



# ESSA Discretionary Grant Monitoring and Preparation

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**Teri Manning** | *ESSA Compliance Manager*

**Vanessa Waters** | *McKinney-Vento & Immigrant  
Grant Manager*

*Division of Federal Programs and Oversight*

February 2024





# Agenda

- Monitoring Overview
- Accessing the Discretionary Grant Monitoring Instrument
- Monitoring Walkthrough
- Reminders & Technical Assistance

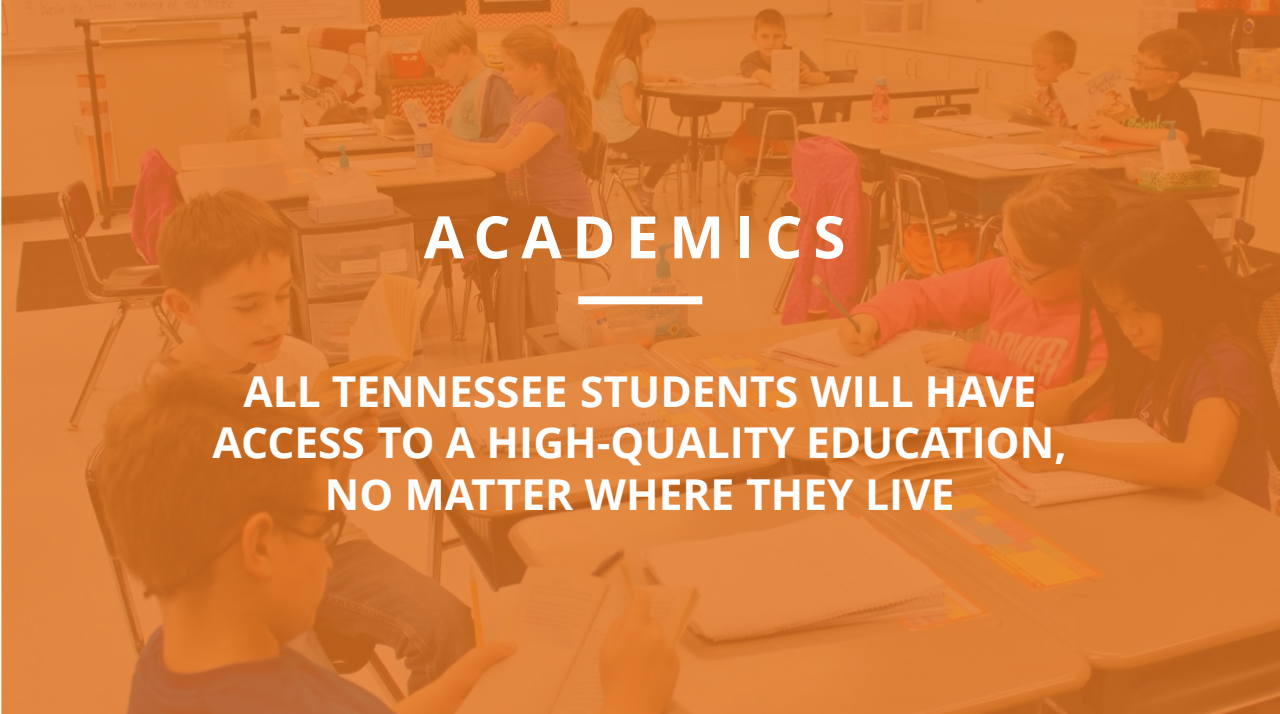






# BEST FOR ALL

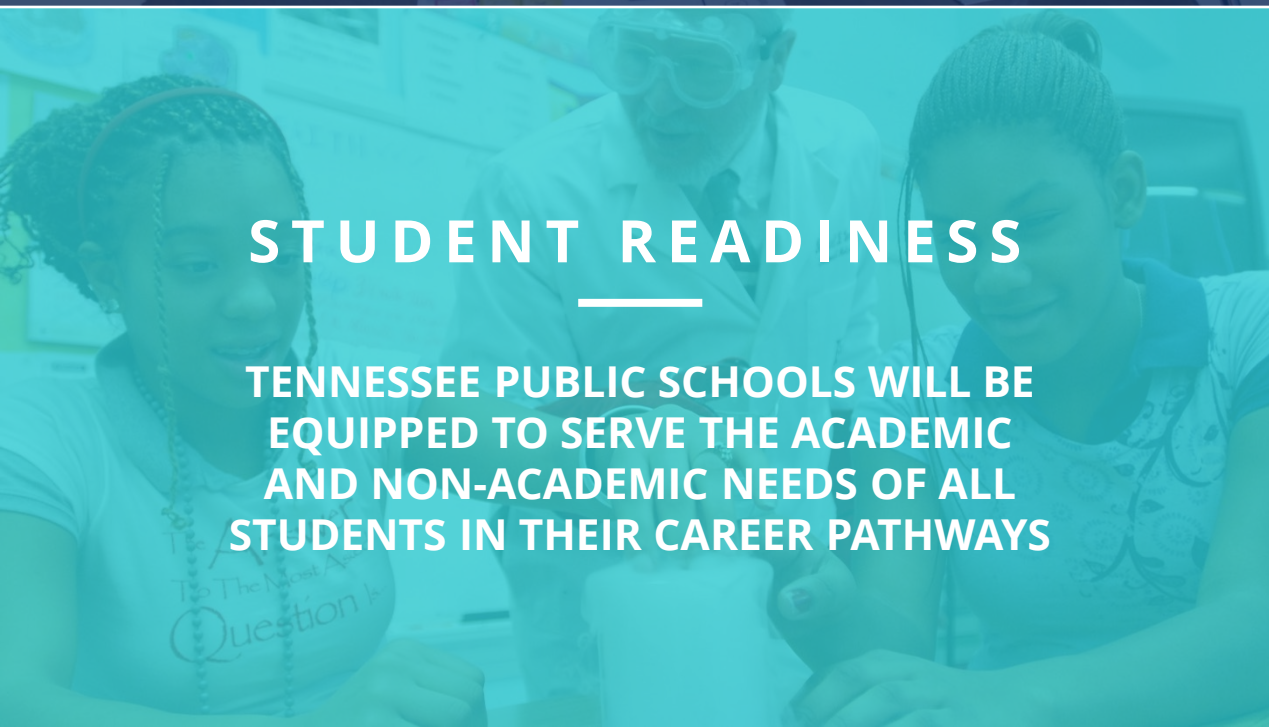
We will set all students on a path to success.



## ACADEMICS

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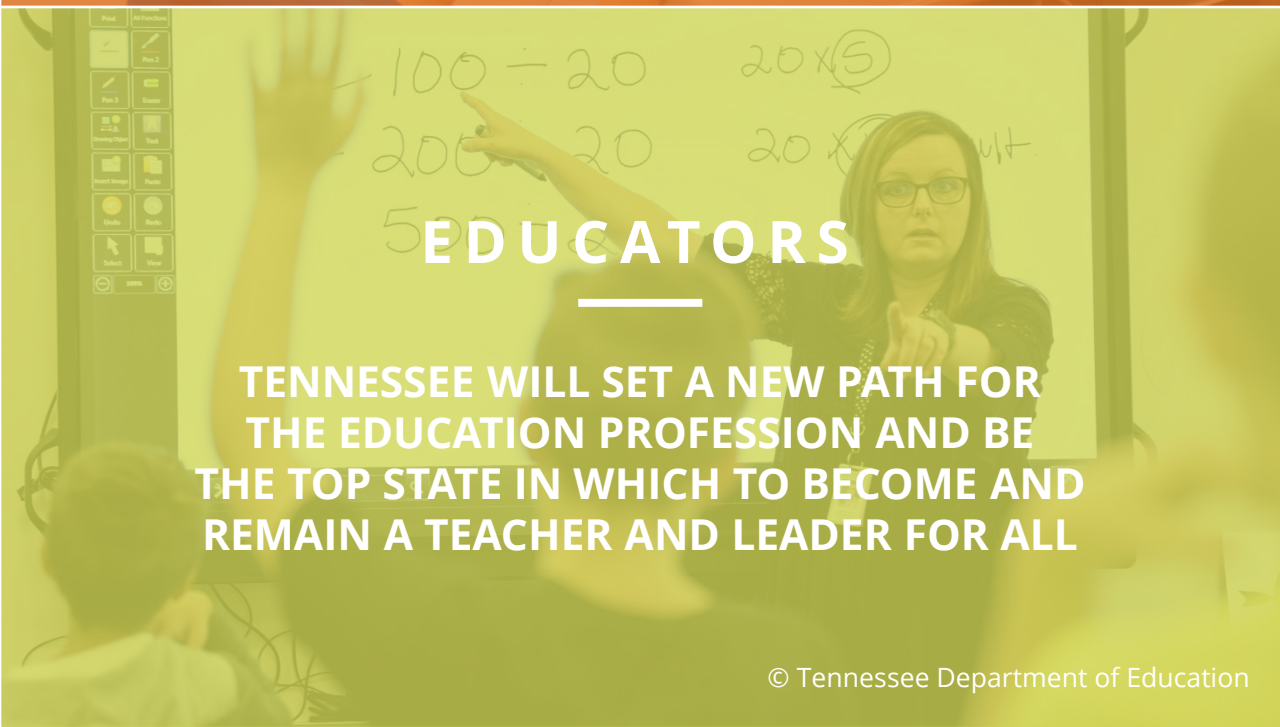
ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



## 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

# Monitoring Overview

# The Department's Monitoring Commitments

- Engage in meaningful and open dialogue;
- Reduce the number of findings of non-compliance through training and technical assistance prior to monitoring;
- Provide an accurate, comprehensive review of the state of compliance for monitored discretionary grants;
- Highlight areas that exceed requirements;
- Provide individualized follow-up assistance based on results; and
- Empower LEAs and schools to build on compliance to implement and execute effective programs.



# Introduction & Overview of Monitoring Process

- The purpose of ESSA Discretionary Grant Monitoring is:
  - to ensure the appropriate use of federal funds,
  - to document that funds are spent effectively to accomplish the intended purpose of the grant,
  - to ensure funds are used in accordance with the terms of the grant award,
  - to document the measurement of performance goals, and
  - to review needs to better inform technical assistance.
- Requirements outlined in the American Rescue Plan Act (ARP Homeless) and other regulations mandate that state education agencies (SEAs) provide technical assistance to local educational agencies (LEAs), as well as oversee and monitor the implementation of federal grants.

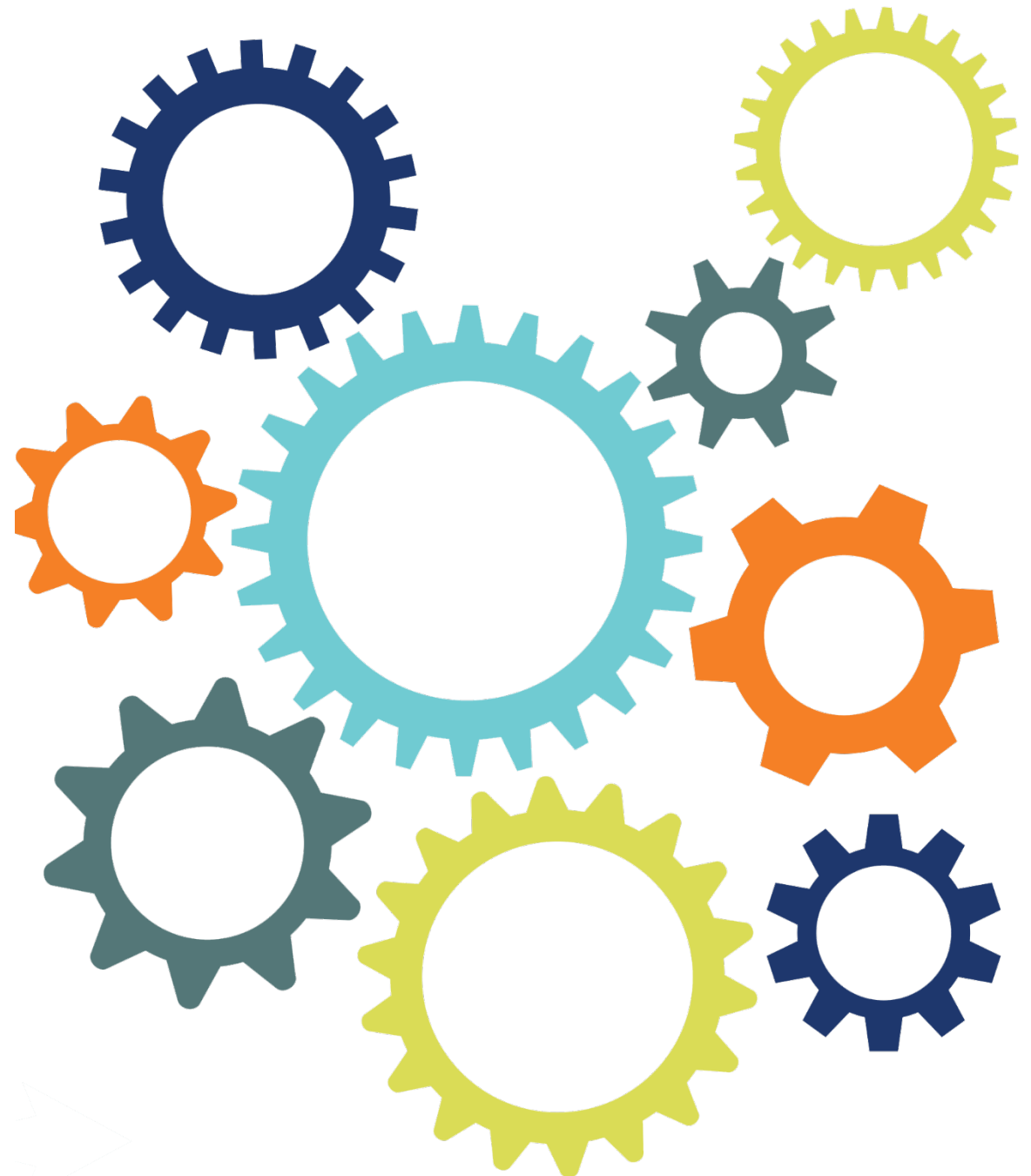
## LEAs receiving funding through the following grant(s) must participate in monitoring:

- ARP Homeless 1.0
- ARP Homeless 2.0
- ARP Homeless System Navigator
- Title III, Part A Immigrant Grant
  - ❖ **All funds must be expended/reimbursements requested by Dec. 15, 2024.**



# Overview Section of the Monitoring Instrument

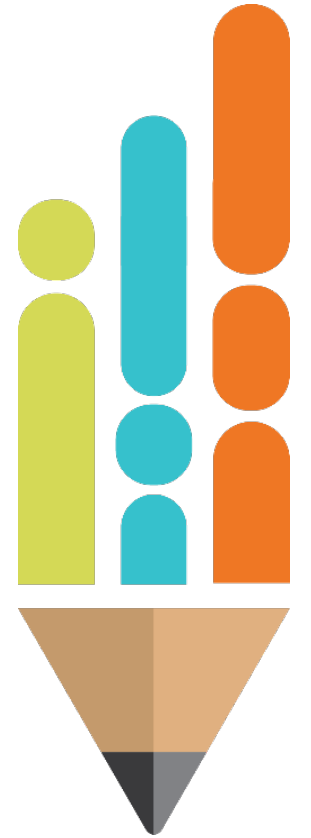
- Introduction & Overview of Monitoring Process
- Assurances
- ESSA Discretionary Grant Monitoring
  - LEA: ARP Homeless 1.0, ARP Homeless 2.0, and Systems Navigator Grants
  - LEA: Title III Immigrant Discretionary Grant
  - Related Documents





# ESSA Discretionary Grant Monitoring Details

- LEA-Level Submission: no school-level or conversation component
- **Instrument opens: Feb. 6**
  - No uploads required
  - Short answer (agree/disagree)
  - Open response
- **Provide responses for the current school year**
- LEAs can select N/A to disable the entire page or section for grants that are not applicable.
- **Instrument due: March 6**
- Monitoring results available (no exit): approximately **April 5**





# Accessing the Discretionary Grant Monitoring Instrument



# Accessing ePlan

- Users with ESSA Discretionary Grant Director access may log in to ePlan, and then choose *Monitoring Instruments > 2024 > ESSA Discretionary Grant Monitoring*.
- Click ***Draft Started*** at the top of the *Sections* page to begin pre-work.
- **Users with the grant director role for the monitored grants will be automatically assigned the ESSA Discretionary Grant Director role and no further action is required.**
  - Users who are not automatically assigned the ESSA Discretionary Grant Director role can request the role via the [ePlan LEA User Access Form](#).
- The instrument will open on **Feb. 6**.



# No Required Evidence

- The instrument ***does not*** require uploaded evidence.
- LEAs have the option to upload documents to provide additional information.
  - **Do not upload Personally Identifiable Information (PII).**
  - ***ID numbers are encouraged instead of PII.***
  - *OMB Memorandum M-07-1616 refers to information used to distinguish an individual's identity, either alone or when combined with other personal or identifying information that is linkable to a specific individual. Although ePlan is a secure platform, LEAs must protect PII, and the department reviews uploads to determine compliance within the Monitoring Instrument in ePlan.*



# Short Answer Questions

- The monitoring instrument requires responses to short questions or statements.
- Next to each item, use the drop-down box to choose from the list.
- The pages require users to choose between *Agree* and *Disagree*.
  - If the user chooses *Disagree*, they must provide a justification.
    - *This requirement does not necessarily identify that the item is non-compliant.*
  - Some pages and sections have the option to choose *Not Applicable* or *N/A*. If the user chooses *Agree*, *Yes*, or *N/A*, there is no need to justify the response.





# Open Response Questions

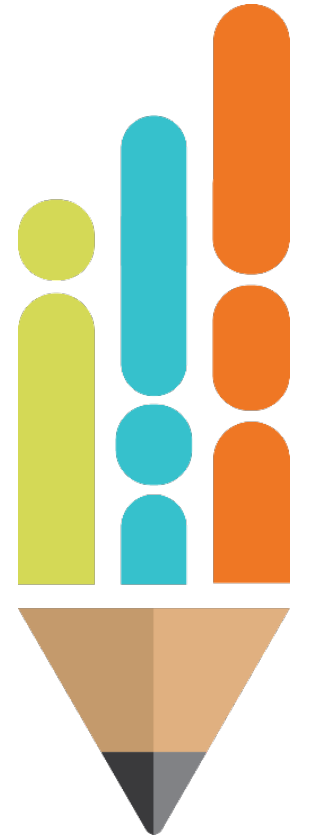
- The pages within the instrument require responses to questions in an open response text box.
- Read each question or statement thoroughly and respond with enough information to address all elements of the question or statement.
  - *Remember that there is no interview component; therefore, the LEA must provide thorough responses to fully answer the questions.*
  - *Users can bold, italicize, or underline font; change the font size or color; add bullets or numbers to lists; and use other options in the menu to add emphasis or bring attention to specific parts of the answer.*
- If the LEA chooses to provide additional information, please name and upload the document on the *Related Documents* page.

# Monitoring Walkthrough

# View of Monitoring Instrument

- Once in ePlan, navigate to the ESSA Discretionary Grant Monitoring instrument by logging in and then select **Monitoring > Monitoring Instruments** from the left menu options.
- On the *Monitoring Instruments* page, select the current fiscal year, then **ESSA Discretionary Grant Monitoring**.

| 2024   | Active |
|--|--------|
| Monitoring Instrument  |        |
| <a href="#">Level 1 Results-Based Monitoring</a>                 |        |
| <a href="#">Level 2 Results-Based Monitoring</a>                 |        |
| <a href="#">Level 3 Results-Based Monitoring</a>                 |        |
| <a href="#">FY24 ESSA Discretionary Grant Monitoring</a>         |        |
| <a href="#">(ISM) Innovative School Models</a>                   |        |
| <a href="#">Non-Public Schools Annual Compliance - Fall</a>      |        |
| <a href="#">Non-Public Schools Annual Compliance - Spring</a>    |        |
| <a href="#">Non-Traditional Educational Programs Monitoring</a>  |        |
| <a href="#">Size, Scope, and Quality Indicator (SSQI) Review</a> |        |



# View of Monitoring Instrument

- Click ***Draft Started*** at the top of the *Sections* page to begin working in the instrument.

Status: Not Started

Change Status To: Draft Started

[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

All

History Log

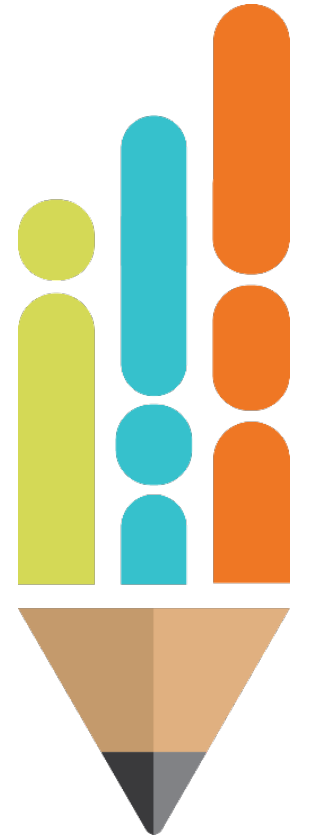
- [History Log](#)
- [Create Comment](#)

Overview

- [Introduction and Overview of Monitoring Process](#)
- [Assurances](#)

ESSA Discretionary Grant Monitoring

- [LEA: ARP Homeless 1.0, ARP Homeless 2.0, and Systems Navigator Grants](#)
- [LEA: Title III Immigrant Discretionary Grant](#)
- [Related Documents](#)





# View of Monitoring Instrument

- Pages that require LEA response begin with **LEA**.
- Pages that are only viewable to the department begin with **TDOE**.

Status: Not Started

Change Status To: [Draft Started](#)

[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

All

**History Log**

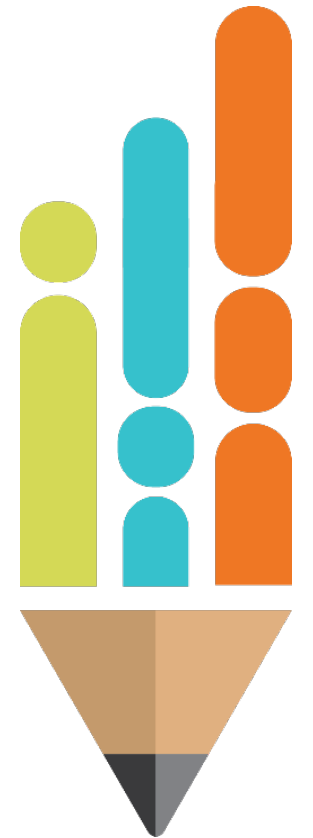
- [History Log](#)
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**Overview**

- [Introduction and Overview of Monitoring Process](#)
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**ESSA Discretionary Grant Monitoring**

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- [Related Documents](#)



# View of Monitoring Instrument

- LEAs must complete both grant pages or select N/A to submit the instrument.
- The N/A option is located at the top of each LEA page.
- The N/A option is also located at the top of each section on the page.

N/A: The LEA did not receive any of the following grants: ARP Homeless 1.0, ARP Homeless 2.0, or Systems Navigator. - (This entire page will be disabled.)

Practices

N/A: The LEA did not receive the following grant: ESEA, Title III Immigrant Discretionary. - (This entire page will be disabled.)

Practices

**ARP Homeless 1.0:** Check this box if the LEA did not receive the ARP Homeless 1.0 grant. - (This entire section will be disabled.)

# Short Answers

- LEAs must provide a response to all **Practices** questions and statements.
- Drop-down options: *Agree, Disagree, N/A*
  - Disagree answers require a short explanation.
  - Choose what is accurate so the department can meet you where you are.

## Practices

\* The LEA ensures that the budget and expenses align with Federal grant administrative guidelines.

Select... ▾

If Disagree selected, please explain:

# Open Responses


- Narratives are required.
- Answer the question completely, but do not provide more than what is asked.


\* Describe how the LEA identified the needs/priorities for the grant.



# Related Documents

- Uploads are *optional*.
- LEAs may upload documents to provide additional information.
- Documents must be clearly labeled (e.g., “Procedures for tracking services”).
- **Do not upload Personally Identifiable Information (PII).**



|   |  |
|---|--|
|  | <b>ESSA Discretionary Grant Monitoring</b>                                   |
|   | <u>LEA: ARP Homeless 1.0, ARP Homeless 2.0, and Systems Navigator Grants</u> |
|   | <u>LEA: Title III Immigrant Discretionary Grant</u>                          |
|   | <u>Related Documents</u>   |

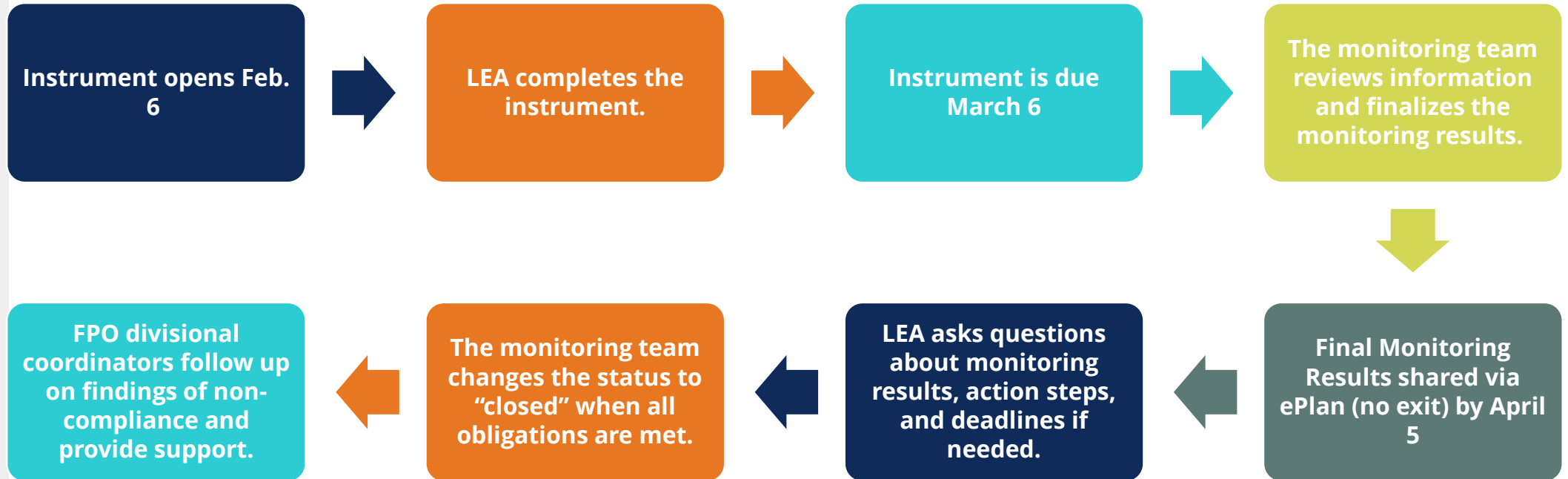


# Submit the Instrument

- After responding to all areas, use the Validation column of the *Sections* page to confirm all items were completed.
- Once the LEA has completed all requirements, the **LEA ESSA Discretionary Grant Director** must return to the *Sections* page to change the status to **Reviewed**.
- The Director of Schools (**LEA Authorized Representative**) must return to the *Sections* page to change the status to **LEA Authorized Representative Approved** to submit the completed instrument to the department.
- For additional instructions, please navigate from the *Sections* page to *Instructions and Reference Notes* for complete details.

# Reminders & Technical Assistance

# ESSA Discretionary Grant Monitoring Overview



## ❖ Reminders:

- LEA-Level submission only: no school-level or conversation component
- No uploads are required
- Provide responses for the current school year
- The LEA can select N/A to disable the entire page or section for grants that are not applicable
- Office Hours will be offered
- All funds must be expended/reimbursement requested by Dec. 15, 2024.



# Instrument Walkthrough

Navigating to [ePlan.tn.gov](https://ePlan.tn.gov)







# Technical Assistance & Support

- Office Hours sessions will be offered from 1–2 p.m. CT | 2–3 p.m. ET on the following dates:
  - **Feb. 6**
  - **Feb. 13**
  - **Feb. 20**
  - **Feb. 27**
  - **March 5**
- [Microsoft Teams meeting link](#)

Office hours will focus on LEAs asking clarifying questions and department staff providing technical assistance. Targeted technical assistance meetings may be requested as well.

# Technical Assistance & Support



## ▪ ***ESEA, ARP Homeless, and Title III Immigrant Funding Support***

- Please contact the FPO program directors for support, including support about how to answer questions that do not seem clear or to address specific uploads.
- Contact the McKinney-Vento & Immigrant Grant Manager, **Vanessa Waters**, at [Vanessa.Waters@tn.gov](mailto:Vanessa.Waters@tn.gov) or (615) 917-3750; or
- Contact the ESSA Compliance Manager, **Teri Manning**, at [Teri.Manning@tn.gov](mailto:Teri.Manning@tn.gov) or (901) 422-1749.

## ▪ ***General Monitoring Support***

- Contact the ESSA Compliance Manager, **Teri Manning**, at [Teri.Manning@tn.gov](mailto:Teri.Manning@tn.gov) or (901) 422-1749; or
- LEAs may also seek support from the Senior Director of Compliance, **Geneva Taylor**, at [Geneva.Taylor@tn.gov](mailto:Geneva.Taylor@tn.gov) or (615) 580-2039.

## ▪ ***Fiscal Support***

- Please contact the LEA's assigned [finance consultant](#).

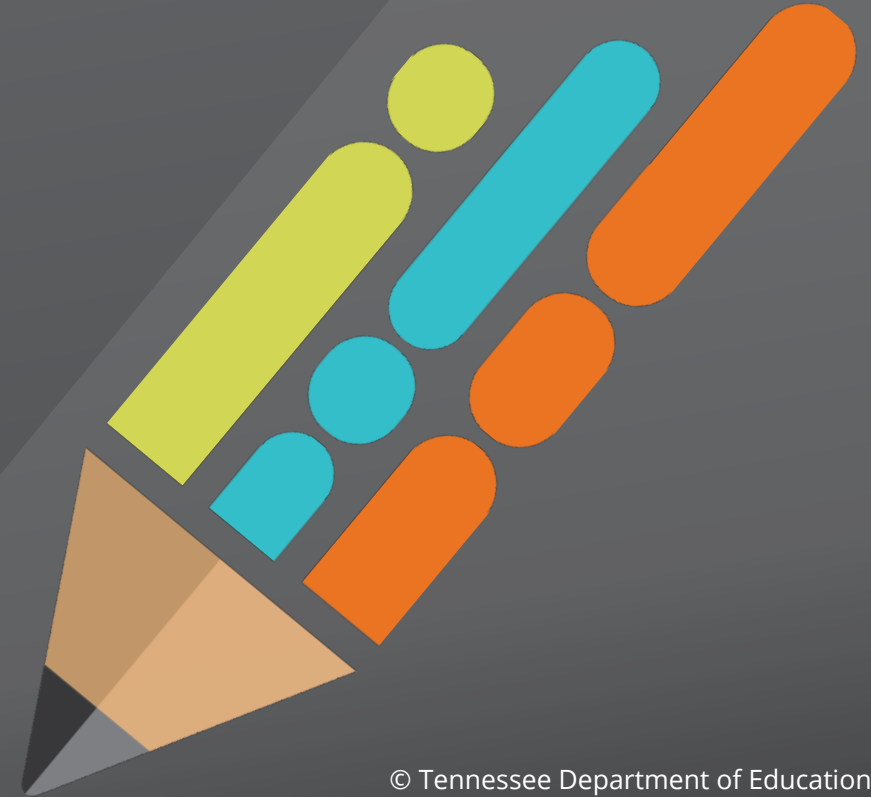


# Thank You!

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**1-800-232-5454**

Notifications can also be submitted electronically at:

**<http://www.comptroller.tn.gov/hotline>**