



# FY24 21st CCLC and LEAPs Applications Technical Assistance Workshop

**Morgan Campey** | Interim Director of Extended Learning Programs

*Division of Federal Programs and Oversight | February 2023*

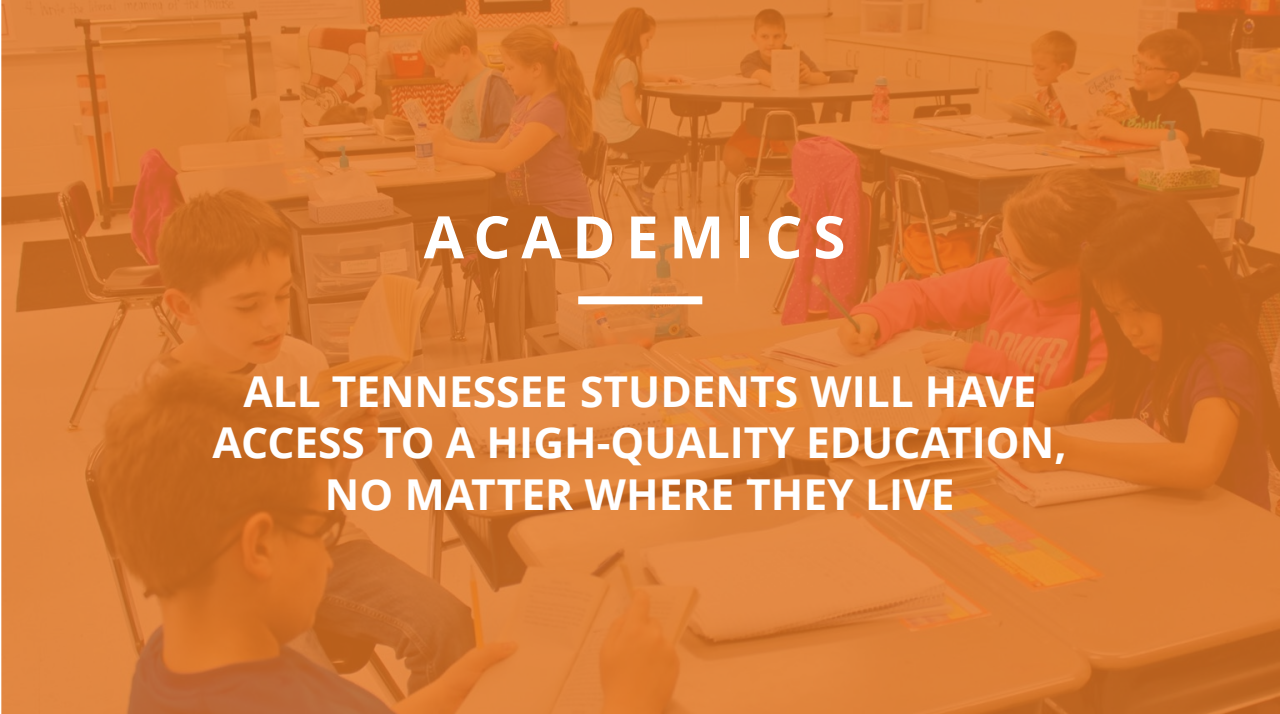






# BEST FOR ALL

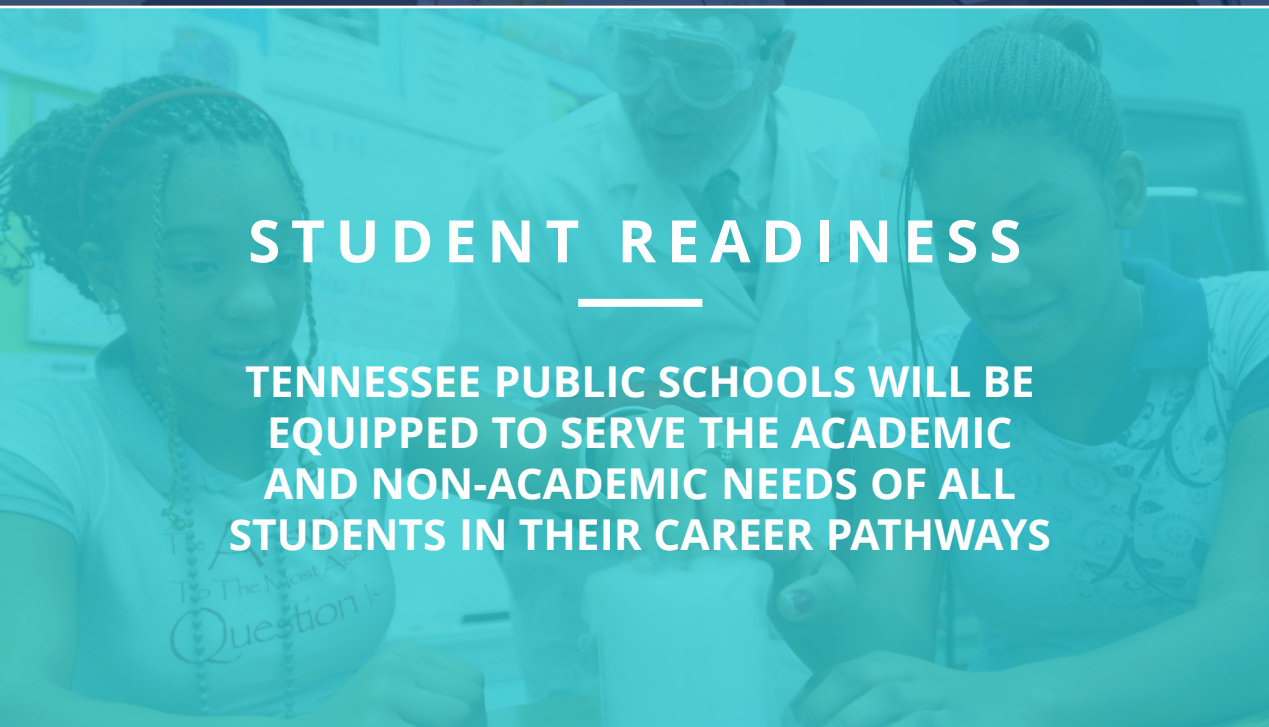
We will set all students on a path to success.



## ACADEMICS

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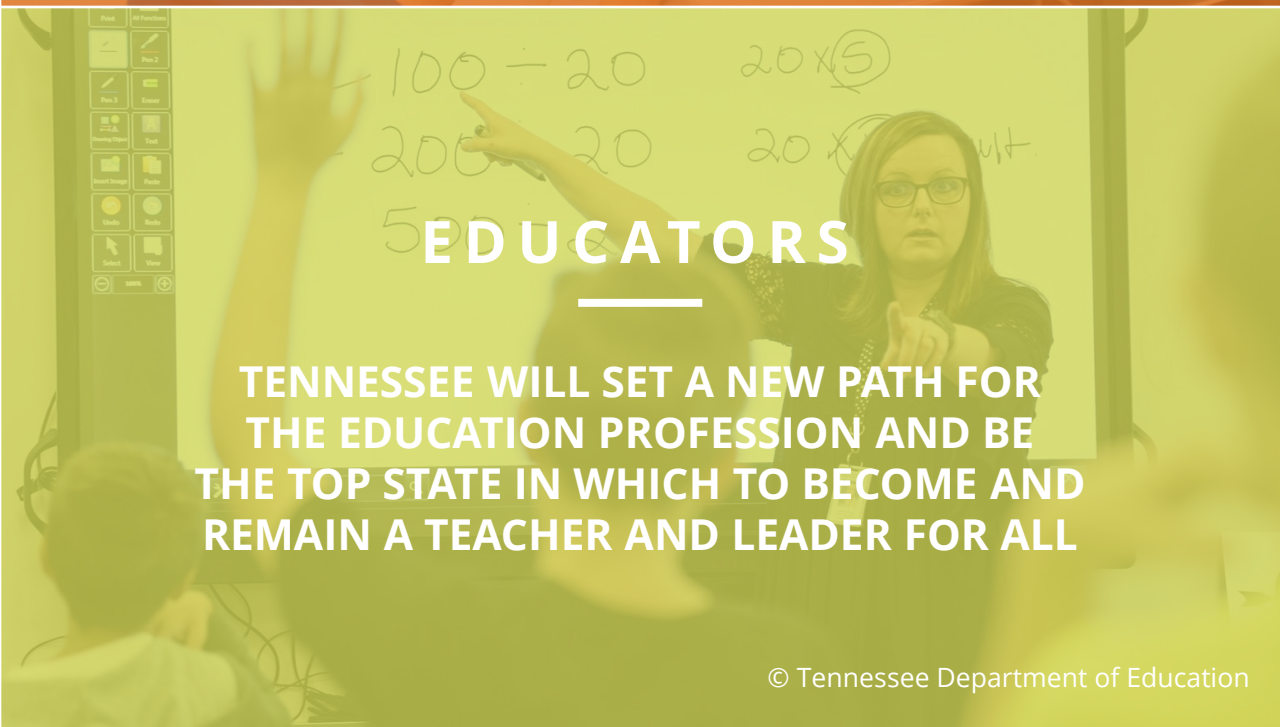
ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



## STUDENT READINESS

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



## EDUCATORS

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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



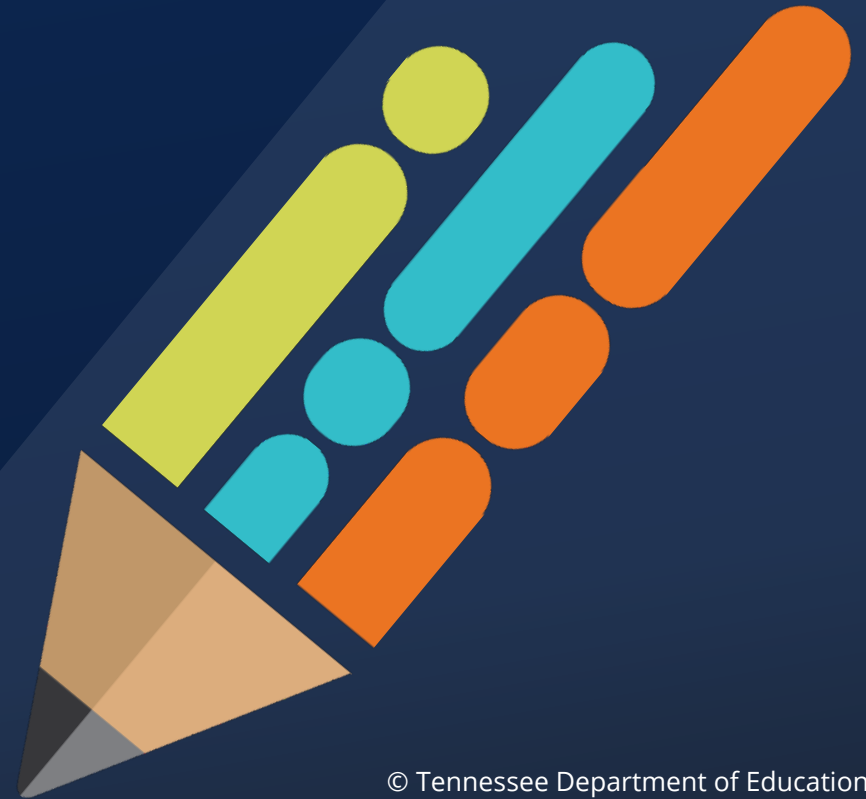
# Agenda

- Welcome & Introductions
- Program Information
- Review Process
- Application Components
- Competitive Priority Points & Related Documents
- Charter School Applicant Instructions
- ePlan Simulation
- Contact & Questions





# Welcome & Introductions



# The Extended Learning Team



**Morgan Campey**  
Interim Director of Extended  
Learning Programs



**Mario Pennington**  
Grants Program Coordinator

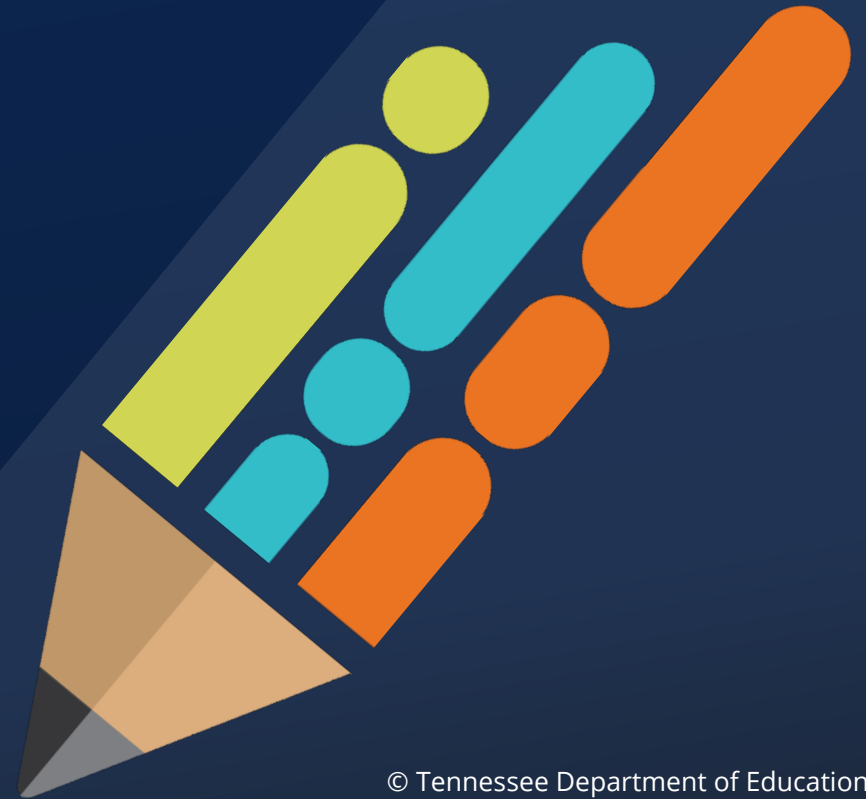


**Artina Fossett**  
Administrative Assistant



SUPPORTING WORK

# Program Information



# Background



- The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program provides federal funding to establish or expand community learning centers.
- These centers provide students with opportunities for academic enrichment, youth development, and family support during non-school hours or during periods when school is not in session.
- Current guidelines for the administration of the 21st CCLC grant can be found under Title IV, Part B of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).
- The Tennessee Department of Education (department) is responsible for implementing the competitive grant process and for oversight of these funds.



## SUPPORTING WORK

# Background



- **One hundred percent (100%)** of monies constituting an unclaimed Lottery prize shall be deposited into an afterschool account for the purpose of administering a system of competitive grants and technical assistance for eligible organizations providing after-school educational programs within Tennessee (T.C.A. § 49-6-7.).
- The department is responsible for implementing the competitive grant process and for oversight of these funds.
- The overall goal of Lottery for Education: Afterschool Programs (LEAPs) is to provide Tennessee students with academic enrichment opportunities that reinforce and complement the regular academic program.
- LEAPs program goals are in alignment with the department's ***Best for All*** strategic plan, specifically supporting the whole child by providing academic and non-academic support.



## SUPPORTING WORK



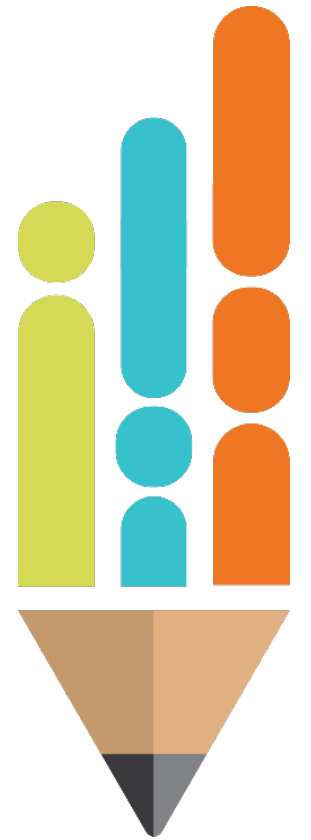
# Approved Activities

**Note: These are broad categories. Program activities should be based on the interests and needs of students and families.**

Academic enrichment	Activities for English learners	Assistance to students who have been truant, suspended, or expelled
Well-rounded education activities, including credit recovery or attainment	Cultural programs	Drug and violence prevention and counseling
Literacy education	Telecommunications and technology education	Science, Technology, Engineering, and Mathematics (STEM), including computer science
Healthy and active lifestyle	Expanded library service hours	Career competencies and career readiness
Services for individuals with disabilities	Parenting skills and family literacy	

# 21st CCLC Eligible Applicants

- School districts, community-based and faith-based organizations, and other public or private organizations proposing to serve students in Tennessee are eligible to apply for funding.
- Organizations that have not previously received grants from or provided contractual services on behalf of the State of Tennessee will be required to verify their ability to administer complex grant programs before being considered for funding.
- Grants will not be awarded to fund start-up organizations or programs.



# 21st CCLC Eligible Participants

- Grants will be awarded to programs that primarily serve students who attend schools with a high concentration of low-income students. This is specifically defined as schools eligible for designation as a Title I school-wide program.
- Applicants may use school or district data to determine eligibility. The 2022 free/reduced-priced lunch data may be used to determine eligibility.

**Note:** Insurance requirements

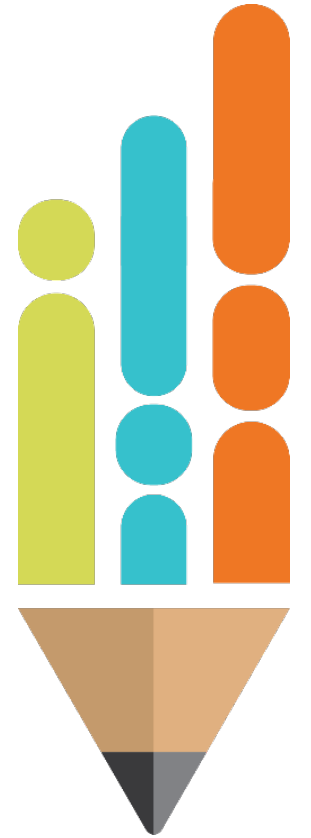




# 21st CCLC Program Priorities

Priority will also be given to applicants proposing to meet all the following:

1. serve students who may be at risk for academic failure, dropping out of school, involved in criminal or delinquent activities, or who lack strong positive role models;
2. serve students who primarily attend schools that are implementing comprehensive or targeted support and improvement; and
3. serve the families of students described in parts (A) and (B).



# 21st CCLC Program Hours

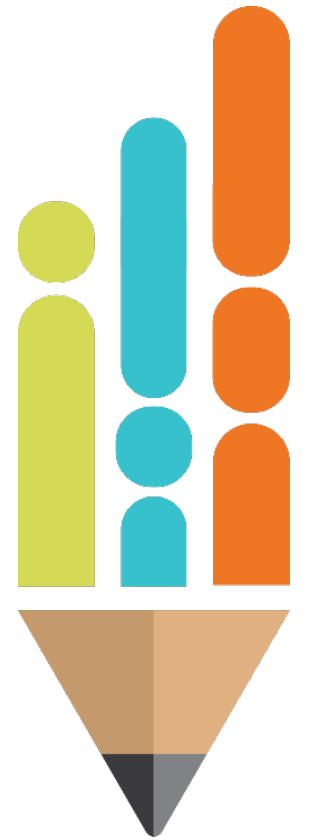
- All programs must provide services in a manner consistent with the [state childcare guidelines](#) and meet the following service hour requirements:
  - Grades pre-K–6: Minimum 12–15 hours per week of programming
  - Grades 7–12: Minimum 10–12 hours per week of programming
- Programs that operate for 15 or more hours per week will work with the department’s early learning division to receive a certificate of approval for operations.
- **All programs must be fully operational and serving students by Oct. 1.**



# LEAPs Eligible Applicants

- School districts, community-based and faith-based organizations, and other public or private organizations proposing to serve students in Tennessee are eligible to apply for funding.
- Organizations that have not previously received grants from or provided contractual services on behalf of the State of Tennessee will be required to verify their ability to administer complex grant programs before being considered for funding.
- Grants will not be awarded to fund start-up organizations or programs.

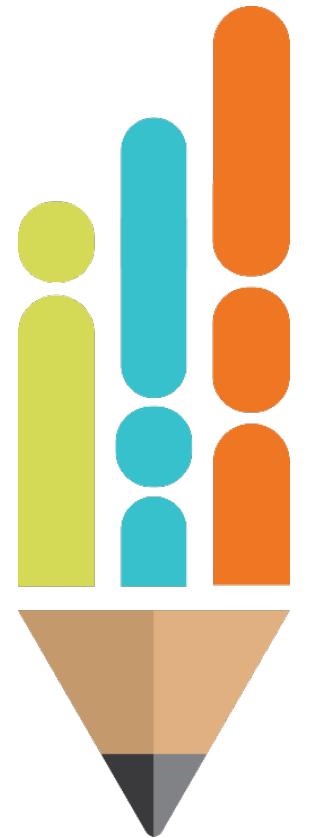
**Note:** Insurance requirements





# LEAPs Eligible Participants

- Youth 5-18 years old and enrolled in elementary or secondary school;
- 50% of students enrolled must also meet one of the following criteria:
  - qualify for free/reduced lunch;
  - be at risk of educational disadvantage and failure due to circumstances of abuse, neglect or disability;
  - be at risk of state custody due to family dysfunction;
  - be enrolled in and attending a public school failing to make adequate yearly progress (AYP);
  - be attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice; or
  - be at risk of failing one or more subjects or are behind grade level by at least one year.



# LEAPs Program Priorities

- Services to students for 15 hours per week;
- Reading skills development and enhancement;
- Math or science skills development and enhancement;
- Academic mentoring or tutorial assistance; and
- Sports or leisure opportunities.



# LEAPs Program Hours

- **LEAPs programs must operate for 15 hours per week for a minimum of 180 days.**
- Programs will work with the department's early learning division to receive a certificate of approval for operations.
- **All programs must be fully operational and serving students by Oct. 1.**





# Program Hours

- Target participation for **elementary** students is **90 – 180** hours per program year.
- Target participation for **middle** and **high school** students is **45 – 90** hours per program year.



# Expanded Learning Time

- An applicant may propose to use funds to provide expanded learning programs to support enrichment and engaging academic activities that:
  1. are included as part of an expanded learning program that provides students at least 300 additional program hours before, during, or after the traditional school day;
  2. supplement but do not supplant regular school day requirements; and
  3. are carried out by entities that meet the eligibility requirements.
- **Applicants choosing the expanded learning time option must upload a detailed plan in the *Related Documents* section of the application in ePlan.**



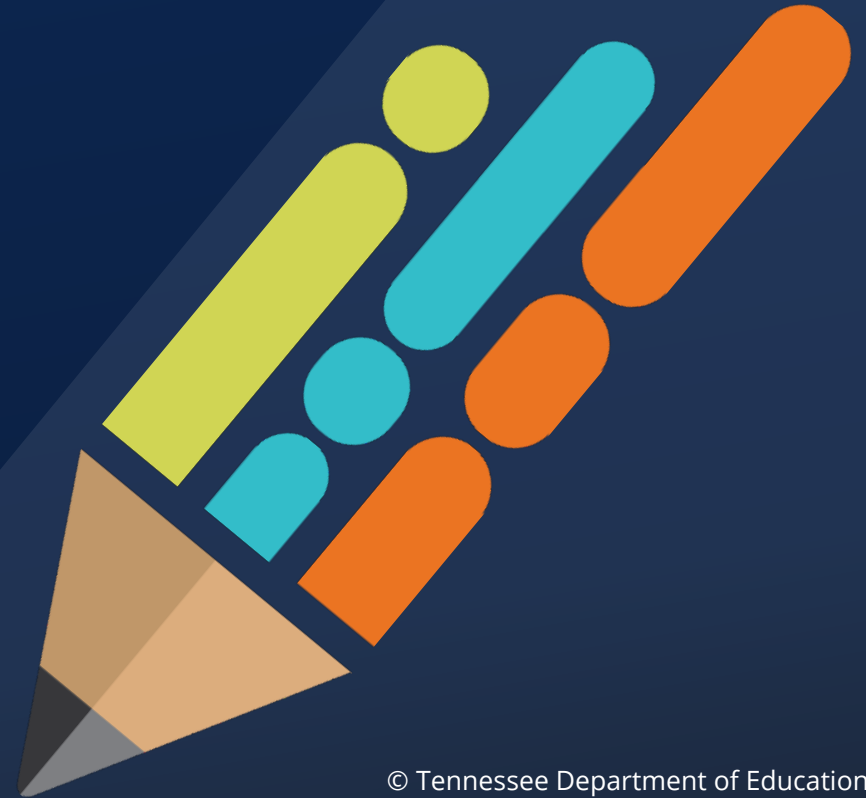
# Principles of Effectiveness

Principles of effectiveness include the expectation that programs:

1. be based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in the schools and communities;
2. be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities; and
3. if appropriate, be based upon scientifically based research that provides evidence that the program or activity will help students meet the State and local student academic achievement standards.



# Review Process





# Peer Review

- Applications must be submitted in ePlan, the department's grants management system, by **April 14 at 11:59 p.m. CT.**
- All complete applications meeting the program requirements and received by the department on or before the due date will be forwarded to a peer review committee.
- The committee will provide each application with a technical merit score based on the review criteria and rubric.
- Technical merit scores will serve as the foundation for grant award decisions.
- The department determines the award amount using a funding formula that includes consideration of the number of students to be served, the amount requested, and prior history serving students.





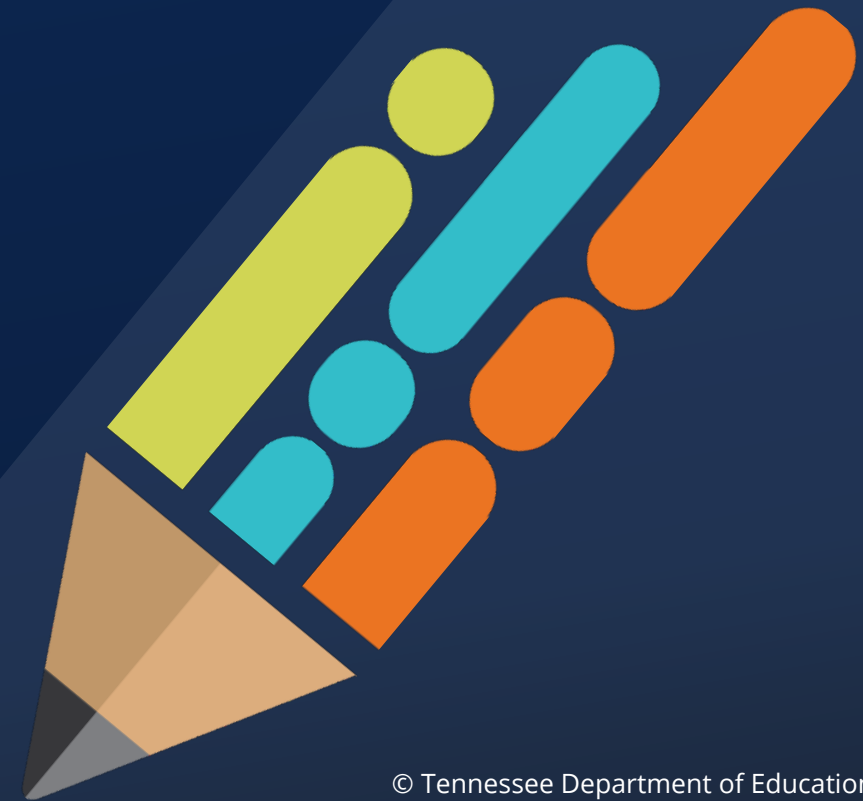
# Grant Awards and Renewability

- Competitive grants are awarded for five (5) years provided the project is achieving the desired outcomes for the students being served.
- The minimum awarded amount is \$50,000 with no maximum cap on project awards.
- All awards are based on the availability of funding.
- 21st CCLC is a five-year grant and is non-renewable.
- LEAPs is a three-year grant and is non-renewable.





# Application Components



# Community Assets and Opportunities (10 points)

The applicant must describe:

- the process used to identify community assets including the key stakeholders who were involved such as parents, students, community members, etc.;
- the community assets that have been identified;
- the opportunities to improve the program experience for students and families; and
- **broadly**, how the assets can be used to support the program.



# Project Design (50 points)

- There are three key areas in the Project Design section:
  1. Prior history implementing an extended learning program
  2. Program logistics
  3. Performance goals and indicators
- Re-applicants should describe prior experience implementing the 21st CCLC and/or LEAPs grant(s), including successes and lessons learned.



# Program Logistics

- Student recruitment and retention
- Program schedule and transportation
- Nutritional programs and physical activity
- Special needs/non-public/private school students





# 21st CCLC Government Performance and Results Act (GPRA) Measures

## 1. Academic Achievement – State Assessments

- Percentage of students in grades 4–8 participating in 21st CCLC programming during the school year and summer who demonstrate growth in reading/language arts and math on state assessments.

## 2. Academic Achievement – GPA

- Percentage of students in grades 7–8 and 10–12 attending 21st CCLC during the school year and summer with a prior year unweighted GPA of less than 3.0 who demonstrated an improved GPA.



# GPRA Measures, Part 2

## 3. School Day Attendance

- Percentage of students in grades 1–12 participating in 21st CCLC programming during the school year and had a school day attendance rate at or below 90% in the prior school year and demonstrated an improved attendance rate in the current school year.

## 4. Behavior

- Percentage of students in grades 1–12 attending 21st CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year.

## 5. Engagement in Learning

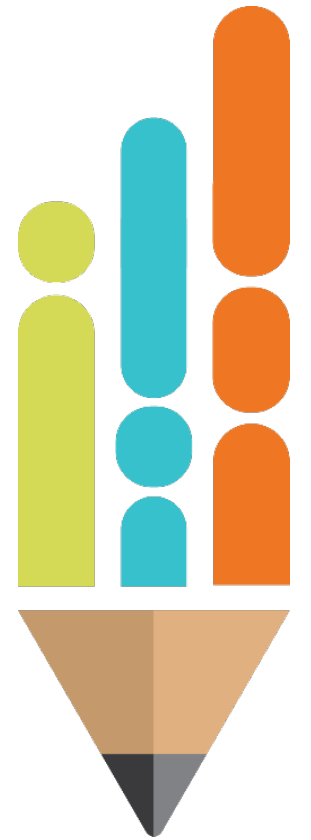
- Percentage of students in grades 1–5 participating in the school year and summer who demonstrated an improvement in teacher-reported engagement in learning.





# Performance Goals and Indicators

1. All students will reach high academic standards demonstrating growth in reading/language arts and mathematics.
2. All students will reach high academic standards demonstrating growth in all subjects.
3. The percentage of students who are chronically absent from school will decrease.



# Performance Goals and Indicators, Part 2

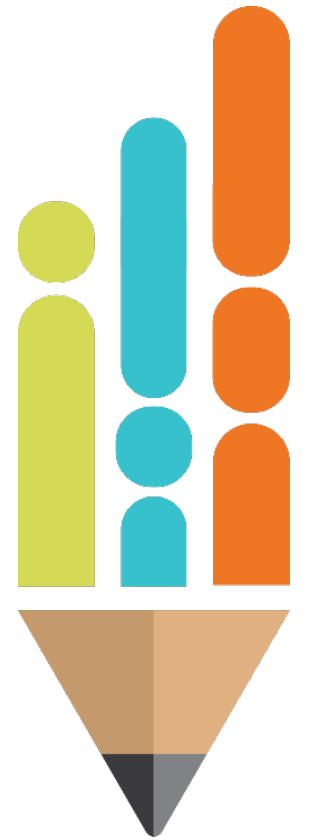
4. All students will exhibit positive behavior changes that support academic and social growth.
5. All students will continuously be engaged in their learning.
6. Family engagement will be embedded in the entirety of the program.
7. Early learners will reach high academic standards demonstrating growth in reading.



# Performance Goals and Indicators

In this section, the applicant should describe the following:

- Specific program activities that will be implemented to address each performance goal and target
- Relevant professional development activities pertaining to each goal
- How progress towards performance goals will be shared with stakeholders such as parents, students, and school/community partners



# Performance Goals and Indicators

- Points **will not** be deducted because the organization does not serve a particular grade span.
- For Performance Goal 1, if you are not serving students in grades 4–8:
  - Provide a description of the reading/language arts (RLA) and math activities for all students.
  - Provide a description of the related professional development for staff to support RLA and math.
  - In the communicating results section, discuss how the agency will measure progress for students in grades pre-K–3 or 9–12 (if applicable) who participate in the program. Discuss how results will be shared.



# Performance Goals and Indicators

- Points **will not** be deducted because the organization does not serve a particular grade span.
- For Performance Goal 2, if you are not serving students in grades 7–8 or 10–12:
  - Provide a description of the program activities that are related to other subject areas like science, social studies, or the arts.
  - Provide a description of the related professional development for staff to support the activities.
  - In the communicating results section, discuss how the agency will measure progress for students in grades pre-K–6 who participate in the program. Discuss how results will be shared.



# Partnerships (10 points)

- The applicant should describe how partnerships have or will be formed to carry out the project goals.
- The applicant should describe the services offered by the partner, the frequency of such services, and how frequently partnership meetings will occur.





# Sustainability (10 points)

- General statements about seeking other grants is insufficient.
- The applicant should discuss how other funds will be leveraged to continue the program and how partnerships can be utilized to defray some program expenses in the future.
- For program fees and income:
  - 21st CCLC program fees are permissible only by approval from the U.S. Department of Education (ED).
  - LEAPs program fee allowability will be determined by the department.



# Budget (20 points)

- The agency will submit a one-year budget for projected expenses July 1, 2023 – June 30, 2024.
- These are **reimbursement** grants.
- Grantees are encouraged to maintain **2-3** calendar **months** of operating **capital** to provide programming between payment requests.



# Budget

Per student allocation:

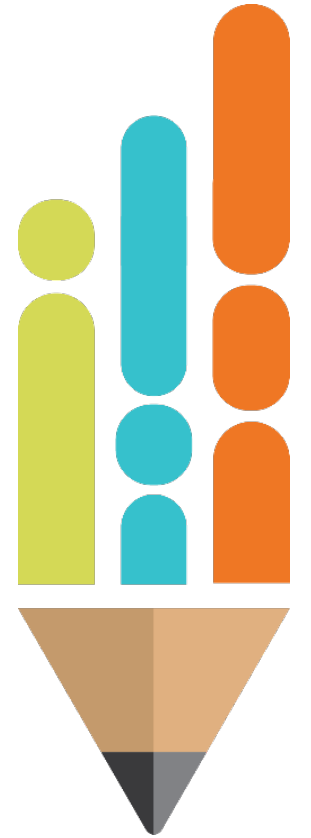
- \$1750 per student if transportation is provided.
- \$1500 if transportation is not provided.
- \$2000 per student for programs providing out-of-school time pathways opportunities for high school students. See the Competitive Priority II section for more details.



# Budget

## Key things to consider:

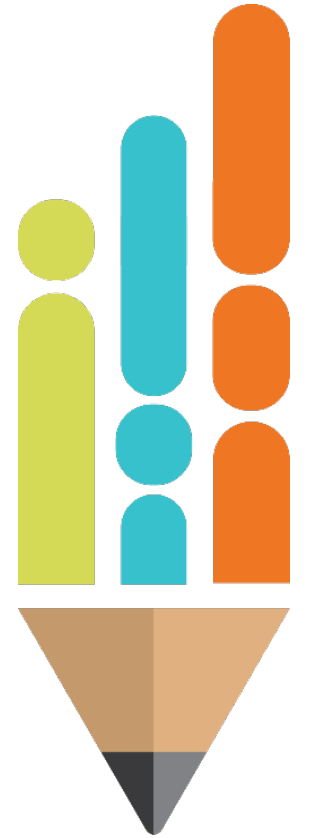
- Supplement vs. Supplant
- Allowable Costs
- Per Student Allocation and Participation
- Salaries/Wages
- Professional Development and Childcare Guidelines
- Technology
- Indirect Costs vs. Direct Costs



# Budget

There are 3 components to the budget section of the application:

1. Project Timeline
2. Budget Line Items
3. Budget Narrative



# Competitive Priority Points & Related Documents







# Competitive Priority I (5 points)

Competitive priority is given to applications that both:

1. Propose to serve students who attend schools identified as a ***Priority School*** (pursuant to Title I § 1116) ***and***
2. that are submitted ***jointly*** between at least one LEA receiving funds under Title I, Part A, and at least one public or private community organization.





# Competitive Priority II (5 points)

Competitive priority points will be awarded to applicants that propose to do one or more of the following:

- Provide work-based learning opportunities for students during extended learning/out-of-school time
- Provide opportunities for students to prepare and sit for industry-recognized certification exams
- Provide opportunities for career exploration
- **Note:** grant funds may be used to **supplement** but not supplant existing opportunities.





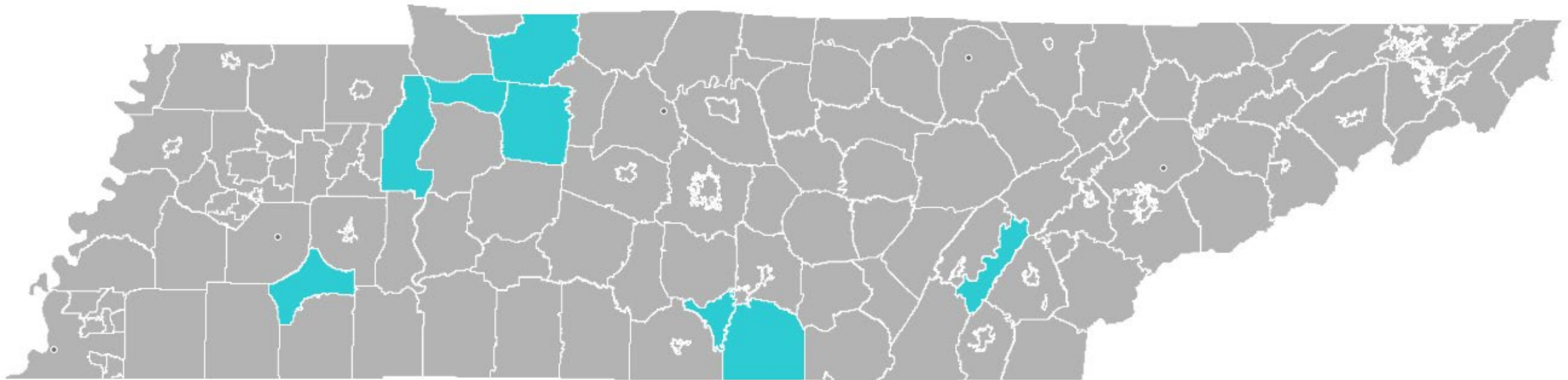
# Competitive Priority III (10 points)

- Competitive priority points will be awarded to applicants proposing to address health issues.
- The applicant may choose to describe the types of activities that will be offered in the chronic absenteeism or family engagement performance goals sections of the application.



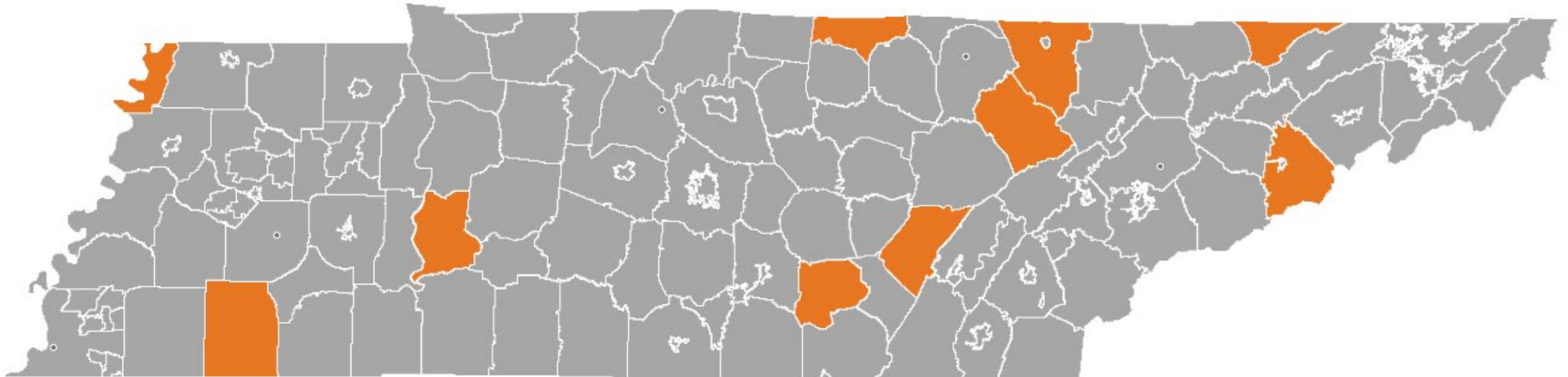
# Competitive Priority IV (3 points)

To expand the geographic distribution of programs, priority points will be awarded to applications that propose to serve students in the following counties: Benton, Chester, Dickson, Franklin, Houston, Meigs, Moore, and Montgomery.



# Competitive Priority V (5 points)

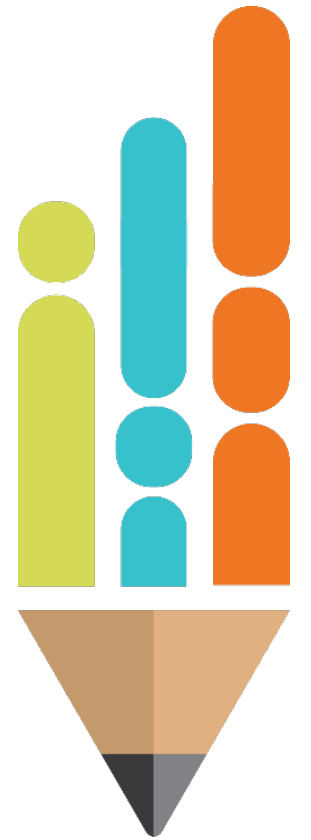
The department's commitment to ensuring that all students have access to a quality education regardless of where they live includes access to quality extended learning programs. To that end, priority points will be awarded to programs that will serve students in the following distressed counties: Bledsoe, Clay, Cocke, Grundy, Hancock, Hardeman, Lake, Morgan, Perry, and Scott.



# Competitive Priority VI (2 points)

*Note: 21st CCLC RFA only*

- Competitive priority is given to programs serving middle and high school students.
- Applicants must describe recruitment and retention strategies.
- Past applicants must describe previous average attendance based on ELAP data.

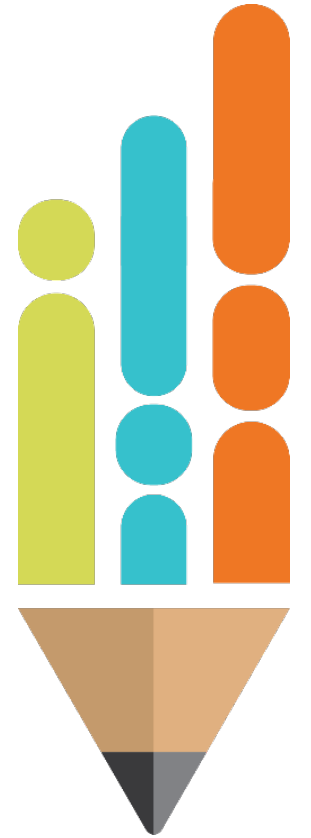




# Related Documents

Applicants must include the following documents with the grant application:

- Consultation with private schools form(s) (CBOs only)
- 501c(3) determination letter (CBOs only)
- IRS 990 (CBOs only)
- Most recent audit or financial review (all applicants)
  - If a financial audit or review has not been conducted in the last two years, then the applicant must submit a current copy of the organization's operating budget.
- Request to collect program fees (if applicable) and approval/denial from ED or the department



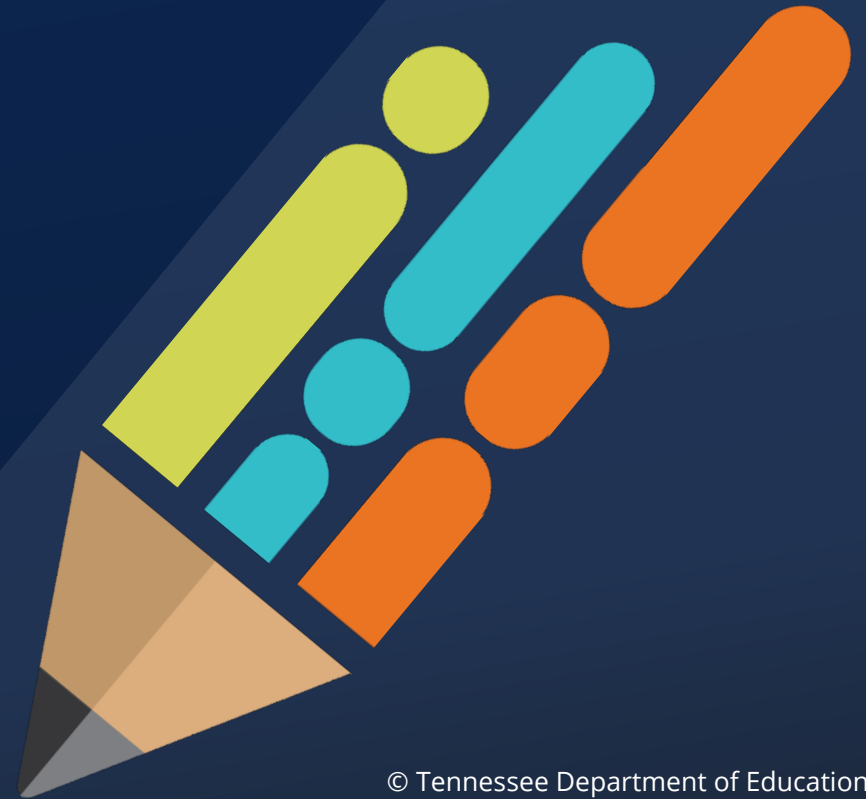


# Related Documents

- Proof of Unique Entity Identifier (UEI) and System for Award Management (SAM) registration (all applicants)
- Memorandum of Agreement (CBOs only)
- Partnership Agreement forms (all applicants)
- Plan for offering Expanded Learning Time (if applicable)



# Charter School Applicant Instructions



# Charter School Applicants

The application process will vary slightly for charter applicants.

The charter applicant will:

1. Complete all components of the application (including the budget) and save it as a pdf document. An Excel spreadsheet can be used for the budget.
2. Submit the application and all required documentation as a pdf to the appropriate district personnel. District personnel will upload the application documents under the Related Documents section in ePlan for the FY24 21st CCLC and LEAPs grants.



# Charter School Applicants

The district will:

1. Provide the charter applicant (or the department) the contact information for the person who will upload the charter application documents into ePlan.
2. Upload the charter application documents into the ePlan Related Documents section.
3. If awarded funding, work with the charter to prepare a revised budget in ePlan.



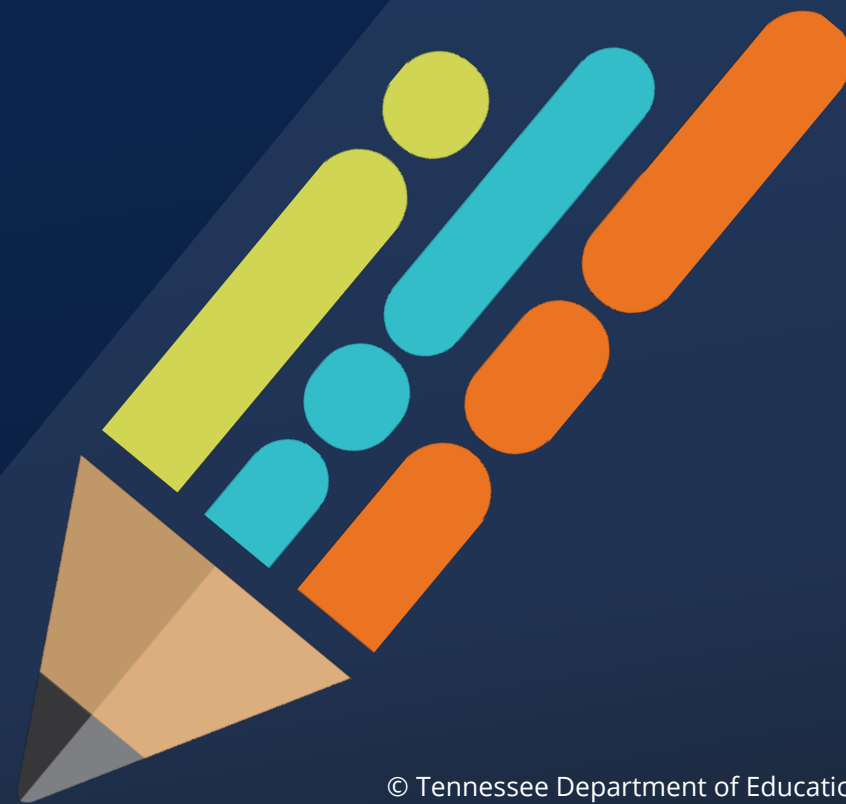
# Charter School Applicants

- Reviewers will score and provide feedback on both the district's and the charter school's applications if both entities apply.
- The district will serve as the fiscal agent for all grants awarded.





# ePlan Simulation



# ePlan User Access

- To receive an ePlan login, go to <https://eplan.tn.gov/>.
- You will see the link on the right side of the screen to obtain a User Access Form.
- New users must submit an access form by **March 3**.
- Please use the appropriate form for your organization.

## Welcome to ePlan (12/1/2022)

ePlan is Tennessee's online platform that allows schools and districts the ability to access district and school plans, funding applications, and monitoring tools.

ePlan user access forms can be found in the User Access folder on the TDOE Resources page or select one of the following forms:

- LEA
- Charter School
- Community Based Organization
- Non-Public Schools
- User Access Administrators

Click here to access the [ePlan User Manual](#).

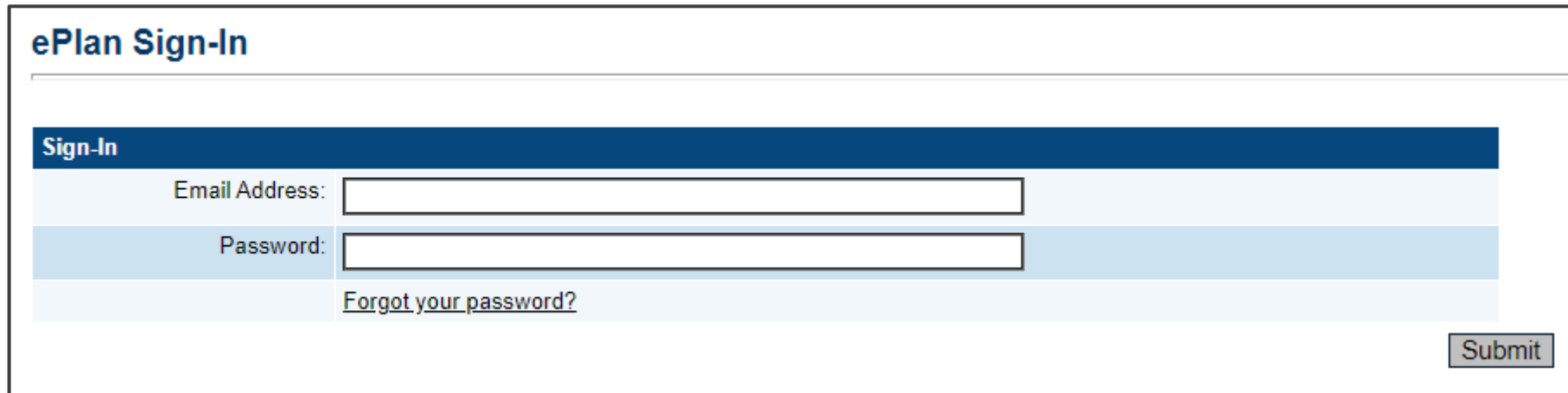
# ePlan General User Tips

- ePlan features are best supported using Chrome and Firefox.
- When working in ePlan, users **should not use** the **back** button. Use the *Save and Go To* and *Funding > Sections* navigational tools to move around the application.
- While working on the application, click on the *Help for Current Page* menu item to access ePlan and application helpful tips. Save your work before opening the *Help for Current Page* menu item.
- **Save often.** The system times out after 30 minutes. Clicking on any section of the application will refresh the system.

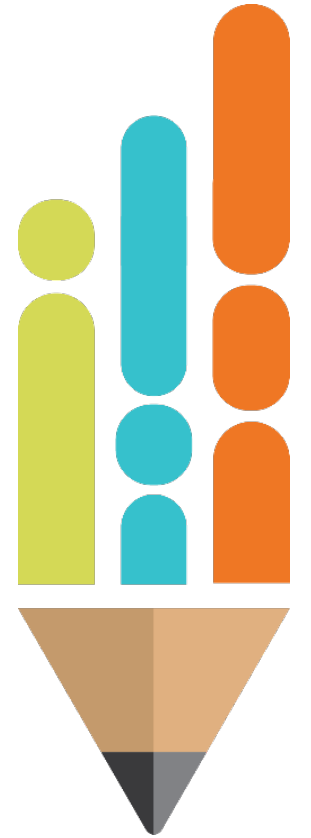


# Logging into ePlan

- From the ePlan homepage, click *ePlan Sign-In*.
- Enter your email address and password. Click the **Submit** button.



The screenshot shows the ePlan Sign-In interface. At the top left, the text "ePlan Sign-In" is displayed in a dark blue font. Below this is a horizontal line. A dark blue header bar contains the text "Sign-In" in white. Underneath the header, there are two input fields: "Email Address:" followed by a white text box, and "Password:" followed by a white text box. Below the password field is a link that says "Forgot your password?". In the bottom right corner of the form area, there is a button labeled "Submit".



# Accessing the Funding Application

From the ePlan homepage, go to **Funding > Funding Applications**.

The screenshot shows the ePlan Home navigation menu. The 'Funding' menu item is highlighted in dark blue, and its sub-menu is open, with 'Funding Applications' highlighted in orange. The sub-menu items are: Sections, Budget Summary, Budget Download, and Last Page Visited. The main page content includes a red warning message: 'This is the TEST site. Please b...', an 'Announcements' section with the title '2023-24 District Planning Su', and a 'Grand Region' section with 'East' listed below it.

ePlan Home	ePlan Home
Administer	
Search	
Reports	
Inbox	
Planning	
Monitoring	
<b>Funding</b>	<b>Funding Applications</b>
Data and Information	Sections
Reimbursement Requests	Budget Summary
Project Summary	Budget Download
LEA Document Library	Last Page Visited
Address Book	
TDOE Resources	
Help for Current Page	
Contact TDOE	

# Funding Application Page

- Select **2024** from the drop-down menu in the upper left corner of the screen.
- Click the application link for the **21st CCLC Cohort 2023** funding application.

**Funding Applications**

This is the **TEST** site. Please be sure to complete your work.

2024 ▾ All Active Applications ▾

**Entitlement Funding Application**


[CTE Perkins Basic](#)

**Competitive Funding Application**

[21st CCLC Cohort 2023](#)

[Voluntary Pre-K](#)

# Sections Page

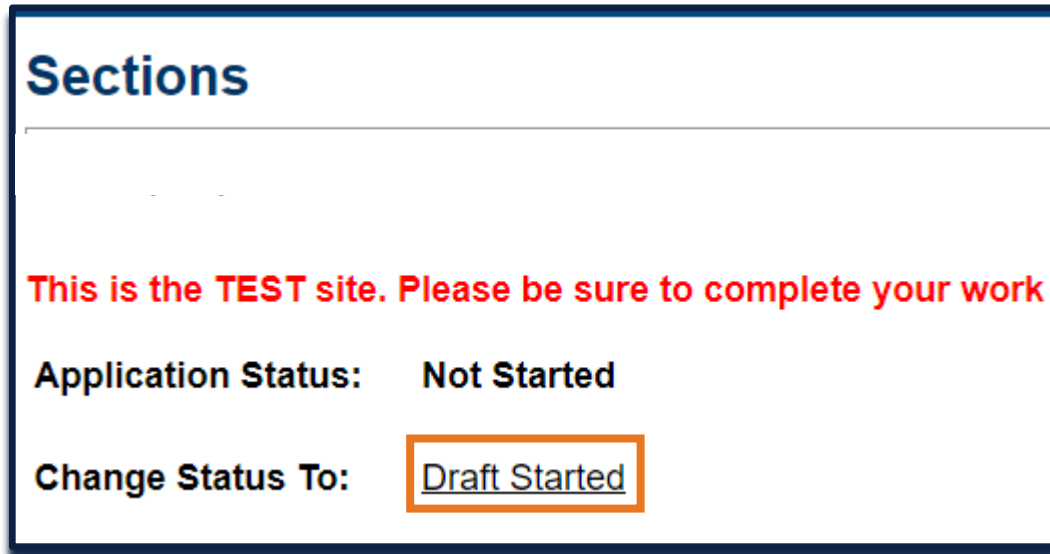
	21st CCLC Cohort 2023
	<a href="#">Cover Page</a>
	<a href="#">Prior Grantees / New Applicants</a>
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Program Logistics - 21st CCLC</a>
	<a href="#">Project Design - 21st CCLC</a>
	<a href="#">Related Documents</a>
	<a href="#">Assurances</a>

- The first page you see after clicking the link to enter the application is the **Sections** page.
- If you get lost while working on the application, you can return to this page by clicking **Save and Go To** and selecting **Sections**.
- Click on each link to add content to the application.



# Draft Started

To begin working on the application, the user with the ePlan role of CCLC/LEAPs Director will click **Draft Started** which is located near the top of the Sections page.



**Sections**

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**This is the TEST site. Please be sure to complete your work**

**Application Status: Not Started**

**Change Status To: Draft Started**



# Accessing the Budget

Click the **Budget** link to start working on this section.

21st CCLC Cohort 2023	
	<a href="#">Cover Page</a>
	<a href="#">Prior Grantees / New Applicants</a>
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Program Logistics - 21st CCLC</a>
	<a href="#">Project Design - 21st CCLC</a>
	<a href="#">Related Documents</a>
	<a href="#">Assurances</a>



# Modifying the Budget

- Click the **Modify** link.
- If you do not see Modify,
  - you may not have the *appropriate user access* to change the budget
  - or**
  - you may not have clicked *Draft Started*.

## Budget

This is the TEST site. Please be sure to complete your work on the L

Go To

Indirect Cost	
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	0.00%
Maximum Allowed for Indirect Cost	\$0.00

[Upload Budget Data](#) | [Download Budget Data](#)

Action	Account Number
<a href="#">Modify</a>	73300 - Community Services
<a href="#">Modify</a>	99100 - Transfers Out

# Adding a Budget Line Item

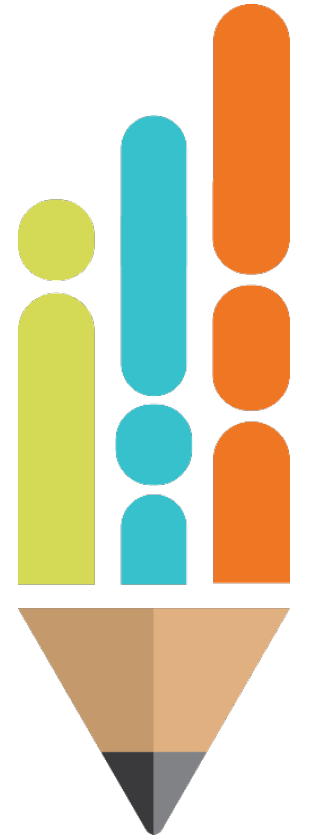
Click Add Budget Detail each timeline items are added to the budget.

Add Budget Detail		<< First < Previous Next > Last >> Items 0-0 out of 0		Items/Page: 10 ▾	
Delete	Edit	Budget Detail	Narrative Description		
			Total for filtered Budget Details:		\$0.00
			Total for all other Budget Details:		\$0.00
			Total for all Budget Details:		\$0.00
			Adjusted Allocation:		\$0.00
			Remaining:		\$0.00

# Adding a Budget Line Item

- Choose the desired line item number from the dropdown list.
- **Note:** Only allowable budget line items will appear as options.

Budget Detail	
Account Number:	73300 - Community Services ▼
Line Item Number:	116 - Teachers ▼
Optional Program Code:	<input type="text"/>



# Adding a Budget Line Item

- Enter the ***Quantity***.
- Enter the ***Cost***.
- The ***Line Item Total*** will auto-calculate.
- Nothing must be entered in the box for ***Optional Program Code***.
- Budget items can be edited during the draft stage.



# Budget Narrative

- Enter a narrative description in the large textbox.
- Show the math. Provide a detailed description of how the funds will be spent and how line-item amounts were calculated.

Add Budget Detail		<< First   < Previous   1   Next >   Last >>   Items 1-1 out of 1   Items/Page: 10	
Delete	Edit	Budget Detail	Narrative Description
		<b>Account Number:</b> 73300 - Community Services <b>Line Item Number:</b> 116 - Teachers <b>Optional Program Code:</b> <b>Location Code:</b> <b>Quantity:</b> <input type="text" value="1.00"/> <b>Cost:</b> <input type="text" value="\$42,400.50"/> <b>Line Item Total:</b> <input type="text" value="\$42,400.50"/>	Teacher wages for before and afterschool extended learning program and family engagement services. Nine staff will be used in the morning session and two staff will be used in the afternoon. The calculation is 17.25 hours per day at a rate of \$24.58 per hour for 100 days. Teachers will provide direct services to students through homework help, remediation, and implementing enrichment activities. Staff will be chosen according to grade level and/or specialty area if available. Each staff member will participate in 12 hours of professional development (144 total man hours).
		<b>Total for filtered Budget Details:</b>	<input type="text" value="\$42,400.50"/>
		<b>Total for all other Budget Details:</b>	<input type="text" value="\$0.00"/>
		<b>Total for all Budget Details:</b>	<input type="text" value="\$42,400.50"/>
		<b>Adjusted Allocation:</b>	<input type="text" value="\$0.00"/>
		<b>Remaining:</b>	<input type="text" value="(\$42,400.50)"/>



# Related Documents

- Some documents must be submitted on the provided document template. Access these templates by clicking the link in the **Document Template** column.
- Download the template.
- Scan and save the completed document to your computer.
- Click **Upload New** under the Document/Link heading.

Related Documents		
Alamo (171) Public District - FY 2023 - 21st CCLC Cohort 2022 - Rev 0 - 21st CCLC Cohort 2022		
This is the TEST site. Please be sure to complete your work on the LIVE site.		
Go To <input type="button" value="▶"/>		
Optional Documents		
Type	Document Template	Document/Link
(21st CCLC/LEAPS) Statement of Collaboration/Partnerships	 <a href="#">Statement of Collaboration/Partnership Form</a>	<a href="#">Upload New</a>
(21st CCLC/LEAPS) Proof of D-U-N-S and System for Award Management (SAM) registration [Upload up to 2 document(s)]	N/A	<a href="#">Upload New</a>
(21st CCLC/LEAPS) Most recent audit or financial review	N/A	<a href="#">Upload New</a>
(21st CCLC/LEAPS) Memorandum of Agreement (required for CBOs)	 <a href="#">Memorandum of Agreement Form</a>	<a href="#">Upload New</a>

# Related Documents

- Click the **Select** button to browse for your document.
- Upload the document.
- Type a document name and click the **Create** link to upload the document.

## Create Related Document - (21st CCLC/LEAPS) Statement of Collaboration/Partnerships

This is the TEST site. Please be sure to complete your work on the LIVE site.

Please select a file to upload.

Upload Data File:

Document Name:

# Assurances

Applicants must agree to the **Assurances** to submit the application.

### Assurances

---


**This is the TEST site. Please be sure to complete your work on the LIVE site.**

Save And Go To ▶

, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant. - Check box to agree.

FURTHER CERTIFY that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge. - Check box to agree.

Name of Applicant Agency Administrator:

Certify Date:  
  Clear



# Validations

- Before selecting **Draft Completed**, check for validation errors.
- Validation errors are built into ePlan to ensure the application is complete before submitting.
- To check for validation errors, go to the top of the **Sections** page and click on the word **Messages**.

[View TDOE History Log](#)  
[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Revision	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			

# Submitting the Application

- Once you have cleared any errors, click **Draft Completed** at the top of the **Sections** page.
- After you click **Draft Completed**, the ***LEA Fiscal Representative*** and the ***LEA Authorized Representative*** must **approve** the application in ePlan before it will be forwarded to the peer review committee for scoring.

## Sections

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**This is the TEST site. Please be sure to complete your work on the LIVE site.**

Application Status: **Draft Started**

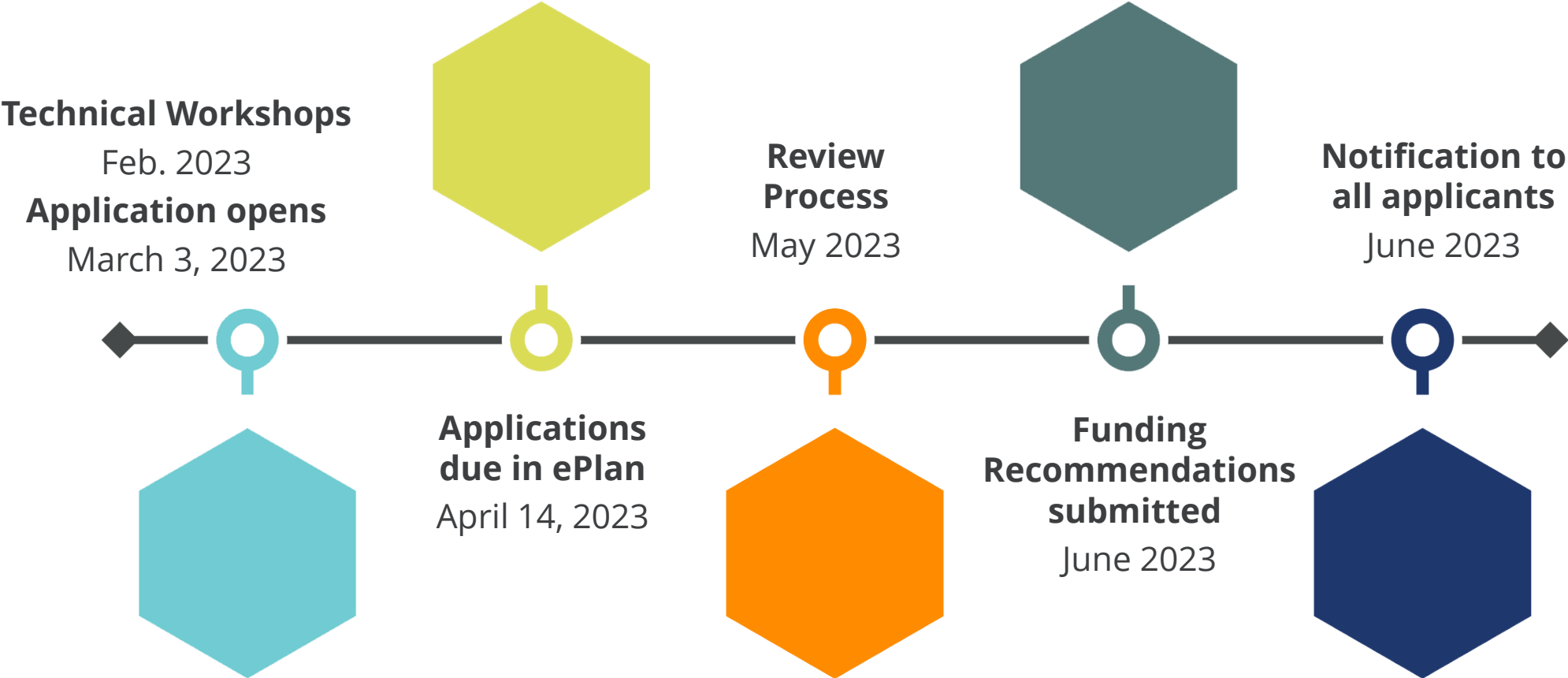
Change Status To: **Draft Completed**

# ePlan Funding Application Workflow

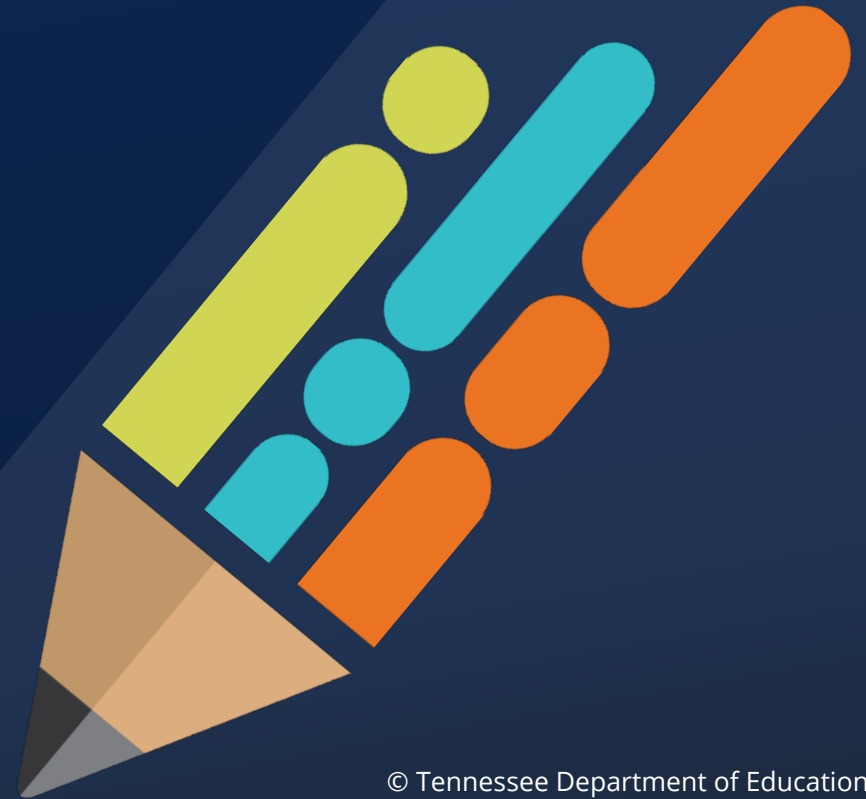
- *Draft Started* and content entered
- *Draft Completed*
- LEA Authorized Fiscal Representative approves
- LEA Authorized Representative approves
- **Applications with a status of LEA Authorized Representative Approved will be forwarded for review.**



# Application Timeline



# Contact & Questions





# Next Steps

- Submit new ePlan user forms by **March 3.**
- Read the entire application.
- Send questions about the application to [Extended.Learning@tn.gov](mailto:Extended.Learning@tn.gov).
- Applications must be submitted in ePlan by **April 14, 11:59 pm CT.**





**Questions?**



# Thank You!

**Morgan Campey** | Interim Director of Extended Learning Programs

[Morgan.Campey@tn.gov](mailto:Morgan.Campey@tn.gov)

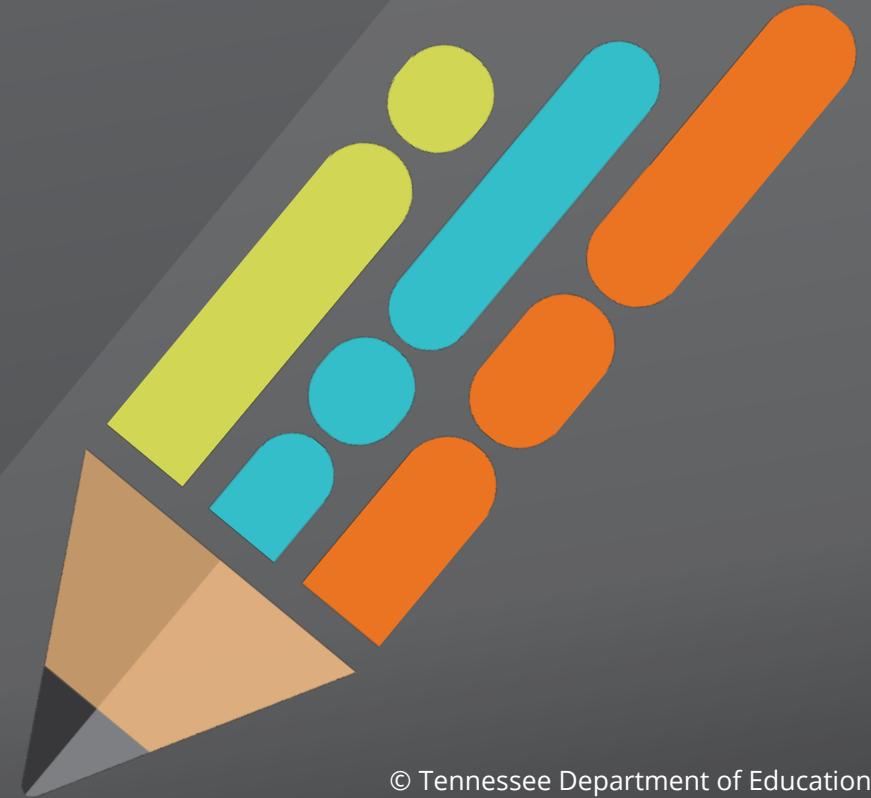
(615) 289-8987

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# Please Share your Feedback:

[https://stateoftennessee.formstack.com/forms/fpo\\_professional\\_development\\_survey](https://stateoftennessee.formstack.com/forms/fpo_professional_development_survey)



# 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>**