

ESSER Planning Grant ePlan Instructions

Completing the Funding Application

Navigate to the **ESSER Planning Grant** from ePlan by hovering over the **Funding** tab on the left menu, then select **Funding Applications**.

Select the desired fiscal year (2022) in the upper left. Funding applications are stored in ePlan according to the **state fiscal year**. For example, 2022 indicates the 2021–22 school year.

Click **ESSER Planning Grant** to access the application.



Budgeting in ePlan

The process for entering the budget is consistent with all other grants in ePlan. Each LEA must have a department-approved budget in ePlan before requesting reimbursement. For the **ESSER Planning Grant**, all funds must be budgeted in **72210** and ensure the budget tags includes the Services that the budgeted items will support.

| | |
|------------------------------------------------------|----------------------------------------------------------------|
| Services: (Select at least 1, and up to 1 tag(s)) | Select Tag |
| Optional Program Code: | Select Tag |
| Location Code: | Stakeholder Engagement |
| Quantity: | ESSER Strategic Plan Facilitation and Drafting |
| Cost: | Planning for Data Collection and Monitoring |
| Budget Detail Total: | District-Wide Programmatic Planning and Implementation Support |
| | TN ALL Corps Planning and Implementation Support |
| | Other Supports |

Submitting in ePlan

LEAs must submit the budget for approval by the department, complete the vendor information on the program details page, and sign the assurances.

ESSER Planning Grant

General Questions and Answers

1) **What can funds be used for?**

Services a district may procure with these grant funds related to planning for and implementation of ESSER funds include:

- Execution of stakeholder engagement activities with or on behalf of the district
- Facilitation of on-site (or virtual) planning session(s) for district teams and/or stakeholders, and/or drafting district ESSER plans and completing required plan updates
- Assistance drafting and implementing a data collection and monitoring plan
- District-wide programmatic planning and implementation support for programs funded by district and state ESSER funds
- Planning and implementation support for the TN ALL Corps tutoring program
- Other supports as requested by the district

2) **How many vendors can I select?**

LEAs can select up to two vendors for these funds. LEAs may partner with vendors on [the Vendor Guide list](#) but are not limited to those on this list.

3) **What is the connection between this grant and TN ALL Corps?**

If an LEA agrees to participate in TN ALL Corps by the 2022–23 school year as a part of this grant, they will receive an additional \$50,000 and additional flexibility to use up to the full amount of grant funds for personnel to support data collection, monitoring, and implementation of ESSER programs, including TN ALL Corps.

The commitment to TN ALL Corps participation would also require LEAs to join the program and begin tutoring no later than the 2022–23 school year. Making this commitment through the intent to apply for this planning grant is non-binding. Districts will have the opportunity to complete a separate intent to apply for TN ALL Corps in July.

4) **What if the LEA decides not to participate in TN ALL Corps after the grant is awarded?**

LEAs will have the option to decline participation at a later date. However, if the LEA elects not to participate in TN ALL Corps by the 2022–23 school year, the \$50,000 bonus grant funds will need to be returned to the department and any personnel funded with grant funds will need to be moved to another source.

5) What are the LEA commitments?

In addition to the standard state and federal assurances, LEAs accepting funds through this grant will:

- a) Commit to allocating at least 50 percent of its total ESSER allocation on activities to support the academic and mental health needs of students and staff to ensure student readiness for learning.
- b) Use funds to procure third-party services to support planning and implementation of ESSER-funded projects (or personnel if the LEA commits to participation in TN ALL Corps).
- c) Require third-party service providers to:
 - Successfully complete two required trainings with the department during the grant period.
 - Report information on the supports provided and progress in implementation to the department as requested to highlight LEA work.
 - Demonstrate a documented history with similar types of work.
 - Agree to receive their first payment after July 1, 2021.
- d) If an LEA accepts the bonus grant to increase their allocation or elects to hire personnel with these funds, the LEA is also committing to participate in the TN ALL Corps program by the 2022–23 school year.

6) What is the period of availability for these funds?

Upon approval of the LEA funding application, funds may be spent on costs incurred **between June 7, 2021, and June 30, 2023.**

7) What kinds of expenditures count towards the requirement that 50 percent of ESSER funds be spent on “activities to support the academic and mental health needs of students and staff?”

These expenditures are broadly defined and are intended to include any expenses that will aid in improving academic outcomes or support student well-being. These could include curriculum, tutoring, summer programming, mental health programs, counselors, professional development, instructional coaches, instructional technology, and teachers. It does not include facility improvements or grant management expenses.