ESSER Applications, Revisions, and Monitoring

Relief Team

Division of Federal Programs and Oversight | Dec. 3, 2021

BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

Agenda

- Pre-Approvals
- Funding Application Revisions
- Monitoring
- Questions

Pre-Approvals

When to Request Pre-Approval

- Purchase of real property; equipment, and other capital expenditures ⟶ **Yes**

- Purchases not following a competitive procurement process ⟶ **Yes**

- Construction projects ⟶ **Yes**
  - Improvements to land or buildings that increase the value or use life
  - Constructing new buildings/structures/facilities
  - Remodeling or renovating existing buildings/structures/facilities
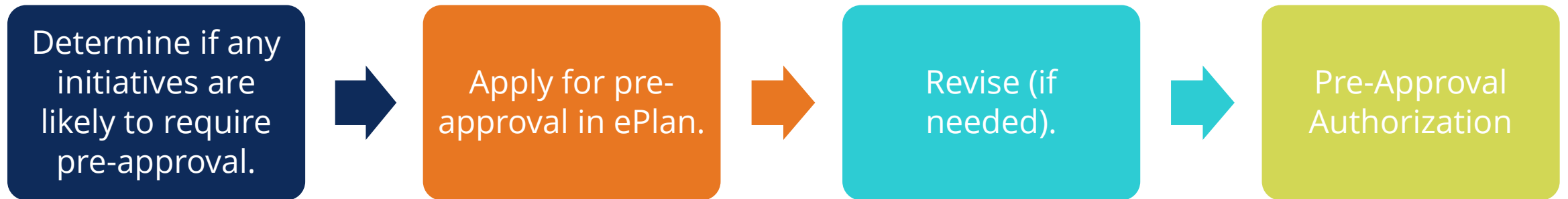
When to Request Pre-Approval

- Land purchases ⟶
  Yes

- Building purchases ⟶
  Yes
  - Including trailers and modular units

- Capital equipment such as vans, buses, etc. ⟶
  Not necessary as this is able to be approved through the funding application
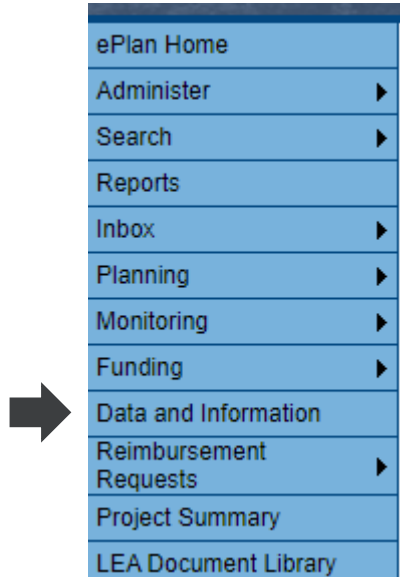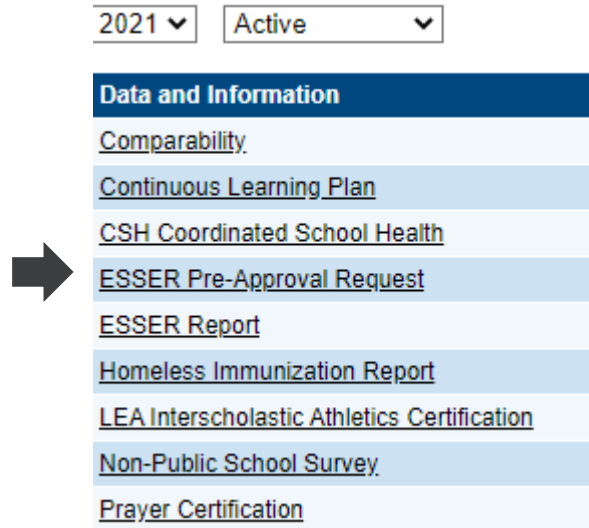
- When in doubt, fill it out.

Pre-Approval Process

Determine if any initiatives are likely to require pre-approval. → Apply for pre-approval in ePlan. → Revise (if needed). → Pre-Approval Authorization

Locating Pre-Approvals

- ePlan > Data and Information > FY21 > ESSER Pre-Approval Request

Pre-Approval Submission Reminders

- Clear alignment to the purpose of ESSER funds
  - Necessary to prevent, prepare for, and respond to COVID-19
  - Description of the anticipated benefits of the purchase/project.
    - How many students will be impacted, main objectives of the project, etc.
- Timeline
  - Able to be completed within the time constraints of the grant
  - Include proposed timeline in pre-approval
- Cost
- Justification
  - If seeking pre-approval for non-competitive bid process

Pre-Approval Submission Reminder

- Ensure all responsible parties review and submit.
  - LEA Elementary and Secondary School Emergency Relief (ESSER) Director
  - LEA Authorized Representative
- Align initiatives in the funding application with pre-approval language.
  - Example of misalignment:
    - Pre-Approval: A LEA is requesting pre-approval to add a new wing at a local school to alleviate overcrowded classrooms and promote social distancing. This will provide eight additional classrooms and two restrooms, impacting approximately 160 students and eight teachers. This project is scheduled to begin in January 2022 and will be finished no later than December 2022.
    - Funding Application: Add new classrooms at John Doe Elementary

Pre-Approval Revisions

- In the event that a pre-approval is denied or returned for revisions, please ensure that any revisions are also noted in the funding application.
  - Example: A LEA is told to remove an item in the pre-approval but does not remove it in the funding application.
- If revisions are made to the funding application that may require pre-approval, please revise pre-approval and resubmit as soon as possible for timely review and approval.
  - Example: A LEA updates the funding application to purchase additional trailers but does not submit a revised pre-approval.
- Remember, always note your revisions.

Knowledge Check

Please type your answers in the chat.

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Where are pre-approvals found in ePlan?

- A: Funding Applications
- B: Data and Information
- C: LEA Document Library
- D: Plans

Construction projects do not have to be completed by the end of the grant period.

- True
- False

Funding Application Revisions

Funding Application Revisions Protocol

- Spending plan, budget, and personnel charts should align.
  - Items requested for pre-approval should also be in alignment
  - Language should mirror
- Alignment allows easier tracking process and will be useful for monitoring.
- Provide additional details, descriptions, and rationales.
- Thoroughly read through all requested revisions in the checklist.

Funding Application Revisions Protocol

- Note revisions to indicate what has been updated
  - **Bold text**
  - <mark>Highlight</mark>
  - <u>Underline</u>
  - "Revision" prior to each change
- Leave old information
  - Example:
    - Old description: The LEA is hiring additional interventionists.
    - Revision: The LEA is hiring three school-based interventionists to work with small groups of K-5 students on reading and math to alleviate learning loss.
- Double check revisions before resubmitting

Timelines

- Submit revisions in a timely manner.
- First Review: 5 business days from time of submission (LEA Authorized Representative Approved)
  - Reviewed by Relief Funding Coordinators
- Revisions Review: 5 business days from time of resubmission
  - Reviewed by Relief Funding Coordinators.
  - Note: Some applications may need more than one round of revisions.
- Once (Consultant Approved), applications move to Director review for final approval.

Tips

- Ensure items that are updated in the spending plan are also updated in the budget and vice versa.
  - Example: A LEA removes 20 iPads from the budget but not from the spending plan.
- Double check personnel counts and ensure alignment with spending plan and budget.
- Use the recommended line items.
  - ESSER 1.0, 2.0, and 3.0 Recommended Accounts and Line Items
- Provide detailed descriptions for clarity.
  - To determine federal cost principles: reasonable, necessary, allocable

Tips

- When adding items that may need pre-approval, ensure pre-approval has been submitted to speed up process.
- When resubmitting applications and pre-approvals, ensure it is submitted at all levels.
  - Example: An ESSER director completed revisions and submitted; however, it has not been LEA Authorized Representative Approved.
- Reach out to regional coordinator with questions or for technical assistance.

Knowledge Check

Please type your answers in the chat.

What is the timeline for reviewing funding application revisions?

- A: 5 business days
- B: 3 business days
- C: 1 business day
- D: 10 business days

What role is the first level of review?

- A: Director of Relief Funding
- B: Federal Programs Senior Leadership
- C: Assistant Commissioner of Federal Programs
- D: Relief Funding Coordinators

Monitoring

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Types of Monitoring

- Results-Based Onsite Monitoring
- Results-Based Desktop Monitoring
- Results-Based Self-Assessment Monitoring

Required Uploads

- Learning Loss Plans
  - ESSER 1.0 - Continuous Learning Plan (do not have to include the artifacts)
  - ESSER 2.0 - Continuous Learning Plan and/or ESSER Public Spending Plan
  - ESSER 3.0 - ESSER Public Spending Plan

  Additional documentation could include the InformTN district plan or any other formal, written plans the LEA has developed to address learning loss.

Follow Guidelines as in All Federal Grants

- Purchasing processes
- Inventory
- Time and effort
- Documentation

Documentation Recommendations

Stakeholder Engagement

Construction/Remodeling

Time and Effort

Effectiveness of Activities

Stakeholder Engagement

- Meeting announcements and/or invitations
- Meeting agendas
- Sign-in sheets
- Presentations
- Communication regarding grant activities

Construction/Remodeling

- Bid process
- Ensuring Davis-Bacon is followed
- Employee training
- Timelines

Time and Effort

- Time sheets or statements of extra duties
- Additional time or extra duties during work hours
- Proper signatures

Effectiveness of Activities

- Written procedures for how activities will be tracked and effectiveness assessed
  - Assign tasks
  - Determine data to be used
  - Timelines

Knowledge Check

Please type your answers in the chat.

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Every LEA will be monitored for ESSER in 2021-2022

TRUE or FALSE

Questions?

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Resources

Resources

- ePlan > [TDOE Resources]() > Relief Funding > Dec. 3, 2021 ESSER Professional Development.

- TDOE Webpage: [https://www.tn.gov/education/top-links/esser.html]()

Office Hours (starting Dec. 6)

- Scheduled **twice a week (T & Th)** during the application window, alternating between the morning and afternoon

- LEAs are encouraged to attend virtual office hours offered by FPO to ask questions and glean insights and ideas from other stakeholders.

- To make these office hours beneficial, please bring questions on the Relief Funding Data Collection template.

- Questions and ideas will be compiled and shared out via a Q&A document in ePlan.

Contact

- **Julia Hudson** | West Tennessee Relief Funding Coordinator
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  (615) 969-5308

- **Jerri Beth Nave** | East Tennessee Relief Funding Coordinator
  Jerri.Nave@tn.gov
  (423) 353-5200
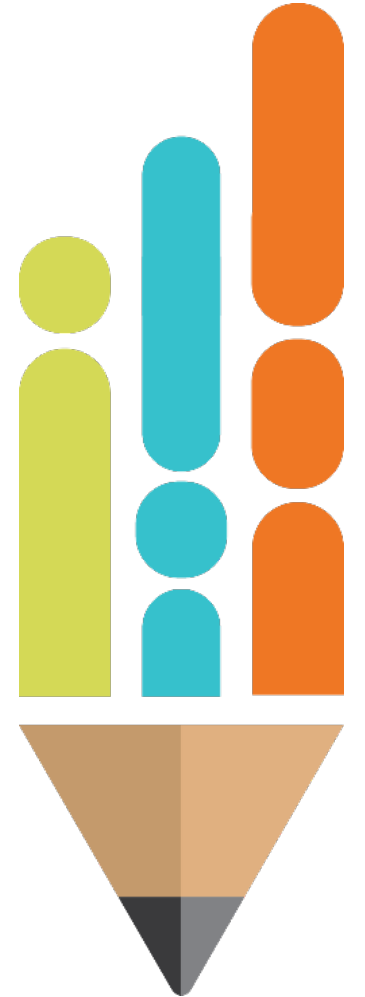
Divisional Coordinator Map

West	Middle	East	20 Districts with Largest Enrollment
Julia Hudson Julia.Hudson@tn.gov	Morgan Campey Morgan.Campey@tn.gov	Jerri Beth Nave Jerri.Nave@tn.gov	Jennifer Rouse Jennifer.Rouse@tn.gov

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Survey

- https://stateoftennessee.formstack.com/forms/esser_professional_development_session

Thank you!

▪ Utilize the links on the agenda to join the breakout session of your choice. (ePlan > [TDOE Resources](#) > Relief Funding > Dec. 3, 2021 ESSER Professional Development.)

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Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

http://www.comptroller.tn.gov/hotline

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