



Melissa Brown

Director of Operations and ePlan | Division of Federal Programs and Oversight

June 5-7, 2023







ACADEMICS

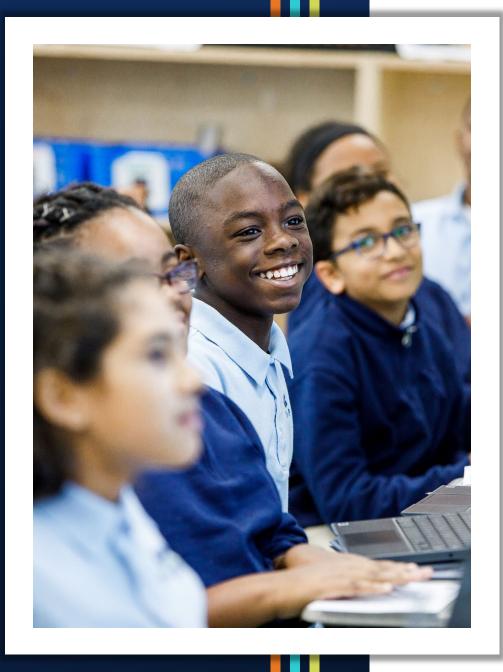
ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

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

5EDUCATORS

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

- Recent Enhancements
- Completing & Updating Budgets
- Tracking Revisions
- Checking Prior Approved Applications
- Running Reports
- Closing

Recent Enhancements



Enhancement- ePlan Homepage

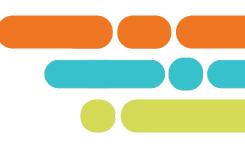
- Announcements
 - Department Updates
- Reminders
 - Dates
 - Commissioner's Update for Directors
 - User Access Forms
 - District Technology (DT) Support
 - InformTN
 - Office Hours



Homepage Layout

Announcements	Reminders
Announcement 1 (4/13/2023)	Welcome to ePlan (12/1/2022)
TBD Announcement 2 (1/26/2023) TBD	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:
2.	LEA Charter School Community Based Organization Non-Public Schools User Access Administrators Click here to access the ePlan User Manual. Dates to Remember (9/20/2022) * Dates are subject to change. June 6/5-7: 2023 Annual Fiscal Workshop 6/9: Schools to Complete School Security Assessments Deadline 6/30: Textbook Adoption Form Submission Deadline See the full 2022-23 FPO Calendar for more dates.
3.	See the latest Federal Programs Updates newsletter. See the latest edition of the Commissioner's Update for Directors. TDOE Directory (9/19/2022) Click here to open the TDOE Directory. InformTN Assistance (9/30/2020) Here are some ways to get technical help for InformTN. 1. The Technical User Guide contains information including how to access InformTN on page 5. 2. Click the question mark in the upper right corner to open the Help section which contains the Technical User Guide. 3. Email inform-th-help@sip.eldarion.com for other technical support questions.
4.	Single Sign On (SSO) Account Set-up and Password Assistance (9/29/2020) Individuals that have a locked SSO account should send an email to DT.Support@tn.gov requesting a new Welcome email. Click here for instructions to reset your SSO password. To obtain an SSO account, please contact your local District EIS Supervisor for assistance. Click here for the list of EIS Supervisors. For further assistance with your SSO account, including requests to have the ePlan tile added, please contact our District Technology team
5.	at <u>DT.Support@tn.gov</u> or (800) 495-4154. Office Hours (12/28/2019) ePlan Office Hours for LEA Users
	Tuesdays at 11 a.m. CT 12 p.m. ET. Dates and login information for FPO office hours can be found here.

Enhancement - LEA User Access



- Currently local education agencies (LEAs) can <u>assign and</u> remove all roles except the following four roles:
 - LEA Authorized Representative,
 - Fiscal Roles (2), and
 - User Access Administrator.
- Any grant director or monitoring role can be assigned by the district.
- ePlan Help will continue to offer support by assigning and removing any roles that are sent to <u>ePlan.Help@tn.gov</u>.

Completing & Updating Budgets

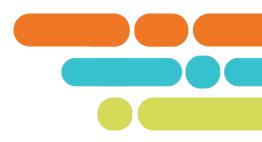




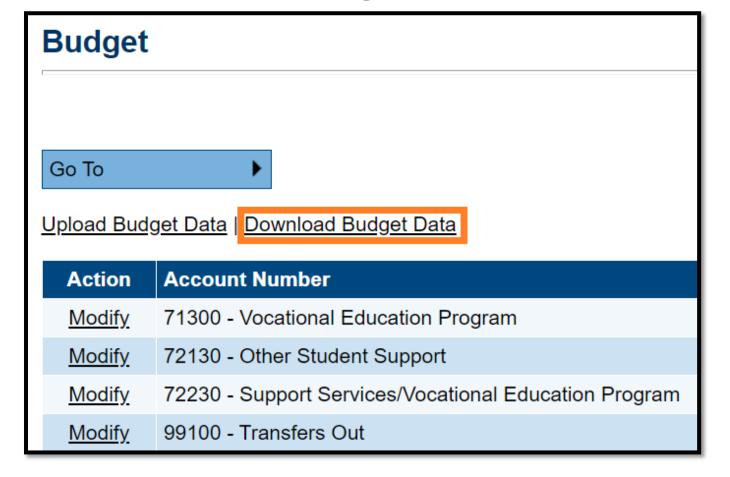
Budget Upload/Download- ePlan TDOE Resources

2. User Resources ePlan Help 🛨 (SSO) Single Sign On Resources Acronyms Adding, Removing or Updating School Users Creating a Comment District Funding Summary Report 2022-05-23 ePlan General Technical Application Guide 2022-12-29 ePlan Help Grant Contact Information ePlan LEA User Manual 2023-02-07 ePlan User Access Administrator Manual 2022-12-07 ePlan User Access Administrator Training 2022-12-06 Final Expenditure Request (FER) Instructions 2022-06-03 Grant Direct One Pager Tips Project Summary 2022-03-22 Proposed Budget Template for Competitive Funding Applications 2023-04-17 Reimbursement Request Instructions 2021-10-19 Tennessee LEA Numbers List 2021-02-02 ePlan 101 | Top 10 Tips Including Password Assistance - Updated 2023-02 Updating Contacts and the Address Book Upload Budget Data and Download Budget Data Function 2021-02-26

Budget Download



Click <u>Download Budget Data</u> from the main <u>Budget</u> page.



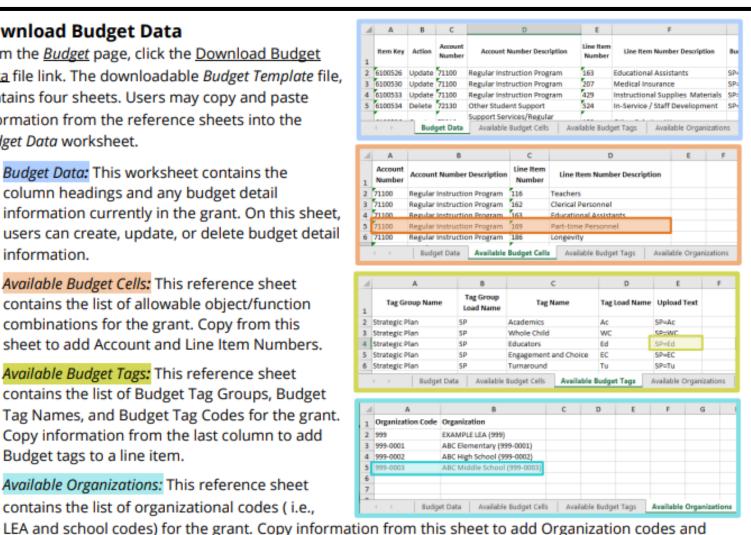
Download Budget Data

Download Budget Data

From the Budget page, click the Download Budget Data file link. The downloadable Budget Template file, contains four sheets. Users may copy and paste information from the reference sheets into the Budget Data worksheet.

- Budget Data: This worksheet contains the column headings and any budget detail information currently in the grant. On this sheet, users can create, update, or delete budget detail information.
- Available Budget Cells: This reference sheet contains the list of allowable object/function combinations for the grant. Copy from this sheet to add Account and Line Item Numbers.
- Available Budget Tags: This reference sheet contains the list of Budget Tag Groups, Budget Tag Names, and Budget Tag Codes for the grant. Copy information from the last column to add Budget tags to a line item.
- Available Organizations: This reference sheet contains the list of organizational codes (i.e.,

names.



Enter Budget Information - Column 1

Editing the Budget Data Worksheet:

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Jpdate	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA	1	50000	50000	Example Narrative
610073	Jpdate	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA	1	7500	7500	Example Narrative
610 4523	Jpdate	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100534	elete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100536	create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA	1	85000	85000	Example Narrative

O Do not make changes to the Item Key column.

Item Key (Required Column—Do Not Delete)

- This column contains ePlan's identification key for an existing budget detail. Each existing row contains
 the value assigned by ePlan to the budget detail. Do not edit or enter data in this column.
- When adding a new budget detail, leave this cell blank. ePlan assigns the row an item key when the file is uploaded into ePlan.

Enter Budget Information - Column 2

Item Key	Action	Account Jumber	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	1100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA (1	50000	50000	Example Narrative
6100530	Up ate	1100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA (1	7500	7500	Example Narrative
6100533	Update	1100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (1	2000	2000	Example Narrative
6100534	Delete	2130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA (1	2000	2000	Example Narrative
6100536	Create	2210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (1	85000	85000	Example Narrative

Enter in this column: "Update", "Create", Or "Delete"

Action (Required Column—Do Not Delete)

- This column identifies the action that ePlan makes to the budget detail row. Each cell in this column
 must have one of three possible values: Update, Delete, or Create.
- The default value for existing budget details is **Update**. An existing budget detail marked as update is included in the budget page in ePlan as it is written in the excel file. If there are changes, this action updates the budget detail with the information included in this file.
- To delete an existing budget detail, change the value in this column to **Delete**.
 NOTE: Removing the line from the excel document does not delete the line from the budget in ePlan.
- To add a new budget detail, change the value in this column to Create.

Enter Budget Information – Columns 3-6

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description
6100526	Update	71100	Regular Instruction Program	53	Educational Assistants
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages

Enter Budget Information -Column 7

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA	1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=E		999	EXAMPLE LEA	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA	1	85000	85000	Example Narrative

№ Copy this information from the *Available Budget Tags* sheet

7. Budget Tags (Required Column—Do Not Delete)

- Copy and paste the Upload Text for each budget tag from the Available Budget Tags sheet.
- Include all budget tags in the same cell. If there are multiple tags, separate the tags by a (:) (colon)
- If adding more than one tag in a single tag group, users can either:
 - Copy and paste the *Upload Text* for each tag (e.g.; A=ELS: A=HQIM: A=IA: A=CE)
 - (optional) Use one Tag Group code and separate the tag codes by a comma (e.g.; A=ELS, SP, IA, CE)

Enter Budget Information - Columns 9-10

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization	Organization (uantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	AMPLE LEA (1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA (1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA (1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (1	85000	85000	Example Narrative

№ Copy this information from the *Available Organizations* sheet

9. Organization Code (Required Column—Do Not Delete)

Each budget item must have a value in this column that identifies the organization (LEA or school) that
will be served by the budget item. The value must match the *Organization Code* in the exact format as
listed on the *Available Organizations* sheet. *NOTE:* Any organization codes beginning with 0 must be
formatted as text in excel, or the leading 0 will be deleted in the upload and create an error. Copying
from the *Available Organizations* tab will ensure that the format is correct.

10. Organization (Optional Column)

- This column is included in the budget download template as a reference only. It is not necessary to
 include this column in the budget upload file.
- For ease of use, Users may include the description for new budget detail rows by copying the Organization with the *Organization Code* from the *Available Organizations* sheet.

Enter Budget Information - Columns 11-12

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA	_1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA		7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA	1	85000	85000	Example Narrative

Enter the unit quantity and cost into these columns

11. Quantity (Required Column—Do Not Delete)

- Users must enter a value greater than zero (0) in this column in every budget detail row.
- Values in this column can be entered up to two decimal places.
- The value in this column will multiply the cost to produce the total dollar amount for the budget detail.

12. Cost (Required Column—Do Not Delete)

- Users must enter a value greater than zero (0) in this column in every budget detail row.
- Values in this column can be entered up to two decimal places.
- The total dollar amount for the budget detail is calculated by multiplying the value in the cost column by the value in the quantity column. **No dollar sign (\$) is required; Enter the amount as e.g.: "100.00".**

Enter Budget Information - Columns 13-14

13. Total (Required Column—Do Not Delete)

This column is a system-generated field that multiplies the cost and the quantity. The data for an
existing budget detail is displayed here for information purposes only. ePlan ignores any information
entered into the Total column.

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA	1	50000	5000	ExampleNarrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA	1	7500	750	Example
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA	1	2000	200	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA	1	2000	200	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA	1	85000	8500	Example Narrative

Enter a Narrative Description of the Budget Line into this column

14. Narrative Description (Required Column—Do Not Delete)

- Enter a Narrative Description of the Budget Line into this column
- Users must enter a narrative description explaining how the funds will be spent. Each narrative has a 2000 character limit
- Press Alt+Enter (Windows) or Ctrl+Option+Enter (Mac) to create line breaks in the text.

Budget Upload

- On the Budget Page, click the <u>Upload Budget Data</u> link. When the <u>Create Grant Budget Upload</u> page loads, click the <u>Select</u> button to open the file browser. Select the correct file and click <u>Open</u>. Click <u>Create</u> to upload the file.
- If one or more cells in a required column are empty in the upload file ePlan generates an error
 message indicating which rows are missing data. Correct the discrepancy in the excel file and then
 click the select button to select and upload the corrected file.



After the user uploads the file, ePlan displays the Grant Budget Upload screen.

- Click View Messages to check for validation errors in the file. Errors prevent the file from processing.
- If necessary, resolve any errors in the excel file, then click **Upload Data File** to upload a new file replacing the current upload.

From this page, users can also:

- Click View Data File to download and view the current Budget File, or
- Click Delete Grant Budget Upload to delete the new Budget File without making the file changes.

Budget Upload

Grant Budget Upload

SAMPLE (SMPL) Public District - FY 2022 - Consolidated - Rev 0 - Title I-A

Process Grant Budget Upload

Delete Grant Budget Upload

Description
View any issues with the upload file.
View the changes that will be made once the file has been processed.
Upload a new file to replace the current one.
View the current file.

At the top of the page, click the <u>Process Grant Budget Upload</u> link to finalize the upload and make
the file changes to the application's budget. <u>NOTE</u>: The existing budget upload must be processed
before another upload can be started. The <u>Budget</u> page will display a <u>View Budget Upload</u> link if a
budget file has been uploaded but not process. Users can click <u>Delete Grant Budget Upload</u> to delete
the upload without processing it. No changes will be made to the budget in ePlan.

Tracking Revisions



Track Changes – Change Log & Revision Details



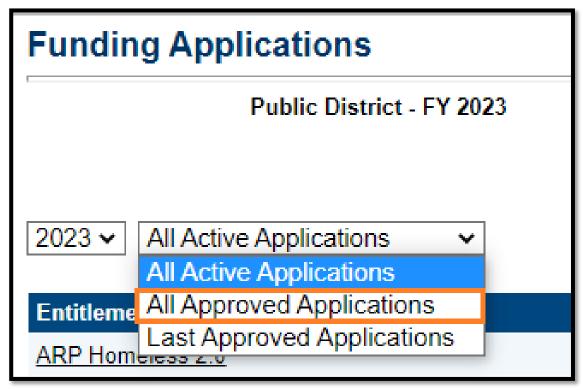


Checking Prior Approved Applications



Check Prior Approved Application

 On the Funding Applications Page, change the field to <u>All Approved</u> <u>Applications</u>



Running Reports





Run Reports







District Funding Summary

Grant	Award Year	Funding Type	Obligation Date	Allocation	Amount Paid	Amount Remaining	Days To Obligation
Voluntary Pre-K	2023	State	6/30/2023 11:59:59 PM	\$839,497.42	\$778,678.39	\$60,819.03	51
Coordinated School Health	2023	State	6/30/2023 11:59:59 PM	\$100,000.00	\$95,995.87	\$4,004.13	51
Learning Camps	2022	Federal	9/30/2023 11:59:59 PM	\$1,230,435.73	\$857,407.49	\$373,028.24	143
Bridge Camp	2022	Federal	9/30/2023 11:59:59 PM	\$502,374.70	\$300,119.87	\$202,254.83	143
TN ALL Corps	2022	Federal	9/30/2023 11:59:59 PM	\$373,800.00	\$179,153.98	\$194,646.02	143
ARP Homeless 2.0	2022	Federal	9/30/2023 11:59:59 PM	\$208,269.20	\$25,243.32	\$183,025.88	143
ARP Homeless 1.0	2022	Federal	9/30/2023 11:59:59 PM	\$170,000.00	\$82,062.95	\$87,937.05	143
STREAM Mini Camps	2022	Federal	9/30/2023 11:59:59 PM	\$351,553.07	\$266,245.80	\$85,307.27	143
ARP IDEA Part B Funds	2022	Federal	9/30/2023 11:59:59 PM	\$1,093,418.36	\$1,060,268.07	\$33,150.29	143
Implementation Grant Renewal	2022	Federal	9/30/2023 11:59:59 PM	\$100,000.00	\$67,248.29	\$32,751.71	143
Perkins Reserve	2022	Federal	9/30/2023 11:59:59 PM	\$50,000.00	\$24,364.93	\$25,635.07	143
Elementary and Secondary School Emergency Relief (ESSER) 2.0	2021	Federal	9/30/2023 11:59:59 PM	\$5,589,863.74	\$5,574,001.19	\$15,862.55	143
ARP IDEA Preschool Funds	2022	Federal	9/30/2023 11:59:59 PM	\$72,896.74	\$62,735.25	\$10,161.49	143
Civics Seal Grant	2022	Federal	9/30/2023 11:59:59 PM	\$20,000.00	\$10,905.23	\$9,094.77	143
CTE Perkins Basic	2022	Federal	9/30/2023 11:59:59 PM	\$267,468.05	\$263,815.54	\$3,652.51	143
Best for All District Grant	2022	Federal	9/30/2023 11:59:59 PM	\$350,000.00	\$348,999.08	\$1,000.92	143
Safe Schools	2023	State	12/31/2023 11:59:59 PM	\$350,290.00	\$27,026.21	\$323,263.79	235
Summer Learning Transportation	2023	State	6/30/2024 11:59:59 PM	\$322,372.34	\$0.00	\$322,372.34	417

Closing







Brainstorm New Enhancements





Questions





Thank You!

Melissa Brown | Director of ePlan and Operations

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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

