IDEA Partnership for Systemic Change Grants: K–12 and Preschool
Guidance for LEAs Completing Grant Revisions in ePlan

Overview of Revisions:

- The local educational agency (LEA) must click **Revision Started** to revise sections in the grant in ePlan

- Once all revisions are complete, the LEA will change the grant status to **Revision Completed**, then **LEA Fiscal Representative Approved**, and finally **LEA Authorized Representative Approved**.

- Tennessee Department of Education (TDOE) reviewers will review the revisions and approve or request for the LEA to make additional revisions prior to approval.

- Once approved by the department, the grant will be awarded the final grant status of "**TDOE IDEA Partnership for Systemic Change [(K-12) or (Preschool)] Director Approved**" which permits the LEA to expend the funds on approved revision(s) identified within the grant budget.

Grant Section Revisions (Implementation/Sustainability Grants):

Overarching Rules:

- ***Please, do not delete any prior approved information within any section(s) of the grant.***
- Capture revisions by using blue font color and identifying the revision as "**Revision 1,2,3...etc**." within the narrative sections of the grant.

Budget

- Ensure that the narrative description aligns to the budget detail and provides a description of what will be purchased and/or how these budgeted funds are going to be expended. In addition, ensure that once revisions are complete that the remaining budget is $0.00. The budget must align with the information on the cover page and project design page.

Cover Page

- This section will only need to be revised if there are any changes to the following area(s) of the grant:
  - Grade level focus
  - Targeted area of focus
- Revisions to the cover page may require changes to the performance measures and outcomes page and project design page, as these pages must align.

Performance Measures and Outcomes

- This section will only be revised if there are needed revisions to the long-term goal and/or quantifiable metrics the LEA will use to measure progress toward the long-term goal identified as the definition of success.

Project Design

- Must align to the cover page, performance measures and outcomes section, and the budget.

Any revisions to the project design requires the LEA to upload a completed justification document to the *Related Documents* section of the grant application.

Division of Federal Programs and Oversight
710 James Robertson Parkway • Andrew Johnson Tower • Nashville, TN 37243
tn.gov/education

1 | October 2020