I. Funding Application Roles

Each funding application needs three roles to complete the application.

1. ***Grant Director***—Each grant has a specific director role that can be found below.
2. ***Fiscal Representative***—This role is listed in the ***Fiscal, View & Approve*** area of the *User Access Form*.
3. ***LEA Authorized Representative***—This role is listed in the ***Fiscal, View & Approve*** area of the *User Access Form.*

Some funding applications may also have an ***Update*** role. Users who are assigned these roles can edit the application but cannot submit it.

Funding Application Director Roles

Each of the funding application listed below have director role assigned that can edit and complete the funding application. The directors can also click draft/revision started and draft/revision complete.

- 21st CCLC/LEAPS Director(also does *21st CCLC* Remaining Funds)
- Access for All Learning Network (AALN) - uses the ***(IDEA Discretionary (includes Preschool) Director*** role
- Advancing Mental Health Pilot
- After School Summer Learning Mini Camps Director
- ARP Homeless 1.0
- ARP Homeless 2.0
- ARP Homeless System Navigator
- ARP IDEA
- ATSI 19
- ATSI 21
- ATSI 22
- ATSI 23
- ATSI 24
- ATSI/Focus
- Adaptive Learning Technology
- Best for All District
- Beyond Ordinary Learning Opportunities – uses the ***Safe Schools Director*** role
- Civics Seal
- Competitive Priority School State Grant
- Consolidated Director –
- Consolidated Update – *can edit but not submit the Consolidated Funding Application (CFA)*
- Coordinated School Health
- CSH Coordinated School Health Director
- CSP Remote Learning
- CTE Incentive Director
- CTE Innovative High Schools
- CTE Perkins Basic
- CTE Perkins Reserve

Funding Application Roles (cont'd)

- Diversity Innovation
- Early Literacy Networks
- Epidemiology& Laboratory Capacity (ELC)
- Elementary and Secondary School Emergency Relief
- Elementary and Secondary School Emergency Relief 2.0
- Elementary and Secondary School Emergency Relief 3.0
  - Emergency Impact Aid
  - ESSER 2.0 Mental Health
  - ESSER 3.0 Other Pages Director
  - ESSER Planning
  - ESSER Report
- Family Resource Centers
- Fiscal Pre-Monitoring Supports Grant Director
- Focus School
- FY21 Literacy Training Teacher Stipend Grant Director
- FY22 Literacy Training Teacher Stipend Grant Director
- FY23 Literacy Training Teacher Stipend Grant Director
- Healthy Students Stronger Learners Director
- HQIM Literacy Implementation Networks
- High Opportunity School Literacy Grant
- IDEA Discretionary Supplemental Funds
- IDEA CCEIS
- IDEA Innovation
- IDEA Discretionary (Includes Preschool)—*works on the IDEA Partnership for Systemic Change grants*
- IDEA Technology Partnership
- Innovative High Schools
- Innovative School Models (ISM)
- LEA Reopening and Programmatic Supports
- Learning Camps Transportation
- Math Implementation Support
- Model Preschool Districts
- Out of School Time Career Pathways
- Pre-K Coaching Pilot
- Preschool Development Grant *(uses Voluntary Pre-K Director role*)
- Principal Pipeline Partnership
- Priority School State
- Priority Schools Planning
- Project aware
- Project Aware 2.0
- Public School Security Grant Director

Funding Application Roles (cont'd)

- Regents (for TBR only)
- Resilient School Communities Grant
- *School Improvement Grant (1003G) [d] School Improvement Grant Cohort 4)*
- School Level Improvement
- Safe Schools
- School Improvement *(includes [a] Innovation Zone (iZone) [b] Principal Priority Leadership Incentive [c]*
- School Resource Officer
- School Safety Alert Pilot Grant – uses the ***Safe Schools Director*** role
- School Turnaround Pilot Program
- Secondary Transition Indicator 14 – uses the ***(IDEA Discretionary (includes Preschool) Director*** role
- State Funds
- State Offset Grant Director
- State School Improvement Grant (SSIG) Director
- State School Improvement Grant 2.0(SSIG) Director
- State Special Education Preschool Grant Director
- Stronger Connections Grant
- Student Support and Academic Enrichment
- Summer Learning Camps FY2023
- Teaching All Students (TAS)
- TISA Existing Educator Salary Increases Director
- Title III Immigrant
- Title IX McKinney-Vento
- TN All Corps
- TN Tutoring Grant Application Director
- TN Tutoring Supplemental Grant Application Director
- Turnaround Action Grant (TAG) 1.0
- Turnaround Action Grant (TAG) 2.0
- Turnaround Action Grant (TAG) 3.0
- Turnaround Action Grant (TAG) 5.0
- Turnaround Pilot Plan Grant (TPPG)
- Voluntary Pre-K (*includes Preschool Development Grant – Expansion)*

II. Monitoring Roles

Each Monitoring Instrument requires the LEA to have individuals with the monitoring director role for that instrument. Some Monitoring instruments have additional requirements, like ESEA/Idea Results Based Monitoring, where the instrument must be approved by both the ESEA Director and IDEA Director. A full list of every role needed and what each role can do is found below.

Roles in **bold** are the roles unique to the monitoring instrument.

CCEIS

- **CCEIS Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

CEIS

- **CEIS Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Civics Seal Monitoring Director

- **Civics Seal Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

ESSA Discretionary Grant Monitoring

- **ESSA Discretionary Grant Monitoring Director**- Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

FY26 ESSA Discretionary Grant Monitoring

- **ESSA Discretionary Grant Monitoring Director**- Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Level 1, 2, and 3 Results-Based Monitoring

- **LEA Results-based Monitoring Data Entry**/CTE Director, ESSA Director and IDEA Director- Click Draft Started and Draft Completed
- **IDEA Director** – Click IDEA Director Approved or Not Approved
- **ESSA Director** – Click ESSA Director Approved or Not Approved
- **CTE Monitoring Director** - Click CTE Director Approved or Not Approved
- Fiscal Representative - Click LEA Fiscal Representative Approved or Not Approved
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

IDEA Discretionary& Competitive Grant Monitoring

- **IDEA Discretionary & Competitive Grant Monitoring Director** - Click Draft Started and Draft Completed
- LEA Fiscal Representative - Click Approved or Not Approved
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Monitoring Roles (cont'd)

Extended Learning Monitoring Director

- **Extended Learning Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Innovative School Models Monitoring Director

- **Innovative School Models Annual Monitoring Director** - Click Draft Started and Draft Completed
    - Innovative School Models Monitoring Director (old)
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Non-Public Schools Monitoring

- **Non-Public Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Non-Traditional Education Programs Monitoring

- **Non-Traditional Education Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Non-Traditional Education Programs Monitoring: Level 2

- **Non-Traditional Education Monitoring Level 2 Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Partnership for Systemic Change Grant Monitoring Director (Monitoring)

- **Partnership for Systemic Change Grant Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Resource Allocation Review

- **Resource Allocation Review Monitoring Director** - Click Draft Started and Draft Completed
- LEA Fiscal Representative - Click Approved or Not Approved
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Resource Allocation Review (RAR) Monitoring Director

- **Resource Allocation Review (RAR) Monitoring Director** - Click Draft Started and Draft Completed
- LEA Fiscal Representative - Click Approved or Not Approved
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Size, Scope, and Quality Indicator (SSQI)

- **Size, Scope, and Quality Indicator (SSQI) CTE Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Supplement Not Supplant

- **Supplement Not Supplant Monitoring Director** - Click Draft Started and Draft Completed
- LEA Authorized Representative - Click LEA Authorized Representative Approved or Not Approved

Data and Information (cont'd)

- 4. Focus Monitoring Director
- 21st CCLC and LEAPS Desktop Monitoring Director
- 21st CCLC and LEAPS Desktop Monitoring Update
- Academic Special Courses Director
- Acknowledge of Reallocation - uses the ***Consolidated Director*** role
- Alternative Education Survey Director
- ARP ESSER Liquidation Extension Request Director
- ARP ESSER Liquidation Extension Request Update
- ARP Homeless Liquidation Extension Request Director
- ARP Homeless Liquidation Extension Request Update
- APR Local Determination Acknowledgement Form
- Cambridge & IB Fee Waiver Assistance Director
- Cambridge & IB Fee Waiver Assistance Update
- CBO ePlan User Audit
- Charter Schools ePlan User Audit
- Civil Rights and Bullying Compliance Report
- Consolidated State Performance Report
- Coordinated School Health Action Plan
- Comparability—uses the ***Consolidated Director*** role
- Consolidated State Performance Report Director
- Continuous Learning Plan
- CTE FAUPLE Target Negotiations
- CTE Special Program of Study Director
- Data Reports for Students with Disabilities Director
- (EANS) Non-Public Contracted Services
- EasyIEP LEA User Access Agreement Director
- Education Stabilization Fund – ESSERF Data Collection Director
- End of Year Data Reports for Students with Disabilities Director
- End of Year Extended Learning End-of-Year Report Director
- End of Year Extended Learning Mid-Year Report Director
- End of Year Parentally Placed Private School Students Evaluation Director
- ESL Staffing Ratios Director
- ESL Staffing Ratios Update
- ESSER 3.0 Additional Funds Intent to Apply Director
- ESSER 3.0 Additional Funds Intent to Apply Update
- ESSER Pre-Approval
- ESSER Reimbursement Request Review Director
- ESSER Reimbursement Request Review Update
- ESSER Report Director
- ESSER Reporting and Recording Federal Interest Director
- ESSER Reporting and Recording Federal Interest Update
- Extended Learning Mid-Year Report Director
- Excess Cost Director
- Excess Cost Data Collection Tool Director

Data and Information (cont'd)

- Federal Program Waiver Request
- Federally Designated District and School Plans Director
- Homeless Immunization Report
- IDEA High-Cost Director
- IDEA Parentally-Placed Non-Public School Reserve Calculation Director
- IDEA Parentally-Placed Non-Public School Reserve Calculation Update
- IDEA Partnership & AALN Reports Director
- IDEA State Special School Transportation Reimbursement Director
- IHSM Funds Expenditure
- Indirect Cost Data Collection Director
- Indirect Cost Data Collection Update
- Indirect Cost Director
- LEA ePlan User Audit
- McKinney-Vento Subgrant Closeout Report Director
- McKinney-Vento Subgrant Annual Performance Review Director
- N & D Child Count Subpart 1
- N & D Child Count Subpart 2
- Non-Public Schools ePlan User Audit
- Non-Public School Survey—*uses the **Consolidated Director** role*
- Parental Leave Director
- Parentally Placed Private School Students Evaluation Director
- Perkins V Comprehensive Local Needs Assessment (CLNA)
- Physical Activity Compliance Report Director
- Physical Activity Compliance Report Update
- Prayer Certification—*only needs the **LEA Authorized Representative** role*
- Reimbursement Request Review – *the role of **Authorized Representative, Consolidated Director/Update**, and **Fiscal Representative** can complete this report*
- Results-Based Monitoring Risk Analysis
- Release of Funds Director
- Release of Funds Update
- Special Course and Special Program of Study Director
- Summer Programming Waiver Director
- Tennessee English Learner LEA Self-Assessment (TELLSA) Director
- Tennessee English Learner LEA Self-Assessment (TELLSA) Update
- TISA Accountability Report
- Title I, Part A - Supplement Not Supplant Director
- Title I, Part A - Supplement Not Supplant Update
- Title IX McKinney-Vento Hurricane Relief Close-out Report Director
- Title IX McKinney-Vento Subgrant Hurricane Emergency Relief Director

III. Other Roles

- Title I, Part A, Private School Students Served Survey Director
- TN Pulse LEA User Access Agreement Director
- **LEA Data View**—*Individuals assigned this role can upload documents to the LEA Document Library and appear on the Contact page for certain funding applications.*
- **LEA Fiscal Update** —*Individuals assigned this role can request reimbursements from any funding application (CFO approval required for this role).*
- **LEA Fiscal Representative** —*Individuals assigned this role can fiscal approve funding applications and submit the state funds application.*
- **Board Chair** —*Individuals assigned this role can approve the state funds application.*
- **County/City Clerk or SSD Recorder** —*Individuals assigned this role can approve the state funds application.*
- **LEA Authorized Representative** —*Individuals assigned this role can approve all applications and monitoring instruments. Only the Director of Schools may have this role.*
- **LEA Plan Data Entry**—*Individuals assigned this role can edit the LEA Plan. This role is NOT for editing individual school plans.*
- **LEA School Plan Reviewer**—*Individuals assigned this role can edit the LEA Plan and approve School Plans. This role is NOT for editing individual school plans.*
- **LEA User Access Administrators**—*Add users to edit school plans.*

IV. Consolidated Funding Application Contacts

LEA Data View—Individuals assigned this role appear in the dropdown on the Consolidated Funding Application (CFA) Contact Page and can be identified as one of the following contacts in the CFA.

- Director of Schools
- ESEA Bookkeeper
- ESEADirector
- Family Engagement Liaison
- Foster Care
- Homeless Children Liaison
- Homeschool Coordinator
- IDEA Bookkeeper
- IDEA Director
- IDEA, Part B
- IDEA Preschool
- Juvenile Justice/Incarcerated Youth (Attendance Officer unless otherwise noted)
- Migrant Liaison
- Private Schools
- Relief Funding
- Title I-A
- Title I: N & D
- Title II-A
- Title III-EL
- Title IV
- Title V
- Treasurer or CFO

V. Planning Roles

School plans are no longer completed in ePlan, but you will still need to add the district and school-level planning roles for your users in ePlan. Once you have added those roles, you will need to create a Single Sign On (SSO) account for users who may not have one. To set up a new SSO account, contact your district EIS Supervisor found here to complete your provision form. Once complete, DT.Support@tn.gov will set up a new account for them. You can also request for an ePlan tile to be added. Once completed, your users will be able to edit in InformTN.

LEA Plan Data Entry—Individuals assigned this role can edit the LEA Plan.

LEA School Plan Reviewer—Individuals assigned this role can edit and approve LEA and School Plans.

School Plan Data Entry—Individuals assigned this role can edit a School Plan.

School Plan Reviewer—Individuals assigned this role can edit and approve a School Plan.

VI. Grouping Roles

There may be times when an individual will need multiple ePlan roles that are applicable for their job title. The grouping names found below include all of the ePlan roles that these job titles may need. On the user access form, insert the grouping name in the grouping box to have all applicable roles assigned.

- Please note **district user access administrators can assign all of the roles** found in the grouping names.
- These grouping names may have a mix of **funding application**, **monitoring** and **data & information** roles.

CTE Director Grouping

- **Cambridge & IB Fee Waiver Assistance Director** edit and complete
- **Cambridge & IB Fee Waiver Assistance Update** edit only
- **CTE Perkins Reserve** edit and complete
- **CTE Special Program of Study Director**
- **Innovative High Schools** edit and complete
- **Innovative Schools Models** edit and complete
- **CTE Director (Monitoring)** click CTE Director Approved or Not Approved
- **ESEA/IDEA Results-based Monitoring Data Entry** Answer Results-based Monitoring Questions
- **Perkins V Comprehensive Local Needs Assessment (CLNA)** edit and complete
- **IHSM Funds Expenditure Director** edit and complete

ESSA Director Grouping

- **ESSA Director (Monitoring)** edit and complete, ESSA Director Approved or Not Approved RBM
- **ESSA Discretionary Grant Monitoring Director** edit and complete
- **Consolidated Director** edit and complete
- **Title I, Part A - Supplement Not Supplant Director** edit and complete
- **Title I, Part A - Supplement Not Supplant Update** edit only
- **Title III Immigrant** edit and complete
  - **McKinney Vento Roles Included:**
    - **ARP Homeless Liquidation Extension Request Director** edit and complete
    - **ARP Homeless Liquidation Extension Request Update** edit only
    - **ESL Staffing Ratios Director** edit and complete
    - **LEA ESL Staffing Ratios Update** edit
    - **Tennessee English Learner LEA Self-Assessment (TELLSA) Director** edit and complete
    - **Tennessee English Learner LEA Self-Assessment (TELLSA) Update** edit only
  - **ARP Homeless 1.0** edit and complete
  - **ARP Homeless 2.0** edit and complete
  - **ARP Homeless Navigator** edit and complete
  - **Title IX McKinney-Vento** edit and complete
  - **Title IX McKinney-Vento Hurricane Relief Close-out Report Director** edit and complete
  - **Title IX McKinney-Vento Subgrant Hurricane Emergency Relief Director** edit and complete
  - **Homeless Immunization Report** edit and complete

VII. Grouping Roles (cont'd)

IDEA Director Grouping

- **CCEIS Monitoring Director** edit and complete
- **CEIS Monitoring Director** edit and complete
- **IDEA Discretionary & Competitive Grant Monitoring Director** edit and complete,
- **IDEA Director (Monitoring)** edit and complete, IDEA Director Approved or Not Approved RBM
- **IDEA Discretionary & Competitive Grant Monitoring Director** edit and complete
- **Access for All Learning Network (AALN)** edit and complete, uses the IDEA Discretionary (includes preschool) Director role
- **ARP IDEA** edit and complete
- APR Local Determination Acknowledgement Form edit and complete
- **Consolidated Director** edit and complete
- **IDEA CCEIS Director** edit and complete
- **IDEA High Cost Director** edit and complete
- **IDEA Parentally-Placed Non-Public School Reserve Calculation Director** edit and complete
- **IDEA Parentally-Placed Non-Public School Reserve Calculation Update** edit only
- **IDEA Partnership for Systemic Change K-12** edit and complete, uses the IDEA Discretionary (includes preschool) Director role
- **IDEA Partnership for Systemic Change Preschool** edit and complete, uses the IDEA Discretionary (includes preschool) Director role
- **IDEA State Special School Transportation Reimbursement Director** edit and complete