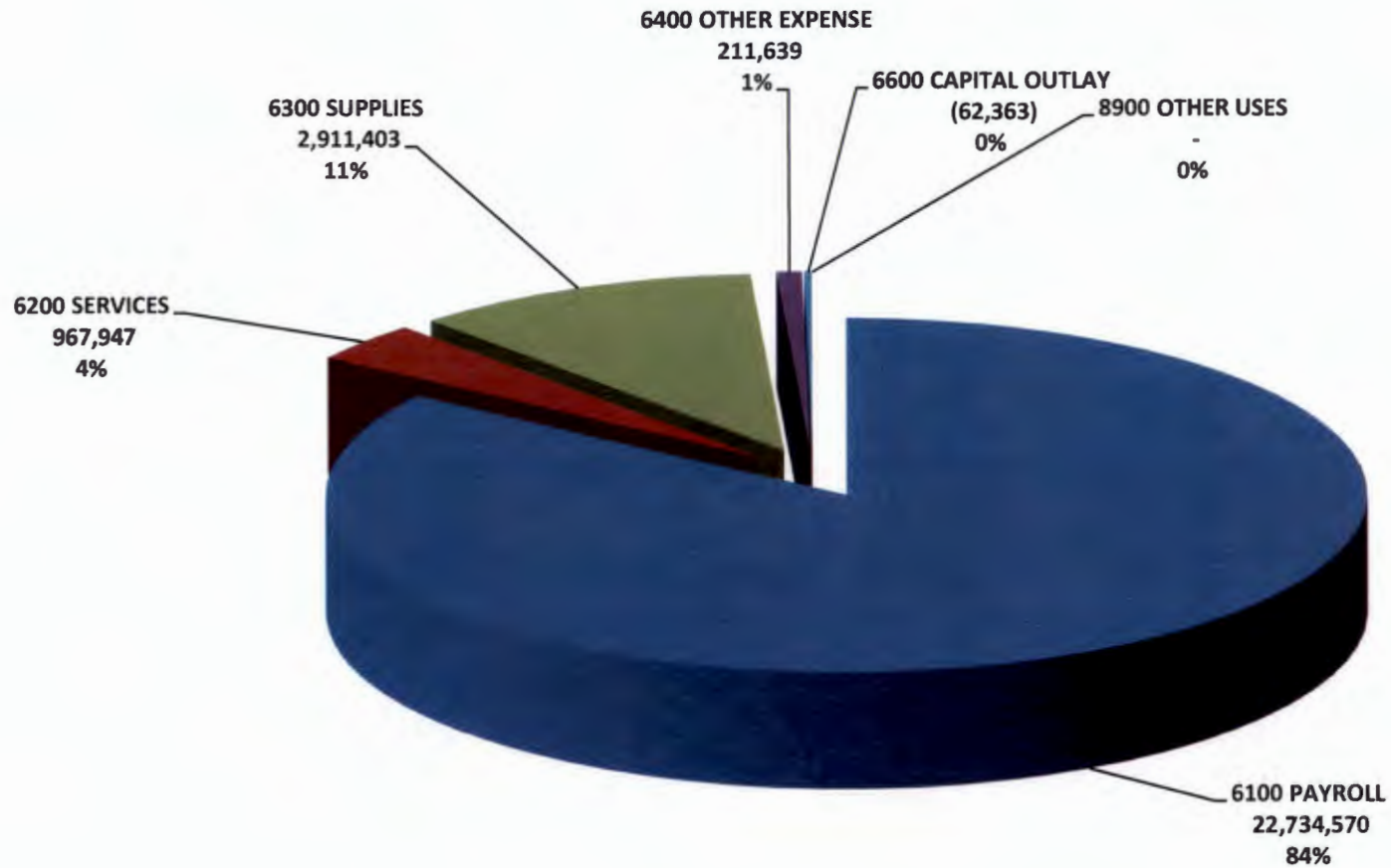
Expenditures:

Total expenditures for the Enterprise and Internal Service Funds through September were \$214,259 or 8.6% of budget, compared to \$190,013 or 7.7% of budget last year which represents an increase of \$24,247 or 12.8%.

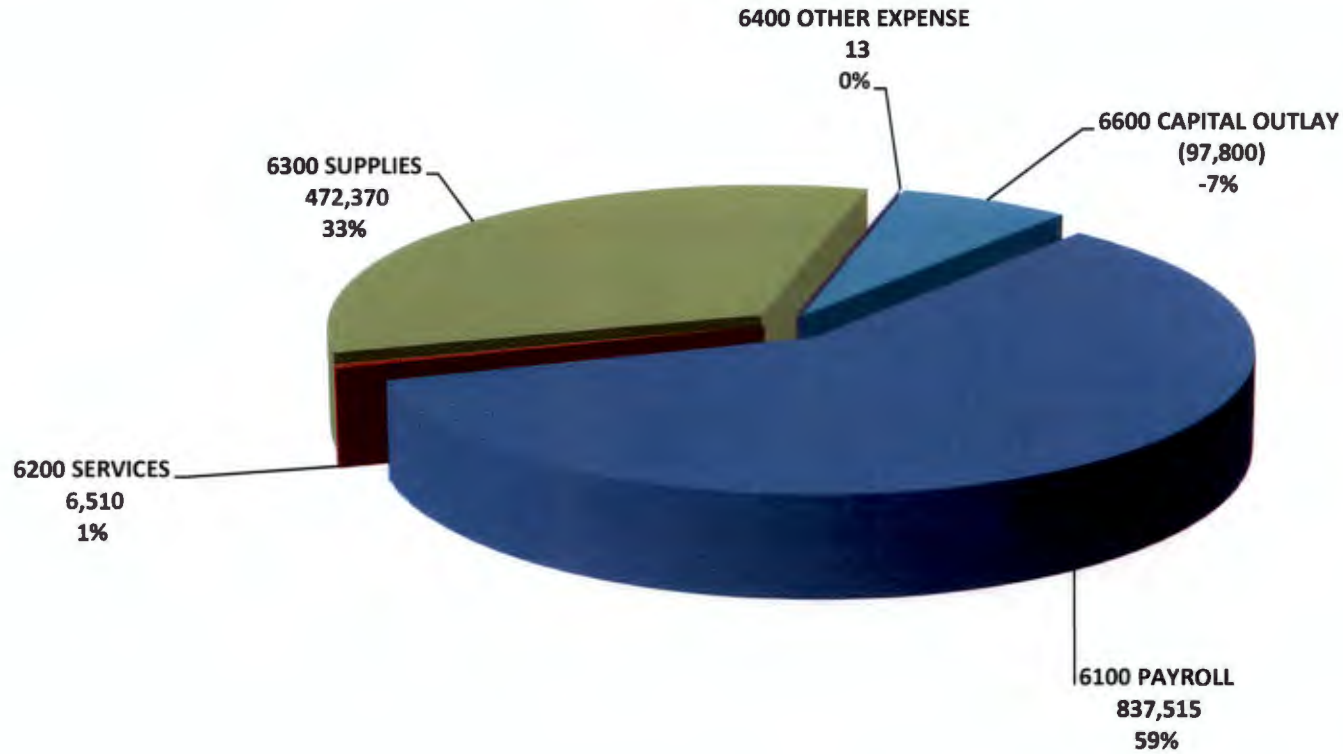
- Workers' compensation claims and other expenses increased by \$33,933 or 28.5% in the first month of the new fiscal compared to the previous year. The increase in workers' compensation claims is consistent with the increase in workers' compensation claims in the previous year.

As of September 30, 2020, total net assets for all Enterprise and Internal Service Funds were \$1,272,684, and all Enterprise and Internal Service Funds have a positive net asset position.

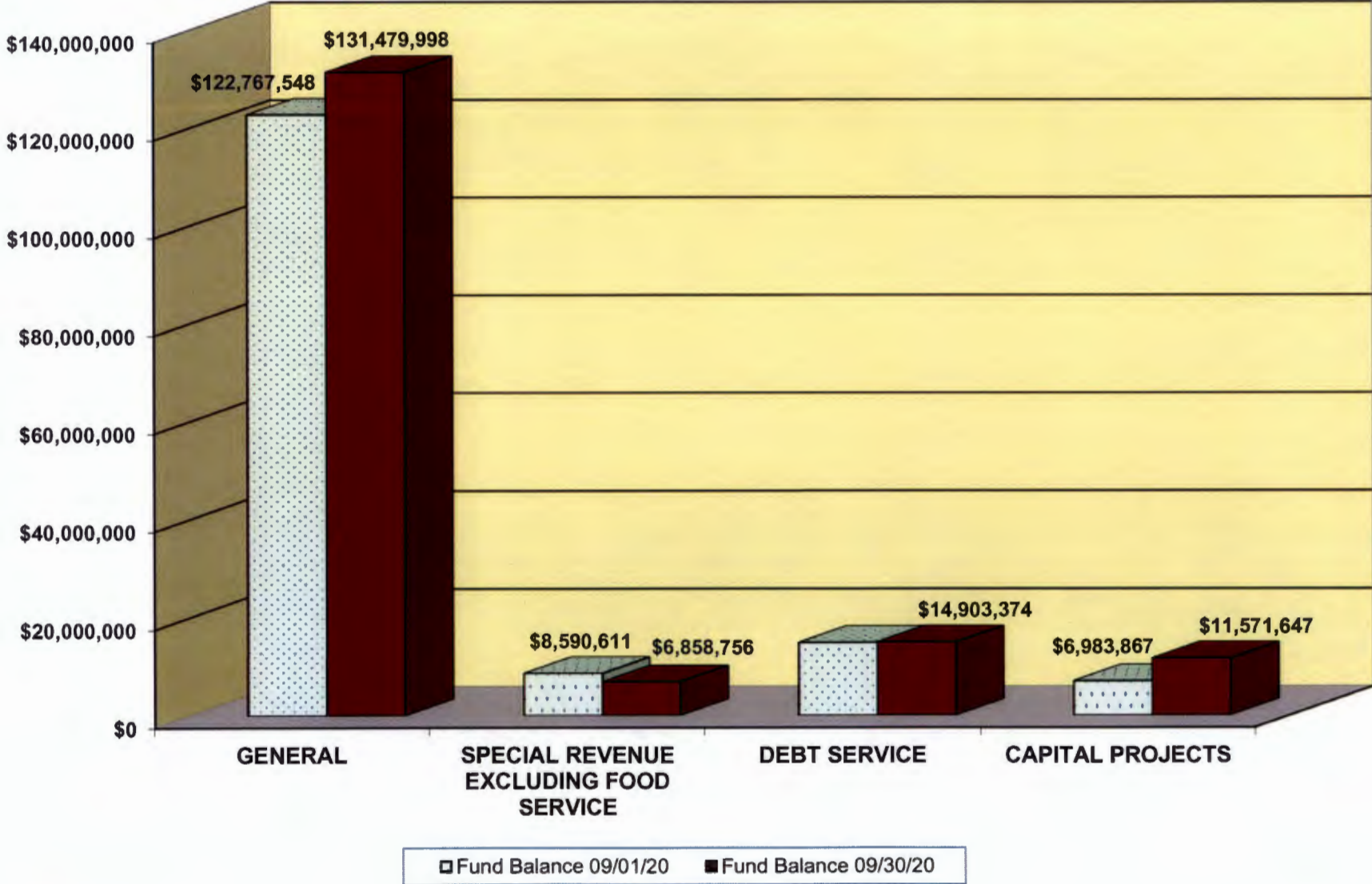
General Operating Fund YTD Actual Expenditures September 30, 2020



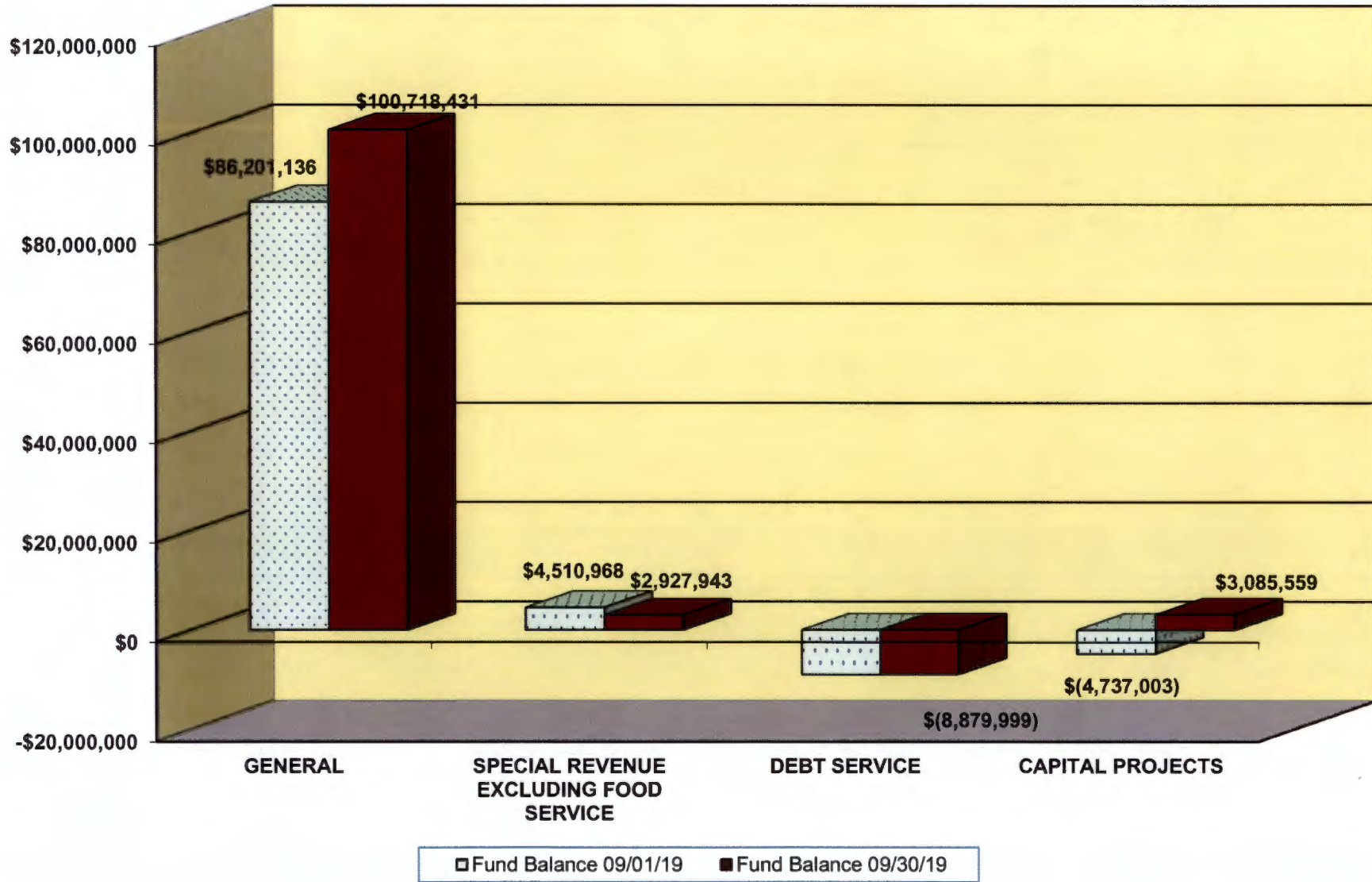
Food Service Fund YTD Actual Expenditures September 30, 2020



Comparative Fund Balances September 30, 2020



Comparative Fund Balances September 30, 2019



IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF GENERAL OPERATING BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD			09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD	(OVER) UNDER YTD BUDGET	BUDGET	YTD ACTUAL	%YTD
REVENUE									
LOCAL RESOURCES:									
5711 TAXES CURRENT YEAR	159,000,000	3,076	0.0%	3,076	0.0%	158,996,924	143,312,706	3,711	0.0%
5712 DELINQUENT TAXES	296,205	92,914	31.4%	92,914	31.4%	203,291	720,164	125,680	17.5%
5719 OTHER TAX RELATED REVENUE	500,000	96,975	19.4%	96,975	19.4%	403,025	500,000	36,743	7.3%
TOTAL TAXES	159,796,205	192,965	0.1%	192,965	0.1%	159,603,240	144,532,870	166,134	0.1%
5735 SUMMER SCHOOL	-	-	--	-	--	-	50,000	-	0.0%
5738 PARKING FEES	4,500	357	7.9%	357	7.9%	4,143	5,000	2,096	41.9%
5739 OTHER TUITION AND FEES	200,000	(45)	0.0%	(45)	0.0%	200,045	350,000	48,139	13.8%
5742 INVESTMENT EARNINGS	500,000	23,556	4.7%	23,556	4.7%	476,444	1,000,000	213,319	21.3%
5743 RENTAL OF FACILITIES	70,000	-	0.0%	-	0.0%	70,000	200,000	5,300	2.7%
5744 GIFTS AND BEQUESTS	623,577	-	0.0%	-	0.0%	623,577	150,687	1,957	1.3%
5745 NET INSURANCE RECOVERY	200,000	103,026	51.5%	103,026	51.5%	96,974	-	-	--
5746 TIF TAXES COLLECTED	-	-	--	-	--	-	-	-	--
5749 MISCELLANEOUS REVENUE	253,220	77,465	30.6%	77,465	30.6%	175,756	-	106,231	--
5752 ATHLETIC	-	3,694	--	3,694	--	(3,694)	261,000	53,102	20.3%
5755 ACTIVITY FUND RECEIPTS	1,897,556	23,666	1.2%	23,666	1.2%	1,873,890	1,250,860	157,208	12.6%
5766 CONCURRENT ENROLLMENT	50,000	-	0.0%	-	0.0%	50,000	25,000	-	0.0%
5767 IRVING SCHOOL FOUNDATION	-	-	21.1%	-	0.0%	157,847	-	-	--
5769 REVENUE FROM INTERMEDIATE	200,000	42,153	6.8%	42,153	1.1%	3,724,981	150,000	-	0.0%
TOTAL OTHER LOCAL RESOURCES	3,998,853	273,873	6.8%	273,873	6.8%	3,724,981	3,442,547	587,351	17.1%
TOTAL LOCAL RESOURCES	163,795,058	466,838	0.3%	466,838	0.3%	163,328,221	147,975,417	753,485	0.5%
STATE RESOURCES:									
5811 PER CAPITA	14,733,689	498,818	3.4%	498,818	3.4%	14,234,871	7,894,020	-	0.0%
5812 FOUNDATION ENTITLEMENTS	142,109,122	33,089,938	23.3%	33,089,938	23.3%	109,019,184	165,627,056	37,063,202	22.4%
5819 STATE	-	-	--	-	--	-	-	345,383	--
5829 TEA/NON-FOUNDATION REVENUE	-	-	--	-	--	-	-	-	--
5831 STATE TRS ON-BEHALF	15,652,186	1,396,668	8.9%	1,396,668	8.9%	14,255,518	12,962,813	1,186,977	9.2%
TOTAL STATE RESOURCES	172,494,997	34,985,424	20.3%	34,985,424	20.3%	137,509,573	186,483,889	38,595,562	20.7%
FEDERAL RESOURCES:									
5929 FEDERAL REVENUE-TEA DISTR.	350,000	-	0.0%	-	0.0%	350,000	350,000	(1,314)	-0.4%
5931 SHARS REIMBURSEMENT	4,000,000	14,302	0.4%	14,302	0.4%	3,985,698	3,800,000	47,907	1.3%
5946 BABS SUBSIDY	-	-	--	-	--	-	734,608	-	0.0%
5949 ROTC	250,000	3,573	1.4%	3,573	1.4%	246,427	250,000	24,466	9.8%
TOTAL FEDERAL RESOURCES	4,600,000	17,875	0.4%	17,875	0.4%	4,582,125	5,134,608	71,058	1.4%
OTHER SOURCES:									
7912 SALE OF FIXED ASSETS	-	5,510	--	5,510	--	(5,510)	-	-	--
7915 INTERFUND TRANSFERS IN	-	-	--	-	--	-	-	-	--
7918 SPECIAL ITEMS	-	-	--	-	--	-	-	-	--
7919 EXTRAORDINARY ITEMS	-	-	--	-	--	-	-	-	--
TOTAL OTHER REVENUE SOURCES	-	5,510	--	5,510	--	(5,510)	-	-	--
TOTAL GENERAL OPERATING REVENUE:	340,890,055	35,475,646	10.4%	35,475,646	10.4%	305,414,409	339,593,914	39,420,106	11.6%

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF GENERAL OPERATING BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD			09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD	(OVER) UNDER YTD BUDGET	BUDGET	ACTUAL	%YTD
EXPENDITURES									
11 INSTRUCTION:									
6100 PAYROLL	193,060,980	15,795,147	8.2%	15,795,147	8.2%	177,265,833	185,555,254	14,681,157	7.9%
6200 CONTRACTED SERVICES	2,147,750	501,991	23.4%	501,991	23.4%	1,645,759	2,106,470	(88,219)	-4.2%
6300 SUPPLIES	8,110,670	1,155,451	14.2%	1,155,451	14.2%	6,955,219	11,403,477	712,050	6.2%
6400 OTHER EXPENSE	1,566,443	12,941	0.8%	12,941	0.8%	1,553,502	2,264,920	103,967	4.6%
6600 CAPITAL OUTLAY	37,550	(99)	-0.3%	(99)	-0.3%	37,649	38,936	-	0.0%
TOTAL INSTRUCTION	204,923,393	17,465,431.00	8.5%	17,465,431	8.5%	187,457,962	201,369,057	15,408,955	7.7%
12 LIBRARY:									
6100 PAYROLL	4,744,581	382,594	8.1%	382,594	8.1%	4,361,987	4,332,073	386,323	8.9%
6200 CONTRACTED SERVICES	93,115	1,420	1.5%	1,420	1.5%	91,695	52,660	2,753	5.2%
6300 SUPPLIES	1,138,777	139,193	12.2%	139,193	12.2%	999,583	1,175,246	291,536	24.8%
6400 OTHER EXPENSE	47,115	(2,914)	-6.2%	(2,914)	-6.2%	50,029	68,458	(196)	-0.3%
6600 CAPITAL OUTLAY	33,489	-	0.0%	-	0.0%	33,489	15,000	-	0.0%
TOTAL LIBRARY	6,057,077	520,293	8.6%	520,293	8.6%	5,536,784	5,643,437	680,416	12.1%
13 STAFF DEVELOPMENT:									
6100 PAYROLL	3,398,065	385,274	11.3%	385,274	11.3%	3,012,791	3,040,680	235,150	7.7%
6200 CONTRACTED SERVICES	342,152	8,529	2.5%	8,529	2.5%	333,623	552,672	74,788	13.5%
6300 SUPPLIES	1,370,371	386,485	28.2%	386,485	28.2%	983,886	1,199,614	705,695	58.8%
6400 OTHER EXPENSE	544,634	5,751	1.1%	5,751	1.1%	538,883	594,849	50,582	8.5%
6600 CAPITAL OUTLAY	-	-	--	-	--	-	68,000	-	0.0%
TOTAL STAFF DEVELOPMENT	5,655,223	786,039	13.9%	786,039	13.9%	4,869,184	5,455,815	1,066,215	19.5%
21 INSTRUCTIONAL ADMINISTRATION:									
6100 PAYROLL	5,199,842	439,971	8.5%	439,971	8.5%	4,759,871	4,547,350	388,752	8.5%
6200 CONTRACTED SERVICES	339,972	22,233	6.5%	22,233	6.5%	317,739	409,722	55,112	13.5%
6300 SUPPLIES	567,348	105,478	18.6%	105,478	18.6%	461,870	317,058	37,795	11.9%
6400 OTHER EXPENSE	317,400	6,058	1.9%	6,058	1.9%	311,342	293,750	18,596	6.3%
6600 CAPITAL OUTLAY	500	-	0.0%	-	0.0%	500	500	-	0.0%
TOTAL INSTRUCTIONAL ADMINISTRATION	6,425,062	573,740	8.9%	573,740	8.9%	5,851,322	5,568,379	500,256	9.0%
23 SCHOOL ADMINISTRATION:									
6100 PAYROLL	20,545,232	1,701,373	8.3%	1,701,373	8.3%	18,843,859	20,775,388	1,669,136	8.0%
6200 CONTRACTED SERVICES	102,577	41,218	40.2%	41,218	40.2%	61,359	101,472	46,377	45.7%
6300 SUPPLIES	279,145	26,971	9.7%	26,971	9.7%	252,174	243,391	25,599	10.5%
6400 OTHER EXPENSE	287,306	13,671	4.8%	13,671	4.8%	273,635	222,305	17,887	8.0%
6600 CAPITAL OUTLAY	2,837	-	0.0%	-	0.0%	2,837	-	-	--
TOTAL SCHOOL ADMINISTRATION	21,217,097	1,783,234	8.4%	1,783,234	8.4%	19,433,864	21,342,557	1,758,999	8.2%

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF GENERAL OPERATING BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD	(OVER) UNDER		09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD	YTD BUDGET	BUDGET	ACTUAL	%YTD
31 COUNSELING SERVICES:									
6100 PAYROLL	14,930,545	1,245,521	8.3%	1,245,521	8.3%	13,685,024	13,818,991	1,195,139	8.6%
6200 CONTRACTED SERVICES	952,516	9,277	1.0%	9,277	1.0%	943,239	1,175,680	301,524	25.6%
6300 SUPPLIES	503,310	298,806	59.4%	298,806	59.4%	204,504	288,571	162,731	56.4%
6400 OTHER EXPENSE	71,079	3,047	4.3%	3,047	4.3%	68,032	86,739	14,297	16.5%
6600 CAPITAL OUTLAY	-	-	--	-	--	-	-	-	--
TOTAL COUNSELING SERVICES	16,457,450	1,556,651	9.5%	1,556,651	9.5%	14,900,799	15,369,981	1,673,691	10.9%
32 ATTENDANCE SERVICES:									
6100 PAYROLL	1,341,408	114,583	8.5%	114,583	8.5%	1,226,825	1,581,844	102,549	6.5%
6200 CONTRACTED SERVICES	1,662	375	22.6%	375	22.6%	1,287	750	375	50.0%
6300 SUPPLIES	-	-	--	-	--	-	-	-	--
6400 OTHER EXPENSE	7,255	-	0.0%	-	0.0%	7,255	7,346	127	1.7%
TOTAL ATTENDANCE SERVICES	1,350,325	114,958	8.5%	114,958	8.5%	1,235,367	1,589,940	103,051	6.5%
33 HEALTH SERVICES:									
6100 PAYROLL	3,391,134	285,217	8.4%	285,217	8.4%	3,105,917	3,298,172	278,429	8.4%
6200 CONTRACTED SERVICES	4,977	840	16.9%	840	16.9%	4,137	4,977	1,926	38.7%
6300 SUPPLIES	133,744	4,493	3.4%	4,493	3.4%	129,251	92,466	41,147	44.5%
6400 OTHER EXPENSE	4,329	-	0.0%	-	0.0%	4,329	4,329	1,236	28.6%
6600 CAPITAL OUTLAY	-	-	--	-	--	-	-	-	--
TOTAL HEALTH SERVICES	3,534,184	290,550	8.2%	290,550	8.2%	3,243,634	3,399,944	322,738	9.5%
34 PUPIL TRANSPORTATION:									
6100 PAYROLL	-	9,608	--	9,608	--	(9,608)	-	-	--
6200 CONTRACTED SERVICES	11,627,465	105	0.0%	105	0.0%	11,627,360	12,630,522	-	0.0%
6300 SUPPLIES	900,000	6,138	0.7%	6,138	0.7%	893,862	896,943	53,136	5.9%
6400 OTHER EXPENSE	95,007	2,610	2.7%	2,610	2.7%	92,397	88,397	(86,473)	-97.8%
6600 CAPITAL OUTLAY	-	-	--	-	--	-	2,200,000	-	0.0%
TOTAL PUPIL TRANSPORTATION	12,622,472	18,462	0.1%	18,462	0.1%	12,604,010	15,815,862	(33,337)	-0.2%
35 FOOD SERVICE:									
6100 PAYROLL	512,238	45,153	8.8%	45,153	8.8%	467,085	422,353	43,841	10.4%
6300 SUPPLIES	1,600	-	0.0%	-	0.0%	1,600	31,000	-	0.0%
6400 OTHER EXPENSE	220,000	-	0.0%	-	0.0%	220,000	220,000	-	0.0%
6600 CAPITAL OUTLAY	-	-	--	-	--	-	-	-	--
TOTAL FOOD SERVICE	733,838	45,153	6.2%	45,153	6.2%	688,685	673,353	43,841	6.5%
36 EXTRA-CURRICULAR ACTIVITIES:									
6100 PAYROLL	4,109,550	314,226	7.6%	314,226	7.6%	3,795,324	4,136,714	314,687	7.6%
6200 CONTRACTED SERVICES	561,378	9,663	1.7%	9,663	1.7%	551,715	504,550	51,277	10.2%
6300 SUPPLIES	683,256	8,015	1.2%	8,015	1.2%	675,241	831,323	24,875	3.0%
6400 OTHER EXPENSE	1,117,046	103,069	9.2%	103,069	9.2%	1,013,977	1,235,994	195,157	15.8%
6600 CAPITAL OUTLAY	27,847	6,075	21.8%	6,075	21.8%	21,772	17,500	-	0.0%
TOTAL EXTRA-CURRICULAR ACTIVITIES:	6,499,078	441,049	6.8%	441,049	6.8%	6,058,029	6,726,081	585,996	9.7%

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF GENERAL OPERATING BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD		(OVER) UNDER	09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD	YTD BUDGET	BUDGET	ACTUAL	%YTD
41 GENERAL ADMINISTRATION:									
6100 PAYROLL	6,723,175	555,793	8.3%	555,793	8.3%	6,167,383	6,312,153	511,242	8.1%
6200 CONTRACTED SERVICES	926,004	63,859	6.9%	63,859	6.9%	862,145	906,358	77,704	8.6%
6300 SUPPLIES	1,368,371	214,502	15.7%	214,502	15.7%	1,153,869	894,706	25,529	2.9%
6400 OTHER EXPENSE	676,716	33,637	5.0%	33,637	5.0%	643,079	692,809	37,571	5.4%
6600 CAPITAL OUTLAY	-	-	--	-	--	-	-	-	--
TOTAL GENERAL ADMINISTRATION	9,694,266	867,791	9.0%	867,791	9.0%	8,826,476	8,806,026	652,045	7.4%
51 MAINTENANCE:									
6100 PAYROLL	14,587,821	1,069,609	7.3%	1,069,609	7.3%	13,518,212	14,131,139	1,127,980	8.0%
6200 CONTRACTED SERVICES	8,571,577	53,663	0.6%	53,663	0.6%	8,517,915	8,794,846	65,899	0.7%
6300 SUPPLIES	5,802,857	195,974	3.4%	195,974	3.4%	5,606,883	2,415,198	234,215	9.7%
6400 OTHER EXPENSE	1,227,307	31,924	2.6%	31,924	2.6%	1,195,383	1,144,943	24,008	1.7%
6600 CAPITAL OUTLAY	98,500	-	0.0%	-	0.0%	98,500	198,500	6,104	3.1%
TOTAL MAINTENANCE	30,288,062	1,351,169	4.5%	1,351,169	4.5%	28,936,893	26,684,626	1,454,206	5.4%
52 SECURITY:									
6100 PAYROLL	2,164,101	165,679	7.7%	165,679	7.7%	1,998,422	2,145,072	184,897	8.6%
6200 CONTRACTED SERVICES	1,784,850	2,283	0.1%	2,283	0.1%	1,782,567	1,744,412	1,633	0.1%
6300 SUPPLIES	308,814	20,109	6.5%	20,109	6.5%	288,705	277,031	17,437	6.3%
6400 OTHER EXPENSE	16,994	845	5.0%	845	5.0%	16,149	16,592	426	2.6%
6600 CAPITAL OUTLAY	38,100	-	0.0%	-	0.0%	38,100	38,100	-	0.0%
TOTAL SECURITY	4,312,859	188,916	4.4%	188,916	4.4%	4,123,943	4,221,207	204,393	4.8%
53 DATA PROCESSING:									
6100 PAYROLL	2,394,691	192,653	8.0%	192,653	8.0%	2,202,038	2,248,381	188,122	8.4%
6200 CONTRACTED SERVICES	2,360,014	251,591	10.7%	251,591	10.7%	2,108,423	1,946,248	101,435	5.2%
6300 SUPPLIES	9,299,090	349,539	3.8%	349,539	3.8%	8,949,551	6,116,574	21,318	0.3%
6400 OTHER EXPENSE	51,523	-	0.0%	-	0.0%	51,523	57,523	1,996	3.5%
6600 CAPITAL OUTLAY	199,000	-	0.0%	-	0.0%	199,000	96,237	-	0.0%
TOTAL DATA PROCESSING	14,304,318	793,783	5.5%	793,783	5.5%	13,510,535	10,464,963	312,872	3.0%
61 COMMUNITY SERVICES:									
6100 PAYROLL	343,491	32,169	9.4%	32,169	9.4%	311,322	367,214	35,028	9.5%
6200 CONTRACTED SERVICES	150,762	900	0.6%	900	0.6%	149,862	130,635	3,589	2.7%
6300 SUPPLIES	13,154	249	1.9%	249	1.9%	12,905	78,881	846	1.1%
6400 OTHER EXPENSE	101,394	1,000	1.0%	1,000	1.0%	100,394	69,490	3,665	5.3%
6600 CAPITAL OUTLAY	5,984	-	0.0%	-	0.0%	5,984	-	-	--
TOTAL COMMUNITY SERVICES	614,785	34,318	5.6%	34,318	5.6%	580,468	646,221	43,128	6.7%

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF GENERAL OPERATING BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD		(OVER) UNDER YTD BUDGET	09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD		BUDGET	ACTUAL	%YTD
81 FACILITIES:									
6200 CONTRACTED SERVICES	113,000	-	0.0%	-	0.0%	113,000	-	-	--
6300 SUPPLIES & MATERIALS	60,000	-	0.0%	-	0.0%	60,000	-	-	--
6400 OTHER EXPENSE	-	-	--	-	--	-	-	-	--
6600 CAPITAL OUTLAY	1,562,357	(68,339)	-4.4%	(68,339)	-4.4%	1,630,696	4,615,934	(26,504)	-0.6%
TOTAL FACILITIES	1,735,357	(68,339)	-3.9%	(68,339)	-3.9%	1,803,696	4,615,934	(26,504)	-0.6%
95 PAYMENTS TO JJAEP:									
6200 CONTRACTED SERVICES	190,000	-	0.0%	-	0.0%	190,000	190,000	-	0.0%
TOTAL PAYMENTS TO JJAEP	190,000	-	0.0%	-	0.0%	190,000	190,000	-	0.0%
97 PAYMENTS TO TIF:									
6400 OTHER EXPENSE	-	-	--	-	--	-	-	-	--
TOTAL PAYMENTS TO TIF	-	-	--	-	--	-	-	-	--
99 INTERGOVERNMENTAL CHARGES:									
6200 CONTRACTED SERVICES	625,457	-	0.0%	-	0.0%	625,457	625,457	151,848	24.3%
TOTAL INTERGOVERNMENTAL CHARGES	625,457	-	0.0%	-	0.0%	625,457	625,457	151,848	24.3%
OTHER USES:									
8911 INTERFUND TRANSFERS OUT	-	-	--	-	--	-	-	-	--
TOTAL OTHER USES	-	-	--	-	--	-	-	-	--
TOTAL 6000 EXPENDITURES:	347,240,302	26,763,197	7.7%	26,763,197	7.7%	320,477,106	339,208,839	24,902,811	7.3%
EXCESS (DEFICIENCY) REVENUE OVER EXPENDITURES:	(6,350,247)	8,712,450		8,712,450			385,075	14,517,295	
BEGINNING FUND BALANCE:	93,937,748	122,767,548					53,503,332	86,201,136	
ENDING FUND BALANCE:	87,587,502	131,479,998					53,888,407	100,718,431	

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF GENERAL OPERATING BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD	(OVER) UNDER		09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD	YTD BUDGET	BUDGET	ACTUAL	%YTD
REVENUE SUMMARY:									
LOCAL REVENUE	163,795,058	466,838	0.3%	466,838	0%	163,328,221	147,975,417	753,485	0.5%
STATE REVENUE	172,494,997	34,985,424	20.3%	34,985,424	20%	137,509,573	186,483,889	38,595,502	20.7%
FEDERAL REVENUE	4,600,000	17,875	0.4%	17,875	0%	4,582,125	5,134,608	71,058	1.4%
OTHER SOURCES	-	5,510	--	5,510	--	(5,510)	-	-	--
TOTAL OTHER REVENUE SOURCES	340,890,055	35,475,646	10.4%	35,475,646	10%	305,414,409	339,593,914	39,420,106	11.6%
APPROPRIATIONS/EXPENDITURES									
BUDGET CATEGORY SUMMARY:									
6100 PAYROLL	277,446,855	22,734,570	8.2%	22,724,961	8%	254,712,285	266,712,778	21,342,432	8.0%
6200 SERVICES	30,895,229	967,947	3.1%	970,452	3%	29,927,281	31,877,430	848,021	2.7%
6300 SUPPLIES	30,540,507	2,911,403	9.5%	2,905,265	10%	27,629,103	25,364,537	2,300,773	9.1%
6400 OTHER EXPENSE	6,351,548	211,639	3.3%	209,029	3%	6,139,909	7,068,444	378,849	5.4%
6600 CAPITAL OUTLAY	2,006,164	(62,363)	-3.1%	(62,363)	-3%	2,068,527	5,088,707	(20,400)	-0.4%
8900 OTHER USES	-	-	--	-	--	-	-	-	--
TOTAL APPROPRIATIONS/EXPENDITURES	347,240,302	26,763,197	7.7%	26,747,345	8%	320,477,106	336,111,896	24,849,674	7.4%

IRVING INDEPENDENT SCHOOL DISTRICT
COMPARISON OF FOOD SERVICE BUDGET & ACTUAL
September 30, 2020

	CURRENT YEAR					PRIOR YEAR			
	BUDGET	09/01/2020 to 09/30/2020 YTD ACTUAL	%YTD	09/20 MTD ACTUAL	%MTD	(OVER) UNDER YTD BUDGET	BUDGET	09/01/2019 to 09/30/2019 YTD ACTUAL	%YTD
REVENUE:									
LOCAL RESOURCES:									
5742 INVESTMENT EARNINGS	10,000	4,845	48.5%	4,845	48.5%	5,155	250,000	43,052	17.2%
5749 MISCELLANEOUS REVENUE	0.00	-	0.0%	-	-	-	-	55,670	-
5751 FOOD SERVICES	2,025,000	2,202	0.1%	2,202	0.1%	2,022,798	2,700,000	199,515	7.4%
5755 ACTIVITY FUND RECEIPTS	150,000	-	0.0%	-	0.0%	150,000	150,000	-	0.0%
TOTAL LOCAL RESOURCES	2,185,000	7,048	0.3%	7,048	0.3%	2,177,952	3,100,000	298,237	9.6%
STATE RESOURCES:									
5829 TEA/NON-FOUNDATION REVENUE	120,000	-	0.0%	-	0.0%	120,000	120,000	-	0.0%
5839 STATE REVENUE TEXAS GRANTS	-	-	0.0%	-	0.0%	-	-	-	0.0%
TOTAL STATE RESOURCES	120,000	-	0.0%	-	0.0%	120,000	120,000	-	0.0%
FEDERAL RESOURCES:									
5921 SCHOOL BREAKFAST PROGRAM	4,125,000	-	0.0%	-	0.0%	4,125,000	5,500,000	772,154	14.0%
5922 NATIONAL SCHOOL LUNCH PROGRAM	10,807,645	-	0.0%	-	0.0%	10,807,645	14,410,193	1,605,571	11.1%
5923 USDA DONATED COMMODITIES	975,000	1,610,751	165.2%	1,610,751	165.2%	(635,751)	1,300,000	-	0.0%
5938 SUMMER FEEDING PROGRAM	-	-	-	-	-	-	-	-	-
5939 CACFP SUPPER PROGRAM	150,000	2,463	1.6%	2,463	1.6%	147,537	200,000	73,493	36.7%
TOTAL FEDERAL RESOURCES	16,057,645	1,613,214	10.0%	1,613,214	10.0%	14,444,431	21,410,193	2,451,219	11.4%
TOTAL FOOD SERVICE REVENUE:	18,362,645	1,620,262	8.8%	1,620,262	8.8%	16,742,383	24,630,193	2,749,455	11.2%
EXPENDITURES:									
35 FOOD SERVICE:									
6100 PAYROLL	7,154,914	830,476	11.6%	830,476	11.6%	6,324,438	9,299,746	891,191	9.6%
6200 CONTRACTED SERVICES	459,426	6,510	1.4%	6,510	1.4%	452,916	532,567	(40,984)	-7.7%
6300 SUPPLIES	10,303,740	472,370	4.6%	472,370	4.6%	9,831,370	14,056,113	805,953	5.7%
6400 OTHER EXPENSE	67,065	13	0.0%	13	0.0%	67,052	84,354	1,436	1.7%
6600 CAPITAL OUTLAY	-	-	-	-	-	-	16,900	-	0.0%
FOOD SERVICE EXPENDITURES	17,985,145	1,309,370	7.3%	1,309,370	7.3%	16,675,775	23,989,680	1,657,596	6.9%
36 EXTRA-CURRICULAR ACTIVITIES:									
6100 PAYROLL	-	-	-	-	-	-	-	-	-
6200 CONTRACTED SERVICES	-	-	-	-	-	-	-	-	-
6300 SUPPLIES	-	-	-	-	-	-	-	334	-
6400 OTHER EXPENSE	10,000	-	0.0%	-	0.0%	10,000	-	-	-
EXTRA-CURRICULAR ACTIVITIES	10,000	-	0.0%	-	0.0%	10,000	-	334	-
51 MAINTENANCE:									
6100 PAYROLL	249,024	7,038	2.8%	7,038	2.8%	241,986	249,024	12,574	5.0%
6200 CONTRACTED SERVICES	400,976	-	0.0%	-	0.0%	400,976	400,976	-	0.0%
MAINTENANCE EXPENDITURES	650,000	7,038	1.1%	7,038	1.1%	642,962	650,000	12,574	1.9%
81 FACILITIES:									
6200 CONTRACTED SERVICES	-	-	-	-	-	-	-	-	-
6600 CAPITAL OUTLAY	2,000,000	(97,800)	-4.9%	(97,800)	-4.9%	2,097,800	2,287,025	(133,656)	-5.8%
FACILITIES EXPENDITURES	2,000,000	(97,800)	-4.9%	(97,800)	-4.9%	2,097,800	2,287,025	(133,656)	-
89 OTHER USES:									
8911 INTERFUND TRANSFERS OUT	-	-	-	-	0.0%	-	-	-	-
TOTAL 6000 EXPENDITURES:	20,645,145	1,218,608	5.9%	1,218,608	5.9%	19,426,537	26,926,705	1,536,847	5.7%
EXCESS (DEFICIENCY) REVENUE OVER EXPENDITURES:	(2,282,500)	401,654		401,654			(2,296,512)	1,212,608	
BEGINNING FUND BALANCE:	1,706,402	2,925,299					(59,872)	3,322,828	
ENDING FUND BALANCE:	(576,098)	3,326,953					(2,356,384)	4,535,436	

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF DEBT SERVICE BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020			09/20 MTD		(OVER) UNDER YTD BUDGET	09/01/2019 to 09/30/2019		
	BUDGET	ACTUAL	%YTD	ACTUAL	%MTD		BUDGET	ACTUAL	%YTD
REVENUE:									
LOCAL RESOURCES:									
5711 TAXES CURRENT YEAR	37,329,600	789	0.0%	789	0.0%	37,328,811	36,359,978	972	0.0%
5712 DELINQUENT TAXES	-	29,848	--	29,848	--	(29,848)	367,272	27,865	7.6%
5719 OTHER TAX RELATED REVENUE	-	29,753	--	29,753	--	(29,753)	100,000	8,508	8.5%
TOTAL TAXES	37,329,600	60,390	0.2%	60,390	0.2%	37,269,210	36,827,250	37,344	0.1%
5742 INVESTMENT EARNINGS	-	2,935	--	2,935	--	(2,935)	100,000	30,891	30.9%
TOTAL LOCAL RESOURCES	37,329,600	63,325	0.2%	63,325	0.2%	37,266,275	36,927,250	68,235	0.2%
STATE RESOURCES (EDA):									
5829 TEA/NON-FOUNDATION REVENUE	550,008	-	0.0%	-	0.0%	550,008	-	-	--
TOTAL STATE RESOURCES	550,008	-	0.0%	-	0.0%	550,008	-	-	--
OTHER SOURCES:									
7911 SALE OF BONDS	-	-	--	-	--	-	-	-	--
7915 INTERFUND TRANSFERS IN	-	-	--	-	--	-	-	-	--
7916 PREMIUM (DISCOUNT) BONDS PAY	-	-	--	-	--	-	-	-	--
TOTAL OTHER SOURCES	-	-	--	-	0.0%	-	-	-	--
TOTAL REVENUE:	37,879,608	63,325	0.2%	63,325	0.2%	37,816,283	36,927,250	68,235	0.2%
EXPENDITURES:									
71 DEBT SERVICE:									
6500 DEBT SERVICE FEES	45,579,600	-	0.0%	-	0.0%	45,579,600	46,894,682	-	0.0%
DEBT SERVICE EXPENDITURES	45,579,600	-	0.0%	-	0.0%	45,579,600	46,894,682	-	0.0%
OTHER USES:									
8949 REFUNDING BONDS	-	-	0.0%	-	0.0%	-	-	-	--
TOTAL OTHER USES	-	-	0.0%	-	0.0%	-	-	-	--
TOTAL EXPENDITURES:	45,579,600	-	0.0%	-	0.0%	45,579,600	46,894,682	-	0.0%
EXCESS (DEFICIENCY) REVENUE OVER EXPENDITURES:	(7,699,992)	63,325		63,325			(9,967,432)	68,235	
BEGINNING FUND BALANCE:	6,893,209	14,840,048					16,536,024	18,020,262	
ENDING FUND BALANCE:	(806,783)	14,903,374					6,568,592	18,088,497	

IRVING INDEPENDENT SCHOOL DISTRICT
 COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES
 09/01/2020-09/30/2020

DATA CONTROL CODES		GOVERNMENTAL FUND TYPES			
		100-199	200-499	500-599	600-699
		GENERAL	SPECIAL REVENUE EXCLUDING FOOD SERVICE	DEBT SERVICE	CAPITAL PROJECTS
REVENUE:					
5700	Local and Intermediate Sources	\$ 466,838	\$ -	\$ 63,325	\$ -
5800	State Program Revenues	34,985,424	10,037	-	-
5900	Federal Program Revenues	17,875	43,649	-	-
5020	Total Revenue:	\$ 35,470,136	53,687	63,325	-
EXPENDITURES:					
0010	Instruction and Instructional-Related Services	18,771,763	1,354,018	-	-
0020	Instructional and School Leadership	2,356,974	96,562	-	-
0030	Support Services - Student (Pupil)	2,466,823	177,120	-	-
0040	Administrative Support Services	867,791	4,551	-	-
0050	Support Services - Nonstudent Based	2,333,868	27,173	-	(2,706,475)
0060	Community Services	34,318	126,117	-	-
0070	Debt Service	-	-	-	-
0080	Capital Outlay	(68,339)	-	-	(231,305)
0090	Intergovernmental Charges/JJAEPTIF	-	-	-	-
6030	Total Expenditures:	26,763,197	1,785,541	-	(2,937,780)
EXCESS (DEFICIENCY) REVENUE OVER (UNDER) EXPENDITURES:		<u>8,706,940</u>	<u>(1,731,855)</u>	<u>63,325</u>	<u>2,937,780</u>
OTHER FINANCING SOURCES:					
7900	Proceeds from Sale of Fixed Assets	5,510	-	-	-
	Proceeds from Sale of Bonds	-	-	-	-
	Premium (Discount) Bonds Payable	-	-	-	-
	Interfund Transfers In	-	-	-	1,650,000
7020	Total Other Financing Sources:	<u>5,510</u>	<u>-</u>	<u>-</u>	<u>1,650,000</u>
OTHER FINANCING USES:					
8900	Refunding Bonds	-	-	-	-
	Interfund Transfers Out	-	-	-	-
8030	Total Other Financing Uses:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES AND (USES):		<u>5,510</u>	<u>-</u>	<u>-</u>	<u>1,650,000</u>
1200	EXCESS (DEFICIENCY) REVENUE AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES:	8,712,450	(1,731,855)	63,325	4,587,780
0100	FUND BALANCE - September 1 (Beginning):	<u>122,767,548</u>	<u>8,590,611</u>	<u>14,840,048</u>	<u>6,983,867</u>
3000	FUND BALANCE (DEFICIT) - (Ending):	<u>\$ 131,479,998</u>	<u>\$ 6,858,756</u>	<u>\$ 14,903,374</u>	<u>\$ 11,571,647</u>

IRVING INDEPENDENT SCHOOL DISTRICT
COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES
09/01/2019-09/30/2019

DATA CONTROL CODES		GOVERNMENTAL FUND TYPES			
		100-199	200-499	500-599	600-699
		GENERAL	SPECIAL REVENUE EXCLUDING FOOD SERVICE	DEBT SERVICE	CAPITAL PROJECTS
	REVENUE:				
5700	Local and Intermediate Sources	\$ 753,485	\$ -	\$ 68,235	\$ -
5800	State Program Revenues	38,595,562	13,405	-	-
5900	Federal Program Revenues	71,058	(9,196)	-	-
5020	Total Revenue:	\$ 39,420,106	4,208	68,235	-
	EXPENDITURES:				
0010	Instruction and Instructional-Related Services	17,155,585	1,291,539	-	-
0020	Instructional and School Leadership	2,259,255	42,466	-	-
0030	Support Services - Student (Pupil)	2,695,982	127,321	-	-
0040	Administrative Support Services	652,045	5,416	-	-
0050	Support Services - Nonstudent Based	1,971,471	-	-	-
0060	Community Services	43,128	120,490	-	-
0070	Debt Service	-	-	-	-
0080	Capital Outlay	(26,504)	-	-	(862,495)
0090	Intergovernmental Charges/JJAEP/TIF	151,848	-	-	-
6030	Total Expenditures:	24,902,811	1,587,233	-	(862,495)
	EXCESS (DEFICIENCY) REVENUE OVER (UNDER) EXPENDITURES:	<u>14,517,295</u>	<u>(1,583,025)</u>	<u>68,235</u>	<u>862,495</u>
7900	OTHER FINANCING SOURCES:				
	Proceeds from Sale of Fixed Assets	-	-	-	-
	Proceeds from Sale of Bonds	-	-	-	-
	Premium (Discount) Bonds Payable	-	-	-	-
	Operating Transfers In	-	-	-	7,666,000
	Special Items	-	-	-	-
	Extraordinary Items	-	-	-	-
7020	Total Other Financing Sources:	-	-	-	7,666,000
8900	OTHER FINANCING USES:				
	Refunding Bonds	-	-	-	-
	Operating Transfers Out	-	-	-	705,933
8030	Total Other Financing Uses:	-	-	-	705,933
	TOTAL OTHER FINANCING SOURCES AND (USES):	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,960,067</u>
1200	EXCESS (DEFICIENCY) REVENUE AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES:	14,517,295	(1,583,025)	68,235	7,822,562
0100	FUND BALANCE - September 1 (Beginning):	86,201,136	4,510,968	(8,948,234)	(4,737,003)
3000	FUND BALANCE (DEFICIT) - (Ending):	<u>\$ 100,718,431</u>	<u>\$ 2,927,943</u>	<u>\$ (8,879,999)</u>	<u>\$ 3,085,559</u>

IRVING INDEPENDENT SCHOOL DISTRICT
 COMPARISON OF INTERNAL SERVICE FUNDS BUDGET & ACTUAL
 September 30, 2020

	CURRENT YEAR						PRIOR YEAR		
	09/01/2020 to 09/30/2020 BUDGET	YTD ACTUAL	%YTD	09/20 MTD ACTUAL	%MTD	(OVER) UNDER YTD BUDGET	09/01/2019 to 09/30/2019 BUDGET	YTD ACTUAL	%YTD
REVENUE:									
LOCAL RESOURCES:									
5742 INVESTMENT EARNINGS	1,000	430	43.0%	430	43.0%	570	1,000	3,742	374.2%
5749 MISCELLANEOUS REVENUE	435,647	127,925	29.4%	127,925	29.4%	307,722	435,647	-	0.0%
5751 FOOD SERVICES	-	-	--	-	--	-	-	-	--
5754 INTERFUND TRANSACTIONS	2,040,368	259,583	12.7%	259,583	12.7%	1,780,785	1,011,000	117,033	11.6%
5755 ACTIVITY FUND RECEIPTS	250	-	0.0%	-	0.0%	250	250	-	0.0%
5769 REVENUE FROM INTERMEDIATE	-	-	--	-	--	-	-	-	--
TOTAL LOCAL RESOURCES	<u>2,477,265</u>	<u>387,938</u>	<u>15.7%</u>	<u>387,938</u>	<u>15.7%</u>	<u>2,089,327</u>	<u>1,447,897</u>	<u>120,775</u>	<u>8.3%</u>
OTHER SOURCES:									
7915 INTERFUND TRANSFER IN	-	-	--	-	--	-	-	-	--
TOTAL OTHER SOURCES	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
TOTAL INTERNAL SERVICE FUNDS REVENUE:	<u>2,477,265</u>	<u>387,938</u>	<u>15.7%</u>	<u>387,938</u>	<u>15.7%</u>	<u>2,089,327</u>	<u>1,447,897</u>	<u>120,775</u>	<u>8.3%</u>
EXPENDITURES:									
13 STAFF DEVELOPMENT:									
6300 SUPPLIES	-	-	--	-	--	-	-	-	--
TOTAL STAFF DEVELOPMENT	<u>-</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>--</u>
21 INSTRUCTIONAL ADMINISTRATION:									
6100 PAYROLL	225,387	15,296	6.8%	15,296	6.8%	210,091	225,387	14,905	6.6%
6200 CONTRACTED SERVICES	-	-	--	-	--	-	-	-	--
8300 SUPPLIES	200,010	5,609	2.8%	5,609	2.8%	194,401	200,010	13,905	7.0%
6400 OTHER EXPENSE	10,500	-	0.0%	-	0.0%	10,500	10,500	-	0.0%
TOTAL INSTRUCTIONAL ADMINISTRATION	<u>435,897</u>	<u>20,905</u>	<u>4.8%</u>	<u>20,905</u>	<u>4.8%</u>	<u>414,992</u>	<u>435,897</u>	<u>28,810</u>	<u>6.6%</u>
35 FOOD SERVICE									
6100 PAYROLL COSTS	-	-	--	-	--	-	-	-	--
6200 CONTRACTED SERVICES	-	-	--	-	--	-	-	-	--
6300 SUPPLIES	-	-	--	-	--	-	-	-	--
TOTAL EXTRA-CURRICULAR ACTIVITIES:	<u>-</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>--</u>
36 EXTRA-CURRICULAR ACTIVITIES:									
6100 PAYROLL	-	-	--	-	--	-	-	964	--
6200 CONTRACTED SERVICES	-	-	--	-	--	-	-	-	--
6300 SUPPLIES	-	-	--	-	--	-	-	-	--
6400 OTHER OPERATING COST	-	-	--	-	--	-	-	-	--
TOTAL EXTRA-CURRICULAR ACTIVITIES:	<u>-</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>-</u>	<u>964</u>	<u>--</u>
41 GENERAL ADMINISTRATION:									
6100 PAYROLL	177,270	14,511	8.2%	14,511	8.2%	162,759	177,270	14,248	8.0%
6200 CONTRACTED SERVICES	222,000	10,769	4.9%	10,769	4.9%	211,231	131,122	3,926	3.0%
6300 SUPPLIES	54,646	15,178	27.8%	15,178	27.8%	39,468	93,306	23,100	24.8%
6400 OTHER EXPENSE	1,545,985	144,933	9.4%	144,933	9.4%	1,401,052	1,604,330	118,161	7.4%
TOTAL GENERAL ADMINISTRATION	<u>1,999,901</u>	<u>185,390</u>	<u>9.3%</u>	<u>185,390</u>	<u>9.3%</u>	<u>1,814,511</u>	<u>2,006,028</u>	<u>159,437</u>	<u>7.9%</u>
6911 INTERFUND TRANSFERS OUT	-	-	--	-	--	-	-	-	--
TOTAL OTHER USES	<u>-</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>--</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>--</u>
51 MAINTENANCE:									
6100 PAYROLL	-	-	--	-	--	-	-	-	--
6200 CONTRACTED SERVICES	-	-	--	-	--	-	-	-	--
6300 SUPPLIES	3,660	-	0.0%	-	0.0%	3,660	-	-	--
6400 OTHER OPERATING COST	37,807	7,965	21.1%	7,965	21.1%	29,842	35,340	803	2.3%
TOTAL EXTRA-CURRICULAR ACTIVITIES:	<u>41,467</u>	<u>7,965</u>	<u>--</u>	<u>7,965</u>	<u>--</u>	<u>33,502</u>	<u>35,340</u>	<u>803</u>	<u>--</u>
TOTAL 6000 EXPENDITURES:	<u>2,477,265</u>	<u>214,259</u>	<u>8.6%</u>	<u>214,259</u>	<u>8.6%</u>	<u>2,263,006</u>	<u>2,477,265</u>	<u>190,013</u>	<u>7.7%</u>
NET INCOME (LOSS)	-	173,679		173,679			(1,029,368)	(69,238)	
BEGINNING FUND BALANCE:	119,535	1,099,005					(18,950)	1,284,352	
ENDING FUND EQUITY BALANCE:	119,535	1,272,884					(1,046,318)	1,215,114	

**IRVING INDEPENDENT SCHOOL DISTRICT
 COMBINED STATEMENT OF REVENUE, EXPENSES AND
 CHANGES IN FUND NET ASSETS
 INTERNAL SERVICE FUNDS
 09/01/2020-09/30/2020**

	FOOD SERVICE VENDING 712	WORKERS COMPENSATION 771	UNEMPLOYMENT 772	SCIENCE REFURBISHMENT 774	PRINTSHOP SERVICE CENTER 775	TOTAL PROPRIETARY FUNDS 700-799
OPERATING REVENUE						
5700 Charges for Services	\$ -	\$ 109,105	\$ 138,508	\$ 127,925	\$ 11,970	\$ 387,508
5020 Total Operating Revenue	-	109,105	138,508	127,925	11,970	387,508
OPERATING EXPENSES						
6100 Payroll Costs	-	10,936	3,576	15,296		29,807
6200 Professional/Contracted Services		2,840			7,929	10,769
6300 Supplies and Materials		13,835	-	5,609	1,343	20,787
6400 Claims, Admin, & Other Expenses		152,897	-	-		152,897
6030 Total Operating Expenses	-	180,508	3,576	20,905	9,271	214,259
Operating Income (Loss)	-	(71,403)	134,932	107,020	2,699	173,248
NON-OPERATING REVENUE						
5742 Interest Income	-	430	-	-	-	430
OTHER SOURCES						
7900 Interfund Transfers In	-	-	-	-	-	-
CHANGE IN NET ASSETS	\$ -	\$ (70,973)	\$ 134,932	\$ 107,020	\$ 2,699	\$ 173,679
0100 Total Net Assets - September 1 (Beginning)	\$ -	\$ 1,223,156	\$ 45,621	\$ (150,856)	\$ (18,916)	\$ 1,099,006
3000 TOTAL NET ASSETS	\$ -	\$ 1,152,184	\$ 180,554	\$ (43,836)	\$ (16,217)	\$ 1,272,684

**IRVING INDEPENDENT SCHOOL DISTRICT
 COMBINED STATEMENT OF REVENUE, EXPENSES AND
 CHANGES IN FUND NET ASSETS
 INTERNAL SERVICE FUNDS
 09/01/2019-09/30/2019**

	FOOD SERVICE VENDING 712	WORKERS COMPENSATION 771	UNEMPLOYMENT 772	SCIENCE REFURBISHMENT 774	PRINTSHOP SERVICE CENTER 775	TOTAL PROPRIETARY FUNDS 700-799
OPERATING REVENUE						
5700 Charges for Services	\$ -	\$ 103,461	\$ 940	\$ -	\$ 12,632	\$ 117,033
5020 Total Operating Revenue	-	103,461	940	-	12,632	117,033
OPERATING EXPENSES						
6100 Payroll Costs	964	10,759	3,489	14,905		30,117
6200 Professional/Contracted Services		3,926			-	3,926
6300 Supplies and Materials		13,257	-	13,905	9,843	37,006
6400 Claims, Admin, & Other Expenses		118,964	-	-		118,964
6030 Total Operating Expenses	964	146,907	3,489	28,810	9,843	190,013
Operating Income (Loss)	(964)	(43,446)	(2,549)	(28,810)	2,789	(72,980)
NON-OPERATING REVENUE						
5742 Interest Income	-	3,742	-	-	-	3,742
OTHER SOURCES						
7900 Interfund Transfers In	-	-	-	-	-	-
CHANGE IN NET ASSETS	\$ (964)	\$ (39,704)	\$ (2,549)	\$ (28,810)	\$ 2,789	\$ (69,238)
0100 Total Net Assets - September 1 (Beginning)	\$ 116,013	\$ 982,320	\$ 120,024	\$ 22,825	\$ 43,170	\$ 1,284,352
3000 TOTAL NET ASSETS	\$ 115,049	\$ 942,617	\$ 117,474	\$ (5,985)	\$ 45,959	\$ 1,215,114

CONSOLIDATED BALANCE SHEET FOR 2021 1 - GO

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
1111	CASH IN BANK	4,934,132.22	14,794,166.81
1151	IMPREST FUNDS	.00	2,534.00
1153	IMPREST CHANGE FUND	.00	3,361.00
1170	LEGACY TEXAS MMA	7,678.97	20,718,816.31
1172	CERTIFICATES OF DEPOSIT	.00	15,000,000.00
1175	TEXPOOL	123.88	1,022,982.41
1176	TEXSTAR	983.38	8,933,409.01
1177	LONE STAR POOL	386.15	5,438,834.84
1178	TEXAS CLASS	3,891,742.04	21,240,307.91
1179	LOGIC	11,397.92	54,070,264.41
1222	PROPERTY TAXES - DELQ-PRIOR YE	.00	6,124,272.00
1231	ALLOWANCE FOR UNCOLLECTABLE TA	.00	-2,522,612.00
1241	DUE FROM STATE	-17,224.91	85,377.42
1251	ACCRUED INTEREST	.00	165,594.52
1262	DUE FROM SPECIAL REVENUE	.00	1,961,790.00
1263	DUE FROM I & S	-794.57	317,632.25
1266	DUE FROM INTERNAL SERVICE FUND	.00	2,536.00
1291	RECEIVABLES	-1,044,638.99	-.25
1295	DUE FROM TRISTAR	-353.55	1,812.35
1311	INVENTORIES - GENERAL SUPPLIES	-59,486.61	327,123.53
1312	INVENTORIES - SCHOOLDUDE	10,275.12	251,993.62
1313	POSTAGE	-11,803.35	57,107.25
1411	DEFERRED EXPENDITURES	.00	57,420.00
1493	RETURNED CHECKS	.00	3,249.99
1495	PREPAID EXPENSE	.00	7,745.30
	TOTAL ASSETS	7,722,417.70	148,065,718.68
LIABILITIES			
2110	ACTIVE CARD INTEGRATION PAYABL	-83,935.43	-945,154.82
2111	ACCOUNTS PAYABLE	983,474.47	-259,305.88
2113	TAX REFUNDS/ATTNY'S FEE	-34,231.70	-139,058.22
2114	RETAINAGES	105,347.04	.00
2161	ACCRUED WAGES PAYABLE	.00	-15,592,250.68
2181	DUE TO STATE	86.11	-4,124,824.70
2199	CREDIT CARD SUSPENSION	14,898.45	-35,202.12
2311	DEFERRED REVENUE	4,393.04	-3,604,914.61
2312	DEFERRED REVENUE	.00	-858,482.00
	TOTAL LIABILITIES	990,031.98	-25,559,193.03
FUND BALANCE			
3411	RESERVE FOR INVENTORIES	.00	-638,177.00
3431	RESERVE FOR PREPAID ITEMS	.00	-67,847.00
3441	RESERVE FOR OUTSTANDING ENCUMB	.00	392,378.42
3591	OTHER DESIGNATED FUND BALANCE	.00	-3,024,775.00

CONSOLIDATED BALANCE SHEET FOR 2021 1 - GO

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE			
3611	FUND BALANCE BEG-OF-YEAR	.00	-110,455,655.39
3612	BUDGET SURPLUS/DEFICIT	6,350,246.89	6,350,246.89
4310	RESERVE FOR ENCUMBRANCES	-7,296,857.01	-8,927,229.01
4311	RESERVE FOR ENCUMBRANCES	7,296,857.01	8,927,229.01
5010	ESTIMATED REVENUE - CO	340,890,055.39	340,890,055.39
5050	REALIZED REVENUE - CO	-35,475,646.28	-35,475,646.28
6010	APPROPRIATED EXPENDITURES - CO	-347,240,302.28	-347,240,302.28
6050	EXPENDITURES - CO	26,763,196.60	26,763,196.60
	TOTAL FUND BALANCE	-8,712,449.68	-122,506,525.65
	TOTAL LIABILITIES + FUND BALANCE	-7,722,417.70	-148,065,718.68

** END OF REPORT - Generated by MAHDIA LALEE **

CONSOLIDATED BALANCE SHEET FOR 2021 1 - FS

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
1111	CASH IN BANK	-2,349,810.19	-26,074,806.50
1151	IMPREST FUNDS	.00	1,000.00
1153	IMPREST CHANGE FUND	4,930.00	5,990.00
1178	TEXAS CLASS	4,845.12	25,995,850.24
1241	DUE FROM STATE	2,463.28	660,719.48
1311	INVENTORIES - GENERAL SUPPLIES	1,610,751.19	1,862,216.72
	TOTAL ASSETS	-726,820.60	2,450,969.94
LIABILITIES			
2110	ACTIVE CARD INTEGRATION PAYABL	65,264.39	561.59
2111	ACCOUNTS PAYABLE	965,409.94	-210.10
2114	RETAINAGES	97,799.98	.98
	TOTAL LIABILITIES	1,128,474.31	352.47
FUND BALANCE			
3411	RESERVE FOR INVENTORIES	.00	-203,880.00
3441	RESERVE FOR OUTSTANDING ENCUMB	.00	9,487.00
3451	RESERVE - FOOD SERVICE	.00	-1,855,275.70
3612	BUDGET SURPLUS/DEFICIT	2,282,500.00	2,282,500.00
4310	RESERVE FOR ENCUMBRANCES	-246,364.54	-246,364.54
4311	RESERVE FOR ENCUMBRANCES	246,364.54	246,364.54
5010	ESTIMATED REVENUE - CO	18,362,645.00	18,362,645.00
5050	REALIZED REVENUE - CO	-1,620,262.00	-1,620,262.00
6010	APPROPRIATED EXPENDITURES - CO	-20,645,145.00	-20,645,145.00
6050	EXPENDITURES - CO	1,218,608.29	1,218,608.29
	TOTAL FUND BALANCE	-401,653.71	-2,451,322.41
	TOTAL LIABILITIES + FUND BALANCE	726,820.60	-2,450,969.94

** END OF REPORT - Generated by MAHDIA LALEE **

CONSOLIDATED BALANCE SHEET FOR 2021 1 - DS

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
1111	CASH IN BANK	59,595.86	42,868.01
1177	LONE STAR POOL	61.15	861,329.44
1178	TEXAS CLASS	2,873.85	13,973,453.74
1222	PROPERTY TAXES - DELQ-PRIOR YE	.00	1,758,291.00
1231	ALLOWANCE FOR UNCOLLECTABLE TA	.00	-893,840.00
1241	DUE FROM STATE	.00	343,353.00
	TOTAL ASSETS	62,530.86	16,085,455.19
LIABILITIES			
2171	DUE TO GENERAL FUND	794.57	-317,632.25
2184	DUE TO STATE	.00	-424,608.00
2311	DEFERRED REVENUE	.00	-864,451.00
	TOTAL LIABILITIES	794.57	-1,606,691.25
FUND BALANCE			
3480	RESTRICTED - LT DEBT RETIREMEN	.00	-5,751,969.66
3611	FUND BALANCE BEG-OF-YEAR	.00	-8,663,468.85
3612	BUDGET SURPLUS/DEFICIT	7,699,992.00	7,699,992.00
5010	ESTIMATED REVENUE - CO	37,879,608.00	37,879,608.00
5050	REALIZED REVENUE - CO	-63,325.43	-63,325.43
6010	APPROPRIATED EXPENDITURES - CO	-45,579,600.00	-45,579,600.00
	TOTAL FUND BALANCE	-63,325.43	-14,478,763.94
	TOTAL LIABILITIES + FUND BALANCE	-62,530.86	-16,085,455.19

** END OF REPORT - Generated by MAHDIA LALEE **

CONSENT AGENDA
11/16/2020

TOPIC: Consider Approval of Resolution and Order No. 20-21-04 Authorizing November Amendment to the 2020-2021 Budget

<u>Revenue & Other Resources</u>	<u>Approved Amended Budget</u>	<u>Proposed Amendments</u>	<u>Amended Budget</u>
General Operating Fund	\$340,890,055	17,229	\$340,907,285
Food Service Fund	18,362,645	-	\$18,362,645
Debt Service Fund	37,879,608	-	\$37,879,608
Total Revenue & Other Sources	\$397,132,308	\$ 17,229	\$ 397,149,538
<u>Appropriations & Other Uses</u>			
General Operating Fund	\$ 345,740,302	\$ 1,755,370	\$347,495,672
Food Service Fund	20,645,145	-	20,645,145
Debt Service Fund	45,579,600	-	45,579,600
Total Appropriations & Other Uses	\$ 411,965,047	\$ 1,755,370	\$413,720,417

SUBMITTED BY: Gary Micinski and Steve Franks

BACKGROUND: In accordance with Texas Education Code Sec. 44.006, "Public funds of the school district may not be spent in any manner other than as provided for in the budget adopted by the board of trustees, but the board may amend a budget or adopt a supplementary emergency budget to cover necessary unforeseen expenses."

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approving Resolution and Order No. 20-21-04 increasing the District's total budgeted revenue to \$397,149,538 and increasing total appropriations to \$413,720,417

RECOMMENDED BOARD MOTION: I move the Board approve Resolution and Order No. 20-21-04.

ATTACHMENTS:

1. Memo from Steve Franks to Gary Micinski
2. Resolution and Order No. 20-21-04

Date: November 16, 2020
 To: Gary Micinski, Chief Financial Officer
 From: Steve Franks, Director of Business Operations
 Subject: November Amendment to the 2020-2021 Budget

General Operating Fund

Total budgeted revenue to increase by \$17,229 dollars and total budgeted appropriations and other uses increase by \$1,755,370 which is summarized as follows:

Revenue:

<ul style="list-style-type: none"> ➤ Increases to campus activity funds 5755 – Activity Fund Receipt 	17,229		17,229
--	--------	--	--------

Appropriations:

<ul style="list-style-type: none"> ➤ Increases to campus activity funds (from campus fund balance) to reflect increase in fund balance: Function 11 – Instruction Function 12 – Library Function 13 – Staff Development Function 23 – School Administration Function 36 – Extra-Curricular Activities Function 51 – Maintenance 	12,316 (2,763) (8,445) 9,738 5,962 2,500		19,308
<ul style="list-style-type: none"> ➤ Increases (decreases) to budget for other transfers: Function 11 – Instruction Function 12 – Library Function 13 – Staff Development Function 21 – Instructional Administration Function 23 – School Administration Function 31 – Counseling Services Function 33 – Health Services Function 36 – Extra-Curricular Activities Function 41 – General Administration Function 51 – Maintenance Function 52 – Security Function 61 – Community Services Function 81 – Facilities 	(172,586) (8,500) (7,927) 122,936 8,219 21,141 1,650 14,300 (45,113) (483,194) 35,384 13,690 500,000		0
<ul style="list-style-type: none"> ➤ Increases (decreases) to budget for 2020 PO Rollforward Function 11 – Instruction Function 81 – Facilities 	(1,915) 37,008		35,093

Increases (decreases) to budget for VILS Program Rollforward		
Function 11 – Instruction	200,969	200,969
➤ Increases (decreases) to budget for remaining 2019-2020 Pre-K Rollforward		
Function 81 – Facilities	1,500,000	1,500,000
		\$ 1,755,370

Food Service Fund

There were no proposed budget changes to the Food Service Fund original budget.

Debt Service Fund

There were no proposed budget changes to the Debt Service Fund original budget.

AGENDA SHEET

Meeting Date: 11/16/2020

Resolution/Order No.: 20-21-04

Topic: A Resolution of the Board of Trustees of the Irving Independent School District Adopting an Order Approving Amendment to the 2020-2021 Budget, Appropriating Necessary Funds for Certain Transactions or Projects, and Authorizing Other Matters Relating to the Subject.

WHEREAS, the Board of Trustees of the Irving Independent School District heretofore adopted the District's Budget for the 2020-2021 fiscal year which contained estimates of resources and revenues for the year from various sources, and included various capital projects and purchases to be undertaken during the fiscal year, together with the estimated costs thereof; and

WHEREAS, it is now apparent the Budget, as amended, should be amended to properly reflect actual changes in operations, revenues, activities, and projects not earlier foreseen or contemplated; and

WHEREAS, the Administrative Staff of the District has submitted proposed amendments to the 2020-2021 Budget reflecting the funds and sources of revenues to be allocated to and appropriated for the described projects or activities, a true and correct copy being attached hereto and marked Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE IRVING INDEPENDENT SCHOOL DISTRICT THAT THE TRUSTEES ADOPT THE FOLLOWING ORDER THAT:

SECTION 1: The proposed amendments to the Budget for the 2020-2021 fiscal year, as amended, as filed and submitted to the District's Board of Trustees and described in Exhibit "A" hereto, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities, and purchases proposed to be undertaken during the remainder of the year, together with estimated costs thereof, and estimates amounts of all other proposed expenditures, are hereby approved and adopted.

SECTION 2: A true and correct copy of Exhibit "A" be filed in the minutes of the Board of Trustees with this Resolution and Order.

SECTION 3: There are hereby appropriated from the funds indicated and for such purposes, respectively, such sums of money as may be required for the accomplishment of each of the projects, activities, operations, purchases, or other expenditures described in Exhibit "A" not to exceed for all such payment proposed for any department the total amount of the estimated costs of such projects, operations, activities, purchases, and

other expenditures proposed for such department, the actual expenditures of which to be authorized in accordance with law and policies of the Board of Trustees.

SECTION 4: Should any part, portion, section, or part of a section of this Order or the amended Budget be declared invalid, inoperative, or void for any reason by a court of competent jurisdiction, such decision, opinion, judgment shall in no way affect the remaining portions, parts, sections, or parts of sections of the Order or the amendments to the Budget, which provisions shall be, remain, and continue to be in full force and effect.

IT IS SO RESOLVED.

PASSED, APPROVED AND ENACTED by the Board of Trustees of the Irving Independent School District, Irving, Texas, on 11/16/2020, at a duly constituted meeting for which notice was timely given.

President
Board of Trustees
Irving Independent School District

ATTEST:

Secretary
Board of Trustees
Irving Independent School District

IRVING INDEPENDENT SCHOOL DISTRICT
OFFICIAL DISTRICT BUDGET
GENERAL OPERATING FUND
November 2020 BUDGET AMENDMENT

	<u>ORIGINAL BUDGET</u>	<u>PROPOSED AMENDMENTS TO ORIGINAL BUDGET</u>	<u>APPROVED AMENDED BUDGET</u>	<u>PROPOSED AMENDMENTS</u>	<u>NEW AMENDED BUDGET</u>
REVENUE:					
LOCAL RESOURCES:					
5711 TAXES CURRENT YEAR	159,000,000	-	159,000,000	-	159,000,000
5712 DELINQUENT TAXES	296,205	-	296,205	-	296,205
5719 OTHER TAX RELATED REVENUE	500,000	-	500,000	-	500,000
TOTAL TAXES	159,796,205	-	159,796,205	-	159,796,205
OTHER LOCAL REVENUE:					
5735 SUMMER SCHOOL	-	-	-	-	-
5738 PARKING FEES	4,500	-	4,500	-	4,500
5739 OTHER TUITION AND FEES	200,000	-	200,000	-	200,000
5742 INVESTMENT EARNINGS	500,000	-	500,000	-	500,000
5743 RENTAL OF FACILITIES	70,000	-	70,000	-	70,000
5744 GIFTS AND BEQUESTS	150,000	473,577	623,577	-	623,577
5745 NET INSURANCE RECOVERY	200,000	-	200,000	-	200,000
5746 TIF TAXES COLLECTED	-	-	-	-	-
5749 MISCELLANEOUS	250,000	3,220	253,220	-	253,220
5752 ATHLETIC	-	-	-	-	-
5755 ACTIVITY FUND RECEIPTS	1,000,000	897,556	1,897,556	17,229	1,914,786
5766 CONCURRENT ENROLLMENT	50,000	-	50,000	-	50,000
5767 IRVING SCHOOL FOUNDATION	-	-	-	-	-
5769 REVENUE FROM INTERMEDIATE	200,000	-	200,000	-	200,000
TOTAL OTHER LOCAL RESOURCES	2,624,500	1,374,353	3,998,853	17,229	4,016,083
TOTAL LOCAL RESOURCES	162,420,705	1,374,353	163,795,058	17,229	163,812,288
STATE RESOURCES:					
5811 PER CAPITA	14,733,689	-	14,733,689	-	14,733,689
5812 FOUNDATION ENTITLEMENTS	142,109,122	-	142,109,122	-	142,109,122
5819 FOUNDATION SUMMER SCHOOL	-	-	-	-	-
5829 TEA/NON-FOUNDATION REVENUE	-	-	-	-	-
5831 STATE T.R.S. ON BEHALF	15,652,186	-	15,652,186	-	15,652,186
TOTAL STATE RESOURCES	172,494,997	-	172,494,997	-	172,494,997
FEDERAL RESOURCES:					
5929 FEDERAL REVENUE - INDIRECT COST	350,000	-	350,000	-	350,000
5931 SHARS REIMBURSEMENT	4,000,000	-	4,000,000	-	4,000,000
5946 BABS SUBSIDY	-	-	-	-	-
5949 R.O.T.C. REIMBURSEMENT	250,000	-	250,000	-	250,000
TOTAL FEDERAL RESOURCES	4,600,000	-	4,600,000	-	4,600,000
TOTAL REVENUES	339,515,702	1,374,353	340,890,055	17,229	340,907,285
OTHER SOURCES					
7912 SALE OF FIXED ASSETS	-	-	-	-	-
7915 INTERFUND TRANSFERS IN	-	-	-	-	-
TOTAL OTHER SOURCES	-	-	-	-	-
TOTAL REVENUE AND OTHER SOURCES	339,515,702	1,374,353	340,890,055	17,229	340,907,285

IRVING INDEPENDENT SCHOOL DISTRICT
OFFICIAL DISTRICT BUDGET
GENERAL OPERATING FUND
November 2020 BUDGET AMENDMENT

	<u>ORIGINAL BUDGET</u>	<u>PROPOSED AMENDMENTS TO ORIGINAL BUDGET</u>	<u>APPROVED AMENDED BUDGET</u>	<u>PROPOSED AMENDMENTS</u>	<u>NEW AMENDED BUDGET</u>
EXPENDITURES:					
11 Instruction	203,084,928	1,838,465	204,923,393	38,783	204,962,176
12 Library	5,540,206	516,871	6,057,077	(11,263)	6,045,814
13 Staff Development	5,892,229	(237,006)	5,655,223	(16,372)	5,638,851
21 Instructional Administration	6,453,138	(28,076)	6,425,062	122,936	6,547,998
23 School Administration	21,026,426	190,671	21,217,097	17,957	21,235,054
31 Counseling Services	16,450,959	6,491	16,457,450	21,141	16,478,591
32 Attendance Services	1,349,337	988	1,350,325	-	1,350,325
33 Health Services	3,532,110	2,074	3,534,184	1,650	3,535,834
34 Pupil Transportation	12,619,862	2,610	12,622,472	-	12,622,472
35 Food Services	733,838	-	733,838	-	733,838
36 Extra-Curricular Activities	6,208,812	290,266	6,499,078	20,262	6,519,340
41 General Administration	9,664,633	29,633	9,694,266	(45,113)	9,649,154
51 Maintenance	30,270,690	17,372	30,288,062	(480,694)	29,807,368
52 Security	4,217,236	95,623	4,312,859	35,384	4,348,243
53 Data Processing	14,004,714	299,604	14,304,318	-	14,304,318
61 Community Services	533,645	81,140	614,785	13,690	628,475
81 Facilities	164,138	71,219	235,357	2,037,008	2,272,365
95 Payments to JJAEP	190,000	-	190,000	-	190,000
97 Payments to Tax Increment Funds	0	-	-	-	-
99 Intergovernmental Charges	625,457	-	625,457	-	625,457
TOTAL EXPENDITURES	<u>342,562,358</u>	<u>3,177,944</u>	<u>345,740,302</u>	<u>1,755,370</u>	<u>347,495,672</u>
OTHER USES					
8911 Interfund Transfers Out	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	<u>342,562,358</u>	<u>3,177,944</u>	<u>345,740,302</u>	<u>1,755,370</u>	<u>347,495,672</u>
EXCESS (DEFICIENCY) REVENUES OVER EXPENDITURES	(3,046,656)	4,552,298	(4,850,247)	(1,738,140)	(6,588,387)
EST. BEGINNING FUND BALANCE	<u>97,625,992</u>	-	<u>97,625,992</u>	-	<u>97,625,992</u>
ENDING FUND BALANCE	<u>94,579,336</u>	<u>4,552,298</u>	<u>92,775,745</u>	<u>(1,738,140)</u>	<u>91,037,605</u>

IRVING INDEPENDENT SCHOOL DISTRICT
OFFICIAL DISTRICT BUDGET
FOOD SERVICE
November 2020 BUDGET AMENDMENT

	ORIGINAL BUDGET	APPROVED AMENDMENTS	APPROVED AMENDED BUDGET	PROPOSED AMENDMENTS	NEW AMENDED BUDGET
REVENUE:					
LOCAL RESOURCES:					
5742 INVESTMENT EARNINGS	10,000	-	10,000	-	10,000
5751 FOOD SERVICES	2,025,000	-	2,025,000	-	2,025,000
5755 ACTIVITY FUND RECEIPTS	150,000	-	150,000	-	150,000
TOTAL LOCAL RESOURCES	2,185,000	-	2,185,000	-	2,185,000
STATE RESOURCES:					
5829 STATE MATCH - FOOD SERVICE	120,000	-	120,000	-	120,000.00
TOTAL STATE RESOURCES	120,000	-	120,000	-	120,000
FEDERAL RESOURCES:					
5921 SCHOOL BREAKFAST PROGRAM	4,125,000	-	4,125,000	-	4,125,000
5922 NATIONAL SCHOOL LUNCH PROGRAM	10,807,645	-	10,807,645	-	10,807,645
5923 USDA DONATED COMMODITIES	975,000	-	975,000	-	975,000
5939 SUMMER FEEDING PROGRAM	150,000	-	150,000	-	150,000
TOTAL FEDERAL RESOURCES	16,057,645	-	16,057,645	-	16,057,645
TOTAL REVENUE AND OTHER SOURCES	18,362,645	-	18,362,645	-	18,362,645
EXPENDITURES:					
35 Food Services	17,985,145	-	17,985,145	-	17,985,145
36 Extra-Curricular Activities	10,000	-	10,000	-	10,000
51 Maintenance & Operations	650,000	-	650,000	-	650,000
81 Facilities	2,000,000	-	2,000,000	-	2,000,000
TOTAL EXPENDITURES	20,645,145	-	20,645,145	-	20,645,145
OTHER USES					
8911 Interfund Transfers Out	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	20,645,145	-	20,645,145	-	20,645,145
EXCESS (DEFICIENCY) REVENUES OVER EXPENDITURES	(2,282,500)	-	(2,282,500)	-	(2,282,500)
EST. BEGINNING FUND BALANCE	4,769,340	-	4,769,340	-	4,769,340
ENDING FUND BALANCE	2,486,840	-	2,486,840	-	2,486,840

IRVING INDEPENDENT SCHOOL DISTRICT
OFFICIAL DISTRICT BUDGET
DEBT SERVICE
November 2020 BUDGET AMENDMENT

	ORIGINAL BUDGET	APPROVED AMENDMENTS	APPROVED AMENDED BUDGET	PROPOSED AMENDMENTS	NEW AMENDED BUDGET
REVENUE:					
LOCAL RESOURCES:					
5711 TAXES CURRENT YEAR	37,329,600	-	37,329,600	-	37,329,600
5712 DELINQUENT TAXES	-	-	-	-	-
5719 OTHER TAX RELATED REVENUE	-	-	-	-	-
TOTAL TAXES	<u>37,329,600</u>	<u>-</u>	<u>37,329,600</u>	<u>-</u>	<u>37,329,600</u>
OTHER LOCAL REVENUE:					
5742 INVESTMENT EARNINGS	-	-	-	-	-
5799 ISD-TNT ADJUSTMENT	-	-	-	-	-
TOTAL OTHER LOCAL SOURCES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LOCAL RESOURCES	<u>37,329,600</u>	<u>-</u>	<u>37,329,600</u>	<u>-</u>	<u>37,329,600</u>
STATE RESOURCES:					
5829 TEA/NON-FOUNDATION REVENUE	550,008	-	550,008	-	550,008
TOTAL STATE RESOURCES	<u>550,008</u>	<u>-</u>	<u>550,008</u>	<u>-</u>	<u>550,008</u>
TOTAL REVENUES	<u>37,879,608</u>	<u>-</u>	<u>37,879,608</u>	<u>-</u>	<u>37,879,608</u>
OTHER SOURCES :					
7911 SALE OF BONDS	-	-	-	-	-
7915 INTERFUND TRANSFERS IN	-	-	-	-	-
7916 PREMIUM (DISCOUNT) BONDS PAYABLE	-	-	-	-	-
TOTAL OTHER SOURCES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUE AND OTHER SOURCES	<u>37,879,608</u>	<u>-</u>	<u>37,879,608</u>	<u>-</u>	<u>37,879,608</u>
EXPENDITURES:					
71 DEBT SERVICE	45,579,600	-	45,579,600	-	45,579,600
TOTAL EXPENDITURES	<u>45,579,600</u>	<u>-</u>	<u>45,579,600</u>	<u>-</u>	<u>45,579,600</u>
OTHER USES :					
8949 REFUNDING BONDS	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	<u>45,579,600</u>	<u>-</u>	<u>45,579,600</u>	<u>-</u>	<u>45,579,600</u>
EXCESS (DEFICIENCY) REVENUES OVER EXPENDITURES	<u>(7,699,992)</u>	<u>-</u>	<u>(7,699,992)</u>	<u>-</u>	<u>(7,699,992)</u>
EST. BEGINNING FUND BALANCE	<u>10,440,359</u>	<u>-</u>	<u>10,440,359</u>	<u>-</u>	<u>10,440,359</u>
ENDING FUND BALANCE	<u>2,740,367</u>	<u>-</u>	<u>2,740,367</u>	<u>-</u>	<u>2,740,367</u>

CONSENT AGENDA
11/16/2020

TOPIC: Consider the Approval of the Supplements to the Irving ISD Tax Rolls

SUBMITTED BY: Cher Elzy

BACKGROUND: The Board approved the tax roll on August 24, 2020. Supplements to the tax rolls are prepared monthly by the Dallas Central Appraisal District. Board action is required on any refunds greater than \$2,500.00. For ease in processing we are presenting the total value of all supplements.

ADMINISTRATIVE RECOMMENDATION: The Administration recommends that the Board of Trustees approve the supplements to the Irving ISD tax rolls.

RECOMMENDED BOARD MOTION: I move the Board approve the Supplements to the Irving ISD Tax Rolls.

Attachments:

1. Memo from Cher Elzy to Gary Micinski
2. Dallas Central Appraisal District Supplement Recap for October
3. Supplement 02 to the 2020 tax roll
4. Supplement 15 to the 2019 tax roll
5. Supplement 27 to the 2018 tax roll
6. Supplement 39 to the 2017 tax roll
7. Supplement 51 to the 2016 tax roll
8. Supplement 63 to the 2015 tax roll
9. Comparison of the Budget to the Actual Tax Roll Spreadsheet

MEMO

Date: November 16, 2020
To: Gary Micinski, CFO
From: Cher Elzy, Director of Taxation
Subject: October Supplement Reports

Attached for your consideration is the October Supplement Reports.

Thank you.



DALLAS CENTRAL APPRAISAL DISTRICT

SUPPLEMENT 10-2020

As of October 14, 2020

**State of Texas
County of Dallas**

Property Tax Code, Section 25.25

I, W. Kenneth Nolan, Executive Director/Chief Appraiser of the Dallas Central Appraisal District, attest to the best of my knowledge, that the attached is a supplement to the certified appraisal roll which lists taxable property for

IRVING ISD

Tax Year	Amount of
2020	479,242,398
2019	2,269,209-
2018	1,324,050-
2017	25,000
2016	25,000
2015	25,000

Date : October 22, 2020

**W. Kenneth Nolan
Executive Director/Chief Appraiser**

2020 SUPPLEMENT NO. 2

Real Property Additions		Personal Property Additions
\$ 455,067,644		\$ 26,367,940
Total Additions	Supplemental Change Report	Net Changes of Changes
\$ 481,435,584	\$ (2,193,186)	\$ 479,242,398

Summary of Supplemental Change Report
#1 through #2

Value	Reason
\$ (2,167,312)	Exemptions and Value Changes
\$ 916,610,769	Total Additions
\$ 914,443,457	Net Total

2019 SUPPLEMENT NO. 15

Real Property Additions	\$	0	Personal Property Additions	\$	0
Total Additions	\$	0	Supplemental Change Report	\$	(2,269,209)
			Net Changes of Changes	\$	(2,269,209)

Summary of Supplemental Change Report
#1 through #15

Value	Reason
\$ (201,336,294)	Exemptions and Value Changes
\$ 181,879,783	Total Additions
\$ (19,456,511)	Net Total

2018 SUPPLEMENT NO. 27

Real Property Additions	\$	0	Personal Property Additions	\$	0
Total Additions	\$	0	Supplemental Change Report	\$	(1,324,050)
			Net Changes of Changes	\$	(1,324,050)

Summary of Supplemental Change Report
#1 through #27

Value	Reason
\$ (249,009,663)	Exemptions and Value Changes
\$ 92,404,285	Total Additions
\$ (156,605,378)	Net Total

2017 SUPPLEMENT NO. 39

Real Property Additions		Personal Property Additions
\$ 0		\$ 0
Total Additions	Supplemental Change Report	Net Changes of Changes
\$ 0	\$ 25,000	\$ 25,000

Summary of Supplemental Change Report
#1 through #39

Value	Reason
\$ (259,604,355)	Exemptions and Value Changes
\$ 116,230,132	Total Additions
\$ (143,374,223)	Net Total

2016 SUPPLEMENT NO. 51

Real Property Additions		Personal Property Additions
0		\$ 0
Total Additions	Supplemental Change Report	Net Changes of Changes
0	\$ 25,000	\$ 25,000

Summary of Supplemental Change Report
#1 through #51

Value	Reason
\$ (367,983,406)	Exemptions and Value Changes
\$ 88,989,355	Total Additions
\$ (278,994,051)	Net Total

2015 SUPPLEMENT NO. 63

Real Property Additions	\$	0	Personal Property Additions	\$	0
Total Additions	\$	0	Supplemental Change Report	\$	25,000
			Net Changes of Changes	\$	25,000

Summary of Supplemental Change Report
#1 through #63

Value	Reason
\$ (244,133,428)	Exemptions and Value Changes
\$ 48,203,141	Total Additions
\$ (195,930,287)	Net Total

RECAP FOR OCTOBER SUPPLEMENT

2020 SUPPLEMENT NO.	02	\$	479,242,398
2019 SUPPLEMENT NO.	15	\$	(2,269,209)
2018 SUPPLEMENT NO.	27	\$	(1,324,050)
2017 SUPPLEMENT NO.	39	\$	25,000
2016 SUPPLEMENT NO.	51	\$	25,000
2015 SUPPLEMENT NO.	63	\$	25,000

**FY 2020-2021
COMPARISON OF BUDGET TO ACTUAL TAX ROLL**

	ORIGINAL BUDGET	CERTIFIED TAX ROLL	ROLLS 1 - 2	ADJUSTED TAX ROLL
NET TAXABLE VALUE	\$ 15,138,570,097	\$ 14,741,790,666	914,443,457	\$ 15,656,234,123
M & O LEVY (1.0148)	\$ 153,626,209	\$ 149,599,692	9,279,772	\$ 158,879,464
I & S LEVY (.2603)	\$ 39,405,698	\$ 38,372,881	2,380,296	\$ 40,753,177
TOTAL LEVY (1.2751)	\$ 193,031,907	\$ 187,972,573	11,660,068	\$ 199,632,641

2020 SUPPLEMENT	TAXABLE VALUE
SUPPLEMENT NO. 1	435,201,059
SUPPLEMENT NO. 2	479,242,398

TOTAL 914,443,457

* LEVY REFLECTS FROZEN LOSS FROM OVER 65 & DISABILITY ACCOUNTS

2020 SUPPLEMENTAL BUDGET	-200,000,000
NET GAIN (LOSS) TO TAX	<u>1,114,443,457</u>

LEVY GAIN (LOSS) M & O	11,309,372
LEVY GAIN (LOSS) I & S	2,900,896
TOTAL LEVY GAIN (LOSS) DUE TO SUPPLEMENTS	<u>14,210,268</u>

**FY 2019-2020
COMPARISON OF BUDGET TO ACTUAL TAX ROLL**

	ORIGINAL BUDGET	CERTIFIED TAX ROLL	ROLLS 1 - 15	ADJUSTED TAX ROLL
NET TAXABLE VALUE	\$ 13,127,517,207	\$ 14,512,366,935	-19,456,511	\$ 14,492,910,424
M & O LEVY (1.03100)	\$ 135,344,702	\$ 149,622,503	-200,597	\$ 149,421,906
I & S LEVY (.27410)	\$ 35,982,525	\$ 39,778,398	-53,330	\$ 39,725,068
TOTAL LEVY (1.30510)	\$ 171,327,227	\$ 189,400,901	-253,927	\$ 189,146,974

2019 SUPPLEMENT	TAXABLE VALUE
SUPPLEMENT NO. 1	32,571,769
SUPPLEMENT NO. 2	98,098,133
SUPPLEMENT NO. 3	25,517,424
SUPPLEMENT NO. 4	-14,556,681
SUPPLEMENT NO. 5	-8,195,689
SUPPLEMENT NO. 6	-19,703,429
SUPPLEMENT NO. 7	-18,434,225
SUPPLEMENT NO. 8	-17,063,025
SUPPLEMENT NO. 9	-3,432,626
SUPPLEMENT NO. 10	-8,979,664
SUPPLEMENT NO. 11	-26,419,728
SUPPLEMENT NO. 12	-14,251,347
SUPPLEMENT NO. 13	-12,542,680
SUPPLEMENT NO. 14	-29,795,534
SUPPLEMENT NO. 15	-2,269,209

TOTAL align="right">**-19,456,511**

* LEVY REFLECTS FROZEN LOSS FROM OVER 65 & DISABILITY ACCOUNTS

2019 SUPPLEMENTAL BUDGET	-150,000,000
NET GAIN (LOSS) TO TAX	<u>130,543,489</u>

LEVY GAIN (LOSS) M & O	1,345,903
LEVY GAIN (LOSS) I & S	357,820
TOTAL LEVY GAIN (LOSS) DUE TO SUPPLEMENTS	<u>1,703,723</u>

**FY 2018-2019
COMPARISON OF BUDGET TO ACTUAL TAX ROLL**

	ORIGINAL BUDGET	CERTIFIED TAX ROLL	ROLLS 1-27	ADJUSTED TAX ROLL
NET TAXABLE VALUE	\$ 12,223,386,344	\$ 13,439,011,068	-156,605,378	\$ 13,282,405,690
M & O LEVY (1.17)	\$ 143,013,620	\$ 157,236,430	-1,832,283	\$ 155,404,147
I & S LEVY (.2311)	\$ 28,248,246	\$ 31,057,554	-361,915	\$ 30,695,639
TOTAL LEVY (1.4011)	171,261,866	188,293,984	-2,194,198	\$ 186,099,786

2018 SUPPLEMENT	TAXABLE VALUE
SUPPLEMENT NO. 1	-1,415,301
SUPPLEMENT NO. 2	-1,967,970
SUPPLEMENT NO. 3	59,418,616
SUPPLEMENT NO. 4	10,785,664
SUPPLEMENT NO. 5	-18,582,754
SUPPLEMENT NO. 6	-2,445,166
SUPPLEMENT NO. 7	-21,479,140
SUPPLEMENT NO. 8	-38,878,680
SUPPLEMENT NO. 9	-7,401,705
SUPPLEMENT NO. 10	-19,670,312
SUPPLEMENT NO. 11	-12,285,270
SUPPLEMENT NO. 12	-26,883,772
SUPPLEMENT NO. 13	-418,958
SUPPLEMENT NO. 14	-9,012,907
SUPPLEMENT NO. 15	-8,273,654
SUPPLEMENT NO. 16	-27,730,004
SUPPLEMENT NO. 17	-4,033,170
SUPPLEMENT NO. 18	-4,124,920
SUPPLEMENT NO. 19	-4,946,824
SUPPLEMENT NO. 20	-5,449,620
SUPPLEMENT NO. 21	-2,015,000
SUPPLEMENT NO. 22	-153,168
SUPPLEMENT NO. 23	-499,114
SUPPLEMENT NO. 24	-617,138
SUPPLEMENT NO. 25	-782,830
SUPPLEMENT NO. 26	-6,418,231
SUPPLEMENT NO. 27	-1,324,050

TOTAL **-156,605,378**

* LEVY REFLECTS FROZEN LOSS FROM OVER 65 & DISABILITY ACCOUNTS

2018 SUPPLEMENTAL BUDGET	-150,000,000
NET GAIN (LOSS) TO TAX	<u>(6,605,378)</u>

LEVY GAIN (LOSS) M & O	-77,283
LEVY GAIN (LOSS) I & S	-15,265
TOTAL LEVY GAIN (LOSS) DUE TO SUPPLEMENTS	<u>-92,548</u>

**FY 2017-2018
COMPARISON OF BUDGET TO ACTUAL TAX ROLL**

	ORIGINAL BUDGET	CERTIFIED TAX ROLL	ROLLS 1 - 39	ADJUSTED TAX ROLL
NET TAXABLE VALUE	\$ 11,096,312,115	\$ 12,178,979,842	-143,374,223	\$ 12,035,605,619
M & O LEVY (1.17)	\$ 129,826,852	\$ 142,494,064	-1,677,478	\$ 140,816,586
I & S LEVY (.2614)	\$ 29,005,833	\$ 31,835,853	-374,780	\$ 31,461,073
TOTAL LEVY (1.4314)	\$ 158,832,685	\$ 174,329,917	-2,052,258	\$ 172,277,659

2017 SUPPLEMENT	TAXABLE VALUE
SUPPLEMENT NO. 1	45,880,656
SUPPLEMENT NO. 2	9,215,735
SUPPLEMENT NO. 3	8,867,781
SUPPLEMENT NO. 4	610,035
SUPPLEMENT NO. 5	-4,867,051
SUPPLEMENT NO. 6	-10,449,039
SUPPLEMENT NO. 7	-34,417,183
SUPPLEMENT NO. 8	-15,719,504
SUPPLEMENT NO. 9	-22,644,695
SUPPLEMENT NO. 10	-1,755,708
SUPPLEMENT NO. 11	-11,818,504
SUPPLEMENT NO. 12	-21,854,669
SUPPLEMENT NO. 13	-8,601,532
SUPPLEMENT NO. 14	-5,015,998
SUPPLEMENT NO. 15	-4,561,293
SUPPLEMENT NO. 16	-3,740,084
SUPPLEMENT NO. 17	-1,581,999
SUPPLEMENT NO. 18	-1,902,556
SUPPLEMENT NO. 19	-5,037,372
SUPPLEMENT NO. 20	-2,205,667
SUPPLEMENT NO. 21	-1,013,721
SUPPLEMENT NO. 22	-1,251,382
SUPPLEMENT NO. 23	-1,395,752
SUPPLEMENT NO. 24	-10,240,437
SUPPLEMENT NO. 25	-328,358
SUPPLEMENT NO. 26	-6,746,358
SUPPLEMENT NO. 27	-67,573
SUPPLEMENT NO. 28	-25,155,092
SUPPLEMENT NO. 29	-412,230
SUPPLEMENT NO. 30	-142,000
SUPPLEMENT NO. 31	-300,337
SUPPLEMENT NO. 32	-419,748
SUPPLEMENT NO. 33	-25,000
SUPPLEMENT NO. 34	-12,398

SUPPLEMENT NO. 35	-710
SUPPLEMENT NO. 36	-228,750
SUPPLEMENT NO. 37	22,500
SUPPLEMENT NO. 38	-4,083,230
SUPPLEMENT NO. 39	25,000

TOTAL **-143,374,223**

* LEVY REFLECTS FROZEN LOSS FROM OVER 65 & DISABILITY ACCOUNTS

2017 SUPPLEMENTAL BUDGET	-150,000,000
NET GAIN (LOSS) TO TAX	<u>6,625,777</u>

LEVY GAIN (LOSS) M & O	77,521
LEVY GAIN (LOSS) I & S	17,320
TOTAL LEVY GAIN (LOSS) DUE TO SUPPLEMENTS	<u>94,841</u>

**FY 2016-2017
COMPARISON OF BUDGET TO ACTUAL TAX ROLL**

	ORIGINAL BUDGET	CERTIFIED TAX ROLL	ROLLS 1 - 51	ADJUSTED TAX ROLL
NET TAXABLE VALUE	\$ 10,971,091,578	\$ 11,594,095,283	-278,994,051	\$ 11,315,101,232
M & O LEVY (1.17)	\$ 114,099,352	\$ 120,578,591	-3,264,230	\$ 117,314,361
I & S LEVY (.2750)	\$ 44,432,921	\$ 46,956,086	-767,234	\$ 46,188,852
TOTAL LEVY (1.445)	\$ 158,532,273	\$ 167,534,677	-4,031,464	\$ 163,503,213

2016 SUPPLEMENT	TAXABLE VALUE
SUPPLEMENT NO. 1	-1,167,758
SUPPLEMENT NO. 2	15,294,820
SUPPLEMENT NO. 3	-1,680,520
SUPPLEMENT NO. 4	-10,963,884
SUPPLEMENT NO. 5	5,634,501
SUPPLEMENT NO. 6	-86,757,481
SUPPLEMENT NO. 7	-75,264
SUPPLEMENT NO. 8	-20,672,078
SUPPLEMENT NO. 9	-6,692,896
SUPPLEMENT NO. 10	-13,262,234
SUPPLEMENT NO. 11	-10,894,088
SUPPLEMENT NO. 12	-5,028,778
SUPPLEMENT NO. 13	-14,422,823
SUPPLEMENT NO. 14	-41,445,409
SUPPLEMENT NO. 15	217,645
SUPPLEMENT NO. 16	-7,414,302
SUPPLEMENT NO. 17	-4,129,812
SUPPLEMENT NO. 18	-19,723,577
SUPPLEMENT NO. 19	-18,150,661
SUPPLEMENT NO. 20	-3,874,654
SUPPLEMENT NO. 21	-1,890,006
SUPPLEMENT NO. 22	-724,380
SUPPLEMENT NO. 23	-3,318,316
SUPPLEMENT NO. 24	-312,500
SUPPLEMENT NO. 25	-289,355
SUPPLEMENT NO. 26	-336,805
SUPPLEMENT NO. 27	-371,570
SUPPLEMENT NO. 28	-2,812,269
SUPPLEMENT NO. 29	-90,000
SUPPLEMENT NO. 30	-319,395
SUPPLEMENT NO. 31	-1,807,144
SUPPLEMENT NO. 32	-1,213,680
SUPPLEMENT NO. 33	-100,000
SUPPLEMENT NO. 34	-200,400
SUPPLEMENT NO. 35	-73,972

SUPPLEMENT NO. 36	10,534
SUPPLEMENT NO. 37	114,453
SUPPLEMENT NO. 38	159,760
SUPPLEMENT NO. 39	53,957
SUPPLEMENT NO. 40	-11,411,940
SUPPLEMENT NO. 41	-55,186
SUPPLEMENT NO. 42	0
SUPPLEMENT NO. 43	-61,421
SUPPLEMENT NO. 44	-81,303
SUPPLEMENT NO. 45	0
SUPPLEMENT NO. 46	0
SUPPLEMENT NO. 47	-8,702,260
SUPPLEMENT NO. 48	-228,750
SUPPLEMENT NO. 49	-12,500
SUPPLEMENT NO. 50	264,650
SUPPLEMENT NO. 51	25,000

TOTAL -278,994,051

* LEVY REFLECTS FROZEN LOSS FROM OVER 65 & DISABILITY ACCOUNTS

2016 SUPPLEMENTAL BUDGET	-150,000,000
NET GAIN (LOSS) TO TAX	<u>-128,994,051</u>

LEVY GAIN (LOSS) M & O	-1,509,230
LEVY GAIN (LOSS) I & S	<u>-354,734</u>
TOTAL LEVY GAIN (LOSS) DUE TO SUPPLEMENTS	-1,863,964

FY 2015-2016

COMPARISON OF BUDGET TO ACTUAL TAX ROLL

	ORIGINAL BUDGET	CERTIFIED TAX ROLL	ROLLS 1 - 63	ADJUSTED TAX ROLL
NET TAXABLE VALUE	\$ 10,204,561,876	\$10,563,683,328	-195,930,287	\$10,367,753,041
M & O LEVY (1.04)	\$ 106,127,444	\$ 107,721,792	-2,037,675	\$105,684,117
I & S LEVY (.405)	\$ 41,328,476	\$ 41,949,390	-793,518	\$41,155,872
TOTAL LEVY (1.445)	\$ 147,455,920	\$ 149,671,182	-2,831,193	\$146,839,989

2015 SUPPLEMENTS	TAXABLE VALUE
SUPPLEMENT NO. 1	7,143,089
SUPPLEMENT NO. 2	12,957,293
SUPPLEMENT NO. 3	457,433
SUPPLEMENT NO. 4	-5,329,724
SUPPLEMENT NO. 5	-18,135,233
SUPPLEMENT NO. 6	-15,690,851
SUPPLEMENT NO. 7	-31,562,401
SUPPLEMENT NO. 8	-40,134,858
SUPPLEMENT NO. 9	-19,244,179
SUPPLEMENT NO. 10	-3,096,159
SUPPLEMENT NO. 11	-7,999,302
SUPPLEMENT NO. 12	-14,856,845
SUPPLEMENT NO. 13	-1,317,830
SUPPLEMENT NO. 14	-14,608,729
SUPPLEMENT NO. 15	-4,301,708
SUPPLEMENT NO. 16	-4,276,405
SUPPLEMENT NO. 17	-3,148,642
SUPPLEMENT NO. 18	-113,457
SUPPLEMENT NO. 19	-2,777,812
SUPPLEMENT NO. 20	-3,361,367
SUPPLEMENT NO. 21	93,913
SUPPLEMENT NO. 22	-1,832,646
SUPPLEMENT NO. 23	-154,860
SUPPLEMENT NO. 24	0
SUPPLEMENT NO. 25	22,500
SUPPLEMENT NO. 26	-501,718
SUPPLEMENT NO. 27	180,100
SUPPLEMENT NO. 28	22,500
SUPPLEMENT NO. 29	-2,496,150
SUPPLEMENT NO. 30	-590,840
SUPPLEMENT NO. 31	-96,200
SUPPLEMENT NO. 32	-389,150
SUPPLEMENT NO. 33	-3,280
SUPPLEMENT NO. 34	-45,190
SUPPLEMENT NO. 35	-15,000
SUPPLEMENT NO. 36	0
SUPPLEMENT NO. 37	-3,230
SUPPLEMENT NO. 38	-80

SUPPLEMENT NO. 39	-77,200
SUPPLEMENT NO. 40	-161,430
SUPPLEMENT NO. 41	0
SUPPLEMENT NO. 42	54,870
SUPPLEMENT NO. 43	217,190
SUPPLEMENT NO. 44	17,500
SUPPLEMENT NO. 45	25,000
SUPPLEMENT NO. 46	-25,000
SUPPLEMENT NO. 47	24,360
SUPPLEMENT NO. 48	0
SUPPLEMENT NO. 49	105,000
SUPPLEMENT NO. 50	8,203
SUPPLEMENT NO. 51	85,041
SUPPLEMENT NO. 52	-11,352,048
SUPPLEMENT NO. 53	-161,370
SUPPLEMENT NO. 54	0
SUPPLEMENT NO. 55	62,047
SUPPLEMENT NO. 56	-108,550
SUPPLEMENT NO. 57	0
SUPPLEMENT NO. 58	0
SUPPLEMENT NO. 59	0
SUPPLEMENT NO. 60	-9,472,300
SUPPLEMENT NO. 61	-14,582
SUPPLEMENT NO. 62	25,000
SUPPLEMENT NO. 63	25,000

TOTAL -195,930,287

* LEVY REFLECTS FROZEN LOSS FROM OVER 65 & DISABILITY ACCOUNTS

2015 SUPPLEMENTAL BUDGET	-150,000,000
NET GAIN (LOSS) TO TAX	<u>-45,930,287</u>

LEVY GAIN (LOSS) M & O	-477,675
LEVY GAIN (LOSS) I & S	-186,018
TOTAL LEVY GAIN (LOSS) DUE TO SUPPLEMENTS	<u>-663,693</u>

2020 ACTIVE LAWSUITS

OWNERS NAME	DCAD VALUE	TYPE OF PROPERTY
1111 TDS APARTMENTS LLC	\$ 18,200,000	REAL
130 E JOHN W CARPENTER	\$ 7,400,000	REAL
168 REALTY GROUP III LLC	\$ 4,363,010	REAL
2013B PPTY OWNER LLC	\$ 226,370	REAL
2018 1 IH BORROWER LP	\$ 215,900	REAL
2018 1 IH BORROWER LP	\$ 223,050	REAL
2325 STEMMONS HOTEL PARTNERS LLC	\$ 8,900,000	REAL
250 290 B&C LLC	\$ 34,000,000	REAL
250 290 B&C LLC	\$ 17,000,000	REAL
250 290 B&C LLC	\$ 19,250,000	REAL
2929 PARK GROVE VNTRE LTD	\$ 13,157,900	REAL
2929 PARK GROVE VNTRE LTD	\$ 842,100	REAL
850 LAKE CAROLYN PKWY APARTMENTS INC	\$ 48,850,000	REAL
89 H A S HOTEL CORP	\$ 1,100,000	REAL
ACRON ARG LAKE CAROLYN	\$ 52,929,170	REAL
AGAS VENTURES LLC	\$ 152,000	REAL
AGAS VENTURES LLC	\$ 160,000	REAL
AGAS VENTURES LLC	\$ 140,490	REAL
AGAS VENTURES LLC	\$ 149,000	REAL
AGAS VENTURES LLC	\$ 146,000	REAL
AGAS VENTURES LLC	\$ 124,000	REAL
AGAS VENTURES LLC	\$ 130,000	REAL
AGAS VENTURES LLC	\$ 139,290	REAL
AGAS VENTURES LLC	\$ 127,070	REAL
AGAS VENTURES LLC	\$ 175,050	REAL
AGAS VENTURES LLC	\$ 194,500	REAL
AGAS VENTURES LLC	\$ 169,000	REAL
AGAS VENTURES LLC	\$ 180,000	REAL
AGAS VENTURES LLC	\$ 156,000	REAL
AGAS VENTURES LLC	\$ 140,000	REAL
AGAS VENTURES LLC	\$ 161,000	REAL
AGAS VENTURES LLC	\$ 175,000	REAL
AGAS VENTURES LLC	\$ 100,000	REAL
AGAVE APARTMENTS LLC	\$ 8,100,000	REAL
AH4R I TX DFW	\$ 233,200	REAL
ALC APARTMENTS LLC	\$ 50,000,000	REAL
AMERISOUTH XXX LTD	\$ 9,120,000	REAL

AREA/EY WFT LLC	\$	8,600,000	REAL
ASHER PARK IRVING LP	\$	19,600,000	REAL
BELTLINE VILLAGE PARTNERS	\$	7,094,030	REAL
BELTLINE/AIRPORT FREEWAY JOINT VENTURE	\$	8,190,000	REAL
BELTLINE/AIRPORT FREEWAY JOINT VENTURE	\$	767,000	REAL
BELTLINE/AIRPORT FREEWAY JOINT VENTURE	\$	3,318,000	REAL
BLVD AL LP THE	\$	1,341,440	REAL
BRE KNIGHT SH TX OWNER LLC	\$	1,573,820	REAL
BRE KNIGHT SH TX OWNER LLC	\$	4,176,180	REAL
BREIT INDUSTRIAL CANYON TX1B01-B02	\$	8,306,930	REAL
BROWN COLINAS POINTE LLC	\$	14,100,000	REAL
CANAL CENTRE INVESTORS LLC	\$	34,585,000	REAL
CCI IRVING V LP	\$	12,250,000	REAL
CERBERUS SFR HOLDINGS	\$	189,960	REAL
CERBERUS SFR HOLDINGS	\$	236,510	REAL
CHALET APARTMENTS LLC	\$	20,500,000	REAL
CHATHEAU AT WILDBRIAR LP	\$	12,150,000	REAL
CLAY COOLEY REAL ESTATE	\$	4,336,180	REAL
CLAY COOLEY REAL ESTATE	\$	8,280,400	REAL
CLAY COOLEY REAL ESTATE	\$	8,593,750	REAL
COLINAS RANCH APARTMENTS LLC	\$	10,471,820	REAL
COLUMBIA PROPERTIES	\$	33,600,000	REAL
COTTONWOOD LANE PROPERTIES LLC	\$	7,665,000	REAL
CP 511 BUILDING LLC	\$	19,400,000	REAL
CREEKWOOD APTS LLC	\$	18,300,000	REAL
CROSSINGS AT IRVING RUBY	\$	12,200,000	REAL
CVS AS LESSEE	\$	1,958,840	REAL
CVS AS LESSEE	\$	2,039,100	REAL
CVS AS LESSEE	\$	2,006,410	REAL
CVS AS LESSEE	\$	1,934,720	REAL
DALLAS FT WORTH PARTNERS LLC	\$	1,750,000	REAL
DALLAS FT WORTH PARTNERS LLC	\$	3,125,000	REAL
DALLAS FT WORTH PARTNERS LLC	\$	1,500,000	REAL
DAVIS MOTOR CRANE SERVICE INC	\$	37,163,370	PERSONAL
DAYTON HUDSON CORP	\$	5,523,470	REAL
DFW JOSEPH INVESTMENTS LLC	\$	12,000,000	REAL
DK CREST OWNER LLC	\$	62,000,000	REAL
EBEX IRVING APARTMENTS LLC	\$	9,600,000	REAL
ESTRADA REVO LLC &	\$	18,970,000	REAL
FIREBIRD SFE I LLC	\$	435,000	REAL
FPG THE POINT LP	\$	52,945,000	REAL
FREEMPORT REGENT LLC	\$	12,000,000	REAL
GEP SILVERTON LLC	\$	21,115,000	REAL

GEP VANDERBILT LLC	\$	11,950,000	REAL
HAMPTON PLEASANT RUN JV	\$	2,050,000	REAL
HD DEVELOPMENT PROPERTIES	\$	5,248,640	REAL
HOME SFR BORROWER II LLC	\$	168,600	REAL
HOME SFR BORROWER LLC	\$	237,080	REAL
HOME SFR BORROWER LLC	\$	201,510	REAL
HOME SFR BORROWER LLC	\$	147,590	REAL
HP TEXAS I LLC	\$	373,690	REAL
IMV GROUP LLC	\$	155,560	REAL
IMV GROUP LLC	\$	901,740	REAL
IMV GROUP LLC	\$	167,260	REAL
IMV GROUP LLC	\$	91,860	REAL
IMV GROUP LLC	\$	1,429,530	REAL
IMV GROUP LLC	\$	189,600	REAL
IMV GROUP LLC	\$	179,650	REAL
IMV GROUP LLC	\$	175,650	REAL
IMV GROUP LLC	\$	138,050	REAL
IMV GROUP LLC	\$	130,490	REAL
IMV GROUP LLC	\$	1,111,510	REAL
IMV GROUP LLC	\$	351,290	REAL
IMV GROUP LLC	\$	322,350	REAL
INTERGERMAN SUMMER GATE LP	\$	12,750,000	REAL
IRVING 4600 WEST PIONEER	\$	32,750,000	REAL
IRVING CENTAL PLACE LLC	\$	1,850,000	REAL
ISA HOSPITALITY INC	\$	2,674,280	REAL
JAHCO SPRING CREEK LLC	\$	7,200,000	REAL
JASAN LLC	\$	3,200,230	REAL
JB DALLAS LLC	\$	2,250,000	REAL
JTCH APARTMENTS LLC	\$	2,298,290	REAL
JTCH APARTMENTS LLC	\$	3,351,710	REAL
K GARAGE CO LTD	\$	5,500,000	REAL
KAMEYAMA KEISHI	\$	13,500,000	REAL
KLOPRO BELT LLC	\$	1,700,000	REAL
KORE 123 JOHN CARPENTER LLC	\$	68,800,000	REAL
KROGER TEXAS LP	\$	10,600,000	REAL
KROGER TEXAS LP	\$	1,488,980	REAL
KROGER TEXAS LP	\$	939,090	REAL
KROGER TEXAS LP	\$	3,942,150	REAL
KROGER TEXAS LP	\$	1,741,790	REAL
KROGER TEXAS LP	\$	758,210	REAL
LADERA RANCH LLC	\$	19,850,000	REAL
LAKE WORTH HOTEL CORP	\$	4,722,750	REAL
LAS COLINAS I HOLDCO LP	\$	83,500,000	REAL

LAS COLINAS II HOLDCO LP	\$	47,400,000	REAL
LEGACY REI GROUP SA LLC	\$	9,924,320	REAL
LEGACY REI GROUP SA LLC	\$	3,575,680	REAL
LEGACY REI GROUP SA LLC	\$	17,650,000	REAL
LOWEN RAIFORD LP	\$	9,100,000	REAL
M&D IRVING LLC	\$	6,650,000	REAL
MAA ALLOY LLC	\$	46,000,000	REAL
MAA TANC LLC	\$	37,100,000	REAL
MAAHIYAA HOTEL LLC	\$	4,370,760	REAL
MACARTHUR PLACE APARTMENTS LP	\$	13,384,610	REAL
MACARTHUR PLACE APARTMENTS LP	\$	15,615,390	REAL
MACY'S RETAIL HOLDINGS INC	\$	2,822,470	PERSONAL
MALL GROUND PORTFOLIO LLC	\$	45,000,000	REAL
MALL GROUND PORTFOLIO LLC	\$	1,729,780	REAL
MALL GROUND PORTFOLIO LLC	\$	4,807,030	REAL
MALL GROUND PORTFOLIO LLC	\$	193,440	REAL
MALL GROUND PORTFOLIO LLC	\$	1,301,420	REAL
MARABELLA APARTMENTS LP	\$	24,559,040	REAL
MARABELLA APARTMENTS LP	\$	27,440,960	REAL
MEDIEVAL TIMES	\$	1,596,520	PERSONAL
METROPLEX PLAZA LP	\$	5,150,000	REAL
METROPLEX PLAZA LP	\$	4,850,000	REAL
METROPLEX PLAZA LP	\$	2,625,000	REAL
MONTERRA APARTMENTS LP	\$	39,000,000	REAL
MONTFORT ALPHA JV	\$	11,500,000	REAL
MOTTS LLP	\$	85,323,730	PERSONAL
MPG TEXAS 1 LLC	\$	8,500,000	REAL
NEWPORT APARTMENTS PROPERTY OWNER	\$	22,100,000	REAL
NORHTSHORE EAST LLC	\$	13,608,140	REAL
OMNINET FOXBOROUGH LP	\$	22,400,000	REAL
OMNINET FOXBOROUGH LP	\$	9,100,000	REAL
PAR CAPITAL 122 WEST LLC	\$	28,895,000	REAL
PARMA LAS COLINAS TOWERS LLC	\$	4,048,000	REAL
PARMA LAS COLINAS TOWERS LLC	\$	61,167,000	REAL
PARMA MANDALAY TOWER LLC	\$	39,275,000	REAL
PATEL HASU	\$	337,700	REAL
PATEL MADAN &	\$	983,680	REAL
PATEL RAMAN	\$	1,450,000	REAL
PBH VALLEY CREEK LLC	\$	31,500,000	REAL
PBH VALLEY RIDGE LLC	\$	33,000,000	REAL
PCPI UT OWNER LP	\$	12,252,330	REAL
PCPI UT OWNER LP	\$	151,682,670	REAL
PERFECT AND MODERN TEAM LLC	\$	1,950,000	REAL

PL LASCO OWNER LLC	\$	76,500,000	REAL
POLO SANTIAGO	\$	3,890,000	REAL
POST MONTORO LLC	\$	23,845,000	REAL
PPF AMLI 1050 LAKE CAROLYN PARKWAY LLC	\$	52,365,000	REAL
PPF AMLI 777 LAKE CAROLYN PARKWAY	\$	77,200,000	REAL
PRIME US TOWER AT LAKE CAROLYN LLC	\$	63,975,000	REAL
PROVIDENT GROUP IRVING PROPERTIES INC	\$	45,000,000	REAL
RACETRAC PETROLEUM INC	\$	420,900	PERSONAL
RACETRAC PETROLEUM INC	\$	1,787,270	REAL
RACETRAC PETROLEUM INC	\$	2,349,910	REAL
RACETRAC PETROLEUM INC	\$	457,820	REAL
RACETRACK PETROLEUM	\$	563,900	PERSONAL
RAVEN SURROUND LLC	\$	23,250,000	REAL
RAYO LLC	\$	3,500,000	REAL
RAYO LLC	\$	3,500,000	REAL
ROCHELLE PLACE L P	\$	7,467,600	REAL
ROCHELLE PLAZA ASSOCIATES	\$	8,250,000	REAL
ROSEMONT SUMMIT OPERATING LLC	\$	57,925,000	REAL
SAIBABA DFW LODGING LLC	\$	4,543,000	REAL
SECURITY CAPITAL	\$	3,555,500	REAL
SEDONA PARK APARTMENTS LLC	\$	22,000,000	REAL
SOUTHERN STAR LAS COLINAS LP	\$	10,800,000	REAL
SPANISH HAVEN REDEVELOPMENT	\$	6,664,970	REAL
SPARTRA LLC	\$	6,130,000	REAL
SPRINT UNITED MGMT CO	\$	17,000,000	REAL
TAH 2017 1 BORROWER LLC	\$	184,880	REAL
TAH HOLDING LP	\$	185,970	REAL
TAH HOLDING LP	\$	202,680	REAL
TAH HOLDING LP	\$	198,760	REAL
TAH HOLDING LP	\$	185,070	REAL
TAH HOLDING LP	\$	162,310	REAL
TARGET CORP	\$	3,374,500	PERSONAL
TCI 600 LAS COLINAS INC	\$	83,285,000	REAL
TEXAS FOUR PPTIES LLC	\$	15,900,000	REAL
TP APARTMENTS LLC	\$	4,272,410	REAL
TP APARTMENTS LLC	\$	1,627,590	REAL
TR ATRIUM LP	\$	14,215,000	REAL
TR ATRIUM LP	\$	7,215,000	REAL
TRINITY POE LLC	\$	37,500,000	REAL
TRT DEVELOPMENT COMPANY	\$	800,000	REAL
TRT DEVELOPMENT COMPANY	\$	39,000,000	REAL
UNITED RENTALS AS LESSEE	\$	4,903,040	REAL
VALLEY VIEW OWNER LLC	\$	16,047,720	REAL

VAT CROSSROADS LLC	\$	14,000,000	REAL
VILLAS ESTANCIA APARTMENTS LLC	\$	16,000,000	REAL
WALGREEN CO	\$	2,249,000	REAL
WALGREEN CO	\$	2,305,420	REAL
WALGREEN CO	\$	1,349,650	REAL
WALMART REAL ESTATE	\$	10,596,130	REAL
WALNUT HILL TX PARTNERS LLC	\$	46,500,000	REAL
WATER STREET OCONNOR LP	\$	77,250,000	REAL
WESTDALE BROOKSTONE TERRACE LP	\$	15,750,000	REAL
WESTDALE BROOKSTONE TERRACE LP	\$	13,750,000	REAL
WESTDALE ESTELLE CREEK LTD	\$	14,500,000	REAL
WESTDALE LAKERIDGE	\$	14,000,000	REAL
WESTDALE POLARIS PARTNERS	\$	12,800,000	REAL
WESTDALE WOODMEADE LTD	\$	21,000,000	REAL
WESTGATE MULTIFAMILY LLC	\$	21,111,110	REAL
WESTGATE MULTIFAMILY LLC	\$	9,170,140	REAL
WESTGATE MULTIFAMILY LLC	\$	3,694,440	REAL
WESTGATE MULTIFAMILY LLC	\$	4,024,310	REAL
WINGREN VILLAGE LP	\$	9,303,430	REAL
WOODCHASE & CLARENDON	\$	13,950,000	REAL
WOODLAND RIDGE POE LLC	\$	10,883,330	REAL
WOODLAND RIDGE POE LLC	\$	21,766,670	REAL
WOODWIND LAND LLC	\$	400,000	REAL
WOODWIND LAND LLC	\$	5,310,000	REAL
WWC XLV LP	\$	56,000,000	REAL

TOTAL		3,214,594,260	
--------------	--	----------------------	--

2019 ACTIVE LAWSUITS

OWNERS NAME	DCAD VALUE	TYPE OF PROPERTY
130 E JOHN W CARPENTER	\$ 8,400,000	REAL
1927 BELTLINE CP LTD	\$ 2,950,000	REAL
1927 BELTLINE CP LTD	\$ 1,920,000	REAL
1927 BELTLINE CP LTD	\$ 700,000	REAL
1927 BELTLINE CP LTD	\$ 7,600,000	REAL
1927 BELTLINE CP LTD	\$ 12,200,000	REAL
2929 PARK GROVE VNTRE LTD	\$ 10,008,250	REAL
2929 PARK GROVE VNTRE LTD	\$ 691,750	REAL
BP AEROSPACE LLC	\$ 6,037,170	PERSONAL
BREIT INDUSTRIAL HS TX	\$ 8,172,780	REAL
BREIT INDUSTRIAL HS TX	\$ 115,390	REAL
CNLRS BEP LP	\$ 1,650,000	REAL
CO-PROPERTIES LLC	\$ 83,970	REAL
CRESTVIEW STONEHILL LLC	\$ 10,800,000	REAL
CROWN ENTERPRISES INC	\$ 2,381,940	REAL
CROWN ENTERPRISES INC	\$ 3,022,730	REAL
CVS	\$ 1,865,560	REAL
CVS	\$ 1,910,870	REAL
DALLAS FT WORTH PARTNERS LLC	\$ 1,244,870	REAL
DALLAS FT WORTH PARTNERS LLC	\$ 2,571,290	REAL
DALLAS FT WORTH PARTNERS LLC	\$ 1,452,350	REAL
DEVA CORPORTATION	\$ 4,500,000	REAL
DOLGENCORP TEX INC	\$ 2,000,000	REAL
DOLGENCORP TEX INC	\$ 1,042,520	REAL
FRIES RESTAURANT MANAGEMENT LLC	\$ 141,650	PERSONAL
GROUP 1 REALTY INC	\$ 3,118,030	REAL
HKRK MGMT INC	\$ 2,275,000	REAL
ISA HOSPITALITY INC	\$ 2,790,000	REAL
KAMEYAMA KEISHI	\$ 12,000,000	REAL
KROGER CO AND KROGER TEXAS LP	\$ 3,800,000	REAL
KROGER CO AND KROGER TEXAS LP	\$ 1,400,000	REAL
KROGER CO AND KROGER TEXAS LP	\$ 939,090	REAL
KROGER CO AND KROGER TEXAS LP	\$ 10,600,000	REAL
KROGER CO AND KROGER TEXAS LP	\$ 1,622,000	REAL
KROGER TEXAS LP AS LESSEE	\$ 758,210	REAL
LAS COLINAS I HOLDCO LP	\$ 77,500,000	REAL

LAS COLINAS II HOLDCO LP	\$	44,000,000	REAL
NORTHGATE CAPRI LLC &	\$	14,893,690	REAL
PATEL DHAVAL	\$	1,069,610	REAL
PROVIDENT GROUP IRVING PROPERTIES LLC	\$	51,505,760	REAL
RACETRAC PETROLEUM INC	\$	1,788,690	REAL
RACETRAC PETROLEUM INC	\$	433,620	PERSONAL
RACETRAC PETROLEUM INC	\$	2,349,910	REAL
RACETRAC PETROLEUM INC	\$	457,820	REAL
RANDALLS FOOD DRUG & LP	\$	4,025,000	REAL
SAIBABA DFW LODGING LLC	\$	4,885,120	REAL
SEARITAGE SRC FINANCE LLC	\$	4,238,810	REAL
SHURGARD OF TEX LTD PS	\$	3,732,590	REAL
SPRINT UNITED MGMT CO	\$	17,000,000	REAL
STEEL MACHINERY MANUFACTURING CO LLC	\$	5,984,340	PERSONAL
SUN HOLDINGS INC	\$	122,440	PERSONAL
SUN HOLDINGS INC	\$	186,340	PERSONAL
SUN HOLDINGS INC	\$	117,900	PERSONAL
TACO BUENO RESTAURANTS INC	\$	71,150	PERSONAL
TACO BUENO RESTAURANTS INC	\$	395,040	PERSONAL
TACO BUENO RESTAURANTS INC	\$	75,170	PERSONAL
TNREF III ICG SHADOWS LLC	\$	20,477,740	REAL
TNREF III ICG SHADOWS LLC	\$	20,477,740	REAL
URBAN TOWNE LAKE APARTMENTS LP	\$	17,809,240	REAL
WESTDALE BROOKSTONE/TERRACE LP	\$	14,600,000	REAL
WESTDALE POLARIS PARTNERS	\$	10,385,000	REAL
WOODLAND RIDGE POE LLC	\$	19,833,330	REAL
WOODLAND RIDGE POE LLC	\$	9,916,670	REAL

TOTAL		481,098,140	
--------------	--	--------------------	--

2019 SETTLED LAWSUITS

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY
250 290 B&C LLC	\$ 34,315,000	\$ 31,000,000	REAL
250 290 B&C LLC	\$ 17,080,000	\$ 15,400,000	REAL
250 290 B&C LLC	\$ 18,835,000	\$ 17,000,000	REAL
555 WEST AIRPORT FWY LLC	\$ 5,093,280	\$ 4,450,000	REAL
89 H A S HOTEL CORP	\$ 1,100,000	\$ 1,040,000	REAL
850 LAKE CAROLYN PKWY APARTMENTS INV	\$ 47,350,000	\$ 46,000,000	REAL
1814 ESTRADA LP	\$ 16,300,000	\$ 15,450,000	REAL
4409 MONTROSE LTD	\$ 18,480,000	\$ 17,500,000	REAL
ABS HOSPITALITY GROUP LLC	\$ 1,275,000	\$ 1,275,000	REAL
AGAS VENTURES LLC	\$ 180,000	\$ 154,710	REAL
AGAS VENTURES LLC	\$ 135,410	\$ 116,390	REAL
AGAS VENTURES LLC	\$ 159,000	\$ 136,660	REAL
AGAS VENTURES LLC	\$ 144,000	\$ 123,770	REAL
AGAS VENTURES LLC	\$ 187,000	\$ 160,730	REAL
AGAS VENTURES LLC	\$ 119,400	\$ 102,600	REAL
AGAS VENTURES LLC	\$ 168,420	\$ 144,630	REAL
AGAS VENTURES LLC	\$ 160,750	\$ 138,170	REAL
AGAS VENTURES LLC	\$ 157,630	\$ 135,490	REAL
AGAS VENTURES LLC	\$ 146,130	\$ 125,600	REAL
AGAS VENTURES LLC	\$ 124,860	\$ 107,310	REAL
AGAS VENTURES LLC	\$ 143,000	\$ 122,730	REAL
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 62,271,580	\$ 57,408,870	REAL
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 8,851,220	\$ 8,160,040	REAL
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 104,567,910	\$ 96,402,330	REAL
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 61,859,290	\$ 57,028,760	REAL
AIGGRE TX HOTEL LAS COLINAS OWNER LLC	\$ 10,000,000	\$ 9,300,000	REAL
ALC APARTMENTS LLC	\$ 46,000,000	\$ 44,500,000	REAL
ALDI	\$ 767,120	\$ 652,050	PERSONAL
ALDI	\$ 415,870	\$ 353,490	PERSONAL
AMERICAN HOMES 4 RENT	\$ 225,070	\$ 203,250	REAL
ANGEL HOSPITALITY VIII LLC	\$ 5,367,260	\$ 5,220,000	REAL
ANGEL HOSPITALITY VIII LLC	\$ 1,083,600	\$ 1,083,600	REAL
ARC RENTAL MSR I LLC	\$ 164,450	\$ 164,450	REAL
AREA/EY WFT LLC	\$ 9,650,000	\$ 8,600,000	REAL
B & B TECHNICAL SERVICES	\$ 835,000	\$ 775,000	REAL
BEL AIRE AT LAS COLINAS LL LLC	\$ 39,950,000	\$ 38,630,000	REAL
BELTLINE VILLAGE PARTNERS	\$ 7,200,000	\$ 6,850,000	REAL
BETTER INC	\$ 2,265,000	\$ 2,000,000	REAL
BHP INVESTMENTS CO	\$ 3,200,000	\$ 2,950,000	REAL
BLVD AL LP THE	\$ 1,395,000	\$ 1,307,980	REAL
BRE LAS COLINAS LLC	\$ 8,000,000	\$ 8,000,000	REAL

75

BRE LAS COLINAS LLC	\$	91,629,260	\$	71,629,260	REAL
BRE LAS COLINAS LLC	\$	370,740	\$	370,740	REAL
BRIARWOOD UNIV HILLS LP	\$	5,121,500	\$	4,685,000	REAL
BROWN COLINAS POINTE LLC	\$	12,000,000	\$	11,260,300	REAL
BUDHWANI & VIRANI INC	\$	3,023,360	\$	2,550,000	REAL
CEDAR CREST OF IRVING LLC	\$	3,500,000	\$	1,600,000	REAL
CENTRALAND GROUP LTD	\$	3,841,690	\$	3,500,000	REAL
CENTURY 2209 LLC	\$	780,000	\$	780,000	REAL
CERBERUS SFR HOLDINGS II LP	\$	169,970	\$	167,700	REAL
CFT NV DEVELOPMENTS LLC	\$	945,000	\$	850,000	REAL
CHARTER COMMUNICATIONS TIME WARNER	\$	1,142,580	\$	988,330	PERSONAL
CHARTER COMMUNICATIONS TIME WARNER	\$	388,910	\$	336,410	PERSONAL
CHATHEAU AT WILDBRIAR LP	\$	9,200,000	\$	8,300,000	REAL
CHEDDARS CASUAL CAFÉ	\$	1,537,450	\$	1,260,410	PERSONAL
CHEDDARS CASUAL CAFÉ	\$	264,360	\$	216,480	PERSONAL
CHICK FIL A INC	\$	950,000	\$	855,000	REAL
CHIPOTLE MEXICAN GRILL	\$	675,000	\$	600,000	REAL
CLAY COOLEY REAL ESTATE	\$	4,336,180	\$	3,648,200	REAL
CLAY COOLEY REAL ESTATE	\$	8,473,470	\$	6,510,000	REAL
CLAY COOLEY REAL ESTATE	\$	9,214,060	\$	6,742,000	REAL
CNC SWAGAT NINE LTD	\$	8,728,870	\$	8,563,000	REAL
CNC SWAGAT NINE LTD	\$	4,421,120	\$	4,337,000	REAL
COLUMBIA HCA	\$	769,580	\$	609,640	PERSONAL
COLUMBIA PROPERTIES DALLAS	\$	37,291,700	\$	33,600,000	REAL
CONNS APPLIANCES INC	\$	14,920	\$	8,130	PERSONAL
CP 511 BUILDING LLC	\$	19,450,000	\$	18,500,000	REAL
CPLG TX PROPERTIES	\$	8,606,780	\$	8,400,000	REAL
CROSS COURT REALTY LLC	\$	936,000	\$	864,000	REAL
CTCRV LLC &	\$	11,334,410	\$	11,334,410	REAL
CVS	\$	1,942,000	\$	1,750,000	REAL
D L PETERSON TRUST I	\$	4,702,220	\$	4,179,970	PERSONAL
DAL 2 SF LLC	\$	149,740	\$	136,080	REAL
DALLAS METRO APARTMENTS LLC	\$	2,175,000	\$	2,000,000	REAL
DEALERS ELECTRICAL	\$	430,000	\$	400,000	REAL
DFW AIRPORT HOSPITALITY	\$	6,525,000	\$	6,143,000	REAL
DFW JOSEPH INVESTMENTS LLC	\$	12,000,000	\$	9,600,000	REAL
DP WPC TX LLC AS OWNER & LESSEE	\$	11,849,530	\$	10,674,530	REAL
DP WPC TX LLC AS OWNER & LESSEE	\$	1,448,050	\$	1,448,050	REAL
DP WPC TX LLC AS OWNER & LESSEE	\$	102,420	\$	102,420	REAL
EL PRIMERO EXPRESS LP	\$	4,700,000	\$	4,700,000	REAL
ELEMENT FLEET CORPORATION	\$	825,740	\$	699,840	PERSONAL
ESD DFW SOUTH 2011 LP	\$	23,367,130	\$	21,443,000	REAL
FEDEX GROUND PACKAGE SYSTEM INC	\$	20,908,520	\$	16,517,700	PERSONAL
FISCHER ROBERT W	\$	246,470	\$	246,470	REAL
FISCHER ROBERT W	\$	250,470	\$	246,470	REAL
FISCHER ROBERT W	\$	272,090	\$	246,470	REAL
FISCHER ROBERT W	\$	275,240	\$	246,470	REAL
FISCHER ROBERT W	\$	265,000	\$	246,470	REAL
FISCHER ROBERT W	\$	265,000	\$	246,470	REAL

FOUNTAIN VALLEY COMMERCE	\$	8,275,470	\$	7,700,000	REAL
FPG THE POINT LP	\$	50,760,000	\$	49,000,000	REAL
FYR SFR BORROWER LLC	\$	194,310	\$	178,500	REAL
GELCO FLEET TRUST	\$	4,834,890	\$	4,322,520	PERSONAL
GLEN ARBOR MULTIFAMILY LLC	\$	17,777,780	\$	16,388,890	REAL
GLEN ARBOR MULTIFAMILY LLC	\$	7,722,220	\$	7,118,920	REAL
GLEN ARBOR MULTIFAMILY LLC	\$	3,388,890	\$	3,124,130	REAL
GLEN ARBOR MULTIFAMILY LLC	\$	3,111,110	\$	2,868,060	REAL
GRUSIN MARTIN A TRUSTEE	\$	865,000	\$	825,000	REAL
HCD DALLAS CORPORATION	\$	42,700,000	\$	39,000,000	REAL
HCD DALLAS CORPORATION	\$	800,000	\$	800,000	REAL
HCRE LAS COLINAS LLC	\$	8,900,000	\$	8,000,000	REAL
INTERGERMAN SUMMER GATE LP	\$	9,750,000	\$	9,200,000	REAL
IRVING LODGING LLC	\$	6,350,000	\$	5,720,000	REAL
IRVING MOB III LP & IRVING HOSPITAL	\$	11,189,570	\$	11,189,570	REAL
JAMBROS PARTNERS LTD	\$	4,449,510	\$	4,000,000	REAL
K GARAGE CO LTD	\$	5,050,000	\$	4,875,000	REAL
KBS SOR 125 JOHN CARPENTER LLC	\$	67,700,000	\$	66,000,000	REAL
KENSINGTON APARTMENTS LLC	\$	15,600,000	\$	15,600,000	REAL
KEVLIN JAMES M & ALEJANDRA	\$	472,160	\$	435,000	REAL
KHOSROW SADEGHIAN ON BEHALF OF AS PR	\$	126,150	\$	71,500	REAL
LAKE WORTH HOTEL CORP	\$	5,100,000	\$	4,600,000	REAL
LAS COLINAS AAA INVESTMENT LLC	\$	2,906,020	\$	2,676,840	REAL
LBH LAS COLINAS PLAZA LLC	\$	28,000,000	\$	25,500,000	REAL
LINCOLN LAG TWO LTD	\$	1,939,710	\$	1,900,000	REAL
LOOP HOTEL INC	\$	468,000	\$	325,000	REAL
LOWEN RAIFORD LP	\$	10,600,000	\$	9,100,000	REAL
MAA ALLOY LLC	\$	42,150,000	\$	41,800,000	REAL
MAA TANC LLC	\$	34,840,000	\$	34,280,000	REAL
MAAHYAA HOTEL LLC	\$	6,479,150	\$	4,370,760	REAL
MACARTHUR PLACE APARTMENTS LP	\$	8,608,060	\$	8,608,060	REAL
MACYS RETAIL HOLDINGS INC	\$	3,668,390	\$	3,185,780	PERSONAL
MALL AT IRVING LLC	\$	44,968,330	\$	42,596,580	REAL
MALL AT IRVING LLC	\$	1,729,780	\$	1,729,780	REAL
MALL AT IRVING LLC	\$	4,807,030	\$	4,807,030	REAL
MALL AT IRVING LLC	\$	193,440	\$	193,440	REAL
MALL AT IRVING LLC	\$	1,301,420	\$	1,301,420	REAL
MASTEC INC	\$	9,249,060	\$	9,044,450	PERSONAL
MATTRESS FIRM INC	\$	47,610	\$	34,710	PERSONAL
MCADOO BRUCE	\$	1,014,770	\$	500,000	REAL
MERCHANTS AUTOMOTIVE GROUP INC	\$	1,554,200	\$	1,401,240	PERSONAL
MFO PPTIES LTD	\$	1,613,000	\$	1,613,000	REAL
MO DANY REVOCABLE TRUST	\$	1,750,000	\$	1,699,000	REAL
NEWPORT APARTMENTS PROPERTY OWNER	\$	19,500,000	\$	18,000,000	REAL
OLD SHEPARD PLACE LTD	\$	1,163,380	\$	1,125,000	REAL
OMNINET FOXBOROUGH LP	\$	6,644,440	\$	6,557,770	REAL
OMNINET FOXBOROUGH LP	\$	16,355,560	\$	16,142,230	REAL
OREILY AUTO ENTERPRISES LLC	\$	750,000	\$	700,000	REAL
OREILY AUTO ENTERPRISES LLC	\$	520,000	\$	504,000	REAL

OREILY AUTO ENTERPRISES LLC	\$	1,416,100	\$	1,100,000	REAL
OREILY AUTO ENTERPRISES LLC	\$	968,140	\$	880,000	REAL
OVERLOOK COLINAS LLC	\$	10,010,000	\$	9,000,000	REAL
PAR CAPITAL 122 WEST LLC	\$	27,700,000	\$	22,451,000	REAL
PARMA MANDALAY TOWER LLC	\$	39,275,000	\$	35,000,000	REAL
PARMENTER LAS COLINAS TOWERS LLC	\$	60,847,000	\$	55,952,000	REAL
PARMENTER LAS COLINAS TOWERS LLC	\$	4,048,000	\$	4,048,000	REAL
PATEL BALVANTBHAI & ANJANKUMARI	\$	1,061,460	\$	950,000	REAL
PBH VALLEY CREEK LLC	\$	26,800,000	\$	24,416,000	REAL
PBH VALLEY RIDGE LLC	\$	29,750,000	\$	26,588,000	REAL
PCPI UT OWNER LP AND TERRA FUNDING	\$	9,801,860	\$	9,801,860	REAL
PCPI UT OWNER LP AND TERRA FUNDING	\$	152,233,140	\$	125,698,140	REAL
PL LASCO OWNER LLC	\$	63,000,000	\$	61,250,000	REAL
POST MONTORO LLC	\$	19,000,000	\$	18,000,000	REAL
POTTER REALTY LTD	\$	4,600,000	\$	4,400,000	REAL
PPF AMLI 777 LAKE CAROLYN PARKWAY	\$	70,300,000	\$	69,630,200	REAL
PRIME US TOWER AT LAKE CAROLYN	\$	57,560,000	\$	56,508,000	REAL
RACETRACK PETROLEUM	\$	563,900	\$	318,000	PERSONAL
RAYO LLC	\$	2,650,000	\$	2,250,000	REAL
RAYO LLC	\$	2,650,000	\$	2,250,000	REAL
RFI WESTWOOD VILLAGE LLC	\$	21,000,000	\$	19,400,000	REAL
ROCHELLE PLACE L P	\$	5,597,870	\$	5,376,000	REAL
ROCHELLE PLAZA ASSOCIATES	\$	6,480,000	\$	5,900,000	REAL
ROSEMONT SUMMIT OPERATING LLC	\$	57,000,000	\$	53,500,000	REAL
SAVOY DALLAS HOTELS LLC	\$	7,846,700	\$	7,065,000	REAL
SEDONA PARK APARTMENTS LLC	\$	17,800,000	\$	17,800,000	REAL
SFR JV1 PROPERTY LLC	\$	226,370	\$	215,200	REAL
SK & SONS INVESTMENTS LLC	\$	2,125,000	\$	1,840,000	REAL
SOUTHERN STAR LAS COLINAS LP	\$	15,817,480	\$	13,500,000	REAL
SPANISH HAVEN REDEVELOPMENT	\$	5,279,020	\$	4,900,000	REAL
SPARTRA LLC	\$	4,500,000	\$	4,100,000	REAL
SRP SUB LLC	\$	214,840	\$	196,500	REAL
SRP SUB LLC	\$	231,280	\$	217,800	REAL
SRP SUB LLC	\$	202,520	\$	174,470	REAL
SRP SUB LLC	\$	354,990	\$	347,680	REAL
SURESHCHANDRA PATEL N &	\$	491,820	\$	491,820	REAL
TAH HOLDING LP	\$	151,780	\$	136,450	REAL
TAH HOLDING LP	\$	197,850	\$	187,740	REAL
TAH HOLDING LP	\$	193,990	\$	185,070	REAL
TAH HOLDING LP	\$	171,510	\$	167,000	REAL
TCI 600 LAS COLINAS INC	\$	74,100,000	\$	69,000,000	REAL
TOYOTA OF IRVING LTD	\$	11,177,520	\$	9,000,000	REAL
TR ATRIUM LP	\$	7,240,000	\$	6,829,000	REAL
TR ATRIUM LP	\$	14,400,000	\$	13,800,000	REAL
TRINITY POE LLC	\$	31,750,000	\$	31,150,000	REAL
TRUE DFW2015 1 HOMES LLC	\$	164,420	\$	153,540	REAL
U S XPRESS LEASING COMPANY	\$	25,000,000	\$	16,900,000	PERSONAL
VALLEY VIEW OWNER LLC	\$	14,742,000	\$	13,250,000	REAL
WALMART STORES INC	\$	78 10,900,000	\$	10,352,330	REAL

WALTRUST PROPERTIES INC	\$	1,330,370	\$	1,285,380	REAL
WALTRUST PROPERTIES INC	\$	2,272,490	\$	2,195,640	REAL
WALTRUST PROPERTIES INC	\$	2,216,870	\$	2,141,900	REAL
WATER STREET OCONNOR LP	\$	78,000,000	\$	72,000,000	REAL
WESTDALE BROOKSTONE/TERRACE LP	\$	11,850,000	\$	10,700,000	REAL
WESTDALE ESTELLE CREEK LTD	\$	14,200,000	\$	12,800,000	REAL
WESTDALE LAKERIDGE	\$	12,000,000	\$	11,500,000	REAL
WESTDALE POLARIS PARTNERS	\$	3,844,210	\$	3,675,000	REAL
WESTDALE WOODMEADE LTD	\$	19,225,000	\$	18,000,000	REAL
WINKLE PIONEER COURT LTD	\$	81,920	\$	59,330	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	81,440	\$	58,990	REAL
WINKLE PIONEER COURT LTD	\$	81,360	\$	58,930	REAL
WINKLE PIONEER COURT LTD	\$	81,440	\$	58,990	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	81,920	\$	59,380	REAL
WINKLE PIONEER COURT LTD	\$	58,300	\$	42,220	REAL
WINKLE PIONEER COURT LTD	\$	58,300	\$	42,220	REAL
WINKLE PIONEER COURT LTD	\$	58,300	\$	42,220	REAL
WINKLE PIONEER COURT LTD	\$	58,300	\$	42,220	REAL
WINKLE PIONEER COURT LTD	\$	81,920	\$	59,330	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	81,440	\$	58,990	REAL
WINKLE PIONEER COURT LTD	\$	81,360	\$	58,930	REAL
WINKLE PIONEER COURT LTD	\$	81,440	\$	58,990	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	81,920	\$	59,330	REAL
WINKLE PIONEER COURT LTD	\$	81,920	\$	59,330	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	81,440	\$	58,990	REAL
WINKLE PIONEER COURT LTD	\$	81,360	\$	58,930	REAL
WINKLE PIONEER COURT LTD	\$	81,440	\$	58,990	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	80,720	\$	58,460	REAL
WINKLE PIONEER COURT LTD	\$	81,920	\$	59,330	REAL
WINKLE PIONEER COURT LTD	\$	58,300	\$	42,220	REAL
WOODCHASE & CLARENDON	\$	4,440,000	\$	4203200	REAL
WOODCHASE & CLARENDON	\$	10,560,000	\$	9996800	REAL
TOTAL	\$	2,487,249,910	\$	2,282,074,930	

2018 ACTIVE LAWSUITS

OWNERS NAME	DCAD VALUE	TYPE OF PROPERTY
2929 PARK GROVE VNTRE LTD	\$ 8,344,000	REAL
2929 PARK GROVE VNTRE LTD	\$ 585,000	REAL
AVIS BUDGET CAR RENTAL LLC	\$ 366,940	PERSONAL
AVIS BUDGET CAR RENTAL LLC	\$ 1,843,000	PERSONAL
TACO BUENO RESTUARANTS INC	\$ 89,210	PERSONAL
TACO BUENO RESTUARANTS INC	\$ 75,970	PERSONAL
TACO BUENO RESTUARANTS INC	\$ 439,110	PERSONAL
TNREF III ICG SHADOWS LLC	\$ 20,477,740	REAL
TNREF III ICG SHADOWS LLC	\$ 20,477,740	REAL
TOTAL	\$ 52,698,710	

2018 SETTLED LAWSUITS

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY
1927 BELTLINE CP LTS	\$ 12,400,000	\$ 11,500,000	REAL
1927 BELTLINE CP LTS	\$ 2,750,090	\$ 2,538,060	REAL
1927 BELTLINE CP LTS	\$ 1,900,000	\$ 1,600,000	REAL
1927 BELTLINE CP LTS	\$ 700,000	\$ 505,850	REAL
1927 BELTLINE CP LTS	\$ 7,549,910	\$ 6,103,840	REAL
250/290 B&C LLC	\$ 30,275,000	\$ 29,160,000	REAL
250/290 B&C LLC	\$ 15,000,000	\$ 14,250,000	REAL
250/290 B&C LLC	\$ 16,900,000	\$ 16,000,000	REAL
300 320 DECKER LLC	\$ 8,785,000	\$ 7,500,000	REAL
3MIND ESTRADA OAKS LLC ET AL	\$ 12,811,000	\$ 12,811,000	REAL
4409 MONTROSE LTD	\$ 19,360,000	\$ 17,500,000	REAL
4525 TOWNE LAKE VILLAGE LL LLC	\$ 14,800,000	\$ 14,800,000	REAL
89 H A S HOTEL CORP	\$ 1,040,000	\$ 1,023,320	REAL
ABS HOSPITALITY GROUP LLC	\$ 1,320,000	\$ 1,275,000	REAL
AGAVE AT WILLOW CREEK LLC	\$ 4,120,100	\$ 3,600,000	REAL
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 101,316,950	\$ 93,916,460	REAL *
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 53,643,230	\$ 52,646,370	REAL *
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 10,981,500	\$ 8,732,140	REAL *
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 59,843,320	\$ 54,405,030	REAL *
ALDI TEXAS LLC	\$ 637,360	\$ 573,620	PERSONAL
ALDI TEXAS LLC	\$ 440,300	\$ 396,270	PERSONAL
AMERICAN RESIDENTIAL LEASING CO LLC	\$ 186,980	\$ 186,980	REAL
AMERICAN RESIDENTIAL LEASING CO LLC	\$ 194,870	\$ 194,870	REAL
AMERICAN RESIDENTIAL LEASING CO LLC	\$ 194,870	\$ 194,870	REAL
AMERICAN RESIDENTIAL LEASING CO LLC	\$ 207,010	\$ 207,010	REAL
AMERICAN RESIDENTIAL LEASING CO LLC	\$ 186,980	\$ 186,980	REAL
AMERICAN RESIDENTIAL LEASING CO LLC	\$ 170,550	\$ 170,550	REAL
ARC RENTAL MSR I LLC	\$ 120,620	\$ 108,560	REAL
ARC RENTAL MSR I LLC	\$ 169,030	\$ 169,030	REAL
AREA/EY WFT LLC	\$ 9,525,000	\$ 8,700,000	REAL
ATLANTIC MULTI FAMILY 6 COLONY LLC	\$ 2,202,820	\$ 1,969,260	REAL
ATLANTIC MULTI FAMILY 6 COLONY LLC	\$ 749,900	\$ 670,390	REAL
ATLANTIC MULTI FAMILY 6 COLONY LLC	\$ 2,249,700	\$ 2,011,170	REAL
ATLANTIC MULTI FAMILY 6 COLONY LLC	\$ 3,187,070	\$ 2,849,180	REAL
B & B TECHNICAL SERVICES	\$ 938,360	\$ 890,000	REAL
BEL AIR AT LAS COLINAS LL LLC	\$ 37,670,000	\$ 36,528,350	REAL
BELTLINE LLC	\$ 1,163,380	\$ 1,105,000	REAL
BETTER INC	\$ 2,120,000	\$ 2,000,000	REAL
BROWN COLINAS POINTE LLC	\$ 11,100,000	\$ 10,500,000	REAL
BURLINGTON COAT FACTORY	\$ 1,015,960	\$ 914,360	PERSONAL

CERBERUS SFR HOLDINGS LP	\$	216,160	\$	208,320	REAL	
CERBERUS SFR HOLDINGS LP	\$	219,550	\$	197,600	REAL	
CFT NV DEVELOPMENTS LLC	\$	1,050,000	\$	950,000	REAL	
CHARLES G SLOCUM TR THE	\$	409,570	\$	395,000	REAL	
CHATHEAU WILDBRIAR LP	\$	8,950,000	\$	8,055,000	REAL	
CHICK FIL A INC	\$	950,000	\$	950,000	REAL	
CHIPOTLE MEXICAN GRILL	\$	630,000	\$	550,000	REAL	
CLAY COOLEY REAL ESTATE	\$	13,018,090	\$	11,550,000	REAL	
CLAY COOLEY REAL ESTATE	\$	5,182,600	\$	4,700,000	REAL	
CNC SWAGAT FIVE LP	\$	8,284,660	\$	8,284,660	REAL	
CNC SWAGAT FIVE LP	\$	4,196,130	\$	4,196,130	REAL	
CNL RETIREMENT MOP 1110	\$	9,245,000	\$	3,855,000	REAL	
COLUMBIA PROPERTIES	\$	33,284,010	\$	30,000,000	REAL	*
CONNS APPLIANCES INC	\$	14,920	\$	9,880	PERSONAL	
CP 511 BUILDING LLC	\$	18,750,000	\$	17,000,000	REAL	*
CPLG TX PROPERTIES LLC	\$	9,141,110	\$	8,900,000	REAL	
CREEKWOOD APTS LLC	\$	13,500,000	\$	13,500,000	REAL	
CRLP LOS COLINAS BLVD LLC	\$	44,797,000	\$	40,500,000	REAL	*
CROSS COURT REALTY LLC	\$	864,000	\$	864,000	REAL	
CSH 2016 2 BORROWER LLC	\$	213,740	\$	207,800	REAL	
CSH 2016 2 BORROWER LLC	\$	313,740	\$	310,150	REAL	
CSMA FT LLC	\$	143,890	\$	139,990	REAL	
CSMA FT LLC	\$	208,790	\$	187,910	REAL	
CTCRV LLC &	\$	11,224,000	\$	11,224,000	REAL	
CVS AS LESSEE	\$	1,876,370	\$	1,876,370	REAL	
CVS AS LESSEE	\$	2,126,680	\$	2,126,680	REAL	
CWW WEST WIND APARTMENTS	\$	7,250,000	\$	6,550,000	REAL	
DALLAS AIRMOTIVE INC	\$	38,080,700	\$	38,080,700	PERSONAL	
DALLAS METRO APARTMENTS LLC	\$	2,100,000	\$	1,800,000	REAL	
DALLAS NORTHWEST LTD LAKERIDGE OF REA	\$	310,140	\$	310,140	REAL	
DALLAS NORTHWEST LTD LAKERIDGE OF REA	\$	11,816,770	\$	11,100,000	REAL	
DALLAS NORTHWEST LTD LAKERIDGE OF REA	\$	9,464,140	\$	9,309,860	REAL	
DAVID D NIX DDS PA	\$	401,000	\$	401,000	PERSONAL	
DAVITA RX LLC AS LESSEE ET AL	\$	2,150,000	\$	2,000,000	REAL	
DEMASIADO LLC	\$	2,508,000	\$	2,260,000	REAL	
DEVA CORPORATION	\$	4,320,000	\$	4,300,000	REAL	
DFW AIRPORT HOSPITALITY	\$	6,450,000	\$	6,450,000	REAL	
DFW JOSEPH INVESTMENTS LLC	\$	8,832,000	\$	7,950,000	REAL	
DFW TOWER VILLAGE LP	\$	11,581,650	\$	7,887,280	REAL	
DFW TOWER VILLAGE LP	\$	7,893,230	\$	6,362,720	REAL	
DP WPC TX LLC AS OWNER AND LESSEE	\$	11,449,530	\$	10,674,530	REAL	
DP WPC TX LLC AS OWNER AND LESSEE	\$	1,448,050	\$	1,448,050	REAL	
DP WPC TX LLC AS OWNER AND LESSEE	\$	102,420	\$	102,420	REAL	
EL PASO CHELSEA LTD	\$	475,730	\$	399,000	REAL	
ESD DFW SOUTH 2011 LP	\$	24,500,000	\$	23,100,000	REAL	
EXTRA SPACE PROPERTIES 112 LLC	\$	4,000,000	\$	3,600,000	REAL	
EXTRA SPACE PROPERTIES 112 LLC	\$	1,968,750	\$	1,850,000	REAL	
FAIRFIELD LAS BRISAS I LLC	\$	248,430	\$	248,430	REAL	*

FAIRFIELD LAS BRISAS I LLC	\$	23,751,570	\$	22,401,570	REAL	
FEDEX GROUND PACKAGE SYSTEMS INC	\$	21,844,270	\$	17,832,980	PERSONAL	
FELCOR LODGING TRUST	\$	2,470,430	\$	645,970	PERSONAL	
FIREBRAND PROPERTIES LP	\$	1,030,000	\$	950,000	REAL	
FOLDBERG JOHN D &	\$	1,300,000	\$	1,170,000	REAL	
FOREST LANE REALTY LP	\$	1,948,860	\$	1,900,000	REAL	
FPG THE POINT LP	\$	48,085,000	\$	47,000,000	REAL	
FRBH EAGLECREST LLC	\$	13,585,000	\$	12,187,500	REAL	
FRBH EAGLECREST LLC	\$	9,823,000	\$	8,812,500	REAL	
GMRI INC	\$	245,800	\$	233,510	PERSONAL	
GONZALES MARIA A TR	\$	810,470	\$	810,470	REAL	
GROUP 1 REALTY INC & FCA REALTY	\$	3,148,000	\$	3,000,000	REAL	
GRUSIN MARTIN A TRUSTEE	\$	825,000	\$	825,000	REAL	
HCD DALLAS CORP	\$	800,000	\$	800,000	REAL	
HCD DALLAS CORP	\$	41,200,000	\$	37,200,000	REAL	
HKRK MGMT INC	\$	2,502,870	\$	2,300,000	REAL	
HOME SFR BORROWER LLC	\$	127,220	\$	127,220	REAL	
HOME SFR BORROWER LLC	\$	108,080	\$	108,080	REAL	
HOME SFR BORROWER LLC	\$	205,860	\$	202,050	REAL	
HOME SFR BORROWER LLC	\$	119,050	\$	119,050	REAL	
HMK LTD	\$	52,000	\$	52,000	REAL	
HMK LTD	\$	37,220	\$	37,220	REAL	
HRUS DFW EAST LLC	\$	17,194,020	\$	14,500,000	REAL	
IRVING 4600 WEST PIONEER	\$	38,900,000	\$	31,000,000	REAL	
IRVING LODGING LLC	\$	4,650,000	\$	4,400,000	REAL	
ISA HOSPITALITY INC	\$	2,400,000	\$	2,187,000	REAL	
JAMBROS PARTNERS LTD	\$	4,449,510	\$	4,000,000	REAL	
K GARAGE CO LTD	\$	5,272,470	\$	4,875,000	REAL	
KAMEYAMA KEISHI	\$	12,320,000	\$	11,750,000	REAL	
KBS SOR 125 JOHN CARPENTER LLC	\$	66,235,000	\$	63,000,000	REAL	*
KBSIII TOWER AT LAKE CAROLYN LLC	\$	55,970,000	\$	54,000,000	REAL	*
KENSINGTON APARTMENTS LLC	\$	14,400,000	\$	13,700,000	REAL	
KHOSROW SADEGHIAN	\$	108,390	\$	70,450	REAL	
KUMAR SUNDIP	\$	585,090	\$	540,000	REAL	
LAKE CAROLYN PKWY LLC	\$	46,609,000	\$	43,434,000	REAL	*
LAKE WORTH HOTEL CORP	\$	5,050,000	\$	4,600,000	REAL	
LAS COLINAS AAA INVESTMENT	\$	2,686,490	\$	2,513,860	REAL	
LAS COLINAS IRVING ACQUISITION 1	\$	71,400,000	\$	70,277,550	REAL	*
LAS COLINAS IRVING ACQUISITION II	\$	40,720,000	\$	39,000,000	REAL	*
LAS COLINAS LAKE POINTE LP	\$	1,156,000	\$	1,132,100	REAL	*
LBH LAS COLINAS PLAZA LLC	\$	28,000,000	\$	28,000,000	REAL	
LEGACY REI GROUP VF LLC	\$	6,800,000	\$	6,250,000	REAL	
LOOP HOTEL INC	\$	468,000	\$	325,000	REAL	
LOWEN RAIFORD LP	\$	11,100,000	\$	10,500,000	REAL	
LOWES HOME CENTERS INC	\$	7,500,000	\$	6,160,030	REAL	
LUXMANA REI 001 LLC	\$	2,545,920	\$	2,240,000	REAL	
MAA TANC LLC	\$	34,000,000	\$	33,000,000	REAL	*
MAAHIYAA HOTEL LLC	\$	7,395,790	\$	4,989,060	REAL	

MALL AT IRVING LLC	\$	42,250,000	\$	42,250,000	REAL	
MALL AT IRVING LLC	\$	1,729,780	\$	1,729,780	REAL	
MALL AT IRVING LLC	\$	5,153,610	\$	5,153,610	REAL	
MALL AT IRVING LLC	\$	193,440	\$	193,440	REAL	
MALL AT IRVING LLC	\$	1,301,420	\$	1,301,420	REAL	
MATTRESS FIRM	\$	58,680	\$	58,680	PERSONAL	
MATTRESS FIRM	\$	140,430	\$	140,430	PERSONAL	
MCADOO BRUCE	\$	996,840	\$	500,000	REAL	
MERCHANTS AUTO GROUP INC	\$	2,179,290	\$	1,829,670	PERSONAL	
MFO PPTIES LTD	\$	1,613,000	\$	1,613,000	REAL	
MO DANY REVOCABLE TRUST	\$	1,750,000	\$	1,699,000	REAL	
MONTERRA APARTMENTS LP	\$	36,129,970	\$	35,000,000	REAL	*
N I R INVESTMENTS LTD	\$	675,000	\$	630,000	REAL	
NEPTUNE VENTURES LLC	\$	200,000	\$	200,000	REAL	
NEPTUNE VENTURES LLC	\$	187,000	\$	187,000	REAL	
NEPTUNE VENTURES LLC	\$	233,740	\$	233,740	REAL	
NEPTUNE VENTURES LLC	\$	116,810	\$	116,810	REAL	
NEPTUNE VENTURES LLC	\$	132,990	\$	132,990	REAL	
NEPTUNE VENTURES LLC	\$	160,000	\$	160,000	REAL	
NEWPORT APARTMENTS PROPERTY OWNER	\$	18,377,590	\$	17,500,000	REAL	
OMINET AVENIDA LLC	\$	6,067,000	\$	5,416,730	REAL	
OMINET AVENIDA LLC	\$	14,933,000	\$	13,333,270	REAL	
PACIFIC PLATINUM TRUST	\$	454,900	\$	435,000	REAL	
PACIFIC PLATINUM TRUST	\$	527,640	\$	390,000	REAL	
PARMA LAS COLINAS TOWERS LLC	\$	4,048,000	\$	4,048,000	REAL	*
PARMA LAS COLINAS TOWERS LLC	\$	54,722,000	\$	54,722,000	REAL	
PARMA MANDALAY TOWER LLC	\$	36,360,000	\$	32,700,000	REAL	
PATEL CHANDRAKANT B	\$	2,050,000	\$	1,950,000	REAL	
PATEL DHAVAL	\$	1,069,610	\$	1,040,000	REAL	
PATEL KAMLESH M & AMISHA G	\$	1,065,000	\$	1,050,000	REAL	
PATEL SURESHCHANDRA N &	\$	491,820	\$	450,000	REAL	
PBH VALLEY CREEK LLC	\$	26,000,000	\$	23,400,000	REAL	
PBH VALLEY RIDGE LLC	\$	28,560,000	\$	26,000,000	REAL	
PCPI UT OWNER LP	\$	9,801,860	\$	9,801,860	REAL	*
PCPI UT OWNER LP	\$	137,183,140	\$	121,198,140	REAL	*
POST AVALON LLC	\$	16,400,000	\$	15,800,000	REAL	
POST MONTORO LLC	\$	18,000,000	\$	16,775,000	REAL	
PPF AMLI 777 LAKE CAROLYN PARKWAY	\$	65,286,720	\$	64,000,000	REAL	*
PRESIDIUM VINEYARDS INVESTORS LLC	\$	13,288,000	\$	13,288,000	REAL	
RACETRAC	\$	563,900	\$	315,000	PERSONAL	
RACETRAC	\$	425,570	\$	317,700	PERSONAL	
RACETRAC PETROLEUM INC	\$	1,924,220	\$	1,732,000	REAL	
RAHIMI JAWID &	\$	1,016,010	\$	995,000	REAL	
RANDALLS FOOD & DRUG LP	\$	4,025,000	\$	4,025,000	REAL	
RAYO LLC	\$	2,170,000	\$	1,925,000	REAL	
RAYO LLC	\$	2,170,000	\$	1,925,000	REAL	
RED LOBSTER HOSPITALITY LLC	\$	399,150	\$	276,410	PERSONAL	
RED OAK COMMERCIAL	\$	3,121,500	\$	2,550,000	REAL	

RESI SFR SUB LLC	\$	150,180	\$	144,200	REAL	
RESI SFR SUB LLC	\$	126,130	\$	126,130	REAL	
RESI SFR SUB LLC	\$	136,060	\$	125,100	REAL	
RFI WESTWOOD VILLAGE LLC	\$	19,500,000	\$	17,700,000	REAL	
ROCHELLE PLACE L P	\$	5,200,000	\$	5,040,000	REAL	
ROCHELLE PLAZA ASSOCIATES	\$	5,518,780	\$	5,518,780	REAL	
ROSEMONT SUMMIT OPERATING LLC	\$	57,335,000	\$	52,750,000	REAL	*
SANDLIAN COLBY B &	\$	2,364,600	\$	2,128,000	REAL	
SAVOY DALLAS HOTELS LLC	\$	8,430,050	\$	7,390,000	REAL	
SEARITAGE SRC FINANCE LLC	\$	4,800,000	\$	3,400,000	REAL	
SECURITY PORTFOLIO IV LP	\$	2,737,130	\$	2,737,130	REAL	
SEDONA PARK APARTMENTS LLC	\$	16,000,000	\$	16,000,000	REAL	
SHIV INC	\$	4,643,630	\$	4,000,000	REAL	
SOUTHERN UNITED ENTERPRISES	\$	114,130	\$	114,130	PERSONAL	
SPARTRA LLC	\$	3,892,460	\$	3,550,000	REAL	
SRP SUB LLC	\$	149,330	\$	141,540	REAL	
SRP SUB LLC	\$	150,490	\$	140,640	REAL	
SRP SUB LLC	\$	202,660	\$	202,660	REAL	
SRP SUB LLC	\$	214,790	\$	214,790	REAL	
SWETA PATEL LLC	\$	3,800,000	\$	3,800,000	REAL	
TAH 2017 1 BORROWER LLC	\$	134,430	\$	134,430	REAL	
TAH HOLDING LP	\$	151,020	\$	137,410	REAL	
TAH HOLDING LP	\$	155,780	\$	140,200	REAL	
TAH HOLDING LP	\$	143,870	\$	140,010	REAL	
TAH HOLDING LP	\$	118,670	\$	109,400	REAL	
TAH HOLDING LP	\$	144,180	\$	137,730	REAL	
TAH HOLDING LP	\$	169,960	\$	158,000	REAL	
TAH HOLDING LP	\$	139,740	\$	133,710	REAL	
TCI 600 LAS COLINAS INC	\$	72,200,000	\$	68,000,000	REAL	*
TCI MERIDIAN ACRES LLC	\$	2,023,990	\$	2,023,990	REAL	
TOWNE NORTH SC PTNR LTD	\$	6,912,490	\$	6,575,700	REAL	
TOWNE NORTH SC PTNR LTD	\$	3,179,190	\$	3,024,300	REAL	
TR ATRIUM LP	\$	13,845,000	\$	13,000,000	REAL	
TR ATRIUM LP	\$	8,470,000	\$	7,500,000	REAL	
TRUE DFW2015 1 HOMES LLC	\$	150,900	\$	147,980	REAL	
TRUE DFW2015 1 HOMES LLC	\$	103,390	\$	101,370	REAL	
TSCA52 LP	\$	2,420,000	\$	1,800,000	REAL	
U S XPRESS LEASING COMPANY	\$	25,000,000	\$	100,000	PERSONAL	
URBAN WOODSIDE APARTMENTS LP	\$	8,900,000	\$	7,975,000	REAL	
US SFE ASSET COMPANY 1 LLC	\$	138,140	\$	124,330	REAL	
VAC APARTMENTS LLC	\$	10,000,000	\$	8,600,000	REAL	
VUKOTA BRIDGEPORT APTS LP &	\$	21,000,000	\$	18,900,000	REAL	
WALMART REAL ESTATE	\$	11,172,710	\$	10,742,990	REAL	
WALNUT HILL TX PARTNERS LLC	\$	46,000,000	\$	42,714,000	REAL	
WESTDALE BROOKSTONE/TERRACE LP	\$	11,128,840	\$	10,100,000	REAL	
WESTDALE BROOKSTONE/TERRACE LP	\$	13,881,340	\$	12,500,000	REAL	
WESTDALE ESTELLE CREEK	\$	12,849,030	\$	11,600,000	REAL	
WESTDALE WOODMEADE LTD	\$	19,069,120	\$	17,200,000	REAL	

WESTGATE & GLEN ARBOR	\$	16,000,000	\$	14,400,000	RFAL
WESTGATE & GLEN ARBOR	\$	7,859,330	\$	7,073,390	REAL
WESTGATE & GLEN ARBOR	\$	2,691,610	\$	2,422,450	REAL
WESTGATE & GLEN ARBOR	\$	3,449,060	\$	3,104,160	REAL
WOODCHASE & CLARENDON APARTMENTS	\$	11,417,570	\$	9,226,750	REAL
WOODCHASE & CLARENDON APARTMENTS	\$	4,796,460	\$	4,023,250	REAL
WOODLAND RIDGE POE LLC	\$	18,115,190	\$	16,333,320	REAL
WOODLAND RIDGE POE LLC	\$	9,057,600	\$	8,166,680	REAL
WTH PROPERTIES LLC	\$	7,153,840	\$	7,153,840	REAL
WTH PROPERTIES LLC	\$	7,153,840	\$	7,400,000	REAL
TOTAL	\$	2,536,488,130	\$	2,331,311,480	

2017 ACTIVE LAWSUITS

OWNERS NAME	DCAD VALUE	TYPE OF PROPERTY
AVIS BUDGET CAR RENTAL LLC	\$ 1,829,870	PERSONAL
AVIS BUDGET CAR RENTAL LLC	\$ 358,060	PERSONAL
TOTAL	\$ 2,187,930	

2017 SETTLED LAWSUITS

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY	
ABS HOSPITALITY GROUP LLC	\$ 1,400,000	\$ 1,300,000	REAL	
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 105,590,370	\$ 92,746,330	REAL	*
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 62,847,130	\$ 51,968,730	REAL	*
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 8,990,280	\$ 8,578,530	REAL	*
AGRE WILLIAMS SQUARE HOLDINGS LLC	\$ 62,572,220	\$ 53,706,410	REAL	*
AIGGRE TX HOTEL LAS COLINAS OWNER LLC	\$ 10,836,630	\$ 9,800,000	REAL	
ALDEN SHORT INC	\$ 118,730	\$ 105,000	REAL	
ALDEN SHORT INC	\$ 113,710	\$ 102,000	REAL	
ALDEN SHORT INC	\$ 60,530	\$ 60,530	REAL	
ALDEN SHORT INC	\$ 117,950	\$ 117,950	REAL	
ANGEL HOSPITALITY VIII LLC	\$ 7,735,730	\$ 6,870,000	REAL	*
BEL AIR AT LAS COLINAS LL LLC	\$ 33,500,000	\$ 31,750,000	REAL	
BELTLINE AIRPORT FREEWAY JV ETAL	\$ 2,145,980	\$ 1,600,000	REAL	
BELTLINE VILLAGE PARTNERS	\$ 6,500,000	\$ 5,950,000	REAL	
BETTER INC	\$ 1,950,000	\$ 1,800,000	REAL	
BIG DIAMOND SKIPPER BEVERAGE	\$ 54,090	\$ 12,000	PERSONAL	
BIG DIAMOND SKIPPER BEVERAGE	\$ 181,070	\$ 82,110	PERSONAL	
BIG DIAMOND SKIPPER BEVERAGE	\$ 167,690	\$ 77,430	PERSONAL	
BIG DIAMOND SKIPPER BEVERAGE	\$ 111,300	\$ 77,770	PERSONAL	
BRE LAS COLINAS LLC	\$ 85,000,000	\$ 69,000,000	REAL	
BRE LAS COLINAS LLC	\$ 5,752,840	\$ 5,752,840	REAL	
BRE LAS COLINAS LLC	\$ 247,160	\$ 247,160	REAL	
BROWN COLINAS POINTE LLC	\$ 9,650,000	\$ 9,400,000	REAL	
CANAL CENTRE LLC	\$ 32,600,000	\$ 32,600,000	REAL	*
CASA DEL SOL TEXAS LLC	\$ 2,965,000	\$ 2,700,000	REAL	
CHIPOTLE MEXICAN GRILL	\$ 554,320	\$ 485,000	REAL	
CLAY COOLEY REAL ESTATE	\$ 11,245,710	\$ 9,750,000	REAL	
CLAY COOLEY REAL ESTATE	\$ 3,120,530	\$ 2,725,000	REAL	
CNL RETIREMENT MOP 1110	\$ 10,215,000	\$ 3,855,000	REAL	
CNLRS BEP LP	\$ 1,800,000	\$ 1,400,000	REAL	
COLUMBIA PROPERTIES	\$ 32,577,220	\$ 30,300,000	REAL	*
COOLEY FAMILY IRREVOCABLE TRUST	\$ 2,298,690	\$ 1,257,990	PERSONAL	
COOLEY FAMILY IRREVOCABLE TRUST	\$ 327,240	\$ 327,240	PERSONAL	
COOLEY FAMILY IRREVOCABLE TRUST	\$ 1,647,380	\$ 717,320	PERSONAL	
CREEKWOOD APTS LLC	\$ 12,470,000	\$ 11,000,000	REAL	
CROSS COURT REALTY LLC	\$ 864,000	\$ 825,000	REAL	
CROWN ENTERPRISES INC	\$ 2,100,000	\$ 2,050,000	REAL	
CROWN ENTERPRISES INC	\$ 3,099,770	\$ 2,050,000	REAL	
CSC SERVICEWORKS INC	\$ 580,930	\$ 464,370	PERSONAL	
D L PETERSON TRUST I	\$ 5,302,690	\$ 4,394,640	PERSONAL	
DAL RICH VILLAGE LTD	\$ 13,000,000	\$ 11,500,000	REAL	
DAL RICH VILLAGE LTD	\$ 3,051,970	\$ 2,538,060	REAL	
DAL RICH VILLAGE LTD	\$ 608,270	\$ 505,850	REAL	
DAL RICH VILLAGE LTD	\$ 7,339,760	\$ 6,103,840	REAL	
DCT ROYAL LANE LLC	\$ 4,238,820	\$ 4,010,000	REAL	

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY
DEVA CORPORATION	\$ 4,500,000	\$ 4,154,310	REAL
DFW AIRPORT HOSPITALITY	\$ 8,400,000	\$ 6,450,000	REAL
DFW BELTLINE COMMERCE CENTER LLC	\$ 874,180	\$ 819,540	REAL
DFW BELTLINE COMMERCE CENTER LLC	\$ 1,373,200	\$ 1,287,380	REAL
DFW BELTLINE COMMERCE CENTER LLC	\$ 1,373,200	\$ 1,287,370	REAL
DFW BELTLINE COMMERCE CENTER LLC	\$ 1,179,420	\$ 1,105,710	REAL
DFW JOSEPH INVESTMENTS LLC	\$ 7,941,280	\$ 4,800,000	REAL
DULCE RESTAURANTS LLC	\$ 120,990	\$ 96,400	PERSONAL
DULCE RESTAURANTS LLC	\$ 198,390	\$ 77,000	PERSONAL
DULCE RESTAURANTS LLC	\$ 113,790	\$ 67,900	PERSONAL
ELEMENT FLEET CORPORATION	\$ 1,711,670	\$ 1,401,880	PERSONAL
ELMSTONE GROUP OP1 LLC	\$ 6,800,000	\$ 6,282,610	REAL
ELMSTONE GROUP OP1 LLC	\$ 2,400,000	\$ 2,217,390	REAL
ELMSTONE GROUP OP2 LLC	\$ 11,443,470	\$ 8,200,000	REAL
ESD DFW SOUTH 2011 LP	\$ 24,500,000	\$ 23,100,000	REAL
EXTRA SPACE PROPERTIES 107 LLC	\$ 2,450,000	\$ 2,450,000	REAL
EXTRA SPACE PROPERTIES 107 LLC	\$ 3,026,420	\$ 2,726,410	REAL
EXTRA SPACE PROPERTIES 107 LLC	\$ 1,968,750	\$ 1,773,590	REAL
EXTRA SPACE PROPERTIES 107 LLC	\$ 2,849,000	\$ 2,734,860	REAL
FIELDS WILLIAM S & MARGARET M B TRUST	\$ 2,250,000	\$ 2,250,000	REAL
FIREBRAND PROPERTIES LP	\$ 1,165,000	\$ 924,000	REAL
FPG THE POINT LP	\$ 48,630,000	\$ 47,000,000	REAL
FREEPORT REGENT LLC	\$ 10,532,500	\$ 9,564,750	REAL
GANGA HOTEL GROUP INC	\$ 4,100,000	\$ 4,100,000	REAL
GELCO FLEET TRUST	\$ 2,172,120	\$ 1,792,910	PERSONAL
GLEN ARBOR MULTIFAMILY LLC	\$ 14,400,000	\$ 13,600,000	REAL
GROUND HERSHAL GENE	\$ 220,000	\$ 220,000	REAL
GROUP 1 REALTY INC	\$ 3,426,200	\$ 3,000,000	REAL
GRUSIN MARTIN A TRUSTEE	\$ 897,750	\$ 810,000	REAL
HCRE LAS COLINAS LLC	\$ 9,900,000	\$ 8,600,000	REAL *
HIGHLAND CREST LTD	\$ 12,750,000	\$ 11,700,000	REAL
HKRK MGNT INC	\$ 2,617,720	\$ 2,400,000	REAL
IMT CAPITAL III LAKESHORE LOFTS LP	\$ 47,000,000	\$ 45,408,240	REAL *
IMV GROUP LLC	\$ 893,570	\$ 763,290	REAL
IMV GROUP LLC	\$ 118,520	\$ 101,240	REAL
IMV GROUP LLC	\$ 112,300	\$ 95,930	REAL
IMV GROUP LLC	\$ 109,790	\$ 93,780	REAL
IMV GROUP LLC	\$ 86,290	\$ 73,710	REAL
IMV GROUP LLC	\$ 81,570	\$ 69,680	REAL
IMV GROUP LLC	\$ 694,780	\$ 593,490	REAL
IMV GROUP LLC	\$ 219,590	\$ 187,580	REAL
IMV GROUP LLC	\$ 201,500	\$ 172,120	REAL
IMV GROUP LLC	\$ 57,580	\$ 49,180	REAL
INTERGERMAN SUMMER GATE LP	\$ 10,750,000	\$ 9,600,000	REAL
IRVING CLUB ACQUISITION CORP	\$ 1,137,910	\$ 1,137,910	PERSONAL
IRVING LODGING LLC	\$ 4,404,980	\$ 4,035,700	REAL
ISA HOSPITALITY INC	\$ 2,220,000	\$ 1,950,000	REAL
J&J LOTT IRVING LLC	\$ 27,769,510	\$ 27,000,000	REAL
JACK IN THE BOX INC	\$ 89 216,390	\$ 194,750	PERSONAL

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY
K GARAGE CO LTD	\$ 4,671,700	\$ 4,503,400	REAL
K SERIES III LLC	\$ 97,700	\$ 97,700	REAL
K SERIES III LLC	\$ 650,000	\$ 650,000	REAL
KAMEYAMA KEISHI	\$ 12,500,000	\$ 11,255,000	REAL
KBSIII TOWER AT LAKE CAROLYN LLC	\$ 56,060,000	\$ 53,140,000	REAL *
KENSINGTON APARTMENTS LLC	\$ 13,312,000	\$ 12,400,000	REAL
KHOSROW SADEGHIAN	\$ 98,460	\$ 70,000	REAL
KHOSROW SADEGHIAN	\$ 108,390	\$ 52,000	REAL
KROGER TEXAS LP	\$ 758,210	\$ 758,210	REAL
KROGER TEXAS LP	\$ 1,622,000	\$ 1,622,000	REAL
KROGER TEXAS LP	\$ 1,400,000	\$ 1,400,000	REAL
KROGER TEXAS LP	\$ 3,800,000	\$ 3,800,000	REAL
KROGER TEXAS LP	\$ 910,230	\$ 910,230	REAL
KUMAR SUNDIP	\$ 561,440	\$ 515,000	REAL
LAKE WORTH HOTEL CORP	\$ 4,400,000	\$ 4,200,000	REAL
LAS COLINAS IRVING ACQUISITION CO I	\$ 69,000,000	\$ 66,950,000	REAL *
LAS COLINAS IRVING ACQUISITION CO II	\$ 39,315,000	\$ 38,000,000	REAL *
LEGACY REI GROUP VF LLC	\$ 6,788,830	\$ 6,250,000	REAL
LOWEN TRINITY MILLS	\$ 12,838,950	\$ 10,840,000	REAL
LOWES HOME CENTERS INC	\$ 7,500,000	\$ 7,500,000	REAL
LQ TX PROPERTIES LLC	\$ 8,787,680	\$ 8,639,400	REAL
MAAHIYAA HOTEL LLC	\$ 7,362,310	\$ 4,966,350	REAL
MACYS RETAIL HOLDING INC	\$ 2,977,080	\$ 2,548,660	PERSONAL
MARABELLA AT LAS COLINAS	\$ 21,662,080	\$ 19,083,270	REAL
MARABELLA AT LAS COLINAS	\$ 20,337,920	\$ 17,916,730	REAL
MO DANY REVOCABLE TRUST	\$ 1,750,000	\$ 1,699,000	REAL
MONTERRA APARTMENTS LP	\$ 35,250,000	\$ 33,400,000	REAL *
MUKUNDBHAI PATEL J & DAXABEN	\$ 1,123,710	\$ 960,000	REAL
NEPTUNE VENTURES LLC	\$ 200,000	\$ 200,000	REAL
NEPTUNE VENTURES LLC	\$ 173,410	\$ 173,410	REAL
NEPTUNE VENTURES LLC	\$ 79,730	\$ 79,730	REAL
NEPTUNE VENTURES LLC	\$ 179,410	\$ 179,410	REAL
NEPTUNE VENTURES LLC	\$ 116,810	\$ 116,810	REAL
NEPTUNE VENTURES LLC	\$ 123,030	\$ 123,030	REAL
NEPTUNE VENTURES LLC	\$ 141,600	\$ 141,600	REAL
NEWPORT APARTMENTS PROPERTY OWNEF	\$ 17,248,000	\$ 16,700,000	REAL
NORTHGATE INVESTORS LLC	\$ 14,100,000	\$ 13,250,000	REAL
OMINET AVENIDA LLC	\$ 5,966,480	\$ 5,416,730	REAL
OMINET AVENIDA LLC	\$ 14,686,520	\$ 13,333,270	REAL
PARMA LAS COLINAS TOWERS LLC	\$ 50,132,000	\$ 46,952,000	REAL
PARMA LAS COLINAS TOWERS LLC	\$ 4,048,000	\$ 4,048,000	REAL *
PARMA MANDALAY TOWER LLC	\$ 30,300,000	\$ 27,500,000	REAL
PERFECT AND MODERN TEAM LLC	\$ 1,131,320	\$ 1,025,000	REAL
POST MONTORO LLC	\$ 16,250,000	\$ 15,250,000	REAL
PROPERTY RESERVE INC	\$ 70,552,820	\$ 52,914,000	REAL
RANDALLS FOOD & GRUG LP	\$ 4,025,000	\$ 4,025,000	REAL
RAVI PATEL	\$ 953,680	\$ 870,000	REAL
RAYO LLC	\$ 2,050,000	\$ 1,850,000	REAL
RAYO LLC	\$ 2,050,000	\$ 1,850,000	REAL

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY
RED LOBSTER HOSPITALITY LLC	\$ 378,750	\$ 308,143	PERSONAL
ROCHELLE PLAZA ASSOCIATES	\$ 5,150,000	\$ 4,975,000	REAL
ROSEMONT SUMMIT OPERATING LLC	\$ 51,635,000	\$ 50,000,000	REAL *
SALEM LEASING INC	\$ 4,071,440	\$ 2,676,740	PERSONAL
SANDLIAN COLBY B &	\$ 2,364,600	\$ 2,128,000	REAL
SECURITY PORTFOLIO IV LP	\$ 2,737,130	\$ 2,737,130	REAL
SONIC INDUSTRIES INC	\$ 162,680	\$ 146,410	PERSONAL
SOUTHEASTERN FREIGHTLINES INC	\$ 4,190,170	\$ 2,553,250	PERSONAL
SPARTRA LLC	\$ 3,600,000	\$ 3,400,000	REAL
STATE BANK OF TEXAS	\$ 4,938,550	\$ 4,938,550	REAL
STATE BANK OF TEXAS	\$ 1,896,750	\$ 1,637,100	REAL
STONEBRIDGE IRVING VENTUR	\$ 310,140	\$ 310,140	REAL
STONEBRIDGE IRVING VENTUR	\$ 11,439,160	\$ 10,700,000	REAL
STONEBRIDGE IRVING VENTUR	\$ 9,774,280	\$ 9,145,000	REAL
SUN LIFE INSURANCE CO OF CANADA	\$ 30,850,000	\$ 30,439,000	REAL
SWAY BEAULY LLC	\$ 137,110	\$ 122,030	REAL
SWETA PATEL LLC	\$ 3,702,050	\$ 3,702,050	REAL
TAH 2016-1 BORROWER LLC	\$ 132,550	\$ 119,300	REAL
TAH 2016-1 BORROWER LLC	\$ 128,630	\$ 115,770	REAL
TAH 2016-1 BORROWER LLC	\$ 109,400	\$ 98,460	REAL
TB THRIVE CRP LP	\$ 9,699,660	\$ 9,100,000	REAL
TCI 600 LAS COLINAS INC	\$ 71,645,000	\$ 62,200,000	REAL *
TCI MERIDIAN ACRES LLC	\$ 2,023,990	\$ 1,278,312	REAL
TEXAS SFI PARTNERSHIP 37 LTD	\$ 31,000,000	\$ 31,000,000	REAL
TOWNE NORTH SC PTNR LTD	\$ 6,912,490	\$ 6,575,000	REAL
TOWNE NORTH SC PTNR LTD	\$ 3,179,190	\$ 3,025,000	REAL
TP APARTMENTS LLC	\$ 3,074,880	\$ 2,771,370	REAL
TP APARTMENTS LLC	\$ 1,085,810	\$ 978,630	REAL
TR ATRIUM LP	\$ 11,945,000	\$ 11,945,000	REAL
TRT DEVELOPMENT COMPANY	\$ 800,000	\$ 800,000	REAL
TRT DEVELOPMENT COMPANY	\$ 39,200,000	\$ 37,200,000	REAL
TRUE DFW2015 1 HOMES LLC	\$ 133,400	\$ 121,440	REAL
TRUE DFW2015 1 HOMES LLC	\$ 111,560	\$ 101,550	REAL
TSCA 222 LIMITED PS	\$ 7,909,520	\$ 7,500,000	REAL
TSCA 52 LP	\$ 1,990,000	\$ 1,800,000	REAL
U S XPRESS INC	\$ 25,000,000	\$ 100,000	PERSONAL
WALGREENS CO	\$ 1,078,490	\$ 969,410	PERSONAL
WALGREENS CO	\$ 1,335,990	\$ 1,200,630	PERSONAL
WALGREENS CO	\$ 1,014,620	\$ 910,480	PERSONAL
WALMART REAL EST BUS TRST	\$ 11,963,780	\$ 10,742,990	REAL
WALNUT ABLES LTD	\$ 3,145,590	\$ 2,900,000	REAL
WALNUT HILL THRIVE LTD	\$ 6,800,000	\$ 6,120,000	REAL
WALNUT HILL TX PARTNERS LLC	\$ 45,300,000	\$ 41,500,000	REAL
WESTDALE BROOKSTONE TERRACE LP	\$ 9,600,000	\$ 9,494,000	REAL
WESTDALE BROOKSTONE TERRACE LP	\$ 8,695,000	\$ 8,695,000	REAL
WESTDALE BROOKSTONE TERRACE LP	\$ 11,800,000	\$ 10,750,000	REAL
WESTDALE BROOKSTONE TERRACE LP	\$ 11,500,000	\$ 10,650,000	REAL
WESTDALE TIC BRIDGEPORT LP &	\$ 16,600,000	\$ 16,600,000	REAL
WESTGATE MULTIFAMILY LLC	\$ 6,672,000	\$ 6,244,140	REAL

OWNERS NAME	DCAD VALUE	SETTLED VALUE	TYPE OF PROPERTY
WESTGATE MULTIFAMILY LLC	\$ 2,928,000	\$ 2,740,230	REAL
WESTGATE MULTIFAMILY LLC	\$ 2,688,000	\$ 2,515,630	REAL
WTH PROPERTIES LLC	\$ 6,503,780	\$ 6,503,780	REAL
WTH PROPERTIES LLC	\$ 7,396,220	\$ 7,396,220	REAL
WOODLAND RIDGE POE LLC	\$ 16,666,670	\$ 15,666,670	REAL
WOODLAND RIDGE POE LLC	\$ 8,333,330	\$ 7,833,330	REAL
1080 STEEPLECHASE LLC & 217 94 GRUMA BLDG HOLDINGS LP	\$ 14,000,000	\$ 14,000,000	REAL
2929 PARK GROVE VNTRE LTD	\$ 3,245,000	\$ 3,245,000	REAL
2929 PARK GROVE VNTRE LTD	\$ 7,785,000	\$ 6,761,220	REAL
300 320 DECKER LLC	\$ 545,000	\$ 438,780	REAL
3146 NORTHGATE CI LLC	\$ 10,043,700	\$ 7,300,000	REAL
3312 FOREST LN LLC	\$ 10,348,200	\$ 10,348,200	REAL
4525 TOWNE LAKE VILLAGE LL LLC	\$ 1,203,670	\$ 1,012,900	REAL
500 E 114 LLC	\$ 13,900,000	\$ 13,000,000	REAL
500 E 114 LLC	\$ 18,580,000	\$ 17,737,830	REAL
500 E 114 LLC	\$ 1,039,170	\$ 1,039,170	REAL
850 LAKE CAROLYN PKWY APARTMENTS IN'	\$ 44,000,000	\$ 42,800,000	REAL *
TOTAL	\$ 2,078,291,640	\$ 1,865,173,635	

CONSENT AGENDA ITEM

11/9/2020

TOPIC: Consider Approval of 2020-2021 Campus Improvement Plans and Targeted Improvement Plan

SUBMITTED BY: Jeannine Porter, Ed.D.

BACKGROUND: For campuses that have received a D in a Domain but have an overall rating of C or higher, TEC §39.101 requires LEAs to develop improvement plans that are approved by the board, but that aren't submitted to TEA.

Campuses with Targeted Improvement Plans that are identified as comprehensive support and improvement are required to be approved by the board and submitted to TEA.

ADMINISTRATIVE RECOMMENDATION: The administration recommends the approval of the submitted 2020-2021 campus improvement plans and targeted improvement plan for the following Elementary and Middle Schools:
Good, Britain, Brown, Johnston, Lively, Townsell, Austin, Crockett, and Lady Bird Johnson.

RECOMMENDED BOARD MOTION: I move the Board of Trustees approves the submitted 2020-2021 campus improvement plans and targeted improvement plan for the following Elementary and Middle Schools:
Good, Britain, Brown, Johnston, Lively, Townsell, Austin, Crockett, and Lady Bird Johnson.

Additional Agenda Sheets Attached: Yes No



IRVING

INDEPENDENT SCHOOL DISTRICT

Identification of Schools for Improvement

Overview

To align identification of schools for improvement with the state's accountability system, TEA utilizes the Closing the Gaps (CTG) domain performance to identify comprehensive, targeted, and additional targeted support and improvement schools.

Irving ISD has one campus identified as ***Comprehensive Support and Improvement*** and eight campuses identified as ***Targeted Support and Improvement***.

Identification of Schools for Improvement

Comprehensive Support and Improvement Identification

The Closing the Gaps domain scaled score is used to identify schools for comprehensive support and improvement. TEA rank orders the scaled domain score for all campuses. The lowest five percent of campuses that receive Title I, Part A funds are identified for comprehensive support and improvement.

Any Title I campus identified for targeted support and improvement for **three consecutive years** for the same student group (s) is identified for comprehensive support and improvement the following school year.

November 16, 2020

Targeted Support and Improvement Identification

TEA uses the Closing the Gaps domain to identify campuses that have consistently underperforming student groups.

A student group that misses the targets in at least the same **three** indicators, for **three consecutive years**, is “considered underperforming.”

Any campus not identified for comprehensive support and improvement that has at least one consistently underperforming student group is identified for **targeted support** and improvement. Normally, campuses are evaluated annually for identification. This year, every campus kept their accountability rating from 2018-2019.

96

Exhibit 11A#5

Good Elementary School

Campus Rating: B

Distinction Earned: Comparative Academic Growth

Good Elementary School is a comprehensive support and improvement progress school in the following domain(s):

- Student Achievement: STAAR Performance**

This area is addressed with specific strategies for improvement in the Targeted Improvement Plan (TIP), required by TEA, and the Campus Improvement Plan. Must be approved by the Board of Trustees.

The TIP plan is located in the Board information packet.

The CIP is posted on the campus website.

November 16, 2020



	Bottom 5% CTG Score Cut Point	CTG Score	CTG Grade	Identification
2018	47	43	I*	CS
2019	42	77	C	CS
		<i>*CTG grade "I" in 2018 is equivalent to grade "F".</i>		

To exit comprehensive support and improvement, a campus must not rank in the bottom five percent and improve the Closing the Gaps domain letter grade for two consecutive years.

Good Elementary School

Campus Rating: B

Distinction Earned: Comparative Academic Growth

Good elementary school is a comprehensive support and improvement progress school in the following domain(s):

- **Student Achievement: STAAR Performance**

This area is addressed with specific strategies for improvement in the Targeted Improvement Plan (TIP), required by TEA, and the Campus Improvement Plan. Must be approved by the Board of Trustees.

The TIP plan is located in the Board information packet.

The CIP is posted on the campus website.

November 16, 2020



Comprehensive Support Strategies

Prioritized Focus Area: Data-driven instruction

Strategy: Intervention and enrichment support will be provided for all students through a systematic approach where data will be analyzed collectively by teachers and leadership staff and then utilized to create groupings based on need.

Result / Impact:

- Teacher teams will be able to disaggregate data, analyze, and use gained information for stronger planning.

98

Britain Elementary School

Campus Rating: B

Britain is identified for targeted support and improvement in the following Domain(s):

- **Student Achievement: STAAR Performance**
- **School Progress: Relative Performance (Eco Dis: 83.4%)**

These areas are addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website



November 16, 2020

Targeted Support Strategies

Goal 1: Increase student academic achievement by 10% in STAAR reading, math, writing, and science.

Strategy: Implement ongoing Data Meetings to review progress towards teacher and student goals. Teachers will also create professional goals using T-TESS rubric. This strategy will target all three Domains.

Result / Impact:

- Ensure student growth for all students and close the gaps among all accountability groups.

Brown Elementary School

Campus Rating: C

Targeted Support Strategies

Brown is identified for targeted support and improvement in the following Domain(s):

- **Student Achievement: STAAR Performance**

This area is addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website.



November 16, 2020

Goal 1: K-5 students will show a 10% increase in meeting expected growth targets as measured through the end of year MAP Math and Reading

Strategy: Interventions will be created based on data from reading MAP and DRA results. Biweekly data talks and disaggregation of results will be used to create small groups to address gaps.

Result / Impact:

- Small group instruction occurs daily resulting in improvement of reading fluency, comprehension, vocabulary acquisition.

100

Exhibit III-A #5

Johnston Elementary School

Campus Rating: C

Johnston is identified for targeted support and improvement in the following Domain(s):

- **Student Achievement: STAAR Performance**

This area is addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website.



November 16, 2020

Targeted Support Strategies

Goal 1: Johnston will promote early reading and literacy skills in grades PreK through third grades. This will foster strong reading skills and help close achievement gaps for all students.

- Kindergarten: 41% will score above the 60th percentile on EOY MAP.
- 1st grade: 20% will score above the 60th percentile on EOY MAP
- 2nd grade: 24% will score above the 60th percentile on EOY MAP
- 3rd grade: 39% will score above the 60th percentile on EOY MAP

Strategy: Teachers will demonstrate fidelity of implementation of district created, fully aligned, curriculum for reading and writing instruction.

Result / Impact:

- Lessons provided will provide high levels of engagement for students which will lead to deeper levels of learning.

101

Exhibit III-A #5

Lively Elementary School

Campus Rating: C

Lively is identified for targeted support and improvement in the following Domain(s):

- **Student Achievement: STAAR Performance**
- **School Progress: Relative Performance (Eco Dis: 76.5%)**

These areas are addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website.

November 16, 2020



Targeted Support Strategies

Goal 1: Increase reading academic achievement on STAAR 3-5 for all students by 8% or higher in Approaches, Meets and Masters grade level by end of 20-21 school year.

Strategy: Through the PLC process teachers will make data driven decisions to identify essential standards, plan and unpack standards as well as develop assessments to develop students mastery of grade level curriculum.

Result / Impact:

- Students in Grades K-2 will meet MAP End-of-Year-growth goals in Reading.
- Increase in student performance in STAAR, LCA, DCA.
- Build skillset of teachers in PLC process.
- The percentage of students in kinder that score at or above the 60th percentile on End of Year MAP Reading will increase to a minimum of 50% by 2023.
- The percentage of students (1st and 2nd grade) that score at or above the 60th percentile on end of year MAP Reading #5 will increase to a minimum of 30% by June 2024.

Townsell Elementary School

Campus Rating: B

Distinction Earned: Comparative Academic Growth

Townsell is identified for targeted support and improvement in the following Domain(s)::

- **Student Achievement: STAAR Performance**

This area is addressed with specific strategies for improvement in the Targeted Improvement Plan (TIP), required by TEA, and the Campus Improvement Plan. Must be approved by the Board of Trustees.

The CIP is posted on the campus website.

November 16, 2020



Targeted Support Strategies

Goal 1: By May of 2021, this year's Reading and Math STAAR assessment data will show an increase of at least 15% at Approaches, 10% at Meets, and 5% at masters level.

Strategy: Teachers will implement guided reading and math groups daily with fidelity using formative assessment data to target areas of opportunity for all students

Result / Impact:

- Students will improve reading, and math scores in assessments.

Austin Middle School

Campus Rating: C

Austin is identified for targeted support and improvement in the following Domain(s):

- **Closing the Gaps**

This area is addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website.

November 16, 2020



Targeted Support Strategies

Goal 1: In comparison to the 2019 TEA Accountability data, 40% of all AMS students will meet grade level expectations in reading by May 2021.

Strategy: All ELAR teachers will set the foundation by collectively using the close reading strategy, PRIDE. When implementing PRIDE, students will Preview and Predict, Read and Re-Read, Investigate Signposts, Define Key Words, and Explain Text Evidence.

Result / Impact:

- AMS ELAR Teachers will measure usage of the PRIDE strategy by monitoring students' annotation boxes in Achieve 3000.
- Every two weeks, during ELAR Team Meetings, teachers will bring and discuss artifacts of student annotated A3K articles

Crockett Middle School

Campus Rating: C

Crockett is identified for targeted support and improvement in the following Domain(s):

- **School Progress: Relative Performance (Eco Dis: 79.9%)**

This area is addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website.



November 16, 2020

Targeted Support Strategies

Goal 1: By Spring 2021, this year's Student Achievement score percentages in Meets grade level and above will increase by 15% in all STAAR content areas.

Strategy: All content teachers/teams will participate in a collaborative process to ensure the analysis of data from campus and district formative assessments and development of action plans.

Result / Impact:

- 100% of core content teachers will you a data analysis protocol to identify students in need of additional support.

Lady Bird Johnson Middle School

Campus Rating: C

Lady Bird Johnson is identified for targeted support and improvement in the following Domain(s):

- **School Progress: Relative Performance (Eco Dis: 73.5%)**
- **Closing the Gaps**

These areas are addressed with specific strategies for improvement in the Campus Improvement Plan, which is required by TEA; and must be approved by the Board of Trustees.

The CIP plan is posted on the campus website.

November 16, 2020



Targeted Support Strategies

Goal 1: Students will show 3% growth or greater over the previous year (2019) in Approaches Grade Level, Meets Grade Level, and Masters Grade Level for all combined STAAR assessments in 2021.

Strategy: Johnson Middle School will provide intervention/remediation opportunities within the school day for all core content areas either through strategic. In-class, differentiated instruction or specifically designed Reading and Math Tier 3 interventions conducted during the school day.

Result / Impact:

- 3% Improvement in STAAR scores.
- ¹⁰⁶3% Improvement in DCA (1 and 2) scores.
- Meeting or exceeding expected growth on MAP (BOY, MOY, and EOY).

2020-2021 District Coordinator of School Improvement (DCSI) Superintendent Attestation

The superintendent must name a District Coordinator of School Improvement (DCSI) if their local education agency (LEA) meets one or more of the following criteria:

- the LEA, including those evaluated under alternative education accountability, was assigned an overall rating of F or must engage in unacceptable interventions due to TEC §39A.0545(b) or (c) or was assigned an overall rating of D or D in a domain;
- a campus within the LEA, including alternative education campuses, was assigned an overall rating of D or F or D in a domain;
- a campus was identified as in need of Comprehensive Support, Targeted Support, or Additional Targeted Support; or
- the LEA or campus described above has an appeal of a 2020 accountability rating pending.

The DCSI oversees the work of school improvement as a required member of the Campus Intervention Team (CIT), leads and participates in the needs assessment, including the Effective Schools Framework (ESF) self-assessment and ESF Diagnostic process, improvement planning, and monitoring processes, and ensures requirements and submissions are completed on time. The DCSI supports campus and district improvement by ensuring that the district creates the conditions for campus implementation of best practices. The district commitments in the ESF describe what the district does to create the foundations upon which school-based best practices are built, and the district's actions are captured in the Targeted Improvement Plan (TIP). The DCSI needs to be in a position to impact and/or influence the ESF district commitments aligned to campus needs. DCSIs are principal supervisors or other district-level leaders with direct responsibility for campuses that have been identified for improvement under state and/or federal accountability.

It is strongly encouraged that the DCSI be the supervisor of the principal for the campus with an unacceptable performance rating. If the DCSI is not the principal supervisor, the principal supervisor is required to be a member of the CIT per Texas Administrative Code §97.1063(b)(2).

I, the superintendent of schools, attest that I have read the DCSI Job Description, and that the DCSI selected can perform all the duties included in the job description.

[DCSI Job Description](#)

Campus Name:	District Coordinator of School Improvement (DCSI) Name, Role:
Good E.S.	Dr. Jordan
Campus Number:	Superintendent Name:
000000105	Magda Hernandez
Date:	
Wednesday, November 4, 2020	



CAMPUS INFORMATION

Complete all campus information, including all names for the roles listed. In row 6, please indicate if this Targeted Improvement Plan is the implementation of a Turnaround Plan. If so, please put the school year that the TAP was first implemented. Please indicate if you were ordered to implement the TAP or if implementation is voluntary.

District Name	Irving ISD	Campus Name	Good ES	Superintendent	Magda Hernandez	Principal	Alberto Zavala
District Number	057912	Campus Number	000000105	District Coordinator of School Improvement (DCSI)	Dr. Jaretha Jordan	ESC Number	10
Is this a Turnaround Implementation Plan?	No	What Year was the TAP first implemented?	NA	Was TAP Implementation Ordered or Voluntary?		ESC Support	Dede Munkres

ASSURANCES

Enter the name of the person in each role below and the date this tab was completed. Please update row 12 with the Board Approval Date when the TIP has been board approved.

DCSI	I, the District Coordinator of School Improvement, attest that I will provide or facilitate the provision of all the necessary district-level commitments and support mechanisms to ensure the successful implementation of the Targeted Improvement Plan for this campus. I understand I am responsible for the implementation of all intervention requirements. If I am the principal supervisor, I understand I am responsible for ensuring the principal carries out the plan elements as indicated herein.	Jaretha Jordan
Principal Supervisor <i>* Only necessary if the DCSI is NOT the Principal supervisor.</i>	I, as supervisor of the principal for this campus, attest that I will coordinate with the DCSI to provide or facilitate the provision of all the necessary district-level commitments and support mechanisms to ensure the principal supervise can achieve successful implementation of the Targeted Improvement Plan for this campus. I understand I am responsible for ensuring the principal carries out the plan elements as indicated herein.	Jaretha Jordan
Principal	I, as principal for this campus, attest that I will coordinate with the DCSI (and my supervisor, if they are not the same person) to use the district-provided commitments and support mechanisms to ensure the successful implementation of the Targeted Improvement Plan for this campus. I agree to carry out the plan elements as indicated herein.	Alberto Zavala 11/4/20
Board Approval Date		

DATA ANALYSIS

Using your accountability data from 2019 (see link in Column G), and any relevant student achievement data from 2019-2020, set reasonable goals in each domain (1, 2B and 3). Include what special student groups you will be monitoring for progress. Include CCMR goals, if applicable.

<https://rptsvr1.tea.texas.gov/perfreport/tapr/2019/index.html>

Data Analysis Questions	What accountability goals for each Domain has your campus set for the year? Be sure to include how you determined the goal for each domain and how these goals will impact your overall Accountability Rating.	<p>Domain 1: For the 2020/2021 school year, our campus will increase our Domain 1 component score from a 48 (scaled score of 69) to a 48 (scaled score of 76) by increasing percent at approaches to 75%, meets to 45%, and masters to 25%. This will support our campus in achieving an overall B rating for 2021.</p> <p>Rationale: Our campus made great gains in our first year of I.R. and have continued improving upon the practices that yielded those results. By our campus focusing on strong instructional leadership for our CLT team members and focusing on strong lesson plans created through a PLC, with a heavy focus on essential standards, targeted campus formative assessments, and consistent data talks, we can achieve these results.</p>
	What changes in student group and subject performance are included in these goals?	<p>Domain 2B: We will be focusing on Domain 2B. Our goal is to reach a component score of 48 (scaled 84). Rationale: We have an Econ Dis percentage of 86.3%. We need to focus on campus relative performance this year. We know we can prove the possible for our students and ensure that our students can achieve at similar or higher levels compared to other schools with similar demographics.</p> <p>Domain 3: We will increase our Domain 3 from a scaled score of 77 to a scaled score of 80 in 2021. Rationale: Through an overall improvement in meets performance and targeting our hispanic, SPED and ALL subgroups, we will make increases in the following targets: Academics Achievement: 6/14 targets to 9/14 targets; Student Success: 2/9 targets to 5/9 targets.</p>
	If applicable, what goals has your campus set for CCMR and Graduation Rate?	N/A

CAMPUS FOCUS AREAS

Use information from your *Reflective Prioritization Activity* and *ESF Diagnostic (if available)* to complete the following section.

Essential Action	Implementation Level (1 Not Yet Started - 5 Fully Implemented)
1.1 Develop campus instructional leaders with clear roles and responsibilities.	4 - Partial Implementation
2.1 Recruit, select, assign, induct and retain a full staff of highly qualified educators.	4 - Partial Implementation
3.1 Compelling and aligned vision, mission, goals, and values focused on a safe environment and high expectations.	4 - Partial Implementation
4.1 Curriculum and assessments aligned to TEKS with a year-long scope and sequence.	4 - Partial Implementation
5.1 Objective-driven daily lesson plans with formative assessments.	4 - Partial Implementation
5.3 Data-driven instruction.	4 - Partial Implementation

PRIORITIZED FOCUS AREAS

Complete each section below (please refer to your RPA):

Essential Action: From the drop-down menu, select 2-3 Essential Actions the campus has selected to prioritize in the 2020-2021 school year.

Rationale: Explain the reason(s) this campus chose to focus on these Essential Actions this year.

Capacity Building: For each prioritized focus area selected, list any internal/external capacity building efforts or cohorts in which you will participate this year. You can refer to the Vetted Improvement Programs found here: <https://texas.esf.org/vetted-programs/>

Barriers: For each prioritized focus area selected, list the barriers to implementation the campus may face throughout the year.

Desired Annual Outcome: For each prioritized focus area selected, create your annual goal that is specific, measurable, attainable, and realistic.

District Commitment Theory of Action: For each prioritized focus area selected, list what the district will do to support the campus to achieve its desired annual outcome. Be sure to reference the District Commitments found in the ESF located here: <https://texas.esf.org/framework/>

Prioritized Focus Area #1	Prioritized Focus Area #2	Prioritized Focus Area #3
---------------------------	---------------------------	---------------------------

Essential Action	5.1	5.3	
Rationale	The school district has moved away from campuses following the district created lesson plans to a more autonomous approach allowing campuses to determine whether teachers can create their own lessons or follow district created material. Now the responsibility for creation and the assessment of the effectiveness of the lessons will now rest solely on the campus.	Intervention and enrichment support will be provided for all students through a systematic approach where data will be analyzed collectively by teachers and leadership staff and then utilized to create groupings based on need.	
How will the campus build capacity in this area? Who will you partner with?	We will provide professional development in the area of lesson planning and design. There will also be PD targeted towards identifying essential standards.	We will provide professional development in the area creating common assessments. There will also be PD targeted towards identifying essential standards.	
Barriers to Address throughout this year	<p>Mindsets identified as barriers include: A shift to autonomy in lesson planning with guidance and direction from the instructional team Acquiring extensive skills and proficiency in the use of data driven instruction Behaviors identified include: Extensive planning and additional study of the new standards More collaboration will be required Preconceived notion that teachers with less than three years of experience lack lesson planning knowledge First year teachers will need to be encouraged to take a more active role in lesson planning Resources identified include: Availability of too many resources Difficulty in identifying key resources available when planning lessons</p>	A deeper understanding of how to utilize MAP data along with other formative assessments to guide instruction within a remote learning environment. A deeper understanding of how to identify and spiral campus essential standards throughout the lesson planning process.	
How will you communicate these priorities to your stakeholders? How will you create buy-in?	Faculty meetings; guiding coalition meetings; GILT meetings; Campus Improvement Committee; SWOT; Buy in will be achieved by allowing them to create the planning tool of their choice or use a campus template. They will be allowed to respond to all administrative feedback regarding their lesson planning.	Faculty meetings; guiding coalition meetings; GILT meetings; Campus Improvement Committee; SWOT; Buy-in will be achieved by allowing them to create the assessment tools that will be analyzed during SWOT; they will be allowed to provide feedback within all meetings.	
Desired Annual Outcome	By May 2021, 100% of teachers will participate in structured weekly PLC's that allow grade level teams to review district created material/exemplars and decide the direction of the lesson planning. Through this process teams will be able to engage in dialogue that leads to deeper understanding of the taught curriculum and it's effectiveness as measured through formative asesments. Weekly PLC's will follow the 4 essential questions of the PLC model. Based on grade level PLC capacity, each grade level will be working at different points within those questions	By May 2021, 100% of teachers will engage in structured DDI meetings that occur twice per month, and in weekly PLC's that foster collaboration among teachers, so that teams are utilizing a backwards design model for instruction and that feedback can be provided along the way. DDI meetings will be structured around campus formative assessments. Analyzing performance within district common assessments, MAP, or common formative assessments.	
District Commitment Theory of Action	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from the assessment, then the campus will be able to establish strong data-driven instruction practices, improve the quality and frequency of use of lesson plans and formative assessments, and campus leaders will more frequently, effectively, and with greater role clarity engage in instructional leadership activities.	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from the assessment, then the campus will be able to establish strong data-driven instruction practices, improve the quality and frequency of use of lesson plans and formative assessments, and campus leaders will more frequently, effectively, and with greater role clarity engage in instructional leadership activities.	If...then,

STUDENT DATA

To complete the Student Data Tab, please enter data for all STAAR tested courses.

- For Domain 1, enter the 2019 STAAR results for each tested course. You can enter the Total % of assessments at Approaches/Meets/Masters for your campus in column H in the form App/Meets/Ma (for example: 60/20/10).
If you prefer to enter the data by each grade-level, you may add rows to accommodate each grade.

If you administered a baseline assessment, please enter the data from that assessment in Column I. Enter the Total % of tests at each level of proficiency: Approaches, Meets, Masters.

For each cycle, please enter Assessment Type. Remember to use comparable, STAAR-aligned assessments for each cycle. Enter the formative goal for that cycle.

Once data is available, please update the Actual Result column.

Please enter a Summative Goal as well.

- For Domain 3, you will choose 2-4 targets to track this year. You can choose 1-2 targets from the Academic Achievement Indicators, 1-2 targets from the Student Success Indicators or a combinations of targets from both areas. Please indicate if you are choosing Academic Achievement or Student Success Indicators in Column B. . Please indicate if you are choosing Academic Achievement or Student Success Indicators in Column B.

You will choose which tested subjects to track for these indicators.

Your TEA Specialist can support you in selecting these focus areas. Just like in Domain 1, please include the 2019 results for each selected target group.

If you administered a baseline assessment, please enter the data from that assessment in Column I. Enter the Total % of tests at each level of proficiency.

Please enter a Summative Goal as well.

If you are choosing to track Academic Achievement- Track Meets ONLY

If tracking Student Success (EI/MS) track an average of Approaches, Meets and Masters (as one number)

High Schools or K-12 campuses should use one number that is in relation to CCMR.

For each cycle, please enter the Assessment Type. Remember to use comparable, STAAR-aligned assessments for each cycle. Enter the formative goal for that cycle.

Once data is available, please update the Actual Result column.

- You will also track your English Language Proficiency throughout the year. Just like in Domain 1, please include the 2019 TELPAS data. If you administered a baseline assessment, please enter the data from that assessment in Column I.

For each cycle, please identify what assessment you are using to track the progress of students (as a proxy for TELPAS). You can adjust the data you provide, based on the data your campus collects. Enter the formative goal for that cycle. Once data is available, please update the Actual Result column.

Please enter a Summative Goal as well.

Please communicate with your TEA School Improvement Specialist if there are challenges in completing all portions of this data at each cycle due to the disruption of the school year in regard to COVID-19.

Core Metrics	Sub Metrics	Grade Level	Student Group	Subject Tested	Performance Level	Summative Assessment	% of Assessments											
							2019 Results	2020 Baseline Data (Optional)	Cycle 1			Cycle 2			Cycle 3			2021 Accountability Goal
									Assessment Type	Formative Goal	Actual Result	Assessment Type	Formative Goal	Actual Result	Assessment Type	Formative Goal	Actual Result	
1. Domain 1	% of Students at Approaches, Meets and Masters	All	All	Reading	Approaches	STAAR	62		District Common Assessment #1	70		District Common Assessment #2		District Common Assessment #3		75		
		All	All	Reading	Meets	STAAR	30		District Common Assessment #1	35		District Common Assessment #2		District Common Assessment #3		35		
		All	All	Reading	Masters	STAAR	15		District Common Assessment #1	20		District Common Assessment #2		District Common Assessment #3		20		
		All	All	Mathematics	Approaches	STAAR	76		District Common Assessment #1	80		District Common Assessment #2		District Common Assessment #3		85		
		All	All	Mathematics	Meets	STAAR	47		District Common Assessment #1	50		District Common Assessment #2		District Common Assessment #3		55		
		All	All	Mathematics	Masters	STAAR	23		District Common Assessment #1	30		District Common Assessment #2		District Common Assessment #3		30		
		All	All	Science	Approaches	STAAR	75		District Common Assessment #1	80		District Common Assessment #2		District Common Assessment #3		85		
		All	All	Science	Meets	STAAR	38		District Common Assessment #1	40		District Common Assessment #2		District Common Assessment #3		45		
		All	All	Science	Masters	STAAR	9		District Common Assessment #1	15		District Common Assessment #2		District Common Assessment #3		20		
		All	All	Social Studies	Approaches	STAAR						Will develop Cycle 2 & 3 goals after prior DCA is administered						
		All	All	Social Studies	Meets	STAAR												
		All	All	Social Studies	Masters	STAAR												
		2. Domain 3 Focus 1	Focus 1 Components (Choose two targets in the Academic Achievement or Student Success indicators)	All	All _Academic Achievement	Reading	Meets	STAAR	30		District Common Assessment #1	45		District Common Assessment #2		District Common Assessment #3		45
All	Hispanic _Academic Achievement			Reading	Meets	STAAR	29		District Common Assessment #1	38		District Common Assessment #2		District Common Assessment #3		38		
3. Domain 3 Focus 2	Focus 2 Components (Choose two targets in the Academic Achievement or Student Success indicators)	All	English Learners (EL) _ Student Achievement	Reading	Meets	STAAR	28		District Common Assessment #1	30		District Common Assessment #2		District Common Assessment #3		30		
		All	SPED _Student Success	Math	Meets	STAAR	17		District Common Assessment #1	25		District Common Assessment #2		District Common Assessment #3		25		
4. Domain 3 Focus 3	ELP Component (Minimum 25 students required)	All	English Learners (EL)	TELPAS	All	TELPAS	47		MAP BOY Assessment	Grade level RIT		MAP MOY	Grade level RIT		TELPAS	50		

CYCLE 1 90-DAY OUTCOMES (September - November)

Essential Action: Pre-populates from the 'Foundations' tab.

Desired Annual Outcome: Pre-populates from the 'Foundations' tab.

For each Prioritized Focus Area, please complete the following sections:

Desired 90-Day Outcome: Describe the specific, measurable goal the campus plans to achieve by the end of this cycle for each prioritized focus area.

Barriers: For each prioritized focus area selected, list the barriers to implementation the campus may face during this cycle.

District Actions for this Cycle: List what the district will do to support the campus to achieve the desired outcome during this 90-day cycle.

District Commitment Theory of Action: Pre-populates from the 'Foundations' tab.

	Prioritized Focus Area #1	Prioritized Focus Area #2	Prioritized Focus Area #3
Essential Action	5.1 Objective-driven daily lesson plans with formative assessments.	5.3 Data-driven instruction.	
Desired Annual Outcome	By May 2021, 100% of teachers will participate in structured weekly PLC's that allow grade level teams to review district created material/exemplars and decide the direction of the lesson planning. Through this process teams will be able to engage in dialogue that leads to deeper understanding of the taught curriculum and it's effectiveness as measured through formative assessments. Weekly PLC's will follow the 4 essential questions of the PLC model. Based on grade level PLC capacity, each grade level will be working at different points within those questions.	By May 2021, 100% of teachers will engage in structured DDI meetings that occur twice per month, and in weekly PLC's that foster collaboration among teachers, so that teams are utilizing a backwards design model for instruction and that feedback can be provided along the way. DDI meetings will be structured around campus formative assessments. Analyzing performance within district common assessments, MAP, or common formative assessments.	
Desired 90-day Outcome	By December 2020, 100% Teams will be engaged in weekly team planning sessions guided by the 4 essential questions of the PLC. Teams will be proficient in working through question 1. What do we expect our students to learn? (Goals/Expectations). This will be measured through the quality of lesson plans which will include all the components of the district expectation.	By December 2020, Teacher teams will be engaged in campus DDI (SWOT) disaggregating data, analyzing strengths or weaknesses by standards, and use gained information for stronger planning to be reflected in lesson plans.	
Barriers to Address During this Cycle	Mindsets identified as barriers include: A shift to autonomy in lesson planning with guidance and direction from the instructional team Acquiring extensive skills and proficiency in the use of data driven instruction Behaviors identified include: More collaboration will be required Preconceived notion that teachers with less than three years of experience lack lesson planning knowledge First year teachers will need to be encouraged to take a more active role in lesson planning Resources identified include: Availability of too many resources Difficulty in identifying key resources available when planning lessons	A deeper understanding of how to utilize MAP data along with other formative assessments to guide instruction within a remote learning environment.	
District Actions for this Cycle	Principal supervisor attends campus PLC's and provides feedback to campus instructional leadership team (ILT). PS will also conduct campus calibration walks with the instructional leadership team. During the calibration walks, the principal supervisor will model coaching strategies and exemplar action steps to ensure feedback is targeted and measurable.	Principal supervisor attends campus SWOT (DDI) PLC's, and provides feedback and coaching. PS will also ensure all district level assessments are graded and returned to the campus (via Edugence) within two days.	
District Commitment Theory of Action	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from the assessment, then the campus will be able to establish strong data-driven instruction practices, improve the quality and frequency of use of lesson plans and formative assessments, and campus leaders will more frequently, effectively, and with greater role clarity engage in instructional leadership activities.	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from the assessment, then the campus will be able to establish strong data-driven instruction practices, improve the quality and frequency of use of lesson plans and formative assessments, and campus leaders will more frequently, effectively, and with greater role clarity engage in instructional leadership activities.	if...then,

ACTION PLAN

In each row below, list the actions the campus is taking during this cycle to achieve its desired outcomes and address the identified barriers to implementation.

For each action step, indicate:

- the prioritized essential action it is aligned to,
- the start date/end date during this specific cycle,
- the resources needed to accomplish this task,
- the person(s) responsible for ensuring task is accomplished,
- the evidence that will be used to determine progress toward the action step, and
- the date evidence will be collected.

At the end of each cycle -

For each action step: (1) select the progress review status from the drop down menu, and (2) describe what next steps will be taken during the next cycle.

For each action that has not been MET, please update column J with necessary adjustments or next steps for this action step.

Action Step	Prioritized Essential Action	Start Date/End Date	Resources Needed	Person(s) Responsible	Evidence used to Determine Progress toward Action Step (May be requested by Specialist)	Evidence Collection Date	Progress toward Action Step	Necessary Adjustments / Next Steps
Establish Guiding Coalition meeting dates and meet with campus guiding coalition for a 2020-2021 planning meeting	1&2	8/17/20-5/30/21	Agenda; Mission and Vision pre-work; campus calendar;	Alberto Zavala	Calendar creation with agendas	9/25/2020	Significant Progress	Continue with all scheduled Guiding Coalition meetings. Provide Leads with any pertinent action items through calendar invites.
Create DDI (SWOT) calendar aligned to MAP, DCAs and state assessments	1&2	August 6th	District assessment calendar; campus calendar	Alberto Zavala	Calendar creation and alignment to assessments	9/25/2020	Significant Progress	Utilize district assessment calendar to guide campus common formative assessment dates.
Create teacher data tracking tool	1&2	August 5th	Excel Spreadsheet	Haylee Pryor	Tracking document	9/8/2020	Significant Progress	Update teacher trackers to include new assessment data (MAP, DRAs, Achieve 3000)
Provide professional development for SWOT protocols and expectations	1&2	September 8th	Gsuite PowerPoint; agenda	Alberto Zavala	SWOT Agenda and notes	9/15/2020	Significant Progress	SWOT calendar has been shared with Guiding Coalition. Data sets (Essential Standards) will be added to SWOT dates so teams are aware of what will be analyzed ahead of time.
Provide professional development for instructional leaders and teachers on the Get Better Faster scope and sequence	1&2	September 22nd	Get Better Faster Waterfall	Flores; Zavala; Robles	SWOT Agenda and notes/Teacher self-reflections based on Waterfall	11/6/2020	Some Progress	Materials have been ordered. All teachers have been given a copy of Get Better Faster.
Embed components of Get Better Faster into SWOT PLCs	1&2	Routinely during all SWOT Meetings	Get Better Faster Waterfall	Flores; Zavala; Robles	Teacher self-reflection responses on SWOT poster; SWOT minutes;	11/2/2020	Some Progress	Teachers will use Get Better Faster to identify areas of growth and for continued professional development.
Create instructional leadership team weekly meeting calendar	1&2	Recurring weekly starting August 14th	Campus Master Calendar	Flores	GILT agenda & minutes	11/6/2020	Significant Progress	Adjustments have been made to the agenda. Campus secretary and parent liaison have been added to the beginning of the meeting to cover campus calendar items and budget. Counselor have been provided time within leadership meeting to discuss student needs. Instructional leadership team has time to discuss student/teacher instructional needs.
Teachers submit Lesson Plans on Friday's and are expected to create guided reading and small group math plans	1&2	Recurring weekly starting August 14th	Google Doc Lesson Plan Folders	Haylee Pryor; Cindy Santoscoy; Sylvia Hubor; Claudia Robles	Lesson Plan submissions	8/14/2020- 5/30-21	Some Progress	Guided Reading groups and small math groups will be fluid as teachers continue to focus on individual needs and move students to higher levels.
Create campus walkthrough schedule to include all instructional leaders	1&2	September 8th	Campus Master Calendar	Robles	Walkthrough calendar	9/15/2020	Significant Progress	Admin Team will continue to have a two week rotation with regard to the walkthrough schedule. This will be very helpful to implementing short term goals that allow teachers the opportunity to implement quickly.

REFLECTION and PLANNING for NEXT 90-DAY CYCLE

At the end of this cycle, please reflect on the implementation of your Targeted Improvement Plan thus far by responding to the questions below. Be sure to explain whether your outcomes and student performance goals were met and why or why not. List any action steps you will carry over to the next cycle and any new action steps you have discovered necessary for the next cycle. Be sure to add these action steps into the next cycle's action plan.

<p>For each of the Prioritized Focus Areas, did you achieve your desired 90-day outcome? Why or why not?</p>	<p>The campus has made significant progress towards our desired outcomes with our action steps. We are currently in the process of breaking down DCA 1 to the essential standards the campus has selected.</p>	
<p>Did you achieve your student performance goals (see Student Data Tab)? Why or why not?</p>	<p>Overall DCA 1 results are very low. However, we are currently working through the essential standard process as a PLC and are breaking down the DCA 1 results by those essential standards.</p>	
<p>Review the necessary adjustments/next steps column above. What action steps from this cycle will you continue working on in the next cycle? What new action steps do you need to add to the next cycle?</p>	<p>Carryover Action Steps</p>	<p>New Action Steps</p>
	<p>Continue all PLC's; DDI; Walkthroughs;</p>	<p>For DCA 2, we spiral in essential standards from the DCA 1. Remove any non-identified essential standards from DCA 2 that the campus is not focused on, so that the data analyzed is reflective of what the teachers are prioritizing.</p>

CYCLE 2 90-DAY OUTCOMES (December-February)

Essential Action: Pre-populates from the 'Foundations' tab.

Desired Annual Outcome: Pre-populates from the 'Foundations' tab.

For each Prioritized Focus Area, please complete the following sections:

Desired 90-Day Outcome: Describe the specific, measurable goal the campus plans to achieve by the end of this cycle for each prioritized focus area.

Barriers: For each prioritized focus area selected, list the barriers to implementation the campus may face during this cycle.

District Actions for this Cycle: List what the district will do to support the campus during this 90-day cycle to achieve the desired outcome.

District Commitment Theory of Action: Pre-populates from the 'Foundations' tab.

	Prioritized Focus Area #1	Prioritized Focus Area #2	Prioritized Focus Area #3
Essential Action	5.1 Objective-driven daily lesson plans with formative assessments.	5.3 Data-driven instruction.	
Desired Annual Outcome	By May 2021, 100% of teachers will participate in structured weekly PLC's that allow grade level teams to review district created material/exemplars and decide the direction of the lesson planning. Through this process teams will be able to engage in dialogue that leads to deeper understanding of the taught curriculum and it's effectiveness as measured through formative	By May 2021, 100% of teachers will engage in structured DDI meetings that occur twice per month, and in weekly PLC's that foster collaboration among teachers, so that teams are utilizing a backwards design model for instruction and that feedback can be provided along the way. DDI meetings will be structured around campus formative assessments. Analyzing performance within	
Desired 90-day Outcome	By December 2020, 100% Teams will be engaged in weekly team planning sessions guided by the 4 essential questions of the PLC. Teams will be proficient in working through question 2.How will we know they are learning? (Assessment). This will be measured through the quality of common formative assessments that are created by the teacher teams to reflect essential standards.	By February 2021, Teacher teams will be engaged in campus DDI (SWOT) disaggregating data, analyzing strengths or weaknesses by standards, and use gained information for stronger planning to be reflected in lesson plans.	
Barriers to Address During this Cycle	Analyzing district assessments within a hybrid environment. Are test results valid for a remote tester? Is testing students over the	Scheduling spiraling of areas of concern into daily/weekly lesson plans.	
District Actions for this Cycle	Provide curriculum support, conduct walkthroughs and provide campus feedback that identifies campus trends and needs. The Principal Supervisor will attend PLC meetings, meet with the JRG Leadership Team to discuss data and goal set.	Provide district level data reports, C&I and School Leadership Team will analyze data to identify areas of support, provide PLC professional development to Guiding Coalition, The Principal Supervisor will attend data meetings and provide feedback to the JRG Leadership Team..	
District Commitment Theory of Action	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from the	if....then,

ACTION PLAN

In each row below, list the actions the campus is taking during this cycle to achieve its desired outcomes and address the identified barriers to implementation.

For each action step, indicate:

- the prioritized essential action it is aligned to,
- the start date/end date during this specific cycle,
- the resources needed to accomplish this task,
- the person(s) responsible for ensuring task is accomplished,
- the evidence that will be used to determine progress toward the action step, and
- the date evidence will be collected.

At the end of each cycle -

For each action step: (1) select the progress review status from the drop down menu, and (2) describe what next steps will be taken during the next cycle.

For each action that has not been MET, please update column J with necessary adjustments or next steps for this action step.

Action Step	Prioritized Focus Area	Start Date/End Date	Resources Needed	Person(s) Responsible	Evidence used to Determine Progress toward Action Step <i>(May be requested by Specialist)</i>	Evidence Collection Date	Progress toward Action Step	Necessary Adjustments / Next Steps
Collect feedback from Guiding Coalition(CLT) with regards to weekly PLC's	1&2	CLT Meeting	Agenda; Mission and Vision pre-work; campus calendar;	Zavala	Established dates for grade level weekly planning dates	2/12/2021		
Conduct student academic review talks with teachers- TAR Talks	1&2	October; February; May	TAR Talks agenda; Student data trackers	Zavala/Robles/Flores	Student data trackers; TAR Talks agenda	2/12/2021		
Analyze DCA 1 & 2 and MAP during SWOT and check for data tracker update	1&2	October	Excel Spreadsheet	Zavala/Robles/Flores/Pryor	Existence of the tracker	1/8/2021		
Monitor Teacher proficiency of data analysis during SWOT Meetings	1&2	SWOT Calendar	Gsuite PowerPoint; agenda; SWOT Data checklist	Zavala	Agenda; SWOT Posters	2/12/2021		
Share walkthrough observations and feedback during weekly GILT meetings	1&2	Recurring weekly starting August 16th	Campus Master Calendar	Zavala/Robles/Flores	Walkthrough Schedule; GILT meeting agenda	2/12/2021		
Embed components of <i>Get Better Faster</i> into SWOT PLCs	1&2	Routinely during all SWOT Meetings	Get Better Faster Waterfall	Zavala/Robles/Flores/Pryor	Waterfall; Agenda; Evidence in "Weakness" area of SWOT Poster	1/8/2021		
Continue PLC professional development for new team leads	1&2	Dates TBD	Solution Tree Presenting	Pryor/Huber	Traing artifacts; Team lead adjustments to their PLC's; Agendas; team goals;	1/8/2021		
Teachers submit Lesson Plans on Friday's and are expected to create guided reading and small group math plans and have available	1&2	Recurring weekly starting August 16th	Google Doc Lesson Plan Folders	Haylee Pryor; Cindy Santoscoy; Sylvia Hubor; Claudia Robles	Submitted Lesson Plans	2/12/2021		

REFLECTION and PLANNING for NEXT 90-DAY CYCLE

At the end of this cycle, please reflect on the implementation of your Targeted Improvement Plan thus far by responding to the questions below. Be sure to explain whether your outcomes and student performance goals were met and why or why not. List any action steps you will carry-over to the next cycle and any new action steps you have discovered necessary for the next cycle. Be sure to add these action steps into the next cycle's action plan.

For each of the Prioritized Focus Areas, did you achieve your desired 90-day outcome? Why or why not?		
Did you achieve your student performance goals (see Student Data Tab)? Why or why not?		
Review the necessary adjustments/next steps column above. What Action Steps from this cycle will you continue working on in the next cycle? What new Action Steps do you need to add to the next cycle?	Carryover Action Steps	New Action Steps

CYCLE 3 90-DAY OUTCOMES (March-May)

Essential Action: Pre-populates from the 'Foundations' tab.

Desired Annual Outcome: Pre-populates from the 'Foundations' tab.

For each Prioritized Focus Area, please complete the following sections:

Desired 90-Day Outcome: Describe the specific, measurable goal the campus plans to achieve by the end of this cycle for each prioritized focus area.

Barriers: For each prioritized focus area selected, list the barriers to implementation the campus may face during this cycle.

District Actions for this Cycle: List what the district will do to support the campus during this 90-day cycle to achieve the desired outcome.

District Commitment Theory of Action: Pre-populates from the 'Foundations' tab.

	Prioritized Focus Area #1	Prioritized Focus Area #2	Prioritized Focus Area #3
Essential Action	5.1	5.3	0
Desired Annual Outcome	By May 2021, 100% of teachers will participate in structured weekly PLC's that allow grade level teams to review district created material/exemplars and decide the direction of the lesson planning. Through this process teams will be able to engage in dialogue that leads to deeper understanding of the taught curriculum and it's effectiveness as measured through formative	By May 2021, 100% of teachers will engage in structured DDI meetings that occur twice per month, and in weekly PLC's that foster collaboration among teachers, so that teams are utilizing a backwards design model for instruction and that feedback can be provided along the way. DDI meetings will be structured around campus formative assessments. Analyzing performance within	0
Desired 90-day Outcome	By December 2020, 100% Teams will be engaged in weekly team planning sessions guided by the 4 essential questions of the PLC. Teams will be proficient in working through question . 3.How will we respond when they don't learn? – (Intervention). This will be reflected in the lesson plans as guided or small group instruction.	By May 2021, Teacher teams will be engaged in campus DDI (SWOT) disaggregating data, analyzing strengths or weaknesses by standards, and use gained information for stronger planning to be reflected in lesson plans.	
Barriers to Address During this Cycle	Understanding Depth of Knowledge criteria	Creating a process for prioritizing standards	
District Actions for this Cycle	The district will provide an intervention framework and curriculum support. Principal supervisor wil conduct walkthroughs during intervention blocks with ILT team, conduct data meetings with the Leadership Team and review th	The district will provide STAAR interim assessment data reports. The Principal Supervisor will conduct data meetings with the Leadership Team and model coaching supports and strategies for teachers in need of support.	
District Commitment Theory of Action	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from	The principal supervisor will provide regular coaching to the principal on the implementation of DDI and the principal's development of the instructional leadership team, and the district ensures that the campus has access to high-quality unit tests for all tested grades and subjects, and the district commits to providing test results back to the campus within two days from the	If....then,

ACTION PLAN

In each row below, list the actions the campus is taking during this cycle to achieve its desired outcomes and address the identified barriers to implementation.

For each action step, indicate:

- the prioritized essential action it is aligned to,
- the start date/end date during this specific cycle,
- the resources needed to accomplish this task,
- the person(s) responsible for ensuring task is accomplished,
- the evidence that will be used to determine progress toward the action step, and
- the date evidence will be collected.

At the end of each cycle -

For each action step: (1) select the progress review status from the drop down menu, and (2) describe what next steps will be taken during the next cycle.

For each action that has not been MET, please update column J with necessary adjustments or next steps for this action step.

Action Step	Prioritized Focus Area	Start Date/End Date	Resources Needed	Person(s) Responsible	Evidence used to Determine Progress toward Action Step <i>(May be requested by Specialist)</i>	Evidence Collection Date	Progress toward Action Step	Necessary Adjustments / Next Steps
Collect feedback from Guiding Coalition(CLT) with regards to weekly PLC's	1&2	CLT Meeting	Agenda; Mission and Vision pre-work; campus calendar;	Zavala	Established dates for grade level weekly planning dates	5/21/2021		
Conduct student academic review talks with teache	1&2	October; February; May	TAR Talks agenda; Student data trackers	Zavala, Flores, Robles	Student data trackers; TAR Talks agenda	4/1/2021		
Analyze STAAR Interim Assessment data during SWOT and check for data tracker update	1&2	March	Edugence	Haylee Pryor	Existence of the tracker	3/2/2021		

Monitor Teacher proficiency of data analysis during SWOT Meetings	1&2	SWOT Calendar	Gsuite PowerPoint; agenda; SWOT Data checklist	Zavala	Agenda; SWOT Posters	5/21/2021		
Embed components of <i>Get Better Faster</i> into SWOT PLCs	1&2	Routinely during all SWOT Meetings	Get Better Faster Waterfall	Zavala, Flores, Robles	Waterfall; Agenda; Evidence in "Weakness" area of SWOT Poster	5/21/2021		
Teachers submit Lesson Plans on Friday's and will be expected to create guided reading and small group math plans and have available	1&2	Recurring weekly starting August 16th	Google Doc Lesson Plan Folders	Haylee Pryor; Cindy Santoscoy; Sylvia Hubor; Claudia Robles	Submitted Lesson Plans	5/21/2021		
Share walkthrough observations and feedback during weekly GILT meetings	1&2	August 16th	Campus Master Calendar	Zavala, Flores, Robles	Walkthrough Schedule; GILT meeting agenda	5/21/2021		

REFLECTION and PLANNING for NEXT 90-DAY CYCLE

At the end of this cycle, please reflect on the implementation of your Targeted Improvement Plan thus far by responding to the questions below. Be sure to explain whether your outcomes and student performance goals were met and why or why not. List any action steps you will carry-over to the next cycle and any new action steps you have discovered necessary for the next cycle. Be sure to add these action steps into the next cycle's action plan.

For each of the Prioritized Focus Areas, did you achieve your desired 90-day outcome? Why or why not?		
Did you achieve your student performance goals (see Student Data Tab)? Why or why not?		
Review the necessary adjustments/next steps column above. What Action Steps from this cycle will you continue working on in the next cycle? What new Action Steps do you need to add to the next cycle?	Carryover Action Steps	New Action Steps

END OF YEAR REFLECTION

Please reflect on the year's implementation of your Targeted Improvement Plan by responding to the questions below. Be sure to explain whether your campus achieved the desired annual outcome for each Prioritized Focus Area and why or why not.

	Prioritized Focus Area #1	Prioritized Focus Area #2	Prioritized Focus Area #3
Essential Action			
Desired Annual Outcome			
Did the campus achieve the desired outcome? Why or why not?			

CYCLE 4 90-DAY OUTCOMES (June-August)

The purpose of this 90-Day action plan is to prepare for the upcoming school year. The essential actions the campus prioritizes may have changed based on progress made in the school year or based on ESF diagnostic results. Please complete this portion of the plan by reflecting on your campus's progress this year, and identifying your focus areas for next year. This tab serves as the foundation for next year's Targeted Improvement plan. Complete each section below:

Essential Action: From the drop-down menu, select 2-3 Essential Actions the campus has selected to prioritize in the 2021-2022 school year.

Rationale: Explain the reason(s) this campus chose to focus on these Essential Actions this year.

Communication: Describe how you will communicate your priorities to your stakeholders and how you will create buy-in from key stakeholder groups.

Desired Annual Outcome: For each prioritized focus area selected, create your annual goal that is specific, measurable, attainable, and realistic.

Desired 90-Day Outcome: Describe the specific, measurable goal the campus plans to achieve by the end of this cycle (June-August) for each prioritized focus area.

Capacity Building: For each prioritized focus area selected, list any internal/external capacity building efforts or cohorts in which you will participate this year. You can refer to the Vetted Improvement Programs found here: <https://texas.esf.org/vetted-programs/>

Barriers: For each prioritized focus area selected, list the barriers to implementation the campus may face throughout the year.

District Actions for this Cycle: List what the district will do to support the campus to achieve the desired outcome during this 90-day cycle .

District Commitment Theory of Action: For each prioritized focus area selected, list what the district will do to support the campus to achieve its desired annual outcome. Be sure to reference the District Commitments found in the ESF located here: <https://texas.esf.org/framework/>

	Prioritized Focus Area #1	Prioritized Focus Area #2	Prioritized Focus Area #3
Essential Action			
Rationale			
How will you communicate these priorities to your stakeholders? How will you create buy-in?			
Desired Annual Outcome			
Desired 90-Day Outcome			
How will the campus build capacity in this area? Who will you partner with?			
Barriers to Address throughout the year			
District Actions for this Cycle			
District Commitment Theory of Action			

ACTION PLAN

ACTION ITEM – BIDS
11/16/2020

TOPIC: Consider Approval of Item No. 2021-10 Approving the Renewal of Award for Request for Proposals (RFP) #20-04-922 for Comprehensive Marketing Products and Services

SUBMITTED BY: N. Mansell and J. Pilgrim

BACKGROUND: On November 18, 2019, the Board approved the award of Request for Proposals (RFP) #20-04-922 for Comprehensive Marketing Products and Services from ten (10) vendors. This award will provide the district with a pool of approved and qualified marketing vendors to assist the district with administering comprehensive marketing campaigns aimed at creating a stronger positive brand for Irving ISD on an “as needed use”. Services will include market research/analyses, message development and marketing strategy consultation, branding and brand management, campaign development, advertising development , promotional and marketing vide production, photography services, content creation and editing services, event management production and planning online commerce direct mail services, African-American, Hispanic/Spanish language and creative post-production services. These vendors have provided satisfactory service and products in accordance with specifications, pricing, and terms of the award. This is the second year of this award, with the option to renew for three (3) additional twelve (12) month terms.

FUNDING SOURCE: General Funds

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the Board Approve the Renewal of Award for RFP #20-04-922 for Comprehensive Marketing Products and Services. This is the second year of this award, with the option to renew for three (3) additional twelve (12) month terms.

RECOMMENDED BOARD ACTION: I move the Board Approve the Renewal of Award for RFP #20-04-922 for Comprehensive Marketing Products and Services and Authorize the Superintendent or Designee to Execute any Additional Supplemental Documents necessary to Contract for the Services During the Term(s) of any Agreement(s)

Additional Agenda Sheets Attached: Yes No


AGENDA SHEET

Meeting Date: 11/16/2020

Topic: Consider Approval of Item No. 2021-10 Approving the Renewal of Award for Request for Proposal (RFP) #20-04-922 for Comprehensive Marketing Products and Services.

Item No.	2021-10
Recommended Vendor(s)	Various Vendors- Refer to Attachment A
Contract Type (e.g. Co-op, RFP)	Request for Proposals (RFP) #20-04-922
Contract Term or One Time Purchase	First of four (4) twelve (12) month terms.
Sole Source Vendor & Documentation	N/A
Vendor is at least 51% woman or minority business	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

TO THE BEST OF MY KNOWLEDGE, THE RECOMMENDED VENDOR(S) PROVIDES THE BEST VALUE FOR THE DESCRIBED GOODS OR SERVICES. I FURTHER CERTIFY THE ADMINISTRATION HAS COMPLETED WITH THE PROCUREMENT PROCEDURES REQUIRED BY APPLICABLE STATE AND FEDERAL STATUTES AND REGULATIONS, BOARD POLICY CH(LOCAL).


 JEROME PILGRIM
 DIRECTOR OF PURCHASING


 DR. NICOLE MANSELL, ED. D
 CHIEF OF MARKETING AND COMMUNICATIONS

Attachments:

1. Memo from Nicole Mansell dated November 10, 2020.
2. Memo from Jerome Pilgrim dated November 10, 2020.

DR. NICOLE MANSELL, ED. D
Chief of Marketing and Communications

MAGDA HERNANDEZ
Superintendent of Schools

To: Jerome Pilgrim, Director of Purchasing
From: Nicole Mansell, Chief of Marketing and Communications
Date: November 10, 2020
Subject: Recommendation for Award of Request for Proposal (RFP) #20-04-922 for Comprehensive Marketing Products and Services

The Marketing and Communications Department is requesting the Irving ISD Board of Trustees to approve the renewal of award for Request for Proposal (RFP) #20-04-922 for Comprehensive Marketing Services. On November 18, 2019, the Board of Trustees approved the following vendors:

Vendors	Vendors
Alpha Business Images, LLC	Lauren Publications, Inc dba DFW child
Asher Media, Inc	Lendan Communications
BrandEra, Inc	Statmats Communications, Inc
Creative Circle, LLC	Strategar, LLC
Fauxcades, Inc	The Ward Group, Inc

The vendors approved for award qualify to perform the following services to assist any department or school within the district with the planning and execution of marketing and branding events. Services include:

Market Research/analyses services	Advertising development, rate scheduling, placement and billing	Online commerce service
Message development and marketing strategy consultation	Promotional marketing video production	Direct mail services
Branding and brand management services	Photography service	African-American
Campaign development services	Content creation and editing services	Hispanic/Spanish language
Creative services and collateral development	Event management, production, and planning services	Creative post-production services

Purchasing concurs with the recommendation from the Marketing and communications Department to renew the award for RFP 20-04-922 Comprehensive Marketing Services.

Sincerely,



DR. NICOLE MANSELL, ED. D

PURCHASING RENEWAL RECOMMENDATION


To: Board of Trustees,
 Magda Hernandez, Superintendent of Schools
From: Jerome Pilgrim, Director of Purchasing
Date: November 10, 2020
Subject: Recommendation: Renewal of Award for Request for Proposal (RFP) #20-04-922 for Comprehensive Marketing Products and Services

I recommend the renewal of Award for RFP #20-04-922 for Comprehensive Marketing Services. The following ten (10) vendors were awarded on November 18, 2019 and have provided satisfactory products and services in accordance with the specifications, pricing and terms of the award.

Vendors	Vendors
Alpha Business Images, LLC	Lauren Publications, Inc dba DFW child
Asher Media, Inc	Lendan Communications
BrandEra, Inc	Statmats Communications, Inc
Creative Circle, LLC	Strategar, LLC
Fauxcades, Inc	The Ward Group, Inc

Recommendation is made to approve the renewal of the award for RFP #20-04-922 Comprehensive Marketing Services for FY 2020-2021. This renewal is the first of four (4) renewal options and is not an exclusive award as the district reserves the right to procure from other cooperative contract vendors when appropriate.

TO THE BEST OF MY KNOWLEDGE, THE RECOMMENDED VENDOR(S) PROVIDES THE BEST VALUE FOR THE DESCRIBED GOODS OR SERVICES. I FURTHER CERTIFY THE ADMINISTRATION HAS COMPLETED THE PROCUREMENT PROCEDURES REQUIRED BY APPLICABLE STATE AND FEDERAL STATUES AND REGULATIONS, BOARD POLICY CH(LOCAL)


 JEROME PILGRIM
 DIRECTOR OF PURCHASING



ACTION ITEM – BIDS
11/16/2020

TOPIC: Consider Approval of Item No. 2021-11 Approving the Award of Request for Proposal (RFP) No. 21-08-914 for the Purchase and Installation of Security Film at Various Campuses

SUBMITTED BY: J. Scrivner and J. Pilgrim

BACKGROUND: On October 16, 2020, Pursuant to RFP No. 21-08-914, Irving ISD received nine (9) proposals for Security Film installation at various campuses and facilities, including the administration building. Based on the review and evaluation of the proposals received, the administration recommends the award of the proposal from US Window Film.

This general description of the project includes turn-key work. The is being funded by a grant from the Texas Education Agency for security enhancements. If approved, the work will begin immediately with a substantial completion date of March 19, 2021.

FUNDING SOURCE: Texas Education Agency Grant for Security Enhancements

COSTS: \$114,424.61

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the Board approve the Award of RFP No. 21-08-914 for Security Film Installation Project at Various Campuses

RECOMMENDED BOARD ACTION: I move the Board approve the Award of RFP No. 21- 08-914 for Security Film Installation Project at Various Campuses

Additional Agenda Sheets Attached: Yes No

AGENDA SHEET

Meeting Date:11/16/2020

Topic: Consider Approval of Item No. 2021-11 Approving the Award for Request for Proposal (RFP) #21-08-914 for Security Film Installation Project at Various Campuses

Item No.	2021-11
Recommended Vendor(s)	US Window Film
Contract Type (e.g. Co-op, RFP)	RFP #21-08-914
Contract Term or One Time Purchase	One Time Purchase
Sole Source Vendor & Documentation	NA
Vendor is at least 51% woman or minority business	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

TO THE BEST OF MY KNOWLEDGE, THE RECOMMENDED VENDOR(S) PROVIDES THE BEST VALUE FOR THE DESCRIBED GOODS OR SERVICES. I FURTHER CERTIFY THE ADMINISTRATION HAS COMPLETED WITH THE PROCUREMENT PROCEDURES REQUIRED BY APPLICABLE STATE AND FEDERAL STATUTES AND REGULATIONS, BOARD POLICY CH(LOCAL).



JEROME PILGRIM
DIRECTOR OF PURCHASING



JIM SCRIVNER
EXECUTIVE DIRECTOR
OF FACILITIES

Attachments:

1. Memo from Jim Scrivner dated November 3, 2020
2. Memo from Jerome Pilgrim dated November 3, 2020
3. Memo from Corgan dated November 3, 2020
4. Bid Summary



MEMO

DATE: November 3, 2020

TO: Jerome Pilgrim, Director of Purchasing

FROM: Jim Scrivner,
Executive Director of Facilities & School Support Services

CC: Juan Carlos Martinez,
Deputy Superintendent of School Operation

RE: Consider Approving the Award of Request for Proposal (RFP) # 21-08-914
for Security Film Installation Project at Various Campuses

The Facilities Department is requesting the Irving ISD Board of Trustees to approve the award of RFP #21-08-914 for Security Film Installation Project at Various Campuses to US Window Film in the amount of \$114,424.61. The scope of the project includes the installation of security film on glass on various campuses.

Irving ISD received proposals from nine (9) contractors in response to RFP #21-08-914 for Security Film Installation Project. Following the evaluation of the proposals and a thorough analysis by the Facility Services and the district assigned A/E Firm, Corgan and Associates, the administration via the evaluation committee has determined that the company listed below provides the best value to the District, considering price, specification, scope of work, installation and other factors detailed in the RFP.

Vendor Recommended for Awarded:

Vendor: US Window Film

Award Amount: \$114,424.61

Sources of Funding: TEA Grant

Sign: _____

Jim Scrivner

PURCHASING AWARD RECOMMENDATION

To: Board of Trustees,
Magda Hernandez, Superintendent of Schools

From: Jerome Pilgrim, Director of Purchasing

Date: November 3, 2020

Subject: Recommendation: Award for Request for Proposal (RFP) #21-08-914 for Security Film Installation Project at Various Campuses

Purchasing concurs with the recommendation from the Facilities Department to Award RFP #21-08-914 for Security Film Installation Project at Various Campuses to US Window Film in the amount not to exceed \$114,424.61.

On September 15, 2020, the District issued the Request for Proposals (RFP) #21-08-914 and on October 16, 2020, received nine (9) proposals from the following vendors.

Vendors	Vendors
Commercial Window Shield	NGS Films & Graphics
Sunsational Solutions /Ten Twenty-Four Industries, LLC	International Energy Savers of Central Florida
Epic Solar Control	US Window Film
Tint Spec	The Enpro Group
MDI Inc General Contractors	

All responsive proposals were evaluated by a district committee, including Facilities Services and the district's architect (Corgan). Based on the evaluation factors in the RFP, US Window Film ranked highest as the vendor providing the best value proposal and meeting the scope of services and other requirements of the RFP.

TO THE BEST OF MY KNOWLEDGE, THE RECOMMENDED VENDOR(S) PROVIDES THE BEST VALUE FOR THE DESCRIBED GOODS OR SERVICES. I FURTHER CERTIFY THE ADMINISTRATION HAS COMPLETED THE PROCUREMENT PROCEDURES REQUIRED BY APPLICABLE STATE AND FEDERAL STATUES AND REGULATIONS, BOARD POLICY CH(LOCAL).



JEROME PILGRIM
DIRECTOR OF PURCHASING

3 November 2020

Mr. Jim Scrivner
Executive Director of Facilities and School Support Services
Irving Independent School District
3620 Valley View Lane
Irving, Texas 75062

Re: IISD – Security Film Installation Project at Multiple Campuses
Recommendation for Award of Contract RFP# 21-08-914

Dear Mr. Scrivner:

On Friday, October 16, 2020 the Irving Independent School District received nine sealed proposals for RFP# 21-08-914: IISD – Security Film Installation Project at Multiple Campuses.

The proposals consisted of a base proposal and no alternates. All received proposals were from qualified contractors and/or vendors and included references as required by the proposal documents.

After complete and careful review of the criteria, Corgan and the Irving ISD evaluation committee has ranked U.S. Window Film as the top ranked proposer. U.S. Window Film is confirmed as a Premier Certified dealer and installer of the specified product.

We recommend awarding the IISD – Security Film Installation Project at Multiple Campuses to U.S. Window Film.

We trust this recommendation meets with your approval and look forward to the successful completion of this project.

Sincerely,



Beverly Fornof
Senior Associate – Project Manager
CORGAN

BID TABULATION

RFP 21-08-914 Security Film Installation Project

Vendor	Base Proposal	Evaluation Scores
US Window Film	\$114,424.61	85.16
International Energy Savers of Central Florida	\$94,854.25	84
Commercial Window Shield	\$121,820.00	82.15
Sunsational Solutions (Ten Twenty-Four Industries)	\$176,561.61	81.49
The Enpro Group	\$115,746.00	79.78
Epic Solar Control	\$199,854.24	74.98
Tint Spec	\$134,113.00	73.29
MDI General Contractors	\$240,300.00	60.79
NSG Films & Graphics	\$175,656.00	58.6
Binswanger Glass	NON Responsive	0
Home Tint	NON Responsive	0

CONSENT AGENDA ITEM

11/16/2020

TOPIC: Consider the approval of an Interlocal Subcontract Agreement between the University of North Texas and Irving ISD for the Home Instruction for Parents of Preschool Youngsters (HIPPY) program.

SUBMITTED BY: Fernando Natividad, Assistant Chief of Finance and Federal Programs

BACKGROUND: The Home Instruction for Parents of Preschool Youngsters (HIPPY) Program is a free home base literacy program for children between the ages of 3-5. The Mission of HIPPY is to help parents prepare their children for academic success at all levels and to guide parents as their children's first and most important teacher. HIPPY offers opportunities for the parents and the child to share the joy of learning while simulating the child cognitive growth. The HIPPY program teaches parents the importance of getting involved in their children's education as well as supporting the bridge between the instruction from home to school and school to home.

ADMINISTRATIVE RECOMMENDATION: The administration recommends the approval of an Interlocal Subcontract Agreement between the University of North Texas and Irving ISD for the Home Instruction for Parents of Preschool Youngsters (HIPPY) program.

RECOMMENDED BOARD MOTION: I move that the Board approve the Interlocal Subcontract Agreement between the University of North Texas and Irving ISD for the Home Instruction for Parents of Preschool Youngsters (HIPPY) program.

Attachment:

1. Interlocal Subcontract Agreement

UNIVERSITY OF NORTH TEXAS
Denton, Texas

SUBCONTRACT NO. GF40164-6

Prime Awarding Agency: OneStar National Service Commission, Inc.	Prime Award/Contract No/FAIN: 18ACHTX0010003
CFDA Number: 94.006 Program Name: AmeriCorps	Prime Award Effective Date: August 31, 2020
Subrecipient DUNS Number: 061292124	Subrecipient SAM Registration: Yes
Is this Award R&D?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Federal Award Indirect Cost Rate: 26%

THIS AGREEMENT, by and between the **University of North Texas** with business offices at 1155 Union Circle #311334, Denton, Texas 76203-5017 (hereinafter "UNT") and **Irving Independent School District** with offices located at 820 O'Connor Road, Irving, Texas 75601 (hereinafter "Subcontractor") and constituting a subcontract under Grant Award No. 18ACHTX0010003, CFDA No. 94.006 (AmeriCorps) between UNT and OneStar National Service Commission, Inc. (hereinafter "Sponsor");

WITNESSETH:

WHEREAS, UNT has entered into the above referenced agreement with Sponsor for certain work, all as therein provided, for **Home Instruction for Parents of Preschool Youngsters ("TEXAS HIPPY") Program**; and

WHEREAS, in connection with such work, UNT desires that Subcontractor perform certain services, all as herein provided, and Subcontractor has agreed to do so under the terms and conditions hereinafter set forth;

NOW THEREFORE, the parties mutually covenant and agree as follows:

Article 1. Definitions

"AmeriCorps Member" is defined as the individuals recruited by Subcontractor to utilize the HIPPY Program in the education of children.

"HIPPY Coordinator" means the Subcontractor representative who has received training from Home Instruction for Parents of Preschool Youngsters ("HIPPY") U.S.A to operate the HIPPY Program.

"Project Director" is defined as the UNT principal investigator for RESEARCH together with the personnel working under the principal investigator's direct supervision who are reasonably necessary to conduct RESEARCH.

Article 2. Statement of Work

Subcontractor shall provide all necessary personnel, equipment, supplies, and facilities to perform the work described in Attachment A, Statement of Work, which is attached hereto and is hereby made a part of this agreement for all purposes.

Article 3. Key Personnel

Subcontractor shall provide **Mr. Ernesto Mendizabal** as the HIPPY Coordinator for the work performed hereunder. Subcontractor shall provide written notice to UNT within five (5) business days of the removal or replacement of the HIPPY Coordinator. The UNT Project Director will be **Dr. Wendy Middlemiss**.

Article 4. Period of Performance and Termination

The period of performance under this Agreement shall begin on **September 1, 2020** and shall terminate on **August 31, 2021**, unless sooner terminated.

UNT may notify Subcontractor to stop work at any time, in which case Subcontractor agrees to immediately cease incurring expenses hereunder and to forego incurring additional expenses until so notified by UNT.

Either party hereto may terminate this Agreement by giving not less than thirty (30) days prior written notice to the other party, except that the termination of the Prime Award concurrently terminates this Agreement. In the event of termination by either party, Subcontractor agrees to submit all existing project data, analyses, maps, charts, photographs, computer programs and other project materials, in whatever form they may exist, to the UNT Project Director in a timely fashion. UNT agrees to pay Subcontractor for all services performed and for all non-cancelable commitments made prior to receipt of the notice of termination. No other expenses, costs, or damages shall be paid upon termination other than as stipulated herein.

Article 5. Cost and Payment

For the services, counsel, reports and other items delivered hereunder, UNT shall pay Subcontractor on a cost-reimbursable basis in an amount not to exceed Thirty-Eight Thousand Eight Hundred Six Dollars and Zero Cents (**\$38,806.00**). Final payment will be held until receipt and acceptance by UNT and Sponsor of all reports and other deliverables, if any, required under Article 1, Statement of Work, above. In the performance of work under this Agreement, Subcontractor agrees to expend funds primarily in accordance with the budget detailed in Attachment B, Cost Estimate, which is attached hereto and by this reference made a part hereof for all purposes. **Subcontractor shall expend all funds to be reimbursed by UNT no later than June 30, 2021.**

Subcontractor agrees to provide a match amount of One Hundred Thirty-Two Thousand Twenty Dollars and Zero Cents (**\$132,020.00**). Subcontractor agrees to expend match funds in accordance with the budget detailed in Attachment B Cost Estimate, attached hereto and by this reference made a part hereof for all purposes. This budget reflects the Subcontractor placing **twenty-three (23)** part-time members on this project, and Subcontractor shall provide each part-time member the opportunity to serve a minimum of 900 hours over the course of 34 or more weeks. Unless

otherwise agreed by the parties, the failure of Subcontractor to meet the match amount may result in termination of this Agreement.

Subcontractor acknowledges that Sponsor is not responsible for payment for services rendered under this contract.

ALL COSTS INCURRED BY SUBCONTRACTOR MUST BE BILLED NOT LATER THAN THIRTY (30) DAYS AFTER TERMINATION OF THIS AGREEMENT. ANY COST NOT BILLED WITHIN THIRTY (30) DAYS AFTER TERMINATION WILL NOT BE PAYABLE UNDER THIS AGREEMENT.

Subcontractor will only be paid for the total number of members enrolled that complete the program by the termination of this Agreement.

Article 6. Invoices

Subcontractor shall submit invoices and all necessary supporting documentation, such as copies of receipts, purchase orders, invoices, and general ledger entries showing expenses, on a quarterly basis to UNT Project Director and UNT for payment of services performed and allowable expenses incurred during the Agreement period. Allowable costs shall be reasonably determined by UNT. All expenses invoiced shall have been paid by Subcontractor prior to invoicing UNT for reimbursement thereof. No costs shall be invoiced that have not been properly paid in advance by Subcontractor. By submitting an invoice to UNT, Subcontractor certifies that the expenses represented in the invoice were paid prior to invoicing UNT for reimbursement thereof, were in support of the work covered in this Subcontract, and are in accordance with the provisions of this Subcontract and all applicable Federal and State laws and regulations. All invoices must be in sufficient detail and must be accompanied by supporting documents required for payment by UNT.

Invoices must detail all match funds expended during the invoicing period. If Subcontractor is using Federal funds for match expenditures, Subcontractor shall attach a copy of the Federal Agency's approval for use of those funds as match to the first invoice.

Following execution of this Agreement, UNT Purchasing and Payment Services will mail Subcontractor the UNT Purchase Order. All billings must reference the subcontract number, UNT Purchase Order number, and Federal Entity Identification Number (FEIN) in order to be paid by UNT. Invoices for expenditures to be reimbursed by UNT are due by **December 15, 2020; March 15, 2021; and July 15, 2021**. Match reports are due by **December 15, 2020; March 15, 2021; July 15, 2021; and August 31, 2021**. Billings are to be submitted to:

Nicole Schopen
Administrative Coordinator
University of North Texas
Texas HIPPO Center
1300 W. Highland St.
Matthews Hall, Room 103
Denton, Texas 76203

Telephone: 940.369.8743
Email: Nicole.Schopen@unt.edu

With Copy to:

Dr. Wendy Middlemiss
University of North Texas
College of Education
1300 W. Highland St.
Matthews Hall, Room 304-11
Denton, Texas 76203
Telephone: 940-369-8870
Email: Wendy.Middlemiss@unt.edu

UNT agrees to reimburse Subcontractor for the costs billed within thirty (30) days of receipt of invoice. All payments shall be sent to:

Ernesto Mendizabal
Irving Independent School District
2621 West Airport Freeway
Irving, Texas 75602
Telephone: 972.600.5001
Email: emendizabal@irvingisd.net

Article 7. Service Records

Subcontractor shall maintain accurate records related to the service of AmeriCorps Members, as outlined by UNT on the online Texas HIPPIY Backoffice website, www.backoffice.texashippy.org.

Article 8. Audit Reports

Subcontractor certifies by signing this Subcontract that it complies with the Uniform Guidance, 2 C.F.R. § 200 *et seq.*, as applicable, will provide notice of the completion of required audits and any adverse findings which impact this Subcontract as required by parts 200.501-521, and will provide access to records as required by parts 200.336, 200.337, and 200.201, as applicable. Within thirty (30) days of the execution of this Subcontract, Subcontractor shall furnish to UNT a copy of the audit report for its most recent annual audit. Within thirty (30) days of completion of each subsequent annual audit, upon request from UNT, Subrecipient will submit) an updated Subrecipient Monitoring Form and a copy, or a link to an electronic version, of the audit report for each year during which this Subcontract is in effect. The Subrecipient Monitoring Form is attached hereto as Exhibit D: Subrecipient Monitoring. All reports shall be addressed to UNT as provided under Article 13, Notices, below.

Article 9. Books, Records, and Audit

The books of account, files, and other records of Subcontractor which are applicable to this Agreement shall be available at all reasonable times for inspection, review, and audit by representatives of UNT, Sponsor, and/or another authorized agency to determine the proper application and use of all funds paid to or for the account or benefit of Subcontractor. Upon receiving notification from Sponsor of Prime Award closeout, UNT will notify the Subcontractor

of the effective date when records and documents related to this program may be destroyed. This includes, but is not limited to, financial records, supporting documentation, AmeriCorps member files and records, and any other documents and records related to this contract.

Subcontractor assumes sole responsibility for reimbursement to UNT of a sum of money equivalent to the amount of any expenditures disallowed should UNT, Sponsor, and/or another authorized agency rule through audit exception or some other appropriate means that expenditures from funds allocated to Subcontractor were not made in compliance with the terms of this Agreement.

Additionally, Subcontractor agrees that representatives of UNT, upon reasonable notice, will be granted access to work areas so that they may observe and assess operational compliance with the requirements of this Agreement and the Prime Award.

Article 10. Noncompliance

If Subcontractor materially fails to comply with a term of this Subcontract, the requirements of the Uniform Guidance, or any applicable regulation, rule, or law, UNT may take one or more of the following actions, as appropriate in the circumstances, provided first that UNT has notified the Subcontractor of such in writing and provided fifteen (15) days for Subcontractor to cure the noncompliance:

- a. Temporarily withhold cash payments pending correction of the deficiency by the Subcontractor;
- b. Deny both use of funds and any applicable matching credit for all or part of the cost of the activity or action not in compliance;
- c. Revoke a prior approval of a cost and its payment and require Subcontractor to refund the unallowable part of the payment in whole or in part within thirty (30) days or offset future reimbursements owed to Subcontractor.
- d. Withhold reimbursement if invoice is late;
- e. Wholly or partially suspend or terminate the current Subcontract; or
- f. Take other remedies that may be legally available.

Article 11. Rights in Data, Copyrights, and Publications

Subject to the rights of the Sponsor outlined in Article XIII of the Prime Award, title to data, databases or data processing program, excluding copyrighted, licensed and public domain software, first produced or composed by Subcontractor in the performance of work under this Agreement shall be the sole and exclusive property of UNT, who shall have the sole right to determine the disposition of copyrights or other rights resulting there from, provided, however, that UNT shall grant to Subcontractor a royalty-free, non-exclusive license to reproduce, modify and use all such data for its own purposes. Nothing contained in this Agreement shall be deemed to grant either directly or by implication, or otherwise any license under any patents, patent applications or other proprietary interests to any other data of either party.

Both Parties shall be free to publish the results of work under this Subcontract. Title to and the right to determine the disposition of any copyrights on publications relating to the performance of the work hereunder shall remain with the publishing party, who shall have the sole right to determine the disposition of those copyrights.

Article 12. Non-Indemnification

Neither party shall by reason of this Agreement be obligated to defend, assume the cost of defense, hold harmless, or indemnify the other from any liability to third parties for loss of or damage to property, death, or bodily injury arising out of or connected with the work under this Agreement. Subcontractor shall take all reasonable precautions in the performance of the work under this Agreement to protect the health and safety of employees and of members of the public and to minimize all hazards to life and property.

Approval of UNT shall not constitute nor be deemed a release of the responsibility and liability of Subcontractor, its employees, agents or associates for the accuracy and competency of their designs, reports, information, and other documents or services nor shall approval be deemed to be the assumption of such responsibility by UNT for any defect, error or omission in the documents prepared by Subcontractor, its employees, agents or associates.

Article 13. Notices

All notices or other communications required or permitted under this Agreement given by either party to the other shall be in writing and shall be sent by email with follow up confirmation via U.S. Postal Service, Certified Mail, Return Receipt requested, postage prepaid or by an overnight courier service with written verification of receipt, and addressed to the following individuals:

For UNT:

Michael Rondelli
Associate Vice President
Research Commercial Agreements
University of North Texas
1155 Union Circle #311334
Denton, Texas 76203-5017
Telephone: 940-565-4459
Email: ResearchContracts@unt.edu

Dr. Wendy Middlemiss
University of North Texas
College of Education
1300 W. Highland St.
Matthews Hall, Room 304-II
Denton, Texas 76203
Telephone: 940-369-8870
Email: Wendy.Middlemiss@unt.edu

For Subcontractor:

Ernesto Mendizabal
Irving Independent School District
2621 West Airport Freeway
Irving, Texas 75602
Telephone: 972.600.5001
Email: emendizabal@irvingisd.net

Article 14. Prime Award

Subcontractor hereby agrees to abide by all applicable provisions of Prime Award referenced above, which are appended hereto as Attachment C and by this reference are made a part hereof for all purposes.

Article 15. Certifications

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant responsibilities.

By signing this document below as the duly authorized representative of Subcontractor, Subcontractor certifies that neither it nor any of its principals:

- a. is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, including this transaction, by any Federal department or agency;
- b. is delinquent on the repayment of any federal debt;
- c. is indebted to the State of Texas or has an outstanding tax delinquency; or
- d. have paid or will pay, directly or on their behalf, federal appropriated funds, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an officer of Congress, in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement.

If Subcontractor is unable to certify to any of the statements in this certification, Subcontractor agrees to provide UNT a written explanation within thirty (30) days of the receipt of this Agreement

Article 16. National Service Criminal History Check

All Subcontract-funded staff and AmeriCorps Members must undergo National Service Criminal History Checks (NSCHC) in compliance with 2 U.S.C. § 12645g consisting of (1) a nationwide name-based search of the National Sex Offender Public Website (NSOPW); (2) a name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; and (3) a fingerprint-based FBI criminal history check. An individual is ineligible to serve in a position that receives funding under this Subcontract if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder.

NSOPW checks must be completed and reviewed prior to the individual's first day of service. State and FBI criminal history checks must be initiated prior to the individual's first day of service and completed prior to end of service. Upon completion of the NSCHC for each individual, Subcontractor shall provide to UNT a completed National Service Criminal History Verification Form (NSCHC Verification Form), attached as Attachment E, all supporting documentation, and a copy of the individual's signed Member Service Agreement.

Personnel costs for individuals will not be reimbursed, and may not be credited as “match” expenditures, until UNT has received the NSCHC Verification Form, supporting documentation, and Member Service Agreement. Personnel costs for eligible individuals that are incurred prior to completion of the State and FBI criminal history checks will be reimbursed or credited as match expenditures after receipt of the NSCHC Verification Form.

Personnel costs for individuals determined to be ineligible due to results of the NSCHC will not be reimbursed or credited as match expenditures. Instances of non-compliance with the NSCHC requirement will be addressed pursuant to the National Service Criminal History Check Enforcement Guide, attached as Attachment F.

Article 17. Eligibility of Members or Participants

Prior to an individual’s first day of service, Subcontractor must verify that all Subcontract-funded staff and AmeriCorps members are:

1. U.S. citizens, U.S. nationals, or lawful permanent resident aliens of the United States;
2. At least 17 years of age at the commencement of service unless the member is out of school and enrolled in a full-time, year-round youth corps or full-time summer program as defined in the NCSA (42 USC § 12572 (a)(3)(B)(x)), in which case he or she must be between the ages of 16 and 25, inclusive; and
3. Have received a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent (unless the requirement is waived based on an individual education assessment conducted by the program) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under 20 USC § 1091.

Personnel costs for individuals who do not meet the above eligibility requirements will not be reimbursed or credited as match expenditures.

Article 18. Personally Identifiable Information

Personally Identifiable Information (PII) is defined as “any information about an individual, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, date and place of birth, mother’s maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.” Subcontractor must ensure that it has procedures in place to prepare for and respond to breaches of PII. Subcontractor will notify UNT immediately if it experiences a breach of PII.

Article 19. Public Notice of Non-Discrimination

Subcontractor must notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its program or activity subject to the non-discrimination requirements applicable to the program found at §§175 and 176(f) of the NCSA or §417 of the DVSA, and relevant program regulations found at 45 CFR Parts 2540 (AmeriCorps State and National), 2551 (Senior Companion Program), 2552 (Foster Grandparent Program), 2553 (RSVP), and 2556 (AmeriCorps VISTA). The notice must

summarize the requirements, note the availability of compliance information from the recipient and CNCS, and briefly explain procedures for filing discrimination complaints with CNCS.

Sample Language is:

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service.

If you believe that you or others have been discriminated against, or if you want more information, contact:

*(Name, address, phone number – both voice and TTY, and preferably toll free – FAX number and email address of the Subcontractor) or
Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
250 E Street, SW
Washington, DC 20525
(800) 833-3722 (TTY and reasonable accommodation line)
(202) 565-3465 (FAX); eo@cns.gov (email)*

Subcontractor must include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member or volunteer service agreements, handbooks, manuals, pamphlets, and post in prominent locations as appropriate. Subcontractor must also notify the public in recruitment material and application forms that it operates its program or activity subject to the nondiscrimination requirements. Sample language, in bold print, is: **This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.** Where a significant portion of the population eligible to be served needs services or information in a language other than English, Subcontractor shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

Article 20. Governing Law, Venue, and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute arising out of or related to this Subcontract shall be in Denton County, Texas.

The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by both UNT and Subcontractor to attempt to resolve any and all disputes arising under this Subcontract.

Article 21. Compliance with Laws

Subcontractor shall comply with all applicable requirements of all other federal, state and local laws, executive orders, regulations, and policies governing this program.

Article 22. Amendment

This Agreement may be extended, renewed, or otherwise amended at any time by the mutual written consent of the parties hereto. No modification of this Agreement or waiver of the terms or conditions hereof shall be binding upon either party hereto unless approved in writing by an authorized representative.

Article 23. Assignment

This Agreement may not be assigned in whole or in part without the prior written permission of UNT.

Article 24. Captions

The captions to the various articles of this Agreement are for informational purposes only and shall not alter the substance of the terms and conditions of this Agreement.

Article 25. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and understandings between the parties related to the work to be performed.

Article 26. Acceptance of Electronic and Scanned Signatures

The parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by an electronic signature platform or delivered by scanned image (e.g. .pdf or .tiff file extension name) as an attachment to electronic mail (email). Such electronic or scanned signatures must be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

University of North Texas

By: 
Michael Rondelli (Sep 25, 2020 11:59 CDT)

Name: Michael Rondelli


Title: Associate Vice President, Research Commercial Agreements

IRVING INDEPENDENT SCHOOL DISTRICT


A.D. Jenkins, President
Board of Trustees
Irving Independent School District

Attest:

Randy Randle, Secretary
Board of Trustees
Irving Independent School District


Ernesto Mendizábal
HOME INSTRUCTION FOR PARENTS OF PRESCHOOL YOUNGSTERS & EARLY CHILDHOOD EDUCATION COORDINATOR
Department of State / Federal program & Compliance
Irving Independent School District

APPROVED AS TO FORM ONLY:



David T. Bunger
District General Counsel
Irving Independent School
District

ATTACHMENT A
STATEMENT OF WORK

Texas HIPPY Corps Initiative 2020-2021

The Texas HIPPY Corps Initiative is a collaborative effort between the Corporation for National and Community Service; OneStar National Service Commission, Inc. ("OneStar"); Home Instruction for Parents of Preschool Youngsters ("HIPPY") U.S.A.; The University of North Texas HIPPY Center ("UNT"); and local agencies/school districts ("SUBCONTRACTOR") implementing the HIPPY program.

Home Instruction for Parents of Preschool Youngsters ("HIPPY") is a multi-faceted program focusing on school readiness for children ages three through five. Parents from targeted communities are recruited to become AmeriCorps Members. Under the supervision and support of a professional, trained HIPPY Coordinator, AmeriCorps Members learn the parenting and in-home teaching skills that enable them to instruct children in reading and better prepare them for school and a lifetime of learning. AmeriCorps infuses the spirit of national service into the HIPPY home visitation model by inspiring parents to volunteer and give back to their community. In addition, AmeriCorps Members become eligible for an Education Award in the amount of Three Thousand Ninety-Seven Dollars and Fifty Cents (\$3,097.50) by successfully completing a minimum of 900 hours of service in the Texas HIPPY Corps. Or, One Thousand Six Hundred Thirty-Eight Dollars and Forty-Three Cents (\$1,638.43) by successfully completing a minimum of 450 hours of service.

UNT agrees to provide the following services to SUBCONTRACTOR:

- 1) UNT will coordinate training and provide support for SUBCONTRACTOR HIPPY Coordinator.
- 2) UNT will provide training and support for AmeriCorps Members.
- 3) UNT will evaluate and report the success of AmeriCorps Members and the HIPPY Program to SUBCONTRACTOR and Sponsor. All data collected will meet the standards of the Institutional Review Board for research rigor and confidentiality.
- 4) UNT will provide required documentation and approvals for Education Awards to Sponsor in a timely manner.
- 5) UNT will provide SUBCONTRACTOR with all required AmeriCorps branded materials.

SUBCONTRACTOR agrees to provide the following services:

- 1) SUBCONTRACTOR HIPPY Coordinator and members will attend required training and annual on-site meetings.
- 2) SUBCONTRACTOR will complete the required criminal background checks as outlined in the AmeriCorps Member Service Agreement.
- 3) SUBCONTRACTOR will recruit, train, and supervise AmeriCorps Members.
- 4) SUBCONTRACTOR will maintain accurate records related to the service of AmeriCorps Members, as outlined by UNT on the online Texas HIPPY Backoffice, www.backoffice.texashippy.org

- 5) SUBCONTRACTOR will provide access to aggregate data on current and former students and parents. All data collected will meet the standards of the Institutional Review Board for research rigor and confidentiality.
- 6) SUBCONTRACTOR will provide all documents, reports and other information requested or required by UNT or Sponsor in a timely manner.
- 7) SUBCONTRACTOR must be prepared to engage in up to 4 days of on-site visit from UNT staff or peer-exchange at another site, on the recommendation of UNT, paid for by UNT.
- 8) SUBCONTRACTOR will enter HIPPI family progress data into the online Visit Tracker system and keep updated within a minimum of 4 weeks.
- 9) SUBCONTRACTOR agrees to inform UNT immediately and in writing when a Member is at risk for dropping out of the program (such as being officially reprimanded, giving notice, is suspended or is otherwise dropping out with or without cause).
- 10) SUBCONTRACTOR agrees to display the AmeriCorps logo prominently while administering the program, including displaying the logo on all documents disseminated and requiring members to wear the AmeriCorps logo daily while performing services.

UNT and SUBCONTRACTOR agree to perform services during the period specified in the agreement.

**ATTACHMENT B
COST ESTIMATE**

See Attached.

ATTACHMENT C
APPLICABLE PROVISIONS OF PRIME CONTRACT

See Attached.

These Corporation for National and Community Service (CNCS) General Grant Terms and Conditions (General Terms and Conditions) are binding on the subrecipient. By accepting funds under this award, the subrecipient agrees to comply with, and include in all awards and subawards, these General Terms and Conditions, the program-specific terms and conditions, all applicable Federal statutes, regulations and guidelines, and any amendments thereto. The subrecipient agrees to operate the funded program in accordance with the approved grant application and budget, supporting documents, and other representatives made in support of the approved grant application. The term recipient is used to connote either recipient or subrecipient, as appropriate, throughout these General Terms and Conditions.

Table of Contents

I.	CHANGES FROM THE 2019 GENERAL TERMS AND CONDITIONS	2
II.	GOVERNING AUTHORITIES	2
A.	LEGISLATIVE AND REGULATORY AUTHORITY	2
B.	OTHER APPLICABLE TERMS AND CONDITIONS	2
C.	ORDER OF PRECEDENCE	2
III.	GENERAL TERMS AND CONDITIONS	3
A.	Responsibilities Under Award Administration	3
B.	FINANCIAL MANAGEMENT STANDARDS	3
C.	Changes in Budget or Key Personnel	4
D.	Bankruptcy	4
E.	Prohibited Program Activities	4
F.	National Service Criminal History Check Requirements	4
G.	The Office of the Inspector General	5
H.	Reporting of Fraud, Waste and Abuse	5
I.	Whistleblower Protection	6
J.	Liability and Safety Issues	6
K.	Award Monitoring	6
L.	Non-Discrimination Public Notice and Records Compliance	6
M.	Identification of Funding	8
N.	Award Products	8
O.	Suspension or Termination of Award	8
P.	Grantee Procurement	8
Q.	Trafficking in Persons	8
R.	System for Award Management (SAM) and Universal Identifier Requirements	10
S.	Conflict of Interest	10
T.	Award Term and Condition for Recipient Integrity and Performance Matters	11
U.	Breached of Personally Identifiable Information (PII)	12
IV.	ATTACHMENT	13

CHANGES FROM THE 2019 GENERAL TERMS AND CONDITIONS

- Section III.A.3. – Added the reference to contact the Portfolio Manager, applicable to awards that have transitioned to the regions, as opposed to the Grants Officer, applicable to awards that have not yet transitioned.
- Section III.C. – Removed the requirement to notify CNCS of changes in key personnel and senior leadership.
- Section III.H, T, V. – Added the reference to contact the Portfolio Manager, applicable to awards that have transitioned to the regions, as opposed to the Program Officer, applicable to awards that have not yet transitioned.
- Section III.L. – Changed sample language and updated contact information.
- Section III.P. – Deleted the effective date.
- Section III.S.1.b.ii. – Added more current dates.

GOVERNING AUTHORITIES

A. Legislative and Regulatory Authority

This award is authorized by and subject to the National and Community Service Act of 1990, as amended, (42 U.S.C. 12501 et seq.) (NCSA) and/or the Domestic Volunteer Service Act of 1973, as amended, (42 USC 4950 et seq.) (DVSA), the Federal Grant and Cooperative Agreement Act (FGCAA), 31 USC §§6301-6308, and CNCS's implementing regulations in 45 CFR Chapter XII and/or XXV. Recipients must comply with the requirements of the NCSA and/or DVSA and CNCS's implementing regulations, as applicable.

B. Other Applicable Terms and Conditions

This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200 and CNCS's implementing regulation at 2 CFR Part 2205 (hereinafter, the Uniform Guidance). Award recipients must read, understand, and implement these requirements. The recipient must comply with all other applicable statutes, executive orders, regulations, and policies governing the award, including but not limited to, those included in 2 CFR Chapter I, as well as those cited in these General Terms and Conditions to provide emphasis or additional explanations to recipients. Other provisions are included in these CNCS General Terms and Conditions because they are required by specific laws or regulations. In addition to the applicable statutes and regulations referred to above, the recipient must comply with and perform its award consistent with the requirements stated in:

- (1) The Notice of Grant Award;
- (2) These General Terms and Conditions;
- (3) The Program Specific Terms and Conditions;
- (4) The OneStar Terms and Conditions;
- (5) The Notice of Funding Availability;
- (6) The recipient's approved application (including the final approved budget, attachments, and pre-award negotiations); and
- (7) Grant Certification and Assurances.

C. Order of Precedence

Any inconsistency in the authorities governing the Award shall be resolved by giving precedence in the following order (a) applicable Federal statutes, (b) applicable Federal regulations, (c) Notice of Grant Award, including OneStar Terms and Conditions; (d) CNCS Program Specific Terms and Conditions, (e) CNCS General Terms and Conditions, (f) the Notice of Funding Opportunity, and (g) the approved Award Application including all assurances, certifications and attachments, and pre-award negotiations.

III. GENERAL TERMS AND CONDITIONS

A. Responsibilities Under Award Administration

(1) **Accountability of the Recipient.** The recipient has full fiscal and programmatic responsibility for managing all aspects of the award and award-supported activities, subject to the oversight of OneStar Foundation and CNCS. The recipient is accountable to OneStar Foundation for its operation of the program and the use of CNCS award funds. The recipient must expend award funds in a judicious and reasonable manner, and it must record accurately the service activities and outcomes achieved under the award. Although recipients are encouraged to seek the advice and opinion of OneStar on special problems that may arise, such advice does not diminish the recipient's responsibility for making sound judgements and does not shift the responsibility for operating decisions to OneStar or CNCS.

(2) **Subawards.** If authorized by law and permitted by CNCS, a recipient may make subawards in accordance with the requirements set forth in the Uniform Guidance. The recipient must have and implement a plan for oversight and monitoring that complies with the requirements applicable to pass-through entities identified at 2 CFR §200.331 to ensure that each subrecipient has agreed to comply, and is complying, with award requirements.

A recipient of a Federal award that is a pass-through entity has certain obligations to its subrecipients. Those requirements are located at 2 CFR § 200.331, §200.207, § 200.338, and 2CFR Part 200 Subpart F.

(3) **Notice to OneStar and CNCS.** The recipient will notify the appropriate OneStar Program or Grants Officer immediately of any developments or delays that have a significant impact on funded activities, any significant problems relating to the administrative or financial aspects of the award, or any suspected misconduct or malfeasance related to the award or subrecipient. OneStar will inform the CNCS Program or Grants Officer/Portfolio Manager about the corrective action taken or contemplated by the recipient and any assistance needed to resolve the situation.

B. Financial Management Standards

(1) **General.** The recipient must maintain financial management systems that comply with 2 CFR §200.302(b). The recipient's financial management system must be capable of distinguishing expenditures attributable to this award from expenditures not attributable to this award. The systems must be able to identify costs by program year and by budget category, and to differentiate between direct and indirect costs. For all recipient's financial management requirements and responsibilities, refer to Subparts D and E of 2 CFR Part 200.

(2) **Allowability of Cost.** To be allowable under an award, costs must meet the criteria of 2 CFR §200.403, which provides that costs must be necessary and reasonable for the performance of the award, must conform to limitations in the award or 2 CFR Part 200 as to types or amounts of cost items, must be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the recipient, must be adequately documented, and must not be included as a cost or used to meet cost share or matching requirements of any other Federally-financed program. Furthermore, the costs must be accorded consistent treatment in like circumstances as either direct or indirect costs in order to avoid the double-charging of Federal awards (see 2 CFR §200.403(d) and §200.412).

(3) **Cost Reporting.** Recipients financial management systems must be able to routinely produce reports which support and reconcile to the amounts reported to OneStar through the Periodic Expense Report (PER). Recipients must also ensure that the financial management systems of any subrecipients can routinely produce the same reports. As part of its ongoing fiscal oversight of recipients, CNCS will be requesting randomly selected recipients to provide reports supporting their Federal cash disbursements (including supporting information for cash disbursements made by subrecipients). CNCS expects that recipients' and

subrecipients' financial management systems to be able to produce those supporting reports on a routine basis.

- (4) **Audits.** Recipient organizations that expend \$750,000 or more in total federal awards in a fiscal year shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and 2 CFR Part 200, Subpart F. If the recipient expends Federal awards under only one Federal program, it may elect to have a program specific audit, if it is otherwise eligible. A recipient that does not expend \$750,000 in Federal awards is exempt from the audit requirements for that year. However, it must continue to conduct financial management reviews of its subrecipients, and its records and its subrecipients' records must be available for review and audit in accordance with 2 CFR §§200.333-200.337 and §200.331(a)(5). Additionally, a recipient acting as a pass-through entity must issue management decisions for audit findings pertaining to the Federal award provided to the subrecipients as required by 2 CFR §200.521 and ensure follow-up on audit findings in a timely manner to ensure that the subrecipient corrects any deficiencies identified in the audit.

C. Changes in Budget or Key Personnel

All budget and programmatic changes must comply with 2 CFR §200.308 – Revision of budget and program plans. 2 CFR §200.407 Prior written approval (prior approval) – provides an exhaustive list of those other items requiring OneStar and/or CNCS's advance approval.

D. Bankruptcy

The recipient must notify OneStar if, during the term of its award, the recipient or one of its subrecipients becomes insolvent or is unable to pay its debts as they mature, or files a voluntary petition in bankruptcy or is the subject of an involuntary petition that is neither stayed nor dismissed within 60 days after the petition is filed.

E. Prohibited Program Activities

The recipient must comply with, and require all subrecipients to comply with, the prohibitions on use of CNCS funds applicable to their program as identified in sections 132A and 174 of the NCSA (42 U.S.C. §§12584a and 12634) and section 403 of the DVSA (42 U.S.C. §5043), and provisions by Congress in annual appropriations acts. More specific guidance on these prohibitions will be provided in CNCS's Specific Terms and Conditions and in other guidance.

F. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. See 45 CFR §§2540.200-2540.207 and <http://www.nationalservice.gov/resources/criminal-history-check> for complete information and FAQs. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks:

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

- (1) A nationwide name-based search of the National Sex Offender Public Website (NSOPW); and
- (2) Either:
 - (a) A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; or
 - (b) A fingerprint-based FBI criminal history check.

Special Rule for Person's Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers with recurring access to vulnerable populations (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

- (1) A nationwide name-based check of the NSOPW; and
- (2) Both:
 - (a) A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; or
 - (b) A fingerprint-based FBI criminal history check.

You must retain adequate documentation that you completed the required NSCHC. Inability to demonstrate that you conducted a required criminal history check component, to include the NSOPW, as specified in the regulations, may result in sanctions, including disallowance of costs.

G. The Office of the Inspector General

CNCS's Office of Inspector General (OIG) conducts and supervises independent audits, evaluations, and investigations of CNCS's programs and operations. Based on the results of these audits, reviews, and investigations, the OIG recommends policies to promote economy and efficiency and to prevent and detect fraud, waste and abuse in CNCS's programs and operations.

The OIG conducts and supervises audits of CNCS recipients, as well as legally required audits and reviews. The legally required audits include evaluating CNCS's compliance with the Improper Payments Elimination and Recovery Act (IPERA) which may result in grantees being requested to produce responsive documentation. The OIG uses a risk-based approach, along with input received from CNCS management, to select recipients and awards for audit. The OIG hires independent audit firms to conduct some of its audits. The OIG audit staff is available to discuss any audit, and can be reached at (202) 606-9390.

Recipients must cooperate fully with CNCS requests for documentation and OIG inquiries by timely disclosing complete and accurate information pertaining to matters under investigation, audit or review, and by not concealing information or obstructing audits, inspections, investigations, or other official inquiries.

H. Reporting of Fraud, Waste and Abuse

Recipients must contact the OIG and their OneStar Program Officer without delay when they first suspect:

- (1) Any criminal activity or violations of law has occurred, such as:
 - (a) Fraud, theft, conversion, misappropriation, embezzlement, or misuse of funds or property by any person, including CNCS personnel, grantees or contractors – even if no federal funds or property was involved;
 - (b) Submission of a false claim or a false statement by any person in connection with any CNCS program, activity, grant or operations;
 - (c) Concealment, forgery, falsification, or unauthorized destruction of government or program records;
 - (d) Corruption, bribery, kickbacks, acceptance of illegal gratuities, extortion or conflicts of interest in connection with operations, programs, activities, contracts, or grants;
 - (e) Other misconduct in connection with operations, programs, activities, contracts, or grants; or
 - (f) Mismanagement, abuse of authority, or other misconduct by any CNCS personnel.
- (2) Fraud, waste, or abuse.
 - (a) Fraud occurs when someone is intentionally dishonest or uses intentional misrepresentation or misleading omission to receive something of value or to deprive someone, including the government, of something of value.
 - (b) Waste occurs when taxpayers do not receive reasonable value for their money in connection with a government-funded activity due to an inappropriate act or omission by people with control over or access to governmental resources.

- (c) Abuse is behavior that is deficient, objectively unreasonable, or improper under the circumstances. Abuse also includes the misuse of authority or position for personal financial gain or the gain of an immediate or close family member or business associate.

The OIG maintains a hotline to receive this information, which can be reached by email at hotline@cncsoig.gov or by telephone at (800) 452-8210. Upon request, OIG will take appropriate measures to protect the identity of any individual who reports misconduct, as authorized by the Inspector General Act of 1978, as amended. Reports to OIG may also be made anonymously.

The recipient should take no further steps to investigate any suspected misconduct, except as directed by the OIG or to prevent the destruction of evidence or information.

I. Whistleblower Protection

- (1) This award and employees working on this award will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239).
- (2) Under this pilot program, an employee of a recipient may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or award, a gross waste of Federal funds,

an abuse of authority (an arbitrary and capricious exercise of authority that is inconsistent with the mission of CNCS or the successful performance of a contract or award of CNCS) relating to a Federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award.

- (3) The subrecipient shall inform its employees in writing, in the predominant language of the workforce or organization, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described above and at <http://www.cncsoig.gov/whistleblower-protection>.

J. Liability and Safety Issues

The recipient must institute safeguards as necessary and appropriate to ensure the safety of members and volunteers. Members and volunteers may not participate in projects that pose undue safety risks. Any insurance costs under the award must comply with 2 CFR 200.447, which outlines what insurance costs are allowable.

K. Award Monitoring

- (1) **Site Visits.** CNCS may make site visits to review and evaluate recipient records, accomplishments, organizational procedures and financial control systems; to conduct interviews; and to provide technical assistance as necessary.
- (2) **Desk reviews.** CNCS may conduct desk reviews to make limited verifications of recipient compliance with the terms of their award, conduct a review of the recipient's general management practices, and identify and practice or procedure that may require further scrutiny.
- (3) **Responding to information requests.** CNCS may from time to time request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. *Failure to make timely responses to such requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate.*

L. Non-Discrimination Public Notice and Records Compliance

- (1) **Public Notice of Non-Discrimination.** The recipient must notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its

program or activity subject to the non-discrimination requirements applicable to their program found at §§175 and 176(f) of the NCSA or §417 of the DVSA, and relevant program regulations found at 45 CFR Parts 2540 (AmeriCorps State and National), 2551 (Senior Companion Program), 2552 (Foster Grandparent Program), 2553 (RSVP), and 2556 (AmeriCorps VISTA). The notice must summarize the requirements, note the availability of compliance information from the recipient and CNCS, and briefly explain procedures for filing discrimination complaints with CNCS.

Sample language is:

Any benefits and terms and conditions of this program, are available to all without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service. [Grantee's name] policy and federal law prohibits reprisal for engaging in protected activity (reporting discrimination or harassment, participating in investigations of such allegations, or intervening to assist those who are subjected to prohibited behaviors), and it will not be tolerated. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service.

If you believe that you or others have been discriminated against, or if you want to seek advice, contact:

*(Name, address, phone number – both voice and TTY, and preferably toll free – FAX number and email address of the recipient) or
Equal Employment Opportunity Office (EEOC)
Corporation for National and Community Service
250 E Street, SW
Washington, DC 20525
(202) 606-7503
eo@cns.gov (email)*

The recipient must include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member or volunteer service agreements, handbooks, manuals, pamphlets, and post in prominent locations, as appropriate. The recipient must also notify the public in recruitment material and application forms that it operates its program or activity subject to the nondiscrimination requirements. Sample language, in bold print, is: **This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.** Where a significant portion of the population eligible to be served needs services or information in a language other than English, the subrecipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

- (2) **Prohibition Against National Origin Discrimination Affecting Limited English Proficient (LEP) Persons.** Pursuant to Executive Order (EO) 13166 – Improving Access to Services for Persons with Limited English Proficiency, recipients are required to provide meaningful access to their programs and activities by LEP persons. For more information, please see the policy guidance at 67 FR 64604.
- (3) **Records and Compliance Information.** The recipient must keep records and make available to CNCS timely, complete and accurate compliance information to allow CNCS to determine if the recipient is complying with the civil rights statutes and implementing regulations. Where a recipient extends Federal financial

assistance to subrecipients, the subrecipients must make available compliance information to the recipient so it can carry out its civil rights obligations in accordance with the records requirements at 2 CFR §§200.333-200.337 and §200.331(a)(5).

- (4) Obligation to Cooperate.** The recipient must cooperate with CNCS so that CNCS can ensure compliance with the civil rights statutes and implementing regulations. The recipient shall permit access by On eStar and CNCS during normal business hours to its books, records, accounts, staff, members or volunteers, facilities, and other sources of information as may be needed to determine compliance.

M. Identification of Funding

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs, funded in whole or in part with Federal money, all grantees receiving CNCS funds included, shall clearly state – 1) the percentage of the total costs of the program or project which will be financed with Federal money; 2) the dollar amount of Federal funds for the project or program; and 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

N. Award Products

- (1) Sharing Award Products.** To the extent practicable, the recipient agrees to make products produced under the award available at the cost of reproduction to others in the field.
- (2) Acknowledgement of Support.** Publications created by members, volunteers or award-funded staff must be consistent with the purposes of the award. The appropriate program CNCS logo shall be included on such documents. The recipient is responsible for assuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon work supported by this award:

“This material is based upon work supported by the Corporation for National and Community Service (CNCS) under Grant No. ___. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS or the AmeriCorps Program.”

O. Suspension of Termination of Award

CNCS may suspend or terminate this award in accordance with 2 CFR §§200.338 and 200.339 and applicable CNCS regulations and statutes. In addition, a recipient may suspend or terminate assistance to one of its subrecipients in accordance with 2 CFR §§200.338 and 200.339, provided that such action complies with 2 CFR §200.341.

P. Grantee Procurement

Pursuant to the National Defense Authorization Acts for both Fiscal Years 2017 and 2018, all CNCS grant recipients are authorized to use a micro-purchase threshold of \$10,000 and a simplified acquisition threshold of \$250,000.

Q. Trafficking in Persons

This award is subject to requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104).

- (1) Provisions applicable to a recipient that is a private entity.**
- (a) You as the recipient and your employees may not:**
- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award.

- (b) CNCS as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity,
- i. Violates a prohibition in paragraph (a.) of this award term; or
 - ii. Has an employee who violates a prohibition in paragraph (a.) of this award term through conduct that is either:
 - Associated with performance under this award; or
 - Imputed to you using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by CNCS at 2 CFR Part 2200.
- (2) Provisions applicable to a recipient other than a private entity. CNCS as the federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is not a private entity–
- (a) Is determined to have violated an applicable prohibition of paragraph (1.) (a.) of this award term; or
 - (b) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph (1.) (a.) (i.) of this award term through conduct that is–
 - i. Associated with performance under this award; or
 - ii. Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2200.
- (3) Provisions applicable to any recipient.
- (a) You must inform CNCS immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (1.) (a.) of this award term.
 - (b) Our right to terminate unilaterally that is described in paragraph (1.) and (2.) of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - (c) You must include the requirements of paragraph (1.) (a.) of this award term in any subaward you make to a private entity.
- (4) Definitions. For purposes of this award term:
- (a) "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third part as an in-kind contribution toward cost sharing or matching requirements.
 - (b) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - (c) "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
 - ii. Includes:
 - A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
 - A for-profit organization.
 - (d) "Severe forms of trafficking in persons", "commercial sex act", and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

R. System for Award Management (SAM) and Universal Identifier Requirements (Required Provision Under 2 CFR §285.220)

- (1) Requirement for System for Award Management (SAM): Unless you are exempted from this requirement under 2 CFR § 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.
- (2) Requirement for Unique Entity Identifier. If you are authorized to make subawards under this award, you:
 - (a) Must notify potential subrecipients that no entity (see definition in paragraph 3. Of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you. (CNCS's eGrants system requires a DUNS number.)
 - (b) May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.
- (3) Definitions. For the purpose of this award term:
 - (a) System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov/portal/public/SAM/>).
 - (b) Unique Entity Identifier means the identifier required for SAM registration to uniquely identify business entities. (CNCS's eGrants system requires DUNS numbers. DUNS stands for Data Universal Numbering System (DUNS), a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
 - (c) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - i. A Governmental organization, which is a State, local government, or Indian Tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization; and
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 - (d) Subaward:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - iii. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
 - (e) Subrecipient means an entity that:
 - i. Receives a subaward from you under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.

S. Conflict of Interest

You must disclose in writing any potential conflict of interest to your OneStar Program or Grants Officer. This disclosure must take place immediately. The CNCS conflict of interest policies apply to subawards as well as contracts, and are as follows:

- (1) As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.

- (2) None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- (3) If you have a parent or affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.

T. Award Term and Condition for Recipient Integrity and Performance Matters (Required Provision Under 2 CFR §200.210(B)(III) for Grants and Cooperative Agreements of \$500,000 or more)

(1) General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

(2) Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- (a) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- (b) Reached its final disposition during the most recent five-year period; and
- (c) Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - iii. An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more of reimbursement, restitution, or damages in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 - It could have led to an outcome described in paragraph 2.c.(i)(ii), or (iii) of this award term and condition;
 - It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and
 - The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

(3) Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

(4) Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(5) Definitions

For the purposes of this award term and condition:

- (a) Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- (b) Conviction, for purposes of this award term and condition, means a judgement or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- (c) Total value of currently active grants, cooperative agreements, and procurement contracts includes –
 - i. Only the Federal share of the funding under any Federal award with a recipient cost share or match, and
 - ii. The value of all expected funding increments under a Federal award and options, even if not yet exercised.

U. Breaches of Personally Identifiable Information (PII)

All recipients and subrecipients need to be prepared for potential breaches of Personally Identifiable Information, PII. OMB defines PII as any information about an individual, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. All recipients and subrecipients must ensure that they have procedures in place to prepare for and respond to breaches of PII, and notify the Federal awarding agency in the event of a breach. If your CNCS grant-funded program or project creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PII within the scope of that Federal grant award, or uses or operates a Federal information system, you must establish procedures to prepare for and respond to a potential breach of PII, including notice of a breach of PII to CNCS and OneStar. Grantees experiencing a breach should immediately notify CNCS' Office of Information Technology, and your OneStar Program Officer.

IV. ATTACHMENT

Grant Program Civil Rights and Non-Harassment Policy

The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by or receiving federal financial assistance from CNCS must be free from all forms of harassment.

Harassment is unacceptable in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, and at service-related social events. Any such harassment, if identified, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or national service participant. All recipients of federal financial assistance, including individuals, organizations, programs and/or projects are also subject to this zero-tolerance policy. When a violation occurs, appropriate corrective action subject to regulatory procedures will take place, up to and including termination of federal financial assistance from all federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; and demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment by anyone, including persons of the same or different races, sexes, religions, or ethnic origins; a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); or a co-worker or national service participant.

I expect supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, national service participants, or other individuals, to immediately take swift and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of federal financial assistance from CNCS and all other federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with the CNCS Equal Opportunity Program (EOP). Discrimination claims not

brought to the attention of EOP within 45 days of occurrence may not be accepted in a formal complaint of discrimination. You are not required to use a program, project, or sponsor dispute resolution procedure before contacting the EOP. If another procedure is used, it does not affect the 45-day time limit. The EOP may be reached at (202) 606-7503 or eo@cns.gov.

Barbara Stewart

Barbara Stewart

3-1-18

Date

These Corporation for National and Community Service (CNCS) Grant Program Specific Terms and Conditions and the General Terms and Conditions, and OneStar Terms and Conditions are binding on the recipient. By accepting funds under this award, the subrecipient agrees to comply with, and include in all awards and subawards, these Specific Terms and Conditions, all applicable Federal statutes, regulations and guidelines, and any amendments thereto. The subrecipient agrees to operate the funded program in accordance with the approved grant application and budget, supporting documents, and other representatives made in support of the approved grant application. The term recipient is used to connote either recipient or subrecipient, as appropriate, throughout these Specific Terms and Conditions.

Due to COVID-19, CNCS has provided guidance that informs the applicability, implementation, or enforcement of the terms and conditions due to legislative changes and new facts that support discretionary agency action. Please refer to the COVID-19 FAQs.

Table of Contents

I.	CHANGES FROM THE 2019 AMERICORPS GRANT TERMS AND CONDITIONS	2
II.	DEFINITIONS	3
III.	AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE PROGRAM	3
IV.	MEMBER RECRUITMENT, SELECTION, AND EXIT	4
V.	SUPERVISION AND SUPPORT	6
VI.	CHANGES IN MEMBER POSITIONS	9
VII.	RELEASE FROM PARTICIPATION	10
VIII.	LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS, AND TAXES	11
IX.	MEMBER RECORDS AND CONFIDENTIALITY	13
X.	BUDGET AND PROGRAMMATIC CHANGES	14
XI.	AWARD PERIOD AND INCREMENTAL FUNDING	16
XII.	PROGRAM INCOME	16
XIII.	SAFETY	16
XIV.	NATIONAL SERVICE CRIMINAL HISTORY CHECK TRAINING	16
XV.	FIXED AMOUNT AWARDS	ERROR! BOOKMARK
	NOT DEFINED.	

I. CHANGES FROM THE 2019 AMERICORPS GRANT TERMS AND CONDITIONS

For your convenience, CNCS has identified changes from last year's AmeriCorps State grant provisions. The list below is general and informational in nature, not comprehensive. We reiterate the importance of reviewing all award terms and conditions, because recipients are responsible for knowing, understanding, and complying with all award terms and conditions.

1. Changed Office of Grants Management to Office of Grant Administration (OGA) and updated Grants Officer titles to Grants Award Specialist.
2. Section IV.B. – Added the Application and Other Fees Section
3. Section IV.C. – Re-titled the section from pre-enrollment of selected member to enrollment of selected members. Added enrollment must be completed no later than 8 calendar days from the member's start date.
4. Section IV.F. – Changed to funding may be available for reasonable accommodation, form is available.
5. Section IV.H. – Added programs must exit members before being re-enrolled in another term of service.
6. Section V.B. – Added the start date in the Portal is the effective date of the service agreement.
7. Section V.C. – Added Census Activities and Election and Polling Activities to the list of prohibited activities.
8. Section V.C. – Added when possible for posting a list of prohibited activities.
9. Section V.E. – Added the section on Teleservice.
10. Section V.F. – Added the section on AmeriCorps members as Team Leaders.
11. Section V.I. – Added the section on Jury Duty.
12. Section VI.C.1. – Added healthcare or childcare costs are not available for less than full-time members unless serving in a full-time capacity.
13. Section VII. – Added Compelling Personal Circumstances for Pregnancy/Childbirth.
14. Section VIII.C.5. – Added Unemployment Insurance.
15. Section VIII.E. – Added the section on Temporary Leave, HealthCare, and Benefits.
16. Section VIII.F. – Removed reference to FAQs to AmeriCorps Childcare Website.
17. Section XVI – Changes the name from full-time fixed amount awards to full-cost fixed amount awards. (Removed reference to full-time fixed amount grants throughout.)
18. Section XVI – Added CARES act language for fixed amount grants with members affected by COVID-19.
19. Section XVII – Removed the section on Breaches of Personally Identifiable Information as it exists in the General Terms and Conditions.

II. DEFINITIONS

The following definitions apply to the entire Grant Award.

- A. **Recipient**, for the purposes of this agreement, means the direct recipient of this award. The recipient is legally accountable to CNCS for the use of award funds, or member positions and is bound by the provision of the award. The recipient is responsible for ensuring that subrecipients or other organizations carrying out activities under this award comply with all applicable Federal requirements, including the CNCS General Terms and Conditions, these Specific Terms and Conditions, the OneStar Terms and Conditions, regulations applicable to the program, and the NCSA.
- B. **Planning Grant**, for the purposes of this agreement, is an award or subaward for the planning of a national service program. State Service Commissions may award planning grants as part of their Formula Cost Reimbursement prime award. Planning Grants do not include member positions. Planning grants are awarded for a maximum of one year and may not exceed \$75,000 per program.
- C. **Subrecipient**, refers to an organization receiving an AmeriCorps award or member positions from a recipient of CNCS funds. See 2 CFR §200.93.
- D. **Operating site** means the organization that manages the AmeriCorps program and places members into service locations. State subrecipients (programs) are operating sites.
- E. **Program** refers to the activities supported under the award.
- F. **Service Location** means the organization where or with which a member actually provides his or her service in the community. Typical service locations are schools, food banks, health clinics, community parks, etc. The service location may be the same as the operating site, but only if the member actually serves at or with the operating site organization. A member may serve at multiple service locations, all of which must be listed in the portal, although the program must select only one for the member's primary assignment.
- G. **Member or participant** means an individual:
 1. Who has been selected by a recipient or subrecipient to serve in an approved national service position;
 2. Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States;
 3. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled in a full-time, year-round youth corps or full-time summer program as defined in the NCSA (42 USC §12572 (a)(3)(B)(x)), in which case he or she must be between the ages of 16 and 25, inclusive, and
 4. Who has received a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent (unless this requirement is waived based on an individual education assessment conducted by the program) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under 20 USC §1091 (See Section IX.B).
- H. **NCSA** means the National and Community Service Act of 1990, as amended. See 42 USC §§ 12501-12657.

III. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE PROGRAM

- A. **Identification as an AmeriCorps Program or Member.** The recipient shall identify the program as an AmeriCorps program and members as AmeriCorps members. All agreements with subrecipients, operating sites, or service locations, related to the AmeriCorps program must explicitly state that the program is an AmeriCorps program and AmeriCorps members are the resource being provided.
- B. **The AmeriCorps Name and Logo.** AmeriCorps is a registered service mark of CNCS. CNCS provides a camera-ready logo. All recipient and subrecipient websites shall clearly state that they are an AmeriCorps recipient and shall prominently display the AmeriCorps logo. Recipients and subrecipients shall use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, on-line

position postings or other recruitment materials, orientation materials, member curriculum materials, signs, banners, websites, social media, press releases and publications related to their AmeriCorps program in accordance with CNCS requirements.

To publicize the relationship between the program and AmeriCorps, the recipient shall describe their program as "an AmeriCorps program." Recipients shall provide information or training to their AmeriCorps members about how their program is part of the national AmeriCorps program and about the other national service programs of CNCS. Recipients are strongly encouraged to place signs that include the AmeriCorps name and logo at their service sites and may use the slogan "AmeriCorps Serving Here." AmeriCorps members should state that they are AmeriCorps members during public speaking opportunities.

The recipient may not alter the AmeriCorps logo, and must obtain written permission from CNCS before using the AmeriCorps name or logo on materials that will be sold or permitting donors to use the AmeriCorps name or logo in promotional materials. The recipient may not use or display the AmeriCorps name or logo in connection with any activity prohibited by statute, regulation, or CNCS General Terms and Conditions, and these specific award terms and conditions.

IV. MEMBER RECRUITMENT, SELECTION, AND EXIT

Member recruitment and selection requirements are in CNCS's regulations at 45 CFR §§ 2522.210 and Part 2540, subpart B. In addition, the recipient must ensure that the following procedures are followed:

- A. **Member Listings/Position Descriptions in the My AmeriCorps Portal.** Programs must list all of their member listings/position descriptions by creating Service Opportunity Listings in the My AmeriCorps Portal.
- B. **Application and Other Fees.** Charging an application or other fee to a prospective member to apply to serve as an AmeriCorps member is not allowed. Programs may charge application fees to prospective members who are applying to their education institution or participating in their academic program if such fees are required of all applicants, but not for applying to serve as an AmeriCorps member. For National Service Criminal History Checks, CNCS has allowed grant recipients to have applicants front the cost as long as applicants are reimbursed for the expense. This is for both applicants that are selected and those that are not.
- C. **Enrollment of selected members.** Programs must enter applicants into the Portal *prior* to their first day of service and in sufficient time to ensure that the future member is citizenship eligible. Program staff must also certify that the future member's required NSOPW has been run, reviewed, and approved as well as the State and/or FBI criminal history checks initiated prior to their first day of service. Members will not be permitted to enroll in the National Service Trust prior to those steps occurring. Enrollment must be completed no later than 8 calendar days from the member's start date.
- D. **Notice to CNCS's National Service Trust.** The recipient must notify CNCS's National Service Trust, via the My AmeriCorps Portal, within 30 days of a member's completion of, suspension from, or release from, a term of service. Suspension of service is defined as an extended period during which the member is not serving, nor accumulating service hours or receiving AmeriCorps benefits. AmeriCorps members must complete their own enrollment and exit forms on-line in the My AmeriCorps Member Portal except in rare cases when the recipient program has received written approval to waive this requirement from the Director of AmeriCorps State and National and/or his designee. All requests for a waiver must be submitted to recipient's OneStar Program Officer.

The recipient also must notify the Trust, via the My AmeriCorps Portal, when a change in a member's term of service is approved and changed (i.e. from full-time to less than full-time or vice versa.) Failure to report such changes within required time frames may result in sanctions to the recipient, up to and including suspension or termination of the award. Recipients or subrecipients meet notification requirements by using the appropriate

electronic system to inform CNCS of changes within the required time frames. Any questions regarding the Trust should be directed to the Trust Office (800) 942-2677.

- E. **Parental Consent.** Parental or legal guardian consent must be obtained for members under 18 years of age before members begin a term of service. Recipients may also include an informed consent form of their own design as part of the member service agreement materials.
- F. **Reasonable Accommodation.** Programs and activities must be accessible to persons with disabilities, and the recipient must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. As such, inquiries about the need for reasonable accommodation should take place after a member has been offered an AmeriCorps position. There may be funding available from CNCS to offset the recipients' cost on a first come, first serve basis. Please email Accommodations@cns.gov for more information.
- G. **Assigning Members to Service Locations.** The recipient is required to ensure that all operating sites and all service locations are entered in the My AmeriCorps Portal for all members within seven (7) calendar days of the members' starting a term of service. The recipient is required to include the name of the organization, and the full address or zip-plus-four of the service locations where each member will be serving. If a member is serving at multiple service locations, the program must select as the member's primary assignment the one where the member serves a majority of his or her hours. However, all service locations must be listed in the portal.
- H. **Completion of Terms of Service.** The recipient must ensure that each member has sufficient opportunity to complete the required number of hours of service to qualify for the education award. Members must be exited within 30 days of the end of their term of service. If this award expires or is not renewed, a member who was scheduled to continue in a term of service may either be placed in another program, where feasible, or if the member has completed at least 15% of the service hour requirement, the member may receive a pro-rated education award.

While programs have up to 30-days to report a member's completion of service, for those individuals intending to re-enroll in AmeriCorps, programs must exit the members before they can be re-enrolled in another term of service.

- I. **Member Exit.** In order for a member to receive an education award from the National Service Trust, the recipient must certify to the National Service Trust that the member satisfactorily and successfully completed the term of service, and is eligible to receive the education benefit. The recipient (and any individual or entity acting on behalf of the recipient) is responsible for the accuracy of the information certified on the end-of-term certification.
- J. **Penalties for false information:** Any recipient who makes a materially false statement or representation in connection with the approval or disbursement of an education award or other payment from the National Service Trust may be liable for the recovery of funds and subject to civil sanctions. Any individual involved in making a materially false statement may be subject to criminal sanctions. If CNCS determines that the certification of a member's hours is erroneous, the award recipient may be charged for any payment or potential payment from the National Service Trust. In assessing the amount of the charge, CNCS shall consider the full facts and circumstances surrounding the erroneous or incorrect certification. (see 42 U.S.C. §12602a(b)).

V. SUPERVISION AND SUPPORT

- A. **Planning for the Terms of Service.** The recipient must develop member positions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. The recipient is

responsible for ensuring that the positions do not include or put the AmeriCorps member in a situation where the member is at risk for engaging in any prohibited activity (see 45 CFR § 2520.65), activity that would violate the non-duplication and non-displacement requirements (see 45 CFR § 2540.100), or exceeding the limitations on allowable fundraising activity (see 45 CFR §§ 2520.40-45). The recipient must accurately and completely describe the activities to be performed by each member in a position description. Position descriptions must be provided to CNCS upon request. The recipient must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for an education award. In planning for the member's term of service, the recipient must account for holidays and other time off and must provide each member with sufficient opportunity to make up missed hours.

B. Member Service Agreements. The recipient must require that each member sign a member service agreement that includes, at minimum, the following:

1. Member position description;
2. The minimum number of service hours (as required by statute) and other requirements (as developed by the recipient) necessary to successfully complete the term of service and to be eligible for the education award;
3. The amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
4. Standards of conduct, as developed by the recipient or subrecipient;
5. The list of prohibited activities, including those specified in the regulations at 45 CFR § 2520.65 (see paragraph C, below);
6. The text of 45 CFR §§ 2540.100(e)-(f), which relates to Non-Duplication and Nondisplacement;
7. The text of 45 CFR §§ 2520.40-45, which relates to fundraising by members;
8. Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 *et seq.*);
9. Civil rights requirements, complaint procedures, and rights of beneficiaries;
10. Suspension and termination rules;
11. The specific circumstances under which a member may be released for cause;
12. Grievance procedures; and
13. Other requirements established by the subrecipient.

The recipient should ensure that the service agreement is signed on or before commencement of service but the effective date will not be before the member is enrolled in the AmeriCorps Portal.

C. Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65.):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;

5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to-
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

In addition to the above activities, the below activities are additional prohibited:

Census Activities. AmeriCorps members are volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.

All locations where members serve should post a list of the prohibited activities.

- D. **Supervision.** The recipient must provide members with adequate supervision by qualified supervisors consistent with the award. The recipient must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS. The recipient must ensure that no more than 20 percent of the aggregate of all AmeriCorps member service hours are spent in education and training activities as set forth in 45 CFR § 2520.50.

- E. **Teleservice.** AmeriCorps members should generally be providing service directly to the people and in the communities where they serve rather than performing service remotely. Therefore, teleservice should be limited to certain situations. Teleservice – like all service – should have appropriate documentation, supervision, and oversight.

A grantee may determine that teleservice is appropriate based on the situation (e.g. COVID-19 public health emergency) and type of service being delivered (e.g. tutoring via telephonic or video conference). Teleservice is appropriate only when the activity can be meaningfully supervised, and the hours verified independently. If a grantee or subgrantee determines that its AmeriCorps members will be allowed to teleserve, the grantee must establish or update an existing policy to address the following.

1. Expectations of the communication requirements between supervisors and teleserving members
2. Mitigation of the increased risk of time and attendance abuse
3. Appropriate supervision including validation of the activities to be performed (and accompaniment, as necessary), and
4. Verification of hours claimed

Further, the grantee should consider updating its insurance coverage to address legal liability attribution (for the grantee or teleservice member) for incidents that occur during teleservice.

- F. **AmeriCorps Members as Team Leaders.** Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the programs such as the training curriculum. Under no circumstances should an AmeriCorps member service as a Team Leader be the individual legally responsible for the program or other members.

The Team Leader position description should emphasize activities that involve the member(s) in performing direct service or providing support to members engaged in direct service. Unallowable Team Leader activities include: signing member timesheets; evaluation member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.

- G. **Performance Reviews.** The recipient must conduct and keep a record of at least a midterm and an end-of-term written evaluation of each member's performance for Full-Time members and an end-of-term written evaluation for less than full-time members. The end-of-term evaluation should address, at a minimum, the following factors:

1. Whether the member has completed the required number of hours;
2. Whether the member has satisfactorily completed assignments; and
3. Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

- H. **Timekeeping.** The recipient is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member's supervisor. This time and attendance record is used to document member eligibility for in-service and post-service benefits. The recipient must have a timekeeping system that is compliant with 2 CFR § 200.430.

If a Professional Corps program wants to follow the timekeeping practices of its profession and certify that members have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from CNCS. If a State Commission Formula funded Professional Corps program wants to follow the timekeeping practices of its profession and certify that members have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from OneStar.

- I. **Jury Duty.** The grantee must allow AmeriCorps members to serve on a jury without being penalized for doing so. During the time AmeriCorps members serve as jurors, they should continue to receive credit for their normal service hours, a living allowance, healthcare coverage and, if applicable, childcare coverage regardless of any reimbursements for incidental expenses received from the court.
- J. **Member Death or Injury.** The recipient must immediately report any member deaths or serious injuries to the designated OneStar Program Officer.

VI. CHANGES IN MEMBER POSITIONS

- A. **Changes that Require CNCS Approval.** Circumstances may arise within a program that necessitate changing the type of unfilled AmeriCorps member positions awarded to a recipient or subrecipient, or changing the term of service of a currently enrolled member. Note that once a member is exited with a partial education award, the remaining portion of that education award is not available for use. The following changes require written approval from CNCS's Office of Grant Administration as well as written approval and concurrence from OneStar Foundation:
 - 1. A change in the number of member service year (MSY) positions in the award; and/or
 - 2. A change in the funding level of the award.
- B. **Changing Types of Unfilled Member Positions.** Recipients or subrecipients may change the type of member positions awarded to their program if:
 - 1. The change does not increase the total MSYs authorized in the Notice of Grant Award (e.g. one half-time position cannot be changed to one full-time position); and
 - 2. The change does not result in an increase in the value of the education award; and
 - 3. If the award is a Full-cost Fixed Amount or Professional Corps Fixed Amount award, the member position will be filled by a member serving in a full-time capacity.

Changes in types of member positions may be made by the recipient directly in the My AmeriCorps Portal.

- C. **Changing a Term of Service for an Enrolled Member.** Changes in terms of service for enrolled members may not result in an increased number of MSYs for the program. With the exception of Education Award only awards, recipients with Fixed Amount awards may not convert members to less-than-full-time member positions. All changes to types of member positions are subject to the availability of funds in the Trust.
 - 1. **Full-time.** OneStar Foundation may authorize or approve occasional changes of currently enrolled full-time members to less than full-time members. Impact on program quality should be factored into approval of such requests. CNCS-provided or funded health care or childcare costs are not available for less than full-time members unless they are serving in a full-time capacity (see section VII.D. and E.). Recipients and subrecipients may not transfer currently enrolled full-time members to less than full-time status simply to provide the member a less-than full-time education award.
 - 2. **Less than Full-time.** CNCS discourages changing less than full-time members to full-time because it is very difficult to manage, unless done very early in the member's term of service. OneStar Foundation

may authorize or approve such changes so long as their current budget can accommodate such changes. Programs must keep in mind that a member's minimum 1700 hours must be completed within 12 months of the member's original start date.

3. **Refilling Member Positions.** With the exception of recipients whose awards have special award conditions under 2 CFR §§ 200.207 or 200.338, AmeriCorps State programs that have fully enrolled their awarded member positions are allowed to replace any member who terminates service before completing 30 percent of his/her term provided that the member who is terminated is not eligible for and does not receive a pro-rated education award. Programs may not refill the same member position more than once.

As a fail-safe mechanism to ensure that resources are available in the National Service Trust to finance all earned education awards, CNCS will suspend refilling if either:

- a. Total AmeriCorps enrollment reaches 97 percent of awarded member positions; or
 - b. The number of refills reaches five percent of awarded member positions.
4. Direct recipients may transfer refill member positions between operating sites as long as they can ensure and document that the same member position is not refilled more than once. Recipients and subrecipients will require the assistance of the CNCS Program Officer in order to transfer refill member positions between operating sites. Refilled member positions may not be combined with unfilled member positions.
- D. **Formula and State Competitive Award Member Position Transfers.** State commissions are allowed to transfer member positions among their state formula and competitive subrecipients within a given prime grant in order to maximize enrollment and cost effectiveness without prior approval. State commissions may not transfer member positions between competitive and formula subrecipients, or vice-versa. State commissions may not transfer funds among their competitive subrecipients.
- E. **Notice to Childcare and Healthcare Providers.** Recipients and subrecipients must immediately notify CNCS's designated agents, in writing, when a Member's status changes in a manner that affects their eligibility for childcare or healthcare. See Section VIII.D.

VII. RELEASE FROM PARTICIPATION

Recipients may release members from participation for two reasons: (a) for compelling personal circumstances; and (b) for cause. See 45 CFR § 2522.230 for requirements. Whether the reason for the release amounts to circumstances beyond the member's control is determined by the recipient, consistent with the criteria listed in 45 CFR § 2522.230(a). Failure to follow the requirements set forth in regulation (e.g., releasing an individual for a non-compelling personal circumstance, such as when the individual is leaving to go to school) is considered non-compliance with award requirements and may result in disallowed costs and other remedies for non-compliance. The recipient should retain the documentation supporting its determination to release an individual for compelling personal circumstances. In addition to the regulations, the following applies:

No Automatic Disqualification if Released for Cause: A release for cause covers all circumstances in which a member does not successfully complete his/her term of service for reasons other than compelling personal circumstances. Therefore, it is possible for a member to receive a satisfactory performance review and be released for cause. For example, a member who is released for cause from a first term-e.g. the individual has decided to take a job offer- but who, otherwise, performed well, would not be disqualified from enrolling for a subsequent term as long as the individual received a satisfactory performance evaluation for the first period of service.

Compelling Personal Circumstance for Pregnancy/Childbirth: Pregnancy and/or childbirth could be determined by the grantee to be compelling personal circumstances if the members requests it. The program cannot require a member to justify wanting to leave a term of service for pregnancy. Likewise, a program cannot require that a member leave their term of service due to a pregnancy – that would be an instance of discrimination on the basis of gender in violation of CNCS’s anti-discrimination policy. A full-time member might qualify under the Family Medical Leave Act if the member is covered, or the program could suspend the member so that the member can return some time in the future (within 2 years) to complete their term of service.

VIII. LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS, AND TAXES

Requirements related to member living allowance and benefits are in 45 CFR §§ 2522.240 and 2522.250. In addition, recipients must ensure that the following procedures are followed:

- A. **Living Allowance Distribution.** A living allowance is not a wage. Recipients must not pay a living allowance on an hourly basis. Recipients should pay the living allowance in regular increments, such as weekly or bi-weekly, paying an increased increment only on the basis of increased living expenses such as food, housing, or transportation. Payments should not fluctuate based on the number of hours served in a particular time period and must cease when the member’s service ceases.

If a member serves all required hours and is permitted to conclude his or her term of service before the originally agreed upon end of term, the recipient may not provide a lump sum payment to the member. Similarly, if a member is selected after the program’s start date, the recipient must provide regular living allowance payments from the member’s start date and may not increase the member’s living allowance incremental payment or provide a lump sum to make up any missed payments.

Education Award Program Fixed Amount awards (EAPs) may provide a living allowance or other in-service benefits to their members, but are not required to do so. Full-cost and other Fixed Amount recipients must provide a living allowance to their members.

- B. **Waiving the Living Allowance.** If a living allowance is paid, a member may waive all or part of the payment of a living allowance if he or she believes his or her public assistance may be lost or decreased because of the living allowance. Even if a member waives his or her right to receive the living allowance, it is possible depending on the specific public assistance program rules that the amount of the living allowance that the member is eligible to receive will be deemed available. A member who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance going forward from the date the individual revoked the waiver. A member may not receive any portion of the living allowance for the period of time the living allowance was waived.

- C. **Taxes and Insurance.**

1. **Liability Insurance Coverage.** The recipient is responsible for ensuring adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.
2. **FICA (Social Security and Medicare taxes).** Unless the recipient obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps members from FICA requirements, the recipient must pay FICA for any member receiving a living allowance. The recipient also must withhold 7.65% from the member’s living allowance.
3. **Income Taxes.** The recipient must withhold Federal personal income taxes from member living allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The recipient must comply with any applicable state or local tax requirements.

4. **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. Recipients must check with State Departments of Labor or OneStar Foundation to determine worker's compensation requirements. If worker's compensation is not required, recipients must obtain Occupational, Accidental, and Death and Dismemberment coverage for members to cover in-service injury or incidents.
 5. **Unemployment Insurance.** The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists. The grantee may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting OneStar Foundation, legal counsel, or the applicable state agency.
- D. **Healthcare Coverage.** Except for EAPs, Professional Corps, or members covered under a collective bargaining agreement, the recipient must provide, or make available, healthcare insurance to those members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the member begins his/her term of service. The recipient must also provide, or make available, healthcare insurance to members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. CNCS will not cover healthcare costs for dependent coverage.

Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (e.g. full-time summer projects) are eligible for healthcare benefits. Programs may provide health insurance to less-than-full-time members serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a member is serving in a full-time capacity when his/her regular term of service will involve performing service on a normal full-time schedule for a period of six weeks or more. A member may be serving in a full-time capacity without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award.

Any of the following health insurance options will satisfy the requirement for health insurance for full-time AmeriCorps members (or less than full-time members serving in a full-time capacity): staying on parents' or spouse plan; insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan; insurance obtained through a private insurance broker; Medicaid, Medicare or military benefits. AmeriCorps programs purchasing their own health insurance for members must ensure plans are minimum essential coverage (MEC) and meet the requirements of the Affordable Care Act.

On Friday, May 2, 2014 the U.S. Department of Health and Human Services (HHS) announced a Special Enrollment Period (SEP) for members in AmeriCorps State programs, who are not provided health insurance options or who are provided short-term limited-duration coverage or self-funded coverage not considered MEC. Members in the AmeriCorps State programs and their dependents in the Federally-facilitated Marketplace (FFM) are eligible to enroll in Marketplace coverage when they experience the following triggering events:

- On the date they begin their service terms; and
- On the date they lose any coverage offered through their program after their service ends. (Source: 45 CFR § 155.420(d)(9)).

Members have 60 days from the triggering event to select a plan. Coverage effective date is prospective based on the date of plan selection. A copy of the HHS Notice, which provides instructions on how to activate the special enrollment period, is available at <http://www.cms.gov/CCIIO/Resources/Regulations-and-Guidance/Downloads/SEP-and-hardship-FAQ-5-1-2014.pdf>. Members can also visit healthcare.gov for additional information about special enrollment periods: <https://www.healthcare.gov/coverage-outside-open-enrollment/special-enrollment-period/>.

If coverage is being provided via the Healthcare Marketplace, and thus third party payment is not an option, programs must develop a process to reimburse members for monthly premiums. Reimbursements for health insurance premiums are considered taxable income for the member, and programs must have a way to document such reimbursements.

- E. **Temporary Leave, Healthcare, and Benefits.** If temporary leave is appropriate, grantees have the flexibility to determine the duration of the absence and may choose to continue providing health or other benefits to the member during the period of absence. The member may be suspended (via compelling personal circumstances) during the period of temporary leave. If suspended, the member may not receive a living allowance.

The length of the leave should be based on two considerations: (1) the circumstances of the situation; and (2) the impact of the absence on the member's service experience and on the overall program. If the disruption would seriously compromise the member's service experience or the quality of the program as a whole, then the grantee may offer the member the option of rejoining the program in the next class or completely withdrawing from the program.

The Federal Family Medical Leave Act, (FMLA) applies to the full-time staff and members that have served for more than 12 months and at least 1,250 hours when the grantee has 50 or more employees/members at a work/service site per 29 U.S.C. 2611. See 42 U.S.C. 12631; 45 CFR § 2540.220.

- F. **Administration of Childcare Payments.** In general, CNCS will provide for childcare payments, which will be administered through an outside contractor. Requirements and eligibility criteria are in the AmeriCorps regulations, 45 CFR § 2522.250. CNCS will not cover childcare costs for members who served on a less-than-full-time basis for a sustained period of time, or who have ceased serving. Programs may provide childcare to less-than-full-time members serving in a full-time capacity, but they are not required to do so. Recipients that choose to provide childcare and will claim the costs of childcare as matching costs, as approved in their budget, may contact the childcare contractor for technical assistance. The criteria for member eligibility are contained in 45 CFR § 2522.250. Also, see the AmeriCorps Childcare Benefits Program website (<https://americorpschildcare.com/>) for more detailed information on childcare benefits.

- G. **Notice to Childcare Benefit Administrators and Providers.** The program must notify CNCS's designated agents in writing within five business days after a member's status changes in a manner that affects the member's eligibility for childcare. After five days, the recipient will be liable for any erroneous payments made to a childcare provider for an AmeriCorps member ineligible to receive AmeriCorps childcare benefits. Examples of changes in status include: changes to a member's scheduled service so that he/she is no longer serving on a full-time basis, terminating or releasing a member from service, suspending a member for cause for a lengthy or indefinite time period, temporarily suspending a member and/or any other change in the member's service status that could have an impact on childcare benefit eligibility. Program directors should contact the childcare provider on childcare related changes.

IX. MEMBER RECORDS AND CONFIDENTIALITY

- A. **Recordkeeping.** The recipient must maintain records, including the position description, sufficient to establish that each member was eligible to participate and that the member successfully completed all program requirements. A program may store member files electronically and use electronic signatures if the program can ensure the validity and integrity of the record and signature is maintained.

The program's electronic storage procedures and system must provide for the safe-keeping and security of the records, including:

1. Sufficient prevention of unauthorized alterations or erasures of records;
2. Effective security measures to ensure that only authorized persons have access to records;

3. Adequate measures designed to prevent physical damage to records; and
4. A system for providing for back-up and recovery of records; and

The electronic storage procedures and system provide for the easy retrieval of records in a timely fashion, including:

1. Storage of the records in a physically accessible location;
2. Clear and accurate labeling of all records; and
3. Storage of the records in a usable, readable format.

- B. Verification of Eligibility.** Unless an individual's social security number and citizenship was verified through the My AmeriCorps Portal, the recipient must obtain and maintain documentation as required by 45 CFR § 2522.200(c). Programs that receive notice that one of their members was not verified – either the member's social security number or their citizenship was not verified – must provide the requested documentation to CNCS or they will not be able to enroll the member in the program.

Enrolling in the My AmeriCorps Portal requires members to certify their high school status. Such certification fulfills the recipient's verification requirement to obtain and maintain documentation from the member relating to the member's high school education. If the member is incapable of obtaining a high school diploma or its equivalent, as determined by an independent evaluation, the recipient must retain a copy of the supporting evaluation.

- C. Confidential Member Information.** The recipient must maintain the confidentiality of information regarding individual members. The recipient must obtain the prior written consent of all members before using their names, photographs and other identifying information for publicity, promotional, or other purposes. Recipients may release aggregate and other non-identifying information and are required to release member information to CNCS and its designated contractors. The recipient must permit a member who submits a written request for access to review records that pertain to the member and were created pursuant to this award.
- D. National Service Criminal History Check.** The specific requirements of the National Service Criminal History Check, including the timing and recordkeeping requirements, are specified at 45 CFR §§ 2540.200-.207. See also [<https://www.nationalservice.gov/resources/criminal-history-check>] for more information on how to correctly conduct and document the NSCHC. You must maintain documentation of the NSCHC, including the results or summary of the component checks. Failure to adhere to the NSCHC requirements may result in sanctions, including disallowance of all or part of the costs associated with the non-compliance or other remedies that may be legally available (see 2 CFR § 200.338).

X. BUDGET AND PROGRAMMATIC CHANGES

- A. Programmatic Changes.** The recipient must first obtain the prior written approval of the OneStar Program Officer and CNCS Program Office before making any of the following changes (1-3):
1. Changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes;
 2. Substantial changes in the level of member supervision;
 3. Entering into additional sub-awards or contracts for AmeriCorps activities funded by the award, but not identified or included in the approved application and award budget.

Upon notification to the OneStar Program Officer, recipients may make programmatic changes due to, or in response to, an officially-declared state or national disaster without written approval from CNCS.

As soon as practicable, recipients making disaster-related programmatic changes must discuss the recordkeeping, member activities, performance measure adjustments, and other AmeriCorps award requirements with the OneStar Foundation Program Officer. While written approval from CNCS is not required before making disaster-related programmatic changes, CNCS reserves the right to limit or deny disaster-related programmatic changes, including disallowing costs associated with the disaster related activities.

- B. **Program Changes for Formula Programs.** OneStar Foundation is responsible for approving the above changes for state formula programs.
- C. **Budgetary Changes.** The recipient must obtain the prior written approval of the OneStar Foundation Grants Officer and CNCS's Office of Grant Administration before deviating from the approved budget in any of the following ways:
 - 1. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR Parts 200, and 2205. Certain cost items in 2 CFR parts 200 and 2205 require approval of the awarding agency for the cost to be allowable such as pre-award costs. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
 - 2. Purchase of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 - 3. Unless the CNCS share of the award is \$100,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by OneStar Foundation and CNCS. The total budget includes both the CNCS and recipient shares. Recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.
- D. **Approvals of Programmatic and Budget Changes.** CNCS's Grants Officers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. The Grants Officers will execute written amendments, and recipients should not assume approvals have been granted unless documentation from the Grants Office has been received. Programmatic changes also require final approval of CNCS's Office of Grant Administration after written recommendation for approval is received from the Program Office.
- E. **Exceptions for Fixed Amount Awards.** Recipients with Fixed Amount awards are not subject to the requirements in Section C., Budgetary Changes, above.

XI. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of the award, a project period is the complete length of time the recipient is proposed to be funded to complete approved activities under the award. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund a recipient's approved activities and budget.

Unless otherwise specified, the award covers a three-year project period. In approving a multi-year project period, OneStar and CNCS generally make an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance, a recipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations.

OneStar and CNCS reserve the right to adjust the amount of an award, or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

A planning grant covers a one-year project period.

XII. PROGRAM INCOME

- A. **General.** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the recipient and used to finance the award's non-CNCS share.
- B. **Excess Program Income.** Program income earned in excess of the amount needed to finance the recipient share must follow the appropriate requirements of 2 CFR Part 200 and be deducted from total claimed costs. Recipients that earn excess income must specify the amount of the excess in the comment box on the financial report.
- C. **Fees for Service.** When using assistance under this award, the recipient may not enter into a contract for or accept fees for service performed by members when:
 - 1. The service benefits a for-profit entity,
 - 2. The service falls within the other prohibited activities set forth in these award provisions, or
 - 3. The service violates the provisions of 42 U.S.C. § 12637- Nonduplication and Nondisplacement.
- D. **Full-Cost and Professional Corps Fixed Amount Awards.** The recipient must notify its OneStar Foundation Grants Officer if it earns program income in excess of the amounts needed to cover all expenditures under the award. The OneStar Grants Officer will work with the CNCS Grant Award Specialist/Portfolio Manager to determine the disposition of the excess program income.

XIII. SAFETY

The recipient must institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.

XIV. NATIONAL SERVICE CRIMINAL HISTORY CHECK TRAINING

All recipients and subrecipients must complete CNCS NSCHC training every year. The CNCS designated e-course provides a thorough overview of the requirements and can be found at: <https://cncsonlinecourses.litmos.com>. Please use the link <http://cncsonlinecourses.litmos.com/self-signup/> and token code CNCS-Litmos to set up your Litmos account. Each grant recipient and subrecipient must identify at minimum one staff person who has some responsibility for NSCHC compliance to fulfill this requirement on behalf of the program. The grant recipient and subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients and subrecipients should save certificates of completion from each year as grant records.

XV. FIXED AMOUNT AWARDS

Fixed Amount awards are not subject to the cost principles in 2 CFR, Part 200, Subpart E. Fixed Amount awards must comply with the remaining provisions of 2 CFR Part 200, including Subpart F relating to audit requirements. Fixed Amount awards include Education Award program (EAP) Fixed Amount Awards, Professional Corps Fixed Amount awards, and Full-Cost Fixed Amount awards.

For Education Award programs (EAP), the fixed federal assistance amount of the award is based on the approved and awarded number of full-time members specified in the award. For full-cost and Professional Corps Fixed Amount awards, the fixed federal assistance amount of the award is based on the approved and awarded numbers of full-time members and the members' completion of their terms of service.

For EAPs, the final amount of award funds that the recipient may retain is dependent upon the recipient's notifying CNCS's National Service Trust of the members that it has enrolled. All EAP members must carry out

activities to achieve the specific project objectives as approved by CNCS. At closeout, CNCS will calculate the final amount of the award based on Trust documentation. CNCS will recover any amounts drawn down by the recipient in excess of the final award amount allowed based on member selection documentation in the My AmeriCorps Portal.

For full-cost and Professional Corps fixed amount awards, the recipient may draw funds from the HHS Payment Management System based on the number of members who complete a full term of service or if the member leaves before completing service, a pro-rated amount based on hours served. Bi-annually, in some cases quarterly, and at closeout, CNCS will calculate the final amount of the award for the year or the entire project period (at closeout_ based on the number of successfully completed terms of service (as certified by the program) as well as the hours served that were not certified as successfully completed.

The CARES Act provides flexibilities for fixed amount grants with members affected by COVID-19: c) No Required Return of Grant Funds. – Notwithstanding section 129(1)(3)(A)(i) of the National and Community Service Act of 1990 (42 U.S.C. 12581(1)(3)(A)(i)), the Chief Executive Officer of the Corporation for National and Community Service may permit fixed-amount grant recipients under such section 129(1) to maintain a pro rata amount of grant funds, at the discretion of the Corporation for National and Community Service, for participants who exited, were suspended, or are serving in a limited capacity due to COVID-19, to enable the grant recipients to maintain operations and to accept participants.

These OneStar Foundation AmeriCorps Terms and Conditions are binding on the subrecipient. By accepting funds under this award, the subrecipient agrees to comply with, and include in all awards and subawards, these OneStar Terms and Conditions, all applicable Federal statutes, regulations, guidelines and FAQs, and any amendments thereto. The subrecipient agrees to operate the funded program in accordance with the approved grant application and budget, supporting documents, and other representations made in support of the approved grant application. The term Recipient is used to connote either Recipient or subrecipient, as appropriate, throughout these OneStar Terms and Conditions.

Table of Contents

I.	DEFINITIONS	2
II.	GENERAL TERMS	3
III.	CHANGES AND AMENDMENTS	3
IV.	PROGRAM SUBAWARDS, CONTRACTS, AND PARTNERSHIP AGREEMENTS	3
V.	MONITORING AND EVALUATIONS	4
VI.	ENFORCEMENT	4
VII.	GENERAL FISCAL ADMINISTRATION	5
VIII.	AUDITS	6
IX.	FIDELITY BOND OR CRIME POLICY	6
X.	MATCHING REQUIREMENTS	7
XI.	PROGRAM INCOME	7
XII.	PAYMENT OBLIGATIONS	7
XIII.	RIGHTS IN DATA	8
XIV.	DISASTER PREPAREDNESS, RESPONSE AND RECOVERY	9
XV.	RETENTION AND ACCESSIBILITY OF RECORDS	9
XVI.	NATIONAL SERVICE CRIMINAL HISTORY CHECKS	9
XVII.	TRAINING AND EVENTS	10
XVIII.	REPORTING REQUIREMENTS	12

I. DEFINITIONS

The following definitions apply to the entire Grant Award.

- A. **Application for Funding** means the final application approved by the Commission at the time of the grant award (including amendments).
- B. **Grant and Grant Award** means the Notice of Grant Award, the Grant Award Terms and Conditions, all attachments contained herein and all subsequent amendments.
- C. **Contract oversight activities** include compliance monitoring, periodic evaluations, reimbursement request reviews, audits, or any other routine, periodic, or ad hoc contract management interactions between the Commission and the subrecipient and the subrecipient and its Program subrecipient, if applicable. This definition also includes interactions between the subrecipient and an entity designated by the Commission for this purpose.
- D. **Commission** means the OneStar National Service Commission (also known as the recipient); the Commission is authorized to administer the State's national service plan and AmeriCorps grant programs and to perform such other duties prescribed by law. The Commission may be accessed at <http://www.onestarfoundation.org/>
- E. **Corporation** means the Corporation for National and Community Service. The Corporation may be accessed at <http://www.cns.gov/>
- F. **Commission Policies** means any rule, directive, procedure, or other written requirement incorporated in this grant that are sufficiently binding on the subrecipient to put the subrecipient at risk of sanctions, penalties, or other negative actions for failure to adhere to them.
- G. **eGrants** is the Corporation for National and Community Service's web-based system for submission and tracking grant applications; managing members and progress reporting. eGrants may be accessed at <http://www.americorps.gov/egrants/index.asp>
- H. **Performance Measures** are measurable indicators of a program's performance as it relates to member service activities.
- I. **Scope of Work** for the purposes of this agreement includes the approved Application, Budget, and Notice of Grant Award.
- J. **Service Recipient** means a community beneficiary who receives a service or benefit from the service of AmeriCorps members.
- K. **Program Subrecipient** refers to an organization receiving AmeriCorps grant funds from a subrecipient. The Program subrecipient carries out in part or in whole, a National Service Program, described in the NCSA (42 U.S.C. 12572 (a)) and in accordance with federal requirements and the terms and conditions of this Grant.
- L. **Term of Service** means an AmeriCorps member's term of service, which is defined by OneStar as the federally mandated minimum hours required *in addition to* the duration of service and any other program-specific requirements that a member contractually committed to complete in order to successfully earn an education award as part of his or her signed Member Service Agreement (MSA). The duration of the Term of Service must fall within the subrecipient's approved budget period. Changes to a member's Term of Service requirements must be agreed upon in writing by both the member and subrecipient but may not include changes to the federally mandated minimum hours. For OneStar-funded subrecipient, any proposed changes to a member's duration of service or service dates must be clearly outlined and in alignment with the eligibility criteria and process described in OneStar's Duration of Service Waiver application form and approved in advance by OneStar for a member to successfully earn an education award.

II. GENERAL TERMS

- A. The subrecipient agrees to provide services to the Commission as specified in the final Commission approved application for funding. The subrecipient agrees to provide such services in compliance with all applicable Federal and State laws, regulations, and rules, and all Commission policies and procedures or guidance manuals incorporated herein by specific reference, and these terms and conditions.
- B. The subrecipient represents and guarantees that it possesses the legal authority to enter into, to receive the funds authorized by, and to perform the services the subrecipient has obligated itself to perform, under this grant award.
- C. To the extent allowed by the Constitution and the laws of the State of Texas, the subrecipient agrees to indemnify, defend, and save harmless the Commission, its officers, agents, contractors, and employees:
 - (1) from any and all claims and losses occurring or resulting to any and all subcontractors, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Award, and
 - (2) from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the subrecipient in the performance of this Grant Award.
- D. Both parties agree that all powers not explicitly vested in the subrecipient by this Grant Award remain with the Commission.
- E. The subrecipient must notify the Commission within ten (10) business days of the occurrence of any change in the subrecipient's key personnel assigned to the grant project (Primary Fiscal contact, Primary Program contact or Legal Authorized Signatory), significant changes affecting the subrecipient's identity (such as name, governing structure or organization ownership or control, name change, governing board membership), any voluntary or involuntary actions in bankruptcy, or any Criminal or civil allegations or actions by or against the subrecipient.
- F. If any part of this Grant Award is held unenforceable, the rest of the Grant Award must nevertheless remain in full force and effect.
- G. Failure to enforce any provision of the Grant Award does not constitute a waiver of that provision, or any other provision, of the Grant Award.

III. CHANGES AND AMENDMENTS

- A. Any alterations, additions, or deletions to the terms of this Grant Award which are required by changes in federal or state law or by regulation are automatically incorporated into this Grant Award without written amendment hereto and will become effective on the date designated by such law or by regulation.
- B. Any changes, deletions, extensions, or amendments to this Grant Award must be in writing and signed by both parties. Any other attempted changes, including oral modifications, written notices that have not been executed by both parties or in another form approved by the Commission, or other modifications of any type, will be invalid.

IV. PROGRAM SUBAWARDS, CONTRACTS, AND PARTNERSHIP AGREEMENTS

- A. The subrecipient must ensure that the performances rendered under all such program subawards, contracts, or partnership agreements are rendered in compliance with all the terms and conditions of this Grant Award as if the performances rendered were rendered by the subrecipient.
- B. The subrecipient's responsibilities extend to oversight of its subawards, contracts, and/or partners and their financial and program duties as an agent of the subrecipient under this Grant Award.
- C. The subrecipient must conduct monitoring and oversight activities on a routine basis, on site, virtually using electronic communications, or a combination of these approaches.

- D. The subrecipient must document its oversight of its subawards, contracts, and/or partners and these records must be made available to the Commission during the term of the grant and for as long thereafter as the Commission's duties to CNCS require.
- E. Require through contract (or like) agreement that subawards, contracts, and/or partners make all documents, papers, and records relevant to the work performed available to the Commission and/or CNCS or their duly authorized representative for examination, copying, or mechanical reproduction on or off the premises of the subawardee, subcontractor and/or partner in accordance with Section V of the OneStar Terms and Conditions.
- F. Require each of its subawardees, subcontractors and/or partners to be subject to the examination and audit of the Commission or its duly authorized agents and must retain all financial records, supporting documents, statistical records, evaluation data, program performance data, member information and personnel records following the record retention policy of the subrecipient as required in Section XV. Retention and Accessibility of Records of the 2020 OneStar Terms and Conditions; and
- G. The resolution of any litigation, claim, negotiation, audit or other action involving those records, if such resolution is after the submission of the Program subrecipient's final expenditure report for the Program.

V. MONITORING AND EVALUATIONS

- A. To fulfill its fiduciary responsibilities and programmatic obligations, the Commission must conduct oversight activities under this Grant Award.
- B. The Commission must conduct monitoring on a routine basis utilizing the Commission's risk assessments.
- C. The Commission must conduct oversight activities from the Commission offices, on site at the subrecipient's offices, virtually using electronic communications, or a combination of these approaches.
- D. When the Commission conducts monitoring of the subrecipient, preliminary results will be provided to the subrecipient before the evaluation is concluded and the findings are published.
- E. The subrecipient must implement and maintain sufficient management practices and systems to assure compliance with all programmatic and fiscal obligations under this Grant Award. The subrecipient's responsibilities in this regard extend to oversight of its Program subrecipients and their financial and program duties as an agent of the subrecipient under this Grant Award.
- F. The subrecipient must document its oversight of its Program subrecipients and these records must be made available to the Commission during the term of the grant and for as long thereafter as the Commission's duties to CNCS require.

VI. ENFORCEMENT

- A. To assure subrecipient adherence to Corporation and Commission policies, the Commission reserves the right to develop, publish, and apply a graduated schedule of enforcement actions.
- B. The graduated schedule of enforcement actions may include any or all of the following actions to address an issue, concern, or deficiency identified through contract oversight activities:
 - (1) Verbal and/or written communication of the mitigating steps or actions requested by the Commission;
 - (2) Development and implementation of a corrective action plan. At the discretion of the Commission, technical assistance and/or training may result in additional requirements that are binding on the subrecipient through a corrective action plan.
 - (3) Formal notification to the subrecipient's executive staff (individual(s) indicated as the Legal Authorized Signature in the submitted Authorized Representative Form) of the subrecipient's failure to timely and appropriately respond to the Commission's request or directive;

- (4) Formal notification to the subrecipient's governance body (including but not limited to the Board of Directors, Department Chair, Executive Director, etc.) of the subrecipient's failure to timely and appropriately address the Commission's request or directive;
 - (5) Withholding of some or all of a subrecipient payment when the subrecipient's non-compliance puts the Commission at risk of a Corporation financial penalty or sanction; and
 - (6) Suspension and/or Termination of the grant award, in whole or in part. See also Section III.O of this grant award's 2020 General Terms and Conditions for additional requirements surrounding Suspension and Termination.
- C. To promote transparency of program outcomes and responsible expenditure of public funds, the Commission reserves the right to document and describe the activities of the subrecipient in relation to performance standards, contractual deliverables, or enforcement actions, including a report card or similar high-level quantification of subrecipient performance.
 - D. The subrecipient may respond to any Commission enforcement action by showing how its failure to respond to the Commission arises out of causes beyond the control and without the default or negligence of the subrecipient. Such causes may include but are not limited to acts of God or of the public enemy, acts of the Government in either of its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather.
 - E. The Commission must provide technical assistance to the subrecipient in correcting the deficiencies noted during monitoring, evaluations, the reimbursement process or the normal course of business. The Commission may conduct follow-up visits to review the previous deficiencies and to assess the efforts made to correct them.
 - F. The Commission and the subrecipient agree that opportunities for improvements in operational efficiency, financial accountability, member experience, program outcomes, or other relevant qualitative factors will be systematically pursued and implemented. When an opportunity is identified by the Commission through contract oversight activities, the Commission may request the development of a corrective action plan. A corrective action plan requested by the Commission is considered a contractual deliverable and is binding upon the subrecipient at the time it is approved by the Commission. While the plan is binding, the timeframe for its implementation is determined by the mutual consent of both parties.

VII. GENERAL FISCAL ADMINISTRATION

- A. The subrecipient must maintain separate accounting records with identification of cash receipts and disbursements of funds under this Grant Award.
- B. Notwithstanding any other provisions of this Grant Award, the parties hereto understand and agree that the Commission's obligations under this Grant Award are contingent upon actual receipt of adequate funds from federal and other sources to meet the Commission's liabilities hereunder.
- C. The Commission will not be liable to the subrecipient for any excess or unspent funding obligations, and retains the right to unilaterally de-obligate such obligations.
- D. The Commission may obligate additional funds under this Grant Award or de-obligate funds previously obligated under this Grant Award.
- E. In the case of an additional obligation or de-obligation of funds, the Commission will provide written notification to the subrecipient in the form of either a letter of notification or a grant award amendment.
- F. The subrecipient understands and agrees that it will be liable to repay to the Commission any funds determined by either the Commission or the subrecipient to be expended in violation of the terms of this Grant Award subject to the following conditions:

- (1) The subrecipient will be liable for such funds and must repay such funds even if a Program subrecipient made the improper expenditure.
 - (2) If the subrecipient determines it has requested any payment from the Commission that is in violation of the terms of this Grant Award, and such payment has been made by the Commission, the subrecipient must notify the Commission no later than five (5) working days from this determination.
 - (3) All repayments made by the subrecipient must be from non-federal funds.
 - (4) Failure to repay such funds within thirty (30) calendar days after demand may result in legal actions to recover such funds and/or additional costs, including allowable interest.
- G. The subrecipient must obtain approval from the Commission prior to incurring costs for budget line items not initially included in the approved budget. Submission of a budget change request alone does not guarantee approval. See also Section X of this grant award's 2020 Specific Terms and Conditions additional requirements surrounding Budget and Programmatic Changes.

VIII. AUDITS

- A. Subrecipients must submit an independent audit and financial statements, along with a copy of the management letter issued by the auditor, to the Commission nine months after the organization's fiscal year end.
- B. Subrecipients that are required to, must submit audits required under Office of Management and Budget Single Audit, to the Commission, nine months after the organization's fiscal year end.
- C. The Commission reserves the right to conduct, or cause to be conducted at any time, an independent audit of all funds received under this Grant Award. Such an audit may be performed by a certified public accounting firm, or other auditors as designated by the Commission and must be conducted in accordance with applicable federal rules and regulations, grant award guidelines, and established professional standards and practices.
- D. The subrecipient agrees and understands that acceptance of funds under this Grant Award acts as acceptance of the Commission, any successor agency, and any state or federal auditors with auditing jurisdiction, to audit or investigate the expenditure of funds under this grant award or subcontract. The subrecipient further agrees to cooperate fully with the Commission, its successor, and any state or federal auditors with auditing jurisdiction, including providing all records and make available for interview all relevant staff as requested. The subrecipient must ensure that this clause concerning the authority to audit funds received indirectly by any of the Program contractors or Program subrecipients through the Program and the requirement to cooperate is included in any subcontract it awards.

IX. FIDELITY BOND OR CRIME POLICY

- A. The subrecipient, unless it is an Institution of Higher Education or State/ Local Government Agency, must obtain a Fidelity Bond or Crime Policy equal to or greater than the grant award amount. If the subrecipient's current coverage is lower than the grant amount, the subrecipient must amend the coverage to reflect the grant amount. In addition, OneStar Foundation must be named as a third party loss payee.
 - (1) The subrecipient receiving the Grant Award is named as a third party loss payee (but does not necessarily need to be the sole loss payee). This insurance must cover the dishonest acts of all employees, volunteers, officers and directors.
 - (2) Subrecipient may obtain the necessary Bond through their general liability carrier, a major casualty insurance carrier, or a bonds specialty company.
- B. The subrecipient must keep the Fidelity Bond or Crime Policy current from the start date of the budget period to six months after the date of final reimbursement.

- C. If the subrecipient Bond or Policy does not meet the criteria above, the subrecipient may submit a waiver request for OneStar's consideration by submitting a written statement that is determined to be satisfactory to the Commission from an independent certified public accountant that certifies the reduced bond amount as being appropriate and sufficient bond to provide coverage for the total amount of funds administered by subrecipient and also appropriate to the internal controls in place by the subrecipient.

X. MATCHING REQUIREMENTS

- A. Subrecipients must refer to OMB Cost Principles 2 CFR Part 200, Subpart E for additional requirements related to allowable kinds and sources of match and match documentation requirements.
- B. Exception for Donated Professional Service. Because one purpose of this Grant is to enable and stimulate volunteer community service, the subrecipient may not include the value of direct community service performed by volunteers. However, the subrecipient may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, and training of staff and AmeriCorps Members.
- C. Match funds are the funds that subrecipients are required to attain from other sources to provide additional support to this Program. Subrecipients must adhere to all approved budgeted match levels as stated in the subrecipient's approved eGrants application unless prior written approval is granted by the Commission.
- D. Subrecipients utilizing match funds from other Federal sources must have consent from the other Federal source allowing the use of the funds as match under this Grant.
- E. Subrecipients must report the amount and sources of federal funds, other than those provided by CNCS, used to carry out its program. This includes other federal funds expended by Program subrecipients and operating sites. This information must be reported on the AmeriCorps Financial Report (AFR).
- F. Subrecipient match funds from private sources, including fees for service and program income, are subject to public reporting. Funds from private sources must be reported in the period they are earned.

XI. PROGRAM INCOME

- A. In lieu of utilizing program income to finance the grantee share or reduce the federal share, OneStar may authorize, on a case-by-case basis, a subrecipient to utilize the addition method for program income. Under the addition method, a subrecipient would request approval to add on an activity that would enlarge or enhance its activities under the purposes and conditions of this grant agreement. Subrecipients must request and gain approval from OneStar prior to utilizing program income in this manner.
- B. Program income must be accounted for, reported and expended by the subrecipient in the budget period in which it is earned except with prior approval by OneStar.
- C. Subrecipients must disburse program income, and interest earned on such funds before requesting additional cash payments of federal funds.
- D. See also Section III.O of this grant award's 2020 General Terms and Conditions additional requirements surrounding Suspension and Termination.

XII. PAYMENT OBLIGATIONS

- A. In consideration of the subrecipient's full and satisfactory performance as specified in the Application for Funding, the Commission agrees to pay the subrecipient in an amount equal to the actual allowable costs incurred by the subrecipient, not to exceed the amount awarded to the subrecipient by the Commission, in rendering such performance. The Commission utilizes the right to retain two percent (2%) of the Federal share of this Grant Award.

- B. Requests for reimbursement may be submitted to the Commission as frequently as semi-monthly and as infrequently as quarterly. However, when the Budget Period of this Grant Award begins after the beginning of the calendar quarter or ends before the end of the calendar quarter, the request for reimbursement must only cover that portion of the calendar quarter encompassed by the Budget Period of the grant.
 - (1) Requests for reimbursement must be received by the Commission within 30 calendar days of the end of the period covered by the request.
 - (2) Payments will be made chronologically based on the period covered.
- C. The subrecipient must submit requests for reimbursement on an accurately completed Commission Periodic Expense Report, prepared on the subrecipient's basis of accounting. The Periodic Expense Report will indicate categorical expenditures for items directly relating to provision for services which have been rendered under this grant award. Though not payable to the subrecipient, the subrecipient must include under Corporation share Section III on each Periodic Expense Report the appropriate amount for Commission Fixed Amount.
 - (1) Subrecipients are required to submit information pertaining to the expenditures of non-Corporation funds used as match including all fee for services under this grant.
- D. The Commission will not be liable for expenditures made in violation of the provisions of the legal authorities cited in this Grant Award, or any other law or regulation applicable to a specific program or service performed under this Grant Award.
- E. The Commission will not be liable to the subrecipient for costs incurred and/or performances rendered by the subrecipient before the Budget Period Beginning date of this Grant Award, except as allowed by a pre-award cost authorization; or after the Budget Period Ending date, unless terminated pursuant to Section VI. Enforcement of this grant award's 2020 OneStar Terms and Conditions and Section III.O of this grant award's 2020 General Terms and Conditions surrounding Suspension and Termination, unless specifically approved in writing by the Commission.
- F. The Commission will not be liable for any costs incurred by the subrecipient in the performance of this Grant Award which have not been billed to the Commission within forty-five (45) calendar days following the expiration or termination of this Grant Award, unless otherwise stated by the Commission.
- G. The Commission will make funds available within thirty (30) calendar days as reimbursements to the subrecipient upon receipt by the Commission of a proper and verified statement of current allowable costs in accordance with 2 CFR 200.305 (b)(3).

XIII. RIGHTS IN DATA

- A. Excluding copyrighted, licensed and public domain software, the subrecipient grants to the Commission and its designated representatives, unlimited rights to any data, databases or data processing programs first developed, produced or delivered under this Grant Award. Such data include recorded information regardless of form or media except computer software.
- B. The Commission may reproduce, prepare derivative works, distribute copies to the public, perform publicly and display publicly, by or on behalf of the Commission any data developed under this Grant Award or purchased with funds from this Grant Award.
- C. The subrecipient has the responsibility to obtain from the Program subrecipients all data and rights therein necessary to fulfill the subrecipient's obligations to the Commission under this Grant Award. If a Program subrecipient refuses to accept terms affording the Commission such rights, the subrecipient must promptly bring such refusal to the attention of the Commission.

XIV. DISASTER PREPAREDNESS, RESPONSE AND RECOVERY

- A. OneStar Foundation requires the availability of AmeriCorps Texas members to support disaster response and/or recovery efforts as needed by the State of Texas. Waivers to this requirement will be considered on a case-by-case basis for programs that can demonstrate that this requirement would cause undue hardship or be otherwise unreasonable for reasons related to specific program design (for example, programs designed to enroll members who are under the age of 18 or who are full-time students).
- B. OneStar serves as the primary point-of-contact for national service resources in Texas during times of disaster and may receive requests for support from governmental or non-governmental partner(s), including Texas Division of Emergency Management (TDEM) and Voluntary Organizations Active in Disaster (VOAD). If OneStar receives such a request, OneStar may require members to activate or deploy to provide disaster response and recovery service. When possible, OneStar will first seek members for activation or deployment on a voluntary basis. OneStar uses the following definitions for member activation and deployment:

(1) Member Activation: Members participate in OneStar determined disaster response and recovery within their service area. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties.

(2) Member Deployment: Members deploy outside of their service area to participate in OneStar determined disaster response and recovery activities.

In the event of a member activation, service activities are likely to include remote opportunities such as supporting virtual call centers or social media monitoring. Member activation and member deployment opportunities may include assisting organizations with: volunteer reception centers (ex: registering spontaneous volunteers, data entry), donations management (ex: sorting, inventorying and/or distributing donations), shelter operations, feeding, clean-up (mucking & gutting), and/or debris removal. If members are activated or deployed by OneStar, service hours spent in response to that event may be counted towards the total required member hours of a given member.

- C. Subrecipients must provide all members with basic training on disaster preparedness, response, and recovery. OneStar will make training materials available for subrecipient's use to meet this requirement, or subrecipients may partner with local (city/county) emergency managers, members of their local or state VOADs (Voluntary Organizations Active in Disaster), the Texas Division of Emergency Management (TDEM), or similar agencies. If member support is requested, OneStar will ensure that members are provided with task-specific training and supervision by the governmental or nongovernmental entity that has requested support.

XV. RETENTION AND ACCESSIBILITY OF RECORDS

- A. The subrecipient must maintain a record keeping system for all of its activities under this Grant Award, including program records and financial management records which support and document all expenditures of funds made under this Grant Award. This section must not be interpreted to require maintenance of multiple exact duplicate copies of any record or document.
- B. The subrecipient's employee and applicant records must be maintained in a confidential manner, in compliance with the Federal Privacy Act of 1974, as amended.
- C. The subrecipient must retain all fiscal records and supporting documents for a minimum of three (3) years after submission of Commission final aggregate Federal Financial Report for the Commission's Corporation grant

under which the subrecipient is funded, or for any greater retention period specified in the Notice of Grant Award or its attachments. In the event there is an audit in progress or an unresolved audit discrepancy at the end of such retention period, the records must be retained until the discrepancy is resolved and final action is taken.

- D. The subrecipient must grant access and the right to examine; copy or mechanically reproduce all reports, books, papers, documents, automated data systems; and other records pertaining to this Grant Award. The subrecipient must cooperate with any examination conducted pursuant to this section. Such rights of access and examination are granted to (a) the Corporation for National and Community Service, (b) the Office of the Inspector General, (c) the Commission, (d) other state and federal auditing agencies, or (e) any duly authorized representative of the above named agencies as deemed appropriate by the Commission (as applicable).
- E. The Commission will make every effort to access records from Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.; unless the Commission determines it necessary to access records during other days or hours. Such rights to access must continue as long as the records are retained by the subrecipient.

XVI. NATIONAL SERVICE CRIMINAL HISTORY CHECKS

- A. Subrecipient must use the following vendors for conducting all components of National Service Criminal History Checks (NSCHCs) on all covered positions:
 - 1) Truescreen: National Sex Offender Public Website (NSOPW), State of Service, State of Residence (if applicable)
 - 2) Fieldprint: FBI Fingerprinting check (if individual has recurring access to vulnerable populations)
- B. In accordance with CNCS's Alternative Search Procedure (ASP) all checks run through Truescreen must be completed/adjudicated prior to an individual starting service or work.
- C. In accordance with CNCS regulation FBI fingerprint checks must be initiated on or before the first day of service.
- D. The following definitions must be used by subrecipients for all covered positions
 - 1) Truescreen Completion Definition: The date all Truescreen components were reviewed and adjudicated.
 - 2) Fieldprint Initiation Definition: The date the individual schedules their fingerprinting appointment.
 - 3) Fieldprint Completion: The date that results were received, reviewed, and adjudicated.
- E. Accompaniment must be provided until all components of the NSCHC are completed, and the subrecipient has considered all results and made a final determination of eligibility.
- F. Subrecipient must utilize OneStar's NSCHC Verification Form to document National Service Criminal History Checks for all covered individuals.

XVII. TRAINING AND EVENTS

- A. The subrecipient must participate in trainings and/or in technical assistance designated as mandatory. When trainings and/or technical assistance are deemed mandatory, attendance is measured and becomes part of the subrecipient's performance record.
- B. The subrecipient must send the Primary Program and Primary Fiscal contacts as designated in the Authorized Representative Form (ARF) to all mandatory trainings and events, unless otherwise noted below. If the Primary contacts are unavailable to attend a mandatory training or event, subrecipients may propose to send a Secondary Program or Fiscal contact in their place as substitutes, as deemed appropriate by OneStar. Substitute attendees for mandatory events must be approved in advance by OneStar Program and Grants Officers. Details on events will be disseminated as the Commission obtains additional information.
- C. Following is the list of 2020-2021 trainings and events for OneStar subrecipients. Due to public health concerns from COVID-19, OneStar may choose to move any of the in-person events/trainings to a virtual setting.

Date	Training Event	Location	Attendance Expectation
March 11-12, 2021	AmeriCorps Texas Grantee Meeting	Austin, TX	Mandatory
Fall 2020 & Spring 2021, Summer 2021 (exact dates TBD)	New AmeriCorps Staff Orientation	Austin, TX	Mandatory for any Primary Fiscal and Program Staff listed on the AmeriCorps ARF within the first year of being assigned.
March 7-13, 2021	AmeriCorps Week	Regional	Mandatory
April 6, 2021 (tentative)	National Service Recognition Day	Regional	Mandatory
May 4-6, 2021	National Service Regional Training	Albuquerque, NM	Strongly Encouraged
Bi-Monthly (3 rd Thursday of even months at 1pm CT)	Commission Sponsored Webinars – Updates from the Field Call	Virtual (via webinar)	Mandatory
Bi-Monthly (Odd months, exact time varies)	Commission Sponsored Conference Calls – Individual Program Calls	Virtual (via phone)	Mandatory for Primary Program Staff listed on the AmeriCorps ARF
Bi-Monthly (2 nd Thursday of odd months at 1pm CT)	Commission Sponsored Webinars – Fiscal Update Calls	Virtual (via webinar)	Mandatory for Primary Fiscal Staff listed on the AmeriCorps ARF

D. Mandatory events require full participation. Failure to participate fully in mandatory events will become part of the subrecipient performance report and will result in the issuance of a Notice of Noncompliance. Full participation is defined by:

- (1) Participants attend all scheduled sessions (plenary and breakout) in full (from scheduled start to end time);
- (2) Participants are actively engaged in all sessions (plenary and breakout) and activities;
- (3) Participants maximize all opportunities for learning, sharing and networking; and

(4) Subrecipients must be responsible for all materials presented. OneStar will provide sufficient notice to subrecipients regarding the content of any events such that the subrecipient may ensure that the appropriate staff person is in attendance.

E. The subrecipient must participate in such additional periodic, or ad-hoc initiatives, events, webinars, conference calls, or trainings as deemed necessary by the Commission. The Commission's request must provide a reasonable amount of advance notice, in consideration of the nature of the required participation. Failure to participate in full as required will become part of the subrecipient performance record and will result in the issuance of a Notice of Noncompliance.

XVIII. REPORTING REQUIREMENTS

A. The subrecipient is responsible for the timely submission of periodic financial and progress reports during the budget period and a final financial report.

B. **AmeriCorps Progress Reports (APR).** Subrecipients must complete and submit progress reports using the appropriate electronic system to report on progress toward achievement of its approved performance targets.

Due Date	Reporting Period Covered
11:59:59 PM CST, April 8, 2021	Start of grant through March 31
11:59:59 PM CST, September 30, 2021	Start of grant through end of budget period.

C. **AmeriCorps Financial Reports (AFR).** The subrecipient must complete and submit financial reports in the appropriate electronic system to report the status of all funds. This includes submitting the Program Income Certification. The subrecipient must submit timely cumulative financial reports in accordance with CNCS guidelines according to the following schedule:

Due Date	Reporting Period Covered
11:59:59 PM CST, April 8, 2021	Start of grant through March 31
11:59:59 PM CST 45calendar days after grant period ends <i>For example, for grants ending on July 31, 2021, the Final AFR will be due on August 30, 2021.</i> <i>For grants ending on August 31, 2021, the Final AFR will be due on September 30, 2021.</i>	Start of grant through end of budget period.

D. **Reporting Other Federal Funds.** The subrecipient must report the amount and sources of federal funds, other than those provided by CNCS, claimed as matching funds. This includes other federal funds expended by subawardees and operating sites and claimed as match. This information must be reported annually on the final financial report. Fixed Amount grantees are not required to report this information.

- E. **Requests for Extensions.** Each subrecipient must submit required reports by the given dates. Extensions of reporting deadlines will be granted only when 1) the report cannot be furnished in a timely manner for reasons, in the determination of the Commission, legitimately beyond the control of the subrecipient, and 2) The Commission receives a written request explaining the need for an extension before the due date of the report.
- F. The subrecipient must submit such additional periodic, grant award closeout, monitoring, grant making, or ad-hoc reports on the operation and performance of this grant award deemed necessary by the Commission. The Commission's request must provide a reasonable time of response, in consideration of the nature and availability of the information requested.
- G. Failure to submit any report or document in full as required will become part of the subrecipient performance record and will result in the issuance of a Notice of Noncompliance.

**ATTACHMENT D
SUBRECIPIENT MONITORING**

See Attached

Subrecipient Monitoring Form

Revised 07.08.2014

Part 1 - SUBRECIPIENT (Please check all applicable boxes)

ALL of the fields MUST be completed; else, it may delay processing of pending Subagreement.

U.S. Non-Profit, Educational Institution, or State/Local Government entity subject to:
 2 CFR 200, Subpart F; OR, Exempt since we expended ≤ \$750,000 of Federal Funds during this Fiscal Year.

U.S. For-Profit entity, Sole Proprietor, Independent Contractor or Foreign entity:
 With OR Without FEDERAL awards and we certify we comply with:
 FAR Part 30 or 31; OR,
 Generally Accepted Accounting Principles or financial standards and internal controls for sound business practices and where our signature below certifies that the cost estimates and prices we provide to University of North Texas are not greater than those prices charged our most favored customers for like quantities and conditions of sale.

Legal Name of Subrecipient: Irving ISD HIPPY Program - Ernesto Mendizabal

Subrecipient's Financial Point of Contact: Neeta Cooper
(This should be the person within YOUR institution/organization/business responsible for maintaining your audit reports)

Title: ACCOUNTANT Email Address: ncooper@irvingisd.net

Mailing Address: 2621 W AIRPORT FREEWAY

City: IRVING State: TX Zip + 4: 75062-6020 Country: United States

Physical Address: 2621 W AIRPORT FREEWAY, IRVING, TX 75062-6020 Congressional District 24

Phone #: 972-600-5408 FAX #: 972-215-5412

Financial Fiscal Year: 09-01-2020 to 08-31-2021 Employer Identification Number (EIN): 75-6001854
month/day/year month/day/year

Commercial and Governmental Entity (CAGE) or NATO CAGE (NCAGE) Code: 1FAQ8 DUNS + 4 number: 07-670-0988

System for Award Management (SAM): Yes No Registration Valid until: 01-30-2021

Part 2 - Representation of Financial Statements & Controls

Please check the appropriate item and provide any required reports, as applicable:

- Our audit report for the subject fiscal year has been completed and there
 were were not material weakness(es) or instances of noncompliance, significant deficiency(ies), and/or findings regarding financial internal controls and any or all did or did not relate to any subaward(s) from The University of North Texas. Please provide a copy of the audit report, or provide a website where it can be accessed.
- Our audit report for the subject fiscal year has not yet been completed. We expect the audit to be completed on January 19, 2021 (insert date). Within thirty (30) days of completion, we will advise you of the results.
- No audit report as a Sole Proprietor or Other Entity, but we adhere to Generally Accepted Accounting Principles or financial standards and internal controls for sound business practices.

Authorized Official's Signature:  Printed Name: Steve Franks
Date: 9/23/20

Office of Grants & Contracts Administration Only

Subaward #: _____ PI Name _____ 196 Prime Sponsor _____

ATTACHMENT E
NATIONAL SERVICE CRIMINAL HISTORY CHECK

See Attached.



NATIONAL SERVICE CRIMINAL HISTORY CHECK VERIFICATION FORM

Applicant Information

Name must match the government-issued photo ID used to verify identity - Documentation of ID number maintained on this form

Last Name	First Name	MI
-----------	------------	----

Position Title	Start Date
----------------	------------

Level of Access (choose one) **Recurring** Access to Vulnerable Populations
 Episodic or No Access to Vulnerable Populations

Is this individual serving a consecutive term with break in service of <i>less than</i> 120 days? <input type="checkbox"/> No <input type="checkbox"/> Yes	If you responded Yes, when was the end date of previous term?
--	---

UNT HIPPY staff member has verified the candidate's identity using a government-issued photo ID.

ID #: _____ Type of ID: _____

ID Date of Issue: _____ AND _____

UNT HIPPY has confirmed that (Service Site) has verified the applicant's identity with government-issued photo ID and is maintaining identification documents.

Date Confirmed	Staff Signature X	Staff Name Printed
Date Confirmed	Staff Signature X	Staff Name Printed

Statement of Consent

To be obtained prior to initiating State & FBI checks

Consent form containing signed statement from applicant agreeing to undergo the National Service Criminal History Checks and confirming that the applicant understands selection is contingent upon the outcomes of the checks, is attached.

Date Consent Form Signed _____

UNT HIPPY has confirmed with (Service Site) written consent was obtained from the applicant prior to running criminal history checks.

Date Confirmed _____

National Sex Offender Public Website (NSOPW) Check

Must initiate and complete prior to the first day of service or work

Website of Source Used
<http://www.nsopw.gov>

- Please check the boxes to confirm the following:
- Screenshot/printout from NSOPW check results that includes the date/timestamp for when the search was performed is attached.
 - All states, territories & Indian Country reported in NSOPW check. If any registries were not reporting at the time of search, documentation that the non-reporting registry was searched directly **OR** a second NSOPW search conducted when the missing registry was present is attached.
 - If the NSOPW search returned any results, documentation of adjudication that shows the candidate is not one of those listed is attached.

Date Performed	Staff Signature X	Staff Name Printed
Date Adjudicated	Staff Signature X	Staff Name Printed

Results of Review (choose one)
 Eligible for service based on results of NSOPW check
 Ineligible for service based on results of NSOPW check

State of Service & FBI Fingerprint-Based Check

**Pre-Approved Alternative Search Procedures (ASPs) as of January 4, 2016
Maintaining Clearance Letters in Lieu of Actual NSCHC Results**

UNT HIPPY maintains a written agreement with (Service Site), which conducts criminal background checks through the Texas Department of Public Safety and national FBI fingerprint-based criminal history results through the FACT Clearinghouse that satisfies the State of Service / FBI check / State of Residence check (for all Texas residents) components of the NSCHC. The agreement specifies that any individual registered, or required to be registered, on a sex offender registry or was convicted of murder will not be cleared to participate in the program under any circumstances.

(Service Site) Clearance Letter

Must initiate no later than the first day of service or work and complete prior to end of service or work

State of Service
Texas

- Please check the boxes to confirm the following:
- UNT HIPPY has confirmed with (Service Site) that the member was checked and cleared for service.
 - A copy of the signed and dated clearance decision is attached.

Date of Clearance Decision

Date Initiated	Staff Signature X	Staff Name Printed
Date Reviewed	Staff Signature X	Staff Name Printed

- Results of Review (choose one)
- Eligible for service based on clearance letter
 - Ineligible for service based on clearance letter

State of Residence Check

Must initiate no later than the first day of service or work and complete prior to end of service or work

- The applicant's state of residence is Texas. The State of Residence check requirement is satisfied by the State of Service check above. The following section is intentionally left blank.

State of Residence	Repository Checked	
Website of Repository Used	Does state law prohibit keeping results? (choose one)	<input type="checkbox"/> No – Results kept <input type="checkbox"/> Yes – Results NOT kept
Date Initiated	Staff Signature X	Staff Name Printed
Date Completed/Reviewed	Staff Signature X	Staff Name Printed

- Results of Review (choose one)
- Eligible for service/work based on results of State of Residence check
 - Ineligible for service/work based on results of State of Residence check

Accompaniment

- Is accompaniment necessary for this individual? (choose one)
- No
 - Yes

- If you responded Yes, please check the boxes to confirm the following:
- Documentation of each instance of accompaniment during service or work with vulnerable populations is attached.
 - Persons who provided accompaniment have been cleared in their positions.

Consideration of Results

To be completed by authorized program staff after all required checks have been completed and reviewed

- Statement of Eligibility (choose one)
- This individual has been deemed *eligible* for service/work with UNT HIPPY AmeriCorps Program
 - This individual has been deemed *ineligible* for service/work with UNT HIPPY AmeriCorps Program

- I certify the results of these checks have been kept confidential, the program has paid for the checks, and the program has allowed the individual the opportunity to review any findings from the checks.

Date of Consideration	Authorized Program Staff Signature X	Authorized Program Staff Name Printed
-----------------------	---	---------------------------------------

ATTACHMENT F
NATIONAL SERVICE CRIMINAL HISTORY CHECK ENFORCEMENT GUIDE

See Attached.



National Service Criminal History Check Enforcement Guide

Effective April 1, 2017

Office of the Chief Risk Officer
Portfolio Risk and Compliance
Date: February 10, 2017

Table of Contents

Section I **PURPOSE**..... 2

Section II **INELIGIBILITY VS. NONCOMPLIANCE**..... 2

Section III **MONITORING OFFICIALS’ RESPONSIBILITIES TO ASSESS AND REMEDY
NONCOMPLIANCE**..... 3

 1. EXPAND THE SCOPE OF REVIEW3

 2. ESTABLISH ELIGIBILITY4

 3. IMPLEMENT A MANUAL HOLD, IF NECESSARY4

 4. CALCULATE THE DISALLOWANCE4

Section IV **CALCULATING DISALLOWANCE**..... 4

 1. REVIEW GRANT RECIPIENT PARTICIPATION IN THE ASSESSMENT PERIOD.....4

 2. ASSESSING THE MITIGATION LEVEL OF EACH FILE4

 A. National Sex Offender Public Website (NSOPW) Checks4

 B. Vendor Checks5

 C. Accompaniment.....6

 D. Murder Self-Certification.....6

 E. Alternate Search Procedure (ASP)-Exemptions6

 3. DETERMINE THE DISALLOWANCE AMOUNT FOR EACH INDIVIDUAL.....7

 4. CALCULATE THE TOTAL DISALLOWANCE.....8

Section V **SELF-REPORTING**..... 9

Section VI **DISALLOWANCE AND PAYMENT PROCEDURES AND DOCUMENTATION** 9

 1. DISALLOWANCE DOCUMENTATION9

 2. PAYMENT REQUEST PROCESS10

Appendices

Appendix A **PARTICIPATION IN THE 2014 ASSESSMENT PERIOD** 11

Appendix B **TAKING CORRECTIVE ACTION**..... 12

Appendix C **IPERIA RECOVERY FOR NSCHC FINDINGS** 15

I. PURPOSE

This Enforcement Guide (Guide) explains how to resolve findings of noncompliance related to the National Service Criminal History Check (NSCHC) requirements and how to calculate disallowance in cases of noncompliance. It applies to all NSCHC noncompliance findings identified through oversight and monitoring, such as: Improper Payment Elimination and Recovery Improvement Act (IPERIA) sampling, Office of Inspector General audits or investigations, site visits, and desk reviews. The Guide does *not* change the legal requirements for the NSCHC. All cost disallowances can be avoided if checks are performed in compliance with the regulations.

The Guide must be used by monitoring officials including Program Officers and Grants Officers of the Corporation for National and Community Service (CNCS), State Commission staff, Social Innovation Fund intermediary staff, other recipient staff members responsible for monitoring and enforcing compliance, and any other individuals who monitor and enforce compliance with the NSCHC requirements. The Guide uses the term "monitoring officials" to collectively refer to this group of individuals going forward and the term "recipients" to refer to CNCS prime grant recipients and subrecipients.

II. INELIGIBILITY VS. NONCOMPLIANCE

First, it's important to distinguish between ineligible individuals and instances of noncompliance.

Ineligible Individual

An **ineligible** individual (42 USC 12645g(c)) is anyone who (1) is registered or required to be registered on a sex offender registry; (2) has been convicted of murder; (3) refuses to consent to the NSCHCs; or (4) makes a false statement in connection with his or her NSCHC. Ineligible individuals are barred from working or serving on a grant-funded program. Recipients are strongly encouraged to promote the safety of those involved in their national service program through various means. The NSCHC establishes a baseline screening procedure. Recipients may establish a screening procedure with components and criteria that go beyond the NSCHC baseline requirements and that are tailored to the needs of their program, organization, and beneficiary population. Recipients should also be aware that regardless of documented accompaniment, all associated costs with an ineligible individual will be disallowed.

If you determine that an ineligible individual served or worked on a CNCS grant (including matching funds), you must:

- Immediately remove any currently serving ineligible individuals from the CNCS grant, and retain documentation of their service history and NSCHC documentation.
- Disallow all costs associated with the individual. Costs include any stipend, salary, fringe benefits, or education award. Calculate these costs from the individual's start date in a covered position.
- Establish proper documentation and report the confirmed ineligibility to CNCS (see Monitoring Documentation in Section VI for details).

Eligible Individual – Noncompliant File

Noncompliance refers to a situation in which an individual in a covered position is eligible to serve, but a recipient did not fully comply with all of these items:

- Properly conduct all required NSCHC components for the individual.
- Conduct the required NSCHC components on time.
- Ensure that an individual with access to vulnerable populations was in the physical presence of a qualified individual while checks were pending (also known as "accompaniment"). See Section IV for more information on who can perform accompaniment.
- Retain proper documentation (see Monitoring Documentation in Section VI for details).

If **noncompliance** is discovered:

- A recipient **must** take corrective action to correctly determine eligibility. See Section III and Appendix B.
- CNCS will disallow costs associated with NSCHC noncompliance per Section IV of this Guide.

III. MONITORING OFFICIALS' RESPONSIBILITIES TO ASSESS AND REMEDY NONCOMPLIANCE

As a Monitoring Official, you must determine the extent of a recipient's compliance with NSCHC requirements. Screening is a critical first step in prevention and some level of screening, even if not completely compliant, is usually better than no screening at all. It is important to know when recipients are **partially compliant** because the costs that CNCS disallows depend in part on whether the recipient took some actions. To assess this accurately, you'll need the individual's start date on the grant and a detailed understanding of the NSCHC requirements (<http://www.nationalservice.gov/resources/criminal-history-check>). If you identify noncompliance:

1. EXPAND THE SCOPE OF REVIEW

"Scope of review" means the number of individuals reviewed to determine if the recipient is conducting and documenting the NSCHCs requirements correctly.

If, during a single monitoring activity, you discover that two or more individuals' NSCHC checks are noncompliant, you must expand the scope of review so that you can more completely assess the scope of the recipient's noncompliance. An *expanded* scope of review includes all of the currently-serving individuals in covered positions, as of the date of the monitoring activity. This expansion does not necessarily need to occur on the date of the initial monitoring activity. In cases where there are large numbers of files to review, Monitoring Officials may opt to conduct the review at a later date.

If there is evidence that the noncompliance is limited to a subset of files (for example, limited to a particular site, or to staff only), with documented rationale, the Monitoring Official **may limit** the scope of review to that subset.

You may direct a recipient to conduct the review and calculate the disallowance according to the Mitigation Matrix (Matrix) in Section IV. However, if the recipient conducts the review, the Monitoring Official **must verify their findings** in one of two ways:

- Review all supporting documentation for each file (see Section VI); or
- Review a sample of the files. If you choose this method, you must apply your sampling methodology consistently. Refer to your monitoring tool or procedures for guidance specific to your situation.

If you only find noncompliance in **one file**, direct the recipient to take corrective action on that single file, per Appendix B, and disallow costs for that one occurrence of noncompliance. If you suspect a root cause of noncompliance that may affect other files, such as use of a noncompliant vendor, strongly encourage the recipient to identify other files that may be affected and to take prompt corrective action and self-report all additional noncompliance that they identify. See Part IV of this document for more information on self-reporting.

Note: If, at the time of the monitoring visit, there are no individuals currently serving in covered positions (e.g. a recipient with members serving only during the summer), then include all files from the most recent cohort of members who completed service in the scope of the review.

2. ESTABLISH ELIGIBILITY

For every currently serving individual in a covered position for which you discover an instance of NSCHC noncompliance, as soon as you discover it, you must instruct the recipient to establish eligibility. Do not wait to include this step in a monitoring feedback letter.

If an individual's NSCHC was incomplete, improper, or not done at all, the recipient must:

- immediately conduct all applicable, regulation-compliant NSCHC checks on the individual; and
- put in place training and systems to avoid any further noncompliance in the future.

Appendix B of this Guide describes the corrective actions a recipient must take in specific situations.

3. IMPLEMENT A MANUAL HOLD, IF NECESSARY

In cases where recipients are not responsive to requests for information or fail to perform corrective actions, Program Officers should contact their Grants Officer to determine courses of action. One course of action could be placing the recipient on manual hold for the reimbursement of program expenses. Refer to Appendix B and your monitoring tool for corrective action procedures.

4. CALCULATE THE DISALLOWANCE

Use the guidance in Section IV, below, to calculate the disallowance.

IV. CALCULATING DISALLOWANCE

If you determine that an eligible individual's criminal history check was noncompliant, the next steps are:

1. REVIEW GRANT RECIPIENT PARTICIPATION IN THE ASSESSMENT PERIOD

See Appendix A to assess participation in the assessment period and its impact on disallowance.

2. ASSESSING THE MITIGATION LEVEL OF EACH FILE

Mitigation is an assessment of the level of screening conducted by the recipient when the individual file is only partially compliant. Monitoring Officials will base the mitigation rating and assign the disallowance amounts as specified in the Guide on the state of the recipient's files as of one of the following, whichever is earlier: 1) the date of the official notification for monitoring, or 2) the date that the Monitoring Official identifies the noncompliance in connection with that particular monitoring event. Prompt corrective action is expected, and a failure to take prompt corrective action may result in increased disallowance amounts and other remedies as available by law.

Apply the mitigation ratings as specified in the Guide for all covered positions, regardless of the regulations effective at the time of their start of work or service. As of January 1, 2013, all individuals in covered positions are required to have at least a search of the NSOPW. If a file does not include a compliant or mitigating sex offender check or any other mitigating factors as defined below, this file has, by definition, low mitigation.

This Section lists the conditions for full compliance for each component of the criminal history check, followed by the conditions that mitigate noncompliance. Use this information to determine which of the mitigating conditions described in the Matrix below are present in an individual's NSCHC file.

A. National Sex Offender Public Website (NSOPW) Checks

A compliant NSOPW check is a *nationwide* check of the NSOPW that has been examined and documented as finding or not finding that the individual exists on the name-based results list, *before* an individual starts work or service.

Conditions that Mitigate Noncompliant NSOPW Checks

In the Matrix, “sex offender check” refers to a check that is noncompliant but has conditions that mitigate the noncompliance. The conditions listed below mitigate a missing or incomplete nationwide NSOPW check. *Bear in mind that none of these is a fully compliant check, and a fully compliant NSOPW check must still be performed and documented to establish eligibility.*

- The check is an incomplete search of NSOPW.gov, including a check in which one or more states was not reporting when the check was performed, and the result shows the non-reporting state(s).
- The check is an adjudicated FBI fingerprint check.
- The check is a national sex offender registry check, other than a check of the NSOPW, provided by a vendor.
- The check is a statewide sex offender check from the state of residence or the state of service.

B. Vendor Checks

If a recipient uses a vendor check, the recipient must demonstrate that the vendor’s criminal history record search meets CNCS’s requirements.

Assessing vendor compliance

A compliant vendor check must provide evidence that the data is not time limited in any way – that is, the data goes back as far as the data held by the designated state repository.

If the vendor gives only a pass/fail adjudication, it must be based on information that is not time-limited and that is based on:

- A nationwide check of the NSOPW that is completed before the start of work or service (before any hours are accrued).
- A compliant State Check that is initiated no later than the first day of work or service through the CNCS-designated repositories in the States of Service and Residence.
- A compliant fingerprint-based FBI Check that is initiated no later than the first day of work or service through the CNCS-designated repositories, CNCS-designated channeler, or the departmental orders (DO) method submitted directly to the FBI.

Conditions that Mitigate Noncompliant Vendor Checks

If a vendor check does not meet the criteria above, it is not compliant. The conditions listed below mitigate noncompliant vendor checks.

State laws may require vendors to limit the criminal history data they provide to their clients (generally, to seven or ten years), which is often far shorter than the period that the state repository or FBI retains criminal history data. This data is “time-limited.” *Time-limited data is not compliant, but still may be used as part of a mitigating vendor check under the Matrix.*

- An NSOPW check that is missing or incomplete is mitigated if the vendor includes a nationwide sex offender registry search.
- A state check that is missing or incomplete is mitigated by:
 - A vendor check that includes a nationwide search of state criminal information
 - A vendor check that includes the CNCS-designated repository in either the state of residence or the state of service (that is, includes one compliant state check when two were required).

C. Accompaniment

If an individual is in a covered position and has recurring access to vulnerable populations, the individual must be accompanied while their State and/or FBI checks are pending whenever they are anticipated to be in contact with vulnerable populations. "Accompanied" means they're in the physical presence of someone who meets the definition of "compliant accompanier" below. Once results clear (through either the state check(s) or the FBI check), accompaniment can cease. When the state of residence differs from the state of service, then both checks must be cleared to cease accompaniment. Accompaniment is not an alternative to late or noncompliant checks. Accompaniment must be documented as outlined below.

Compliant Accompanier

- An employee or representative of a placement site may provide accompaniment if that individual's clearance was established under the placement site's rules. For example, if an individual is going to serve in a nursing home, any staff not on a CNCS grant that the nursing home has cleared for access can accompany them.
- Parents and guardians of an individual who is a member of a vulnerable population may also provide accompaniment, as appropriate for the program design.
- If the individual who provides accompaniment is in a covered position on a CNCS grant, they must be cleared by the CNCS NSCHC requirements for access to vulnerable populations.
- Anyone who has cleared, and maintained a compliant NSCHC, regardless of whether or not that individual is in a covered position on a CNCS grant.

Compliant Accompaniment Documentation

Accompaniment must be documented contemporaneously. Documentation must include the time, date, and name of the accompanying individual. If accompaniment does not meet the criteria above, it is not compliant.

Recipients must have policies and procedures that clearly describe their accompaniment guidelines and the compliant procedures for documenting accompaniment.

Conditions that Mitigate Noncompliant Accompaniment

- If accompaniment is performed and not documented sufficiently and contemporaneously (as described above), it qualifies as mitigated accompaniment.
- If the accompaniment is not documented sufficiently and contemporaneously, but it is based on a program model where accompaniment is a standard process (for example, teachers in some school programs always accompany volunteers), it qualifies as mitigated accompaniment.

D. Murder self-certification

There is no disallowance when a missing murder self-certification is the only required item missing from a file. Corrective action is required, including having the currently serving individual sign a murder self-certification letter. Having a completed murder self-certification letter does not factor into a non-compliant file's mitigation rating. See Appendix B – Corrective Action

E. Alternative Search Procedures (ASPs)/Exemptions

If the file is out of compliance with the terms of a pending or approved ASP/Exemption, the Monitoring Official should assess the mitigation for that position without regard to the terms of the ASP/Exemption.

3. DETERMINE THE DISALLOWANCE AMOUNT FOR EACH INDIVIDUAL.

Use the Matrix below to determine the level of mitigation and associated disallowance per individual.

NSCHC MITIGATION MATRIX			
Disallowance for each individual for whom...		Self-Reporting	Standard Disallowance
		↓	↓
High Mitigation is present		\$250	\$500
Moderate Mitigation is present		\$500	\$1000
Low Mitigation is present		\$750	\$1500
MITIGATION RATING	NO ACCESS OR EPISODIC ACCESS TO VULNERABLE POPULATIONS	RECURRING ACCESS TO VULNERABLE POPULATIONS	
High Mitigation	<p>Program adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is <i>present, even if late</i>:</p> <ul style="list-style-type: none"> • Initiated a vendor check that included a nationwide search of state criminal history information; OR • Initiated the State of Service or State of Residence check through CNCS designated sources; OR • Initiated a fingerprint-based FBI check. 	<p>Program met the requirements of 1, 2, and 3:</p> <ol style="list-style-type: none"> 1. Performed accompaniment (if required); AND 2. Adjudicated a sex offender check <i>before</i> the individual began work or started service on the grant. AND 3. <i>Initiated</i> one of the following on time: <ul style="list-style-type: none"> • A vendor check that included a nationwide search of state criminal history information; OR • A State of Service or State of Residence check through CNCS designated sources; OR • A fingerprint-based FBI check. 	
Moderate Mitigation	<p>Program adjudicated a sex offender check AND at least one of the following is <i>present, even if both are late</i>:</p> <ul style="list-style-type: none"> • Initiated a vendor check that included a nationwide search of state criminal history information; OR • Initiated the State of Service or State of Residence check through CNCS designated sources; OR • Initiated a fingerprint-based FBI check. 	<p>Program met the requirements of 1 or 2:</p> <ol style="list-style-type: none"> 1. Performed accompaniment (if required) AND <i>initiated one of the following on time</i>: <ul style="list-style-type: none"> • A vendor check that included a nationwide search of state criminal history information; OR • A State of Service or State of Residence check through CNCS designated sources; OR • A fingerprint-based FBI check. 2. Adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is <i>present, even if late</i>: <ul style="list-style-type: none"> • A vendor check that included a nationwide search of state criminal history information; OR • A State of Service or State of Residence check through CNCS designated sources; OR • A fingerprint-based FBI check. 	
Any other combination of factors that does not meet the requirements for Moderate Mitigation or High Mitigation.			
This Matrix does not preclude CNCS from implementing other remedies for noncompliance or taking other measures as authorized by law. CNCS may update this Matrix at any time. The disallowance amount is a remedy for noncompliance per 2 C.F.R. § 200.338.			

4. CALCULATE THE TOTAL DISALLOWANCE

After assessing the mitigating factors under the Matrix for each individual instance of noncompliance, add the amount of each individual disallowance to determine the total disallowance. Before proceeding to debt collection, evaluate whether the following additional criteria apply:

Disallowance cap: As a general rule, CHC disallowance will be capped at 25% of the CNCS federal share of the award absent gross negligence or misconduct on the part of the recipient. In some cases, the Monitoring Official may believe that the disallowance cap results in a total disallowed amount that is too low to adequately aid enforcement and compel present and future compliance. For example, this may occur when the federal share is relatively small yet the calculated amount would exceed fifty percent of the federal share. In such cases, the Monitoring Official may choose to enforce the calculated total disallowance, even if it exceeds the 25% cap.

Zero dollar grants: Some grants are zero dollar awards and include no operating funds. For grants that have no operating funds, NSCHC noncompliance enforcement will be capped at 25% of the total value of the education awards associated with the awarded national service positions, if applicable. Refer to the Notice of Grant Award to ensure that it contains the necessary Special Condition to recover funds from the recipient.

Failure to Correct Previously Identified Noncompliance: If required corrective action was not taken when the noncompliance was first identified, a recipient will face disallowance a second time on those files that are still out of compliance plus the possibility of other enforcement remedies.

Self-Reported Noncompliance: See Section V, below.

Important Note: Do not disallow hours for NSCHC noncompliance. Eligible individuals who worked or served after undergoing a noncompliant NSCHC should still receive credit for all the hours they have worked or served, despite the enforcement of a disallowance on a noncompliant recipient. See Section II for disallowance for ineligible individuals.

V. SELF-REPORTING

Self-reporting means that a recipient reports its own noncompliance to a Monitoring Official before it receives a written notice of a future oversight or monitoring activity (e.g. IPERIA sampling, IG audit or investigation, site visit, desk review, etc.). Self-reporting is intended to incentivize identification of the noncompliance by the recipient. A prime recipient reporting to CNCS that it discovered noncompliance at its subrecipients is not considered self-reporting.

If a recipient contacts you in your role as a Monitoring Official to self-report noncompliance with the NSCHCs, you must take the following steps:

- 1) Immediately document that the recipient has self-reported noncompliance. You must include:
 - a. the date of notification,
 - b. the date the recipient discovered their noncompliance,
 - c. the nature of the noncompliance,
 - d. the scope of the noncompliance, to the extent it's known,
 - e. how the recipient identified the noncompliance, and
 - f. what corrective actions the recipient took, if any.
- 2) If the recipient hasn't already done so, direct it to:
 - a. expand the scope of its review per the guidance in Section III.
 - b. immediately take corrective action, as described in Appendix B.

- 3) Use the results of the expanded scope of review to calculate the disallowance, per Section III.
- 4) Use the self-reporting amounts in the Matrix to determine disallowance for each file. If the disallowance total is more than 25% of the federal share of the award, you may apply the disallowance cap in Section IV.

VI. DISALLOWANCE AND PAYMENT PROCEDURES AND DOCUMENTATION

1. DISALLOWANCE DOCUMENTATION

You must send the grant recipient written notification promptly after you discover noncompliance in accordance with your standard monitoring procedures, even if you don't yet know the cost disallowance that will result from the noncompliance. Do not hold off notifying the recipient until you've calculated the total disallowance, a process that might require you to request additional information and review a substantial number of files, and could take some time to complete.

Review Documentation

For each individual file with NSCHC noncompliance, monitoring officials must:

1. contemporaneously document a written assessment of the deficiency,
2. assign and document the appropriate mitigation ratings, and
3. assess an associated disallowance amount.

A documented written assessment of the deficiency must include:

- date of notification of monitoring, date of monitoring or date of self-review, whichever is earlier,
- the name of the individual,
- start date of work/service on the grant,
- level of access to vulnerable populations,
- when checks (NSOPW, State of residence, State of service, FBI) were initiated,
- what other checks/conditions were present and relied on in determining the assigned mitigation rating (e.g., vendor checks),
- when results were adjudicated,
- whether accompaniment was performed,
- when accompaniment ceased, and
- which checks were missing, incomplete or late.

See Section III for guidance on expansion of scope.

Ineligible Individual Documentation

If the individual is ineligible to serve, you must document:

- the full name of the individual,
- the date they started on the grant,
- the date ineligibility was identified,
- the date they were removed from the grant,
- the number of hours charged to the grant,
- the assessment of checks conducted against which checks were required,
- the basis of ineligibility identified through the NSCHC (e.g. false statement, murder conviction, etc.), and
- the calculation of all associated grant costs from federal and match funds, as applicable.

Report the full name of the ineligible individual along with details of the occurrence to CNCS via email at CHC@cns.gov, with a subject heading of: "Ineligible Individual Notification," copying your Program Officer and Grants Officer. Such reports must be made by prime and subrecipients.

See Section II for criteria used to confirm ineligibility.

2. PAYMENT REQUEST PROCESS

Once the disallowance amount has been calculated, CNCS will issue a *Debt Notification Letter* to the prime recipient, regardless of whether the noncompliance was at the prime or subrecipient level. This letter will include information about the rights of the recipient and options available to pay the disallowance to CNCS. The letter will outline two payment options – payment in full or the procedure to setup alternative payment options. The Debt Collection Information attachment also identifies all rights and responsibilities the debtor may have in regard to the debt. The payment to CNCS must be from a non-federal funding source.

Note to Prime Grant Recipients:

Disallowance for NSCHC noncompliance at the subrecipient level must be paid back to CNCS. Prime recipients cannot reallocate NSCHC disallowance. Prime recipients should oversee the subrecipient's application of this Guide in assessing the subrecipient's disallowance prior to submission to CNCS. Primes should submit the documentation of the monitoring findings to CNCS along with the total disallowance calculated.

CNCS will disallow costs from a prime recipient if its subrecipients are found to be out of compliance with the NSCHC requirements and the prime recipient has not correctly applied enforcement and/or has failed to identify noncompliance prior to CNCS's monitoring of the prime recipient. See Section IV for more guidance on disallowance for failure to correct previously identified noncompliance.

When multiple grants are monitored:

In cases where a single entity has more than one open CNCS grant, the following steps should be applied to NSCHC non-compliance where a debt payment is due:

- Disallowance associated with a volunteer or staff member who is assigned to two or more CNCS open grants shall be assessed under the open grant awarded the highest dollar amount (to avoid double-counting within the risk-based calculation)
- Each CNCS open grant program will require a separate evaluation. Total grant award funds for each program (initial award reflected on the Notice of Grant Award in addition to all amendments, augmentations, reductions) will be used to arrive at the *Total Grant Amount (Federal Share Only)*.
- Refer to Section IV, Calculating Disallowance, for further details.

APPENDIX A: PARTICIPATION IN THE 2014 ASSESSMENT PERIOD

October 14, 2014, to December 5, 2014

From October 14, 2014, to December 5, 2014, CNCS required an Assessment Period where recipients had a one-time opportunity to review their personnel files and come into *complete* NSCHC compliance without risk of financial penalty.

Individual files where recipients **corrected** instances of missing or incomplete checks during the Assessment Period **are not subject to cost disallowance** for any noncompliance occurring before December 6, 2014.

The 2014 Assessment Period cost disallowance moratorium does not apply to:

- Ineligible individuals
- Transactions tested under CNCS's 2014 Improper Payments Elimination and Recovery Improvement Act (IPERIA) activities. See Appendix C.
- Individual files that recipients reviewed during the assessment period, but where recipients did **not correct** noncompliance by completing all missing or incorrectly performed checks **are subject to disallowance**.

As discussed above, if a recipient corrected an individual's noncompliant criminal history check during the Assessment Period, that check is considered compliant.

If a recipient corrected one part of a file, but not another part – for example, if they conducted a NSOPW, but not an FBI check, even though one was required – that file is still noncompliant. The corrected checks are considered late when determining a mitigation rating and applying the Matrix.

Please see the Assessment Guidance at <http://www.nationalservice.gov/CHCAssessmentPeriod> for more information.

APPENDIX B: TAKING CORRECTIVE ACTION

We use corrective actions to quickly bring a recipient into compliance pending a decision on final enforcement actions. You must document all required corrective actions and any follow up and have the recipient do the same.

This appendix first lists the conditions that require corrective action, then lists Required Corrective Actions A through C.

CONDITIONS THAT REQUIRE CORRECTIVE ACTION

NSOPW CHECK

1. Late, Incomplete or Missing NSOPWs: If an NSOPW search was conducted late or is missing from a file, or is incomplete or inadequately documented, the recipient will be required to implement Corrective Action A.
2. Incorrect NSOPW: If a sex offender registry was checked, but was either not a NSOPW.gov check (e.g. a vendor sex offender check, school district sex offender check, or was limited in scope), the recipient will be required to implement Corrective Action A.

STATE CHECKS

1. Late, incomplete, or missing check: If state checks were conducted late, are missing from a file, or are incomplete (e.g. state of residence wasn't conducted), the recipient must take Corrective Action A.
2. Incorrect state check: If state checks were incorrectly conducted (e.g. were conducted through vendors that used sources not authorized by CNCS), the recipient must take Corrective Action A.
3. Incorrect assigned accompanier: If the program model requires accompaniment, the recipient must take Corrective Action B.
4. Accompaniment not performed: If the program model requires accompaniment, and accompaniment was not performed, the recipient must take Corrective Action B.
5. Accompaniment not documented: If the program model requires accompaniment, and accompaniment was correctly done but not adequately documented, the recipient must take Corrective Action B.

FBI CHECKS

1. Late or missing check: If the FBI check was conducted late or is missing from a file, the recipient must take Corrective Action A.
2. Incorrect FBI check: If FBI checks were incorrectly conducted (e.g. the recipient incorrectly assumed that a state repository included FBI results with the state check, or that a vendor national check was the same as an FBI check), the recipient must take Corrective Action A.
3. Incorrect assigned accompanier: If the program model requires accompaniment, the recipient must take Corrective Action B.
4. Accompaniment not performed: If the program model requires accompaniment, and accompaniment was not performed, the recipient must take Corrective Action B.

5. Accompaniment not documented: If the program model requires accompaniment, and accompaniment was correctly done but not adequately documented, the recipient must take Corrective Action B.

ALL OTHER STEPS IN THE NSCHC PROCESS

For all other findings, the recipient must take Corrective Action C.

REQUIRED CORRECTIVE ACTIONS FOR RECIPIENTS

CORRECTIVE ACTION A – FOR LATE, MISSING, OR INCORRECT CHECKS

Step 1: Immediately conduct any missing checks

- The recipient must conduct the missing or incorrectly-conducted components of the check and properly document the results.
- If appropriate, tell the recipient to submit an Alternative Search Protocol (ASP) or an Exemption Request.
- As the Monitoring Official, you have the discretion to request the documentation so that you can review it and follow up as needed.
- Checks that were completed late, but are otherwise compliant, don't need to be conducted again.

Step 2: Write detailed procedures.

You have the discretion to instruct the recipient to revise or clarify their policies and procedures, and to review those changes.

Step 3: Undergo training

- Appropriate recipient staff must take CNC'S training on NSCHC requirements.
- Appropriate recipient staff must also take training on the recipient's NSCHC procedures (the revised procedure, if it has been changed per Step 2 above).
- The recipient must tell you when all training is complete.

CORRECTIVE ACTION B – FOR FINDINGS THAT PROPER ACCOMPANIMENT DID NOT OCCUR

Step 1: Conduct accompaniment if results are pending

- If you or the program learns of an instance of noncompliant accompaniment and checks are still pending, the recipient must immediately begin proper accompaniment.
- If appropriate, tell the recipient to submit an Alternative Search Protocol (ASP) or an Exemption request.
- You have the discretion to request the documentation for follow-up review.

Step 2: Write detailed procedures

- The recipient must write policies and procedures for accompaniment that detail who is eligible to be an accompanier, when accompaniment must be performed, when accompaniment may cease, and how they will document accompaniment.

- You have the discretion to instruct the recipient to revise or clarify their policies and procedures, and to review those changes.

Step 3: Undergo training

- Appropriate recipient staff must take CNCS training on NSCHC requirements.
- Appropriate recipient staff must also take training on the recipient's NSCHC policy (the revised policy, if it has been changed per Step 2 above).
- The recipient must tell you when all training is complete.

CORRECTIVE ACTION C – FOR ALL OTHER NSCHC NONCOMPLIANCE FINDINGS

Step 1: Fulfill or correct the noncompliance

- As soon as you or the recipient discovers noncompliance with any other required step of the NSCHC, the recipient must correct the issue – either perform a missing step or correct what has been done incorrectly – and then document the corrections.
- If appropriate, you should tell the recipient to submit an Alternative Search Protocol (ASP) or an Exemption request.
- You have the discretion to request the documentation for follow-up review.

Step 2: Write detailed procedures.

You have the discretion to instruct the recipient to revise or clarify their policies and procedures, and to review those changes.

Step 3: Undergo training

- Appropriate recipient staff must take CNCS training on NSCHC requirements.
- Appropriate recipient staff must also take training on the recipient's NSCHC policy (the revised policy, if it has been changed per Step 2 above).
- The recipient must tell you when all training is complete.

APPENDIX C: IPERIA RECOVERY FOR NSCHC FINDINGS

The Improper Payments Elimination and Recovery Improvement Act (IPERIA) testing process may identify instances of NSCHC noncompliance. CNCS monitoring is risk-based and IPERIA findings may increase the likelihood that CNCS conducts monitoring on a recipient with noncompliance revealed during IPERIA testing.

Grant recipients that used CNCS grant funds to make a payment (e.g. a living allowance) to an individual statutorily ineligible to serve under 42 U.S.C. § 12645g(c) made an improper payment under IPERIA by doing so. All costs associated with that ineligible individual's work or service are unallowable. See Section II of the Guide.

For instances of **noncompliance** discovered through IPERIA testing, in which an eligible individual received payment, but the recipient did not comply with the NSCHC requirements in conducting the checks, apply the Guide, mindful of the following:

One transaction tested: If a recipient had only one transaction tested under IPERIA, you would assess the disallowance for that one individual according to the Matrix. See Section III of the Guide for details on disallowance for one file. The Monitoring Official must advise the recipient to conduct a self-review of currently serving files and consider the benefits of taking corrective action and self-reporting (see Section V) before a Monitoring Official initiates a monitoring activity.

Two or more transactions tested: If a recipient had two or more transactions tested under IPERIA and the testing revealed two or more instances of NSCHC noncompliance, then you must expand the scope as directed in Section III.

2014 Assessment participation: If the tested IPERIA transaction involves an individual who was required to have a check prior to December 5, 2014 and the recipient fully corrected the noncompliance by conducting missing or incomplete checks during the assessment period (October 14, 2014 to December 5, 2014), do not disallow for the noncompliance identified through IPERIA testing (see Appendix A for more guidance). Note: The transactions tested under the 2014 IPERIA process are excluded from this moratorium on disallowance. The transactions tested under the 2014 IPERIA process will face disallowance, even if corrected during the Assessment.

CONSENT AGENDA ITEM

11/16/2020

TOPIC: Consider the approval of an instructional extension program for parents as educators supporting students and families in the Irving Independent School District.

SUBMITTED BY: Fernando Natividad, Assistant Chief of Finance and Federal Programs

BACKGROUND: The Home Instructional Extension for Parents as Educators Program (HIEPE) is a free academic, social emotional, and supportive base program for children and their parents currently enrolled in 1st and 2nd grade. The Mission of HIEPE is to help parents prepare and support their children for academic success at all levels and to guide parents as they navigate the current in person and or virtual instruction avoiding any possible learning gaps.

HIEPE offers opportunities for the parents and the child to strengthen the learning foundational skills critical at this stage of development, while stimulating the child's cognitive growth, social, emotional and overall wellbeing. The HIEPE program teaches parents the importance of getting involved in their children's education as well as supporting the bridge between the instruction from home to school and school to home, building a strong collaborative relationship among families and schools.

ADMINISTRATIVE RECOMMENDATION: The administration recommends the approval of an instructional extension program for parents as educators supporting students and families in the Irving Independent school district.

RECOMMENDED BOARD MOTION: I move that the Board approve the approval of an instructional extension program for parents as educators supporting our students and families in the Irving Independent school district.



CONSENT AGENDA ITEM
11/16/2020

TOPIC: Consider Acceptance of Gifts and Donations to the District

SUBMITTED BY: Gary Micinski, Chief Financial Officer

BACKGROUND: Donations received during the month of October 2020

ADMINISTRATIVE RECOMMENDATION: Administration recommends acceptance of gifts and donations to the district

RECOMMENDED BOARD MOTION: I move the Board approve the acceptance of Gifts and Donations to the District

Attachments:

1. 2020-2021 Year-to-Date Donation Totals
2. October 2020 Donations List

DONATIONS & GIFTS
Beginning September 2020 - Ending August 2021

	2020-2021	2020-2021		2019-2020	2019-2020
Month	Monthly Total	YTD Total		Monthly Total	YTD Total
September	\$29,300.00	\$29,300.00		\$4,483.00	\$4,483.00
October	\$9,203.78	\$38,503.78		\$54,407.04	\$58,890.04
November				\$550.00	\$59,440.04
December				\$4,915.55	\$64,355.59
January				\$2,064.50	\$66,420.09
February				\$3,281.60	\$69,701.69
March				\$1,397.41	\$71,099.10
April				\$1,000.00	\$72,099.10
May				\$890.00	\$72,989.10
June				\$0.00	\$72,989.10
July				\$4,200.00	\$77,189.10
August				\$5,000.00	\$82,189.10

OCTOBER 2020 DONATIONS
(Period October 1, 2020 thru October 31, 2020)

<u>SCHOOL / DEPT.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>MIDDLE SCHOOLS</u>		
Houston MS	Monetary Donation from First United Bank Mortgage Company Through the School Appreciation Program When a School Employee Closes on a Mortgage Loan	\$100.00
Lamar MS	Monetary Donation from First United Bank Mortgage Company Through the School Appreciation Program When a School Employee Closes on a Mortgage Loan	\$100.00
<u>ELEMENTARY SCHOOLS</u>		
Brown Elem	Monetary Donation from the Celanese Foundation for Educational Resources, Books, Student & Teacher Incentives, etc.	\$9,003.78
TOTAL DONATIONS		\$9,203.78

NOVEMBER 2020 REPORT FROM DIVISION OF BUSINESS SERVICES

TAX OFFICE

Total Tax Collections for October 2020 are \$5,546,230.

	<u>OCTOBER 2020</u>	<u>YEAR TO DATE</u>
Current Year	\$ 5,266,970	\$ 5,270,835
Delinquent	106,585	229,801
Penalty & Interest	172,422	299,140
Other	253	371
Total	<u>\$ 5,546,230</u>	<u>\$ 5,800,147</u>

BUSINESS SERVICES

Payroll for October 2020 was paid as follows:

	<u>GROSS PAY</u>		<u>BENEFITS</u>		<u>TOTAL</u>
Local Maintenance	\$ 19,520,748	\$	3,929,648	\$	23,450,396
Special Revenue	2,345,283		501,356		2,846,639
Total	<u>\$ 21,866,031</u>	\$	<u>4,431,004</u>	\$	<u>26,297,035</u>

INVESTMENT EARNINGS REPORT

	<u>SEPTEMBER 2020</u>	<u>YEAR TO DATE</u>
Local Maintenance	\$ 23,556	\$ 23,556
Federal Programs	4,845	4,845
Interest & Sinking	2,935	2,935
Capital Projects	-	-
Internal Service	430	430
Total All Funds	<u>\$ 31,767</u>	<u>\$ 31,767</u>

MEMO

Date: November 16, 2020
To: Gary Micinski, CFO
From: Cher Elzy, Director Tax Operations
Subject: Monthly Tax Report

Attached for your consideration is the collection activity for the month of October 2020.

Our monthly collections for October reflect \$106,585 in delinquent collections and \$5,266,970 in current collections and \$172,422 in penalty and interest. Adjustments made (\$706,819) in changes to delinquent tax years and \$5,465,969 in changes made to current year. Our current year (2020) reflects a beginning roll of \$182,761,680. Total ending receivable balance for all years is \$189,999,136 for the month of October 2020.

**IRVING INDEPENDENT SCHOOL DISTRICT
OCTOBER 2020
TAX COLLECTION REPORT**

IISD:

	M-T-D FY 2019-2020	M-T-D FY 2020-2021	Y-T-D FY 2019-2020	Y-T-D FY 2020-2021
Current Year	6,494,735.64	5,266,969.92	6,499,099.77	5,270,834.88
Delinquent	3,414.57	106,585.34	158,960.74	229,800.75
Penalty & Interest	129,867.44	172,421.60	174,904.24	299,140.60
Other	105.78	253.18	268.53	370.72
Sub-Total	6,628,123.43	5,546,230.04	6,833,233.28	5,800,146.95

Revenue year-to-date
compared to prior fiscal year (1,033,086.33)

OTHER COLLECTIONS:

Research Fees	572.00	572.00
Attorney Fees	173,385.84	257,016.97
Court Costs	0.00	0.00
Rendition Penalty	415.37	475.73

REFUNDS:

	(13.46)	(6,074.48)
Total Collections	5,720,589.79	6,052,137.17

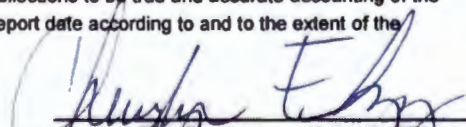
ACTIVITY SUMMARY:

	FY 2019-2020	FY 2020-2021
Collection Percentage Current Year Compared to Prior Year	3.49%	2.80%


RECEIVABLES YEAR-TO-DATE SUMMARY

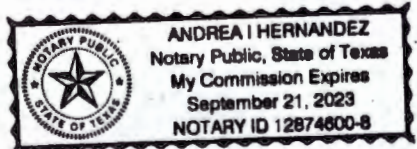
	Current Year	Prior Years	Total Tax Receivables
Beginning Balance	182,761,679.51	7,978,941.94	190,740,621.45
Adjustments	5,465,969.25	(706,818.95)	4,759,150.30
Levy Paid	5,270,834.88	229,800.75	5,500,635.63
Ending Balance	182,956,813.88	7,042,322.24	189,999,136.12

I hereby certify the above report of tax collections to be true and accurate accounting of the revenues collected for as of the above report date according to and to the extent of the records of my office.


Cheryl Ezy, Tax Assessor/Collector, RTA

Signed and sworn before me this 2nd day of November, 2020


Notary Public, State of Texas



2021-2021 INVESTMENT INTEREST EARNINGS

FUNDS	SEP 2020	OCT 2020	NOV 2020	QUARTERLY TOTAL
LOCAL MAINTENANCE	\$23,556			\$23,556
FEDERAL PROGRAMS	4,845			4,845
INTEREST & SINKING	2,935			2,935
CAPITAL PROJECTS				0
INTERNAL SERVICE	430			430
TOTAL ALL FUNDS	\$31,767	\$0	\$0	\$31,767
% CHANGE FROM PRIOR MONTH/QUARTER	-79.84%	-100.00%	#DIV/0!	-92.88%
	DEC 2020	JAN 2021	FEB 2021	QUARTERLY TOTAL
GENERAL OPERATING				\$0
FEDERAL PROGRAMS				0
INTEREST & SINKING				0
CAPITAL PROJECTS				0
INTERNAL SERVICE				0
TOTAL ALL FUNDS	\$0	\$0	\$0	\$0
% CHANGE FROM PRIOR MONTH/QUARTER	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%
	MAR 2021	APR 2021	MAY 2021	QUARTERLY TOTAL
GENERAL OPERATING				\$0
FEDERAL PROGRAMS				0
INTEREST & SINKING				0
CAPITAL PROJECTS				0
INTERNAL SERVICE				0
TOTAL ALL FUNDS	\$0	\$0	\$0	\$0
% CHANGE FROM PRIOR MONTH/QUARTER	#DIV/0!	#DIV/0!	#DIV/0!	
	JUN 2021	JUL 2021	AUG 2021	QUARTERLY TOTAL
GENERAL OPERATING				\$0
FEDERAL PROGRAMS				0
INTEREST & SINKING				0
CAPITAL PROJECTS				0
INTERNAL SERVICE				0
TOTAL ALL FUNDS	\$78,153	\$0	\$0	\$78,153
% CHANGE FROM PRIOR MONTH/QUARTER	#DIV/0!	-100.00%	#DIV/0!	
ALL FUNDS				YEAR TO DATE TOTAL
GENERAL OPERATING				\$23,556
FEDERAL PROGRAMS				4,845
INTEREST & SINKING				2,935
CAPITAL PROJECTS				0
INTERNAL SERVICE				430
GRAND TOTAL ALL FUNDS				\$31,767

ALL FUNDS	2019-2020			2018-2019		
	SEP 2019-SEP 2019	AMOUNT CHANGE	PERCENTAGE CHANGE	SEP 2018-SEP 2018	AMOUNT CHANGE	PERCENTAGE CHANGE
GENERAL OPERATING	\$192,195	(\$168,639)	-87.74%	\$219,532	(\$195,976)	-89.27%
FEDERAL PROGRAMS	43,052	(38,207)	-88.75%	17,909	(\$13,064)	-72.95%
INTEREST & SINKING	30,891	(27,956)	-90.50%	12,234	(\$9,299)	-76.01%
CAPITAL PROJECTS	-	#VALUE!	#VALUE!	24,168	(\$24,168)	-100.00%
INTERNAL SERVICE	3,742	(3,312)	-88.50%	3,750	(\$3,320)	-88.53%
GRAND TOTAL ALL FUNDS	\$269,880	#VALUE!	#VALUE!	\$277,594	(\$245,827)	-88.56%

TOTAL PORTFOLIO AS OF SEPT		INCREASE/ (DECREASE) FROM PRIOR YEAR	CD AVERAGE INTEREST YIELD	LGIP AVERAGE INTEREST YIELD	AGENCY AVERAGE INTEREST YIELD	TOTAL AVERAGE INTEREST YIELD
2020	154,373,472	(12,506,387)	---	2.110	1.970	1.997
2019	166,879,859	8,722,657	---	1.146	1.908	1.190
2018	158,157,202	4,581,933	---	0.587	1.792	0.719
2017	153,575,269	1,160,556	---	0.110	1.722	0.287
2016	152,414,713	(11,132,304)	---	0.085	1.432	0.319
2015	163,547,017	(3,259,294)	0.364	0.093	0.984	0.168
2014	166,806,311	(2,171,934)	1.110	0.209	0.740	0.357
2013	168,978,245	(14,968,383)	1.240	0.132	---	0.277
2012	183,946,628	(7,148,908)	1.777	0.273	1.446	0.579
2011	191,095,536					

REPORT FROM FACILITIES & SCHOOL SUPPORT SERVICES

Facilities and Operations Department

A total of 3181 work orders have been completed from October 1, 2020 through October 31, 2020. This includes 2870 corrective work orders and 311 preventive work orders.

Document Services

Laserfiche – In October, we did not process any Record Center requests. We received 4 project requests/work orders from Human Resources that were completed.

Public Information – In October, 21 requests were opened (12 are still being processed and 9 were completed). During the 2020-2021 school year, we have received 92 requests (73 have been closed and 19 are open for various reasons, including AG rulings).

Student Records – In October, 328 student records requests were received and 307 were completed. This month we also launched a new request type for out-of-state schools to make requests through the system.

Print Shop – 171 orders were received and 96 were completed; 74 of these jobs included color printing and 22 jobs were black and white print only. We did not have any high-volume jobs.

Mail Center – Processed 10,295 pieces of U.S. mail for total charges of \$6,394.50 and 23 packages for a total of \$41.35.

Work Orders – In October, we closed 49 work orders. We received a total of 36 new requests:

- Deliver Shred Console/Container – Total 2
- Destruction Approval/Shredding – Total 18
- Shred Consoles Emptied – Total 14
- New Transfers to Records Center – Total 1
- Other – Total 1

Processed work orders submitted for the crafts of Document Management, Records Management:

- Document Management – 80 work orders have been completed in FY 2020/2021 with an average completion of 72 days. Document Services completed 18.8%, Building Managers 5% and Warehouse 76.2%.
- Records Management – 1,334 work orders have been completed in FY 2020/2021 with an average completion of 7 days. Warehouse completed 100%.

Maintenance

Assisted in the delivery and setup of COVID 19 related supplies. Fire Safety/AV technicians delivered, assembled, and programmed 86 temperature scanning poles. The Carpenters, and Preventive Maintenance technicians delivered and assembled hygiene desk shields. The Carpenters manufactured and constructed hygiene desk shields in the School Board Meeting area.

The Utilities Section – The team completed 348 work orders during the month of October. The utilities section is working on parking lot pole lights, stadium lights that needed to be delayed due to shortage of materials during the summer months.

The Structural Section – The team completed 313 work orders during the month of October. The section is assisting Library services in the Library refresh at Nimitz.

The Grounds Section– In October, the Grounds Department worked on maintaining each campus continually to achieve a well-maintained district heading into winter. We planted rye seed on all middle school athletic game fields to prepare for the upcoming sports season throughout the winter. We completed new sidewalk projects at Kinkeade and Pierce Early Childhood campuses. We worked cooperatively with different departments throughout the month to complete various large projects. All crews exceeded expectations. The small engine shop continued to repair tractors and golf carts to keep our crews productive for the athletic programs. Our vehicle mechanic serviced and repaired numerous vehicles in our 128-vehicle fleet to ensure all vehicles were ready when needed.

Regulatory Compliance, IPM and Safety– In October, we continued to stress to all employees the importance of safety to minimize the risk of exposure to Covid-19. We always stress constantly the need to social distance and wear a mask around others to reduce the spread of the virus. We provided electrolyte water for Facilities employees to prevent dehydration during a hot and humid month. We presented a distracted driving video and presentation through email to our employees. We performed several bee removals at numerous locations. We successfully transferred the hives without harming the bees. We had a rise in the number of pest control work orders due to open windows throughout the district. Environmental Remediation Cleaning was performed at numerous campuses. Facilities continues to stress to personnel the importance of using personal protective equipment while working especially face mask, hand sanitization, and proper social distance. We continue to train our employees in the SchoolDude work-order system. Our TEAM has also treated several wasp nests in the district to better protect our students and staff. We also teamed with building managers, HVAC department, structural

department, and health services department to ensure that we are providing the best indoor air quality for our staff and students.

Operations–

The Operations Department has completed 894 work orders for the month of October. The Operations and Special Events Department has not rented out any facilities due to the Covid-19. The Operations Team is disinfecting each day all classrooms and touchable surfaces.

Warehouse –

- Routine Custodial, Food Service, Health Services, and Maintenance Orders for the month of October total 571 orders pulled and posted in MUNIS, School Dude, and Primero.
- 97% of our deliveries have a one day completion rate.
- Routine Delivery, Warehouse, Surplus, Document Management Work Orders for the month of October is 834 total work orders closed. This includes 475 work orders for Document Services and 359 work orders for Delivery, Warehouse, and Surplus.

The Warehouse supported various campus operations, such as, Hands on Science Center, Food Service & Nutrition, Records Department, Mail Services, Operations Department, CTE Department, Library Services, and Physical Education Department by providing deliveries, pickups, and completing work orders. Additionally, we have supported the Custodial staff by providing PPE material such as mask, face shields, and desk shields throughout the district.