



Department of
Education

Funding Guidance

Math Implementation Support Grants

Tennessee Department of Education | February 2022



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Introduction

Through our state level work with ELA, we know that strong district implementation of materials is also crucial to maximize the benefit of HQIM for student learning. Districts who have selected vendors trained to support effective implementation as a part of their participation in the ongoing literacy implementation networks are successfully moving through the stages of implementation. This grant will capitalize on that momentum and provide districts a competitive grant opportunity to be one of 100 participants to receive funding to hire an implementation support vendor from an approved state list for FY 23 and FY 24.

These implementation grants will be unique in that they span the year prior to implementation as well as the first year of implementation. This will provide districts the opportunity to familiarize themselves with the tools of implementation (e.g., the IPG) and use them prior to implementation year to build an understanding of where their district stands with regard to math instruction. They will be prepared to launch HQIM effectively out of the gate as opposed to having lag time learning the tools needed to monitor implementation in their district.

Finally, these implementation grants do not involve networks. Districts have the autonomy to customize and target their implementation support to suit their own local needs.

Allowable Use of Funds

The department will provide districts with grant funding for FY 2023 and FY 2024. The only allowable use of funding is for districts to contract with a state approved one-on-one implementation support provider to address district-specific needs with the implementation of mathematics high-quality instructional materials. The list of state approved vendors will be generated resulting from an ongoing state procurement.

Math Implementation ePlan Application Access

The Math Implementation Grant ePlan application can be located by:

1. Hover over "Search" in the blue menu on the left of the screen,
2. Click on "Funding Applications" in the menu that expands
3. Ensure Fiscal Year is set to 2023.
4. In the "Funding Application" box scroll to find "Math Implementation Support Grant"

ePlan User Access

All users must have the correct ePlan user access role to access and complete the Math Implementation Support application. Users with existing ePlan access can check their current user access roles. To view existing access, visit ePlan.tn.gov, navigate to the *Address Book* and *LEA Role Contacts*.

New ePlan users and existing ePlan users who need the new 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 Math Implementation Support application process.

ePlan Role	ePlan Function
LEA Math Implementation Support Director LEA Fiscal Representative LEA Authorized Representative	Click Draft Started (or Revision Started for revisions) <ul style="list-style-type: none"> In the Budget, allocate all \$71,250 to Contracted Services In the program details, respond to the questions Check the box acknowledging the assurances
LEA Math Implementation Support 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 ESSER Fund application is approved)
LEA Authorized Representative (Director of Schools)	Click LEA Authorized Representative Approved (or LEA Authorized Representative Not Approved)
TDOE Math Implementation Support Director	Click TDOE Grant Director Approved (or TDOE Grant Director 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 Director* clicks *Draft Completed*, ePlan automatically sends an email to all users in the LEA who have the role of *LEA Fiscal Representative*. The final LEA approver is *LEA Authorized Representative*. The *TDOE Grant Director* will be notified to review and approve as the final level of approval for the application after it has reached *LEA Authorized Representative Approved* status.

Completing the ePlan Application

There are three areas to complete for the Math Implementation Support application: Budget, Program Details, and Assurances. The steps required for each are detailed below. The ePlan application submission deadline is March 15, 2022.

Budgeting State Funds in ePlan

Each awarded district will receive grant funding annually for two years. The total budget can be viewed in ePlan. The funding is for reimbursement for contracted math implementation support from a state-approved vendor. In the budget section of the application, all funds must be allocated using *72210-399 Other Contracted Services*. Districts will be able to draw down annually.

Each district will receive an allocation in ePlan to be used for a state-approved vendor over the course of the two-year grant.

- 50% of the allocation must be used in Year 1 (2022-23 School Year)
- 50% of the allocation must be used in Year 2 (2023-24 School Year)

However, 100% of funds must be budgeted in ePlan at this time to *72210-399 Other Contracted Services*.

Funding will be available on a reimbursement basis and districts will be able to draw down 50% of the full allocation each year.

Program Details in ePlan

Please provide a narrative of at least five hundred (500) words in length detailing your math implementation support plan. Within the narrative, please make sure you address the following:

- The districts intent to adopt and purchase State approved (recommended by TN Textbook and Instructional Materials Quality Commission and approved by TN State Board of Education) comprehensive kindergarten through grade twelve math curriculum prior to the start of the 2023-24 academic year that shall be implemented during the 2023-24 academic year. The narrative should include details on how the district will either use ESSER funds, or allocate other identified funds, for this purpose.
- How the district plans to dedicate support to teacher implementation of these new materials specifically how the district plans to leverage principals, coaches, and/or school leaders within this grant opportunity.
- Details on anticipated scope (e.g., grade level focus) with a rationale and desired outcomes as well as the district's plan for how they anticipate this grant opportunity will support and fit into their overarching math High Quality Instructional Materials ("HQIM") implementation goals.
- An indication of willingness to evaluate your implementation data, reflect on the implementation plan, adjust as deemed necessary by the State, and share data (screener, IPG, teacher survey data, etc.) to support the districts success and the success of this project for students in Tennessee.
- A clear indication of how the district will use this partnership grant, as the grant recipients will have autonomy to choose its vendor resources from the State approved list. Responses should be grounded in an understanding of how partnerships with State qualified professional learning vendors (vendors will be qualified through a State Request for Proposals, currently in development) can be a lever that propels change strategically and with high impact.

Math Implementation Support Assurances

The following assurances must also be read and acknowledged by checking the box next to the statement:

1. The Grantee shall submit TN Math Instructional Practice Guide (“TN Math IPG”) data to the State to track impact of math implementation support.
2. The Grantee shall participate in math implementation grant support as detailed below for two (2) years.
 - a. The Grantee shall select Grant-funded vendor supports from the following State approved list of services:
 - i. Lead conversations to help identify a district’s greatest area of need to be the focus area for the district for the duration of the two (2) year grant.
 - ii. Lead the district in HQIM knowledge building activities prior to the district beginning to use the TN Math IPG as a walkthrough tool.
 - iii. Focused leader walk-through training for School Leaders and district leaders on how to use the TN Math IPG.
 - iv. Focused leader walk-through training or coaching on how to provide teacher support with TN Math IPG.
 - v. Unit Preparation/Lesson Preparation training for math lessons.
 - vi. Use of student work analysis protocols to determine if tasks are on grade level and determine mastery level of students to support and provide next steps needed in Tier I instruction.
 - vii. Coaching on the use of Instructional Focus Documents (“IFDs”) in tandem with the TN Math IPG
 - viii. Training for math educators in effective research-based instructional strategies (e.g., Concrete-Representation-Abstract (CRA) strategies) and practices for teaching math
 - ix. Embedded lesson support for foundational math skills in grades kindergarten through grade two (K-2).
 - x. Training and support for curriculum-embedded Assessments that determine additional supports necessary for students during Tier I instruction.
 - xi. Training and support on using the IFD’s to strengthen mathematics instruction.
 - xii. Training and support for tutoring programming design
 - xiii. As determined by the Grantee the services may be provided in a variety of ways such as on-the-ground training and support, webinars, synchronous or asynchronous trainings, etc.
 - b. The Grantee shall securely share the following impact data with the State:
 - i. Scope of selected partner services with vendor and quarterly vendor performance reviews
 - ii. TN Math IPG monthly tracker data for teachers in the district’s area of focus quarterly
 - iii. Teacher semiannual efficacy survey
 - iv. Quarterly Math Implementation Support Reports
 - c. Project Management
 - i. The Grantee’s Project Coordinator shall ensure that the district selects a State approved vendor and that the vendor meets service expectations outlined in the vendor’s contract with the State and in accordance with local purchasing policies and procedures. The Grantee shall submit report performance reviews quarterly (on the last business day on or before Sept. 30, Dec. 30, March 30, June 30) to the State.
 - ii. The Grantee’s Project Coordinator shall provide the district determined focus area by September 30, 2022.
 - iii. The Grantee’s Project Coordinator shall provide the State with IPG trackers

- iv. The Grantee's Project Coordinator shall ensure all teachers complete the semiannual efficacy survey.
- v. In addition to vendor-based support, Grantee shall participate in two (2) of the three (3) State led grand division district HQIM trainings.

One final note, you will be asked to acknowledge separate grant, state and federal assurances within eplan.

Purchasing from an Approved Vendor

When the application is fully approved in ePlan, districts may begin the process of selecting an approved vendor once they receive the list from the state and completing the purchasing process with their selected vendor.

Selecting an Approved Vendor

Once the approved vendor list is finalized by the state it will be provided to all grant recipients. Upon receiving the list, districts are solely responsible for selecting from among qualified vendors in accordance with their local purchasing policies and procedures. Districts are encouraged to do an internal needs assessment when thinking through their choice of vendor and services. While CORE will not be providing direct training support for Math Implementation, their team can provide assistance to districts by leading discussions with districts to brainstorm ways in which a vendor can support the district based on existing district needs.

Once districts have determined their needs in math implementation support and determined which provider to contract with, districts should contact the vendor representative which will be provided and copy Lacey Noel (lacey.noel@tn.gov) to begin the contracting process with their selected vendor.

Once the contract is fully executed, a copy will need to be uploaded into the "related documents" section of eplan before the first reimbursement can be processed.

Purchasing from an Approved Vendor

Districts will make selections and purchases from qualified vendors in accordance with their local purchasing policies and procedures. Once the district notifies the vendor they have selected and copies Lacey Noel (Lacey.Noel@tn.gov), the vendor will work directly with the district to make purchases in the amount specified in ePlan. Districts should work with their local board attorneys on this process.

Vendors can begin submitting invoices to the district. The district will then submit the invoices in ePlan for reimbursement. After the invoices have been reviewed and approved by TDOE in ePlan, the funds will be distributed to the district for payment to the vendor for services rendered.

The district and vendor will work together to develop a district-specific theory of action that meets the needs the district identified as areas of support in math HQIM implementation and is aligned with the scope of work in the contract