

FY25 ESSER 3.0 Additional Funds Intent to Apply Instructions

Overview

The Tennessee Department of Education (department) is reallocating the unobligated ESSER 3.0 (ARP ESSER) funds to Local Education Agencies (LEAs) in proportion to the funds received under Title I, Part A of ESEA of 1965 in state fiscal year 2021 (FY21). Some LEAs may elect to decline the supplemental award depending on the amount of funds they would receive. This is an estimated amount. LEAs will not receive less than what is listed but could receive more depending on all LEAs' participation. By completing the ePlan form, the LEA is signaling its intent to accept or decline additional ESSER 3.0 funding.

Each LEA must complete the *Intent to Apply* page in *ePlan.tn.gov > Data and Information > 2025 > ESSER 3.0 Additional Funds Intent to Apply*. The data and information tool must be submitted (that is, moved into the LEA Authorized Representative Approved workflow status) by **3 p.m. CT | 4 p.m. ET on Friday, Aug. 23**.

Existing LEA ESSER 3.0 Directors were assigned the *LEA ESSER 3.0 Additional Funds Intent to Apply Director* role in ePlan on Aug. 16. New directors after this date must request the role via the [LEA User Access Form](#).

ESSER 3.0 Additional Funds Intent to Apply

1. Locate the form in ePlan > Data and Information > 2025 > ESSER 3.0 Additional Funds Intent to Apply.
2. From the Sections page, click **Draft Started**.
3. Click the ESSER 3.0 Additional Funds Intent to Apply page link.
4. Provide all necessary contact information for the LEA.
 - a. Director of Schools Name, Email, and Phone Number
 - b. ESSER 3.0 Point of Contact, Name, Job Title, Email, and Phone Number

Contact Information		
* Director of Schools Name	* Director of Schools Email	* Director of Schools Phone
* ESSER 3.0 Point of Contact Name	* ESSER 3.0 Point of Contact Job Title	* ESSER 3.0 Point of Contact Email
* ESSER 3.0 Point of Contact Phone Number		

5. Read the Reallocation of Unobligated ARP ESSER Funds and note the LEA's minimum proposed additional allocation. Each LEA's proposed amount is loaded to the LEA's data and information tool individually.

Reallocation of Unobligated ARP ESSER Funds

The Tennessee Department of Education (department) is reallocating the unobligated ARP ESSER funds to LEAs in proportion to the amount of funds LEAs received under Title I, Part A of ESEA of 1965 in state fiscal year 2021 (FY21). Depending on the amount of the available funds, not all LEAs may choose to receive a supplemental award. By completing this form, the LEA is signaling its intent to accept or decline additional funds.

The minimum proposed allocation amount is (Depending on LEA participation rates, this amount may increase):

\$ (Varies by LEA)

6. Select the appropriate response to the question, "Is the LEA interested in accepting this allocation and meeting the terms and conditions outlined below?".
 - a. The LEA will accept additional funding.
 - b. The LEA declines additional funding.

* Is the LEA interested in accepting this allocation and meeting the terms and conditions outlined below?

- The LEA will accept additional funding.
- The LEA declines additional funding.

7. By completing this form, the LEA is attesting to the following:
 - a. Activities and services will be properly obligated by **Sept. 30, 2024**, according to the American Rescue Plan Elementary and Secondary School Emergency Relief Fund (ARP ESSER).
 - b. The LEA understands that the receipt of additional funds requires the continuation of results-based monitoring and annual data collection through the liquidation of all ARP ESSER funds.
 - c. The LEA understands that according to ARP ESSER, a minimum of 20% of the total allocation (including this additional funding), across the life of the grant must be reserved toward addressing learning loss.
8. Return to the sections page and click "*Draft Complete*" to submit the data and information tool to the *LEA Fiscal Representative* for review.
9. The *LEA Fiscal Representative* must review, then click "*LEA Fiscal Representative Reviewed*" on the sections page to submit the tool to the *LEA Authorized Representative* for approval.
10. When the form has been submitted with the status of "**LEA Authorized Representative Approved**" an email notification will be sent to the LEA's FPO Divisional Coordinator for department review. The data and information tool must be in the "**LEA Authorized Representative Approved**" workflow status by **3 p.m. CT | 4 p.m. ET on Friday, Aug. 23.**