TN
Department of
Education

ePlan Technical Application Guide

TN ALL Corps

Tennessee Department of Education | September 2021

Contents

Introduction

Students across the state had varying access to instruction in Spring 2020 and throughout the 2020-21 school year. Missed learning as a result of COVID-19 disruptions may have resulted in lower proficiency across the state, specifically in math and early reading. Structured tutoring programs have been proven to significantly increase student achievement when done in a tightly managed and clearly defined program, including consistent, quality materials, and well-trained tutors.

To address gaps and accelerate student learning across the state of Tennessee, the department is launching the TN Accelerating Literacy and Learning Corps (TN ALL Corps), a grant opportunity to empower school districts across the state to implement or strengthen robust tutoring programs for students.

Districts across the state had the opportunity to submit an intent to apply for the TN ALL Corps grant, providing preliminary information about the projected scale and design of their local tutoring program. The department is now launching the formal application for districts in ePlan.

Applications may be submitted on a rolling basis and will be reviewed by the department as they are received. Applications must be approved before a district can request reimbursement.

Funding Considerations

Allowable Uses of Funds

The department will provide districts with $700 for each seat that is offered to students for tutoring, for up to 15 percent of a district's first through eighth grade students. Districts are required to match the state grant at the amount of $800 for each seat offered.

Districts shall make a good faith effort to ensure every seat offered is occupied by a student and the department will provide interventions as needed to support districts who consistently have more than 20% of their seats unoccupied, with the potential of reducing a district's allocation if interventions are not successful.

Districts will be required to upload a budget for the local match portion of funds to the LEA document library (additional instructions are included below).

The following are examples of allowable uses of state provided TN ALL Corps funds:

- Salaries and/or stipends for existing staff for additional duties associated with providing tutoring services;
- Salaries to hire new staff to provide tutoring services throughout the school day;
- Stipends for external tutors to provide tutoring services during designated times;
- Salaries and/or stipends for staff to administer tutoring programs, including design, administration, and clerical work;
- Staff and programmatic expenses to support the needs of students with disabilities participating in tutoring programs;
- Professional development expenses related to equipping tutors and staff to provide effective tutoring services;
- Instructional supplies and materials to support tutoring services;
- Instructional technology and software needed to provide tutoring services; and
- Transportation expenses related to before- and/or after-school tutoring programs.

All expenses must be necessary and reasonable for performing grant activities. The full list of account numbers and line items that are eligible to be budgeted are included in **Appendix A.**

State Funds Allocations

Each LEA must have a department-approved budget in ePlan before requesting reimbursement. Districts will receive projected allocations for each year they are participating in TN ALL Corps but will submit budgets annually in ePlan based on updated projections for the number of seats offered each year. The projected allocations districts will receive provide the guaranteed minimum funding from the state. These allocations may increase should other districts decrease the seats they are offering, but the allocations will not decrease.

The period of performance for this grant begins July 15, 2021 and ends June 30, 2024. Districts may carry forward up to 20 percent of their total FY22 allocation to their FY23 allocation and up to 10 percent of their total FY23 allocation into FY24.

Local Match

Districts are required to match state funds at a per student rate. The state will provide $700 per student, and districts are required to match $800 per student. Most districts will provide matching funds from their ESSER 3.0 allocation. If the district is using a different funding source for local matching funds, please contact **Maryanne.Durski@tn.gov** for guidance on how to budget in ePlan.

If a district does not need the full $1,500 per student to successfully run their local tutoring programs, districts have two options:

1. Districts may tutor more students without receiving additional funds for those students, allowing them to utilize their current state and local match dollars to provide tutoring to more students (in other words, the district would spend less than $1,500 per student but use the full allocation to serve more students), and/or
2. Districts may utilize excess local match funds to provide other direct-to-student small group interventions and supports outside of their tutoring programs. These expenditures should supplement, not supplant, the district's existing ESSER plans. Examples of allowable uses of funds are as follows:
   a. Hire additional interventionists or other staff to work in small groups with students during the school day or expand Grow Your Own programs to provide more interventionists within the district.
   b. Provide tutoring sprints during fall or spring breaks (to include paying community partners to provide these services).
   c. Hire additional staff to provide more small group interventions and supports during summer school.
   d. Provide instructional materials directly for use in small group interventions and supports.

For districts budgeting their local match in ESSER 3.0, specific guidance is provided in **Appendix B** for how to tag budget lines to TN ALL Corps in the detailed instructions for entering the **Budget** in ePlan.

TN ALL Corps ePlan Application
Accessing the Application

To navigate to the TN ALL Corps application from the ePlan homepage, hover over the **Funding** tab on the left menu bar, then select **Funding Applications**.
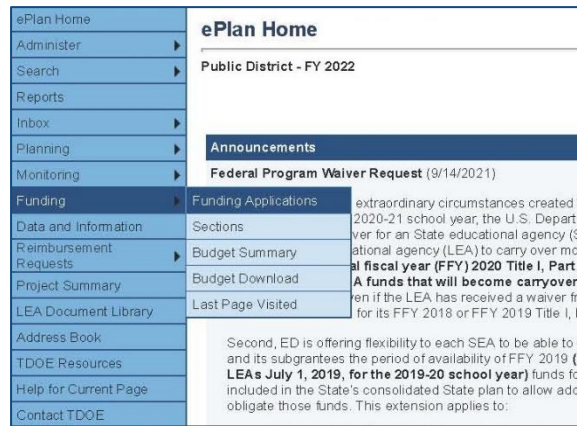
Select the desired fiscal year (2022) in the upper left corner of the screen. Funding applications are stored in ePlan according to the state fiscal year. For example, 2022 indicates the 2021–22 school year. Click on **TN ALL Corps** to access the application.

Funding Applications

Public District - FY 2022

2022	All Active Applications		

Entitlement Funding Application	Revision	Status	Status Date
ARP Homeless 2.0	0	Draft Started	9/9/2021
ARP IDEA	0	TDOE ARP IDEA Director Approved	9/8/2021
Consolidated	1	Revision Started	8/1/2021
Coordinated School Health	0	TDOE Coordinated School Health Director Approved	8/13/2021
CTE Perkins Basic	0	TDOE CTE Perkins Basic Reviewer Approved	7/8/2021
Early Literacy Networks	1	LEA Authorized Representative Approved	7/7/2021
Elementary and Secondary School Emergency Relief (ESSER)	0	TDOE Elementary and Secondary School Emergency Relief (ESSER) Director Approved	8/31/2021
Elementary and Secondary School Emergency Relief (ESSER) 2.0	0	TDOE Elementary and Secondary School Emergency Relief (ESSER) 2.0 Consultant Approved	9/8/2021
Elementary and Secondary School Emergency Relief (ESSER) 3.0	0	LEA Authorized Representative Approved	8/3/2021
Epidemiology & Laboratory Capacity (ELC)	1	TDOE Epidemiology & Laboratory Capacity (ELC) Director Approved	9/10/2021
ESSER Planning Grant	0	TDOE ESSER Planning Grant Director Approved	8/4/2021
Safe Schools	0	TDOE Safe Schools Director Returned Not Approved	9/9/2021
State Funds	0	Draft Started	7/6/2021
TN ALL Corps	0	Not Started	9/14/2021

To begin the application, next to **Change Status To:** click on **Draft Started**.

ePlan User Access

All users must have the correct ePlan user access role to access and complete the TN ALL Corps application. Users with existing ePlan access can verify current user access roles. To view existing access, visit **ePlan.tn.gov**, navigate to the **Address Book** and **LEA Role Contacts**. Users who had the LEA ESSER related roles prior to September 14, 2021 were automatically assigned the *LEA TN ALL Corps Director* role.

New ePlan users and existing ePlan users who need to request a **TN ALL Corps** User Access role must request the additional role using the **ePlan User Access Form for LEAs**. Access the form by navigating to eplan.tn.gov > TDOE Resources > User Access Forms > ePlan User Access Form for LEAs. Users do not need to log in to ePlan to access *TDOE Resources* in ePlan. Follow the instructions on the *User Access Form*, then email the completed form to **ePlan.Help@tn.gov** to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Below are the roles and the order of the status levels specific to the TN ALL Corps application process.

ePlan Role	ePlan Function
LEA TN ALL Corps Director *LEA Fiscal Representative* *LEA Authorized Representative*	Click *Draft Started* (or *Revision Started* for revisions) Respond to application questions, enter budgets
LEA TN ALL Corps Director	Click *Draft Completed* (or *Revision Completed* for revisions)
LEA Fiscal Representative (CFO or treasurer)	Click *LEA Fiscal Representative Approved* (or *LEA Fiscal Representative Not Approved*) (may also request funds after TN ALL Corps application is approved)
TDOE TN ALL Corps Director (FPO & OCFO project directors)	Click *TDOE TN ALL Corps Director Approved* (or *TDOE TN ALL Corps Director Returned Not Approved*)
LEA Authorized Representative (Director of Schools)	Click *LEA Authorized Representative Approved* (or *LEA Authorized Representative Not Approved*)

After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. For example, after the *LEA TN ALL Corps Director* clicks *Draft Completed*, ePlan automatically sends an email to all users in the LEA who have the role of *LEA Fiscal Representative*. Once the LEA receives the notification email that the TN ALL Corps application has been *FPO Leadership Approved*, LEAs must complete the last step, *LEA Authorized Representative Approved*, for allocations to become available for reimbursement.

Application Sections

Participating LEAs must complete the following sections of the application: **Cover Page**, **Budget**, **Program Details**, and **Assurance**. To begin completing the application sections, click on **Cover Page**.

Cover Page

Enter the LEA ID Number, LEA Name, LEA Official Address, and name and email and phone contact information for the Director of Schools and TN ALL Corps Point of Contact. Once all fields are complete, hover over the **Save And Go To** button and click on **Next Page** to proceed to the Budget page.

Budget

The TN ALL Corps application allows budgeting of the following Account Numbers:

Account Number
71100 - Regular Instruction Program
71200 - Special Education Program
72210 - Support Services/Regular Instruction Program
72220 - Support Services/Special Education Program
72250 - Education Technology
72310 - Board of Education
72410 - Office of the Principal
72610 – Operation of Plant
72710 - Transportation
73100 - Food Service
73300 - Community Services

- For each budget line that the LEA plans to use, click **Modify** located to the left of the account number to open the Budget Detail page for that line item.
- On the Budget Detail page for the line item, click **Add Budget Detail**.

Download Budget Data

Add Budget Detail	<< First	< Previous	Next >	Last >>	Items 0-0 out of 0		Items/Page: 10
Delete Edit		Budget Detail			Narrative Description		
					Total for filtered Budget Details:		$0.00
					Total for all other Budget Details:		$0.00

Create Budget Detail

Public District - FY 2022 - TN ALL Corps - Rev 0 - TN ALL Corps

Budget Detail		Narrative Description
Account Number:	☐	
Line Item Number:	☐	
Focus Area: (Select at least 1, and up to 1 tag(s))	Select Tag	
School Type: (Select at least 1, and up to 1 tag(s))	Select Tag	
Optional Program Code:	☐	
Location Code:	☐	
Quantity:	1.00	
Cost:	$0.00	
Budget Detail Total:	$0.00	
	Total for all other Budget Details:	$0.00
	Total for all Budget Details:	$0.00
	Adjusted Allocation:	$0.00
	Remaining:	$0.00

Create   Cancel

- For each Budget Detail:
    o The Account Number auto-populates for the account that is being modified.
- Select the appropriate line item number from the dropdown menu. A complete list of available line items is included in **Appendix A: Available Account and Line Item Numbers**.

- Add Focus Area budget tags to the budget item by identifying the appropriate focus area. Available budget tags are:
    o Tutor Stipends/Salaries
    o Instructional Materials and Supplies
    o Transportation
    o Technology/Software
    o Professional Development
    o Third-Party Services
    o Other Supports
- If your district has charter schools participating in TN ALL Corps, please utilize the School Type Budget Tags to denote which expenses are for charter schools:
    o Charter School
    o Traditional Public School
- If desired, enter the Optional Program Codes.
- Add a narrative description for each entry.
- ePlan auto-populates the Location Code field with the LEA's name and identification number. If the budget item is specific to a single school, select the school name from the drop down options.
- Enter the Quantity and Cost for the Budget detail. The quantity is most commonly 1.00.
- ePlan auto-calculates the Line Item total as Quantity multiplied by Cost.
- Continue to add additional Budget Details as needed for the budget line item. To edit existing Budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Click Return to navigate back to the Budget page and repeat this process for each budget line. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
- Once complete, confirm that the amount in the Remaining area at the bottom of the Budget page is $0.00.

Program Details

The Program Details page includes the following items:

a) Projected number of students to be served: This table is pre-populated with the data submitted through the intent to apply prior to the application opening. If changes or revisions are necessary to the previously provided numbers, contact **Tess.Yates@tn.gov**.

b) Optional: Projected number of students to be served grades 6-8: This table is also pre-populated with the data submitted through the intent to apply prior to the application opening. If changes or revisions are necessary to the previously provided numbers, contact **Tess.Yates@tn.gov**.

c) Select the schools that will participate in TN ALL Corps (including charter schools, if applicable).

d) Please select the tutoring model(s) the district plans to implement (multiple select):
    - RTI^2 tutoring push-in model
    - Before/after school
    - Extended day master schedule
    - Undecided
    - Other

e) Please select the staffing model(s) the district plans to use (multiple select):
    - Existing teachers/educational assistants
    - Hiring additional teachers
    - Hiring a combination of teachers/educational assistants
    - Undecided
    - Other

f) Does the district intend to partner with a community organization/vendor for the TN ALL Corps program, or administer the program itself? (Choose from dropdown.)

- We plan to contract with an outside provider/community partner for TN ALL Corps
- Our district will administer TN ALL Corps with our own staff

  o Matching Funds: Enter the total local match amount for all three years of TN ALL Corps and the source of funds. Ensure that the local match budget is saved to the 2022 LEA Document library per the instructions in **[Appendix B](#)** before marking the checkbox to confirm that the local match budget is uploaded to the *2022 LEA Document Library.*

g) Projected start date (month and year) for TN ALL Corps: (Choose from dropdown.)

Project Narrative

1. Describe how your tutoring structures and staffing models (examples of these models can be found in the TN ALL Corps guidance document) will ensure all students receive tutoring at least 2-3 times per week, in 30-45 minute sessions, in ratios of no more than 1:3 in grades 1-5, and no more than 1:4 if electing to serve students in grades 6-8.
2. Describe your plans for sharing the TN ALL Corps opportunity with families as well as the student recruitment and retention efforts you will put in place.
3. Describe your plans for monitoring student progress with tutoring and how you will adapt tutoring services to ensure all students meet their academic outcomes.

TN ALL Corps Assurances

LEAs must review all program assurances thoroughly. All items specified are requirements of the TN ALL Corps program, legislation, or regulation. By checking the statement at the top of the page, the user affirms that they have read and understand all requirements and that the LEA assures the state education agency that the LEA meets each of the following conditions:

1. Administration of the program, activities, and services covered by this Grant Contract shall be in accordance with all applicable state and federal statutes, regulations, and the approved application.
2. The Grantee shall make a good faith effort (as demonstrated by communication, recruitment, and retention plans) to serve at least 15% of students in grades 1st through 5th by the start of the 2023-24 school year, or in any individual year before that time.
3. The Grantee shall maintain tutor ratios of no more than 1:3 in grades 1-5, and no more than 1:4 in grades 6-8 if the district chooses to serve students in 6th, 7th, and/or 8th grade.
4. The Grantee shall provide tutor sessions that last between 30 and 45 minutes and occur for the same students 2-3 times per week.
5. The Grantee shall provide tutoring to individual students for a full school year. The Grantee shall not exit a student from tutoring mid-year unless they leave the LEA or public charter school.
6. The Grantee shall provide tutoring content that focuses on ELA or math for individual students for the entire semester. The Grantee may change the subject area focus after each semester.
7. The Grantee shall use its own documented procurement procedures in the event of contracted services, which reflect applicable state and local laws and regulations provided that the procurements conform to applicable federal law and regulations.
8. The Grantee agrees to contribute $800 per student, per year for all participating students to be eligible to receive funds under this grant.
9. The Grantee shall administer the State-provided placement assessment to participating students, and complete progress monitoring for the duration of its tutoring support using the online assessment component of the free math and reading online program provided by the Tennessee Department of Education ("TDOE").
10. If the Grantee is an LEA that authorizes charter schools, the LEA shall coordinate with its charter schools to ensure that its charter schools are provided the opportunity to participate in TN ALL Corps to the same extent as the LEA's other public schools.

11. The Grantee shall use fiscal control and fund accounting procedures and shall ensure proper disbursement of, and accounting for federal funds received and distributed under this program.
12. The Grantee shall adopt and use proper methods of administering such program, including a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
13. The Grantee shall administer such funds and property to the extent required by authorizing statutes.
14. The Grantee shall maintain on-site documentation for all reimbursement requests for a period of five (5) years following the end of the Grant Contract period. The Grantee shall provide such documentation to the State as requested.

Scroll to the bottom of the page to **check** the second box affirming that Attachment A has been emailed to **CPO.AuditNotice@tn.gov**. Hover over the **Save And Go To** button and click on **Sections**.

If all Sections are complete, the application will be ready for completion of the approval process. Refer to the **ePlan User Access** section of this guide for the approval workflow.

Appendix A: Available Account and Line Item Numbers

71100	Regular Instruction Program
116	Certified Teachers
163	Educational Assistants
189	Other Salaries & Wages
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
399	Other Contracted Services
429	Instructional Supplies & Materials
430	Textbooks - Electronic
449	Textbooks - Bound
471	Software
499	Other Supplies and Materials
722	Regular Instruction Equipment

71200	Special Education Program
116	Certified Teachers
171	Speech Pathologist
189	Other Salaries & Wages
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
308	Consultants
399	Other Contracted Services
429	Instructional Supplies & Materials
430	Textbooks - Electronic
449	Textbooks - Bound
471	Software
499	Other Supplies and Materials

72210	Support Services/Regular Instruction Program
105	Supervisor or Director
129	Librarian(s)
138	Instructional Computer Personnel
189	Other Salaries & Wages
196	In-Service Training
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
308	Consultants
399	Other Contracted Services
429	Instructional Supplies & Materials
432	Library Books/Media
499	Other Supplies and Materials
524	In-Service / Staff Development

72220	Support Services/Special Education Program
105	Supervisor or Director
135	Assessment Personnel
189	Other Salaries & Wages
196	In-Service Training
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
308	Consultants
399	Other Contracted Services
499	Other Supplies and Materials
524	In-Service / Staff Development

72250	Education Technology
121	Data Processing Personnel
135	Assessment Personnel
138	Instructional Computer Personnel
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
399	Other Contracted Services
432	Library Books/Media
471	Software
499	Other Supplies and Materials
722	Regular Instruction Equipment
72310	**Board of Education**
533	Criminal Investigation of Applicants TBI
72410	**Office of the Principal**
104	Principal(s)
139	Assistant Principal(s)
189	Other Salaries & Wages
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
399	Other Contracted Services
499	Other Supplies and Materials
72610	**Operation of Plant**
166	Custodial Personnel
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
328	Janitorial Services
399	Other Contracted Services
410	Custodial Supplies

72710	Transportation
146	Bus Drivers
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
399	Other Contracted Services
412	Diesel Fuel
425	Gasoline
73100	**Food Service**
105	Supervisor or Director
165	Cafeteria Personnel
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
399	Other Contracted Services
422	Food Supplies
499	Other Supplies and Materials
73300	**Community Services**
105	Supervisor or Director
169	Part-time Personnel
189	Other Salaries & Wages
201	Social Security
204	State Retirement
206	Life Insurance
207	Medical Insurance
208	Dental Insurance
210	Unemployment Compensation
211	Local Retirement
212	Employer Medicare
399	Other Contracted Services
430	Textbooks - Electronic
449	Textbooks - Bound
471	Software
499	Other Supplies and Materials

Appendix B: Using ESSER 3.0 Funds to Support TN ALL Corps

Districts have the option to use ESSER 3.0 Funding to provide the local match for the TN ALL Corps program. If the district chooses to use this option, the district must ensure that the ESSER 3.0 Funding Application Budget clearly reflects the purpose of these expenses.

1. Navigate to the ESSER 3.0 Funding application. Click Funding > Funding Applications, then select 2022, All Active Applications. Click on Elementary and Secondary School Emergency Relief (ESSER) 3.0.
2. In the ESSER 3.0 Application, navigate to the Budget page. For any items connected to TN ALL-Corps, open the budget detail page by clicking Modify, and then then add the Optional Program Code "TN ALL Corps" to all Budget details connected to TN ALL Corps.

3. Click Return to return to the Budget page. On the Budget page, click Download Budget Data to download the budget file as a Microsoft Excel spreadsheet.

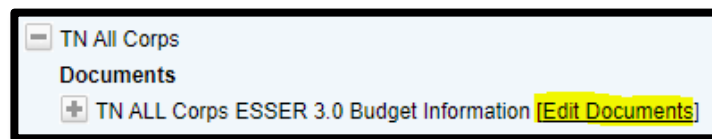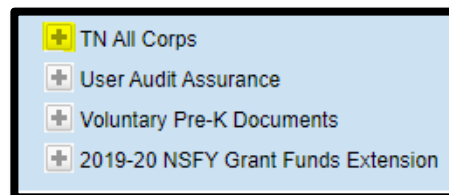4. If any of the ESSER 3.0 budget line items tagged as TN ALL Corps **include a combination of TN ALL Corps expenses and non-TN ALL Corps expenses** (e.g., A teacher line item, where a portion of the budgeted line item will fund TN ALL Corps teachers, but not all), open the ESSER 3.0 budget data excel document and insert a column following column N, the "Narrative Description" column. Label it ***"TN ALL Corps Total*** " and list the **dollar amount** representing the portion of Total funds that are specifically for TN ALL Corps expenses. Save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Item Key	Action	Account	Account Num	Line It	Line Item	Budget Ta	Optional Program Code	Organizati	Organizati	Quantity	Cost	Total	Narrative D	TN ALL CORPS
2	6151832	Update	71100	Regular Instr	116	Teachers	FA=ADLCS	TN ALL Corps	TEST	TEST	1	$100,000	$100,000	Example De	$50,000
3	6647733	Update	71100	Regular Instr	163	Educationa	FA=ADLCS		TEST	TEST	1	$ 50,000	$ 50,000	Example De	

5. Navigate to the LEA Document Library then select the 2022 Root Folder.

LEA Document Library

Tennessee Department of Education (000111000)

LEA Document Library Search

Enter Search Text: [   ]

Root Folders:
General
2022
2021
2020
2019

[Search Folders]
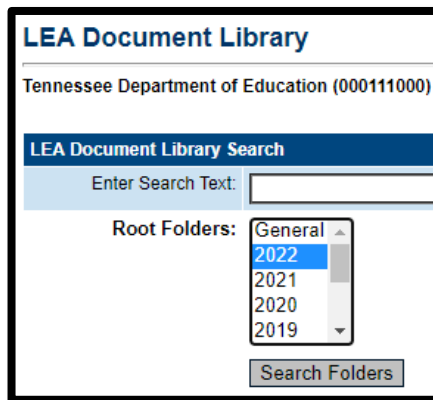
6. In the 2022 Root Folder, expand the TN All Corps folder. Next to the document name ***TN ALL Corps ESER 3.0 Budget information***, click **Edit Documents**.

+ TN All Corps
+ User Audit Assurance
+ Voluntary Pre-K Documents
+ 2019-20 NSFY Grant Funds Extension

— TN All Corps
  Documents
  + TN ALL Corps ESSER 3.0 Budget Information [Edit Documents]

7. On the document information page, click **Upload Document** and select the ESSER 3.0 budget data spreadsheet.

Document Information	
Document Name	TN ALL Corps ESSER 3.0 Budget Information
Folder Hierarchy	2022 TN All Corps
Upload Begin Date ⓘ	9/16/2021
Upload End Date ⓘ	
Minimum Required Count	0
Maximum Allowed Count	

Upload Document