

June 25, 2020

Dear Private Nonprofit School Leadership:

The Klein Independent School District (KISD) is submitting an application to the Texas Education Agency for the Elementary and Secondary School Emergency Relief Fund (ESSER) through the federal CARES Act. The purpose of this letter is to identify the program for which we are applying, to inform you of the eligibility criteria for private, nonprofit schools (PNPs), and to invite your participation.

Federal Program

- Elementary and Secondary School Emergency Relief Fund: Provides emergency relief funds to address the impact that COVID-19 has had and continues to have on elementary and secondary schools across the nation.

Eligibility criteria

- PNP is physically located in the attendance area of Klein ISD and has students enrolled in any grades K-12.
- PNP is accredited, licensed or otherwise operates in accordance with Texas state law.
- PNP was in existence prior to March 13, 2020 with students in attendance.
- Private schools are deemed non-profit if they are exempt from paying federal tax and have a letter of exempt status under Section 501 of the Internal Revenue Code.
- Private, nonprofit schools agree to provide Klein ISD with needs assessment data to determine how services will be provided.

If you are interested in having your school considered for participation, please access the required forms at the following link: [Intent to Participate Form and Equitable Service Data Collection Forms](#). A Consultation and Planning Meeting will be scheduled in July/August with each private nonprofit school that intends to participate in this federal program. If clarification is needed or if you have any questions, you may call 832-249-4006. If your school is not interested in participating in this program, return your Intent to Participate stating that choice. Forms can be sent via email to Chris Ruggiero (cruggiero@kleinisd.net).

Chris Ruggiero,
Director—State and Federal Programs

**Private Non-Profit Schools
2020-2021 Intent to Participate - CARES Act Equitable Services**

School: _____ Telephone: _____
 Address: _____ Principal: _____
 City, State, Zip: _____ Email: _____

Will school participate?	Program Descriptions	District Contact Person
<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>CARES Act Equitable Services - Provides support to assist schools who have costs associated to the pandemic of the public health emergency with COVID-19. All costs may not be allowable uses of the funds for services; only specific costs defined by the federal and state guidance.</p> <p>If you have checked "yes" to the left please complete the following: Grant Contact Person: Name: _____ Title: _____ Phone: _____ Email: _____</p> <p>Optional Secondary Contact: Name: _____ Title: _____ Phone: _____ Email: _____</p>	<p>Chris Ruggerio Director of State and Federal Programs cruggerio@kleinisd.net</p>
<input type="checkbox"/> CERTIFY	<p>PLEASE CERTIFY the three statements below by checking the box in the column to the left.</p> <ul style="list-style-type: none"> • I am the Principal or Grant Contact at the school and authorized to complete this form. • The school is a private non-profit school, not a private for-profit school. Proof of non-profit status will be provided. • The school is located within the boundaries of Klein ISD. <p>Name and information of the person completing this form (Principal or Grant Contact only) is below. By typing your name below, you are providing an acceptable electronic signature. Name: _____ Title: _____ Phone: _____ Email: _____</p>	

Return this form **no later than Thursday, July 9, 2020**, via **email** to cruggerio@kleinisd.net.

If you have any questions or need additional information please email the District Contact Person above.

Private Non-Profit Schools
2020-2021 Equitable Services Data Collection - CARES Act Equitable Services
Complete if Applying For CARES Act Equitable Services

School: _____

Principal: _____

To participate in the CARES Act for Equitable Services with Klein ISD for the 2020-2021 school year, please complete the form and email it per instructions below. Data requested is based on the 2019-2020 school year.

1. Enter the number of STUDENTS (ages 5-17 only) enrolled in each grade level.

ELEMENTARY						SECONDARY						
K	1	2	3	4	5	6	7	8	9	10	11	12

2. Enter the TOTAL number of STUDENTS (ages 5-17 only): _____

3. Enter the TOTAL number of TEACHERS (K-12 only): _____

Check this box to certify that the person completing this form is the Principal or Grant Contact person for this campus.

By typing your name below, you are providing an acceptable electronic signature that all information provided is correct.

Name: _____

Title: _____

Phone: _____

Email: _____

Return this form **no later than Thursday, July 9, 2020**, via **email** to cruggerio@kleinisd.net.

If you have any questions or need additional information regarding the CARES Act/ESSER Funding, please email cruggerio@kleinisd.net.