

Release of Grant Funds ePlan Instructions

Overview

Beginning **Oct. 1, 2024**, a local education agency (LEA) or Community-based Organization (CBO) that decides to release federal funds¹, either entitlement or competitive grant funds, after funds have been budgeted in ePlan, must complete the release of funds instrument. Once submitted and reviewed by the Tennessee Department of Education (department), the amount of funds released will be removed from the allocation in ePlan. The full list of programs included on the instrument can be found below:

- Title I, Part A
- Title I, Part C
- Title I, Part A – Neglected
- Title I, Part D LEA
- Title I, Part D State Agency
- Title II, Part A
- Title III, Part A
- Title III Immigrant
- Title IV, Part A
- Title IV, Part B – 21st CCLC
- Lottery for Education Afterschool Programs (LEAPs)
- Title V, Part B
- Title IX – McKinney-Vento
- IDEA, Part B
- IDEA Preschool
- School Improvement (please provide specific grant details)
- ESSER 3.0
- CTE Perkins (please provide specific grant details)
- ARP Homeless 1.0
- ARP Homeless 2.0
- ARP Homeless Systems Navigator
- Other (please provide specific grant details)

An LEA or CBO that chooses to release funds after funds have been budgeted in ePlan, including any funds released through the Final Expenditure Report (FER), must follow these steps:

1. Notify the respective program and fiscal managers of the LEA's decision to release federal funds via email.
2. Complete and submit the Release of Funds instrument in ePlan as specified below.

Grant Point of Contacts

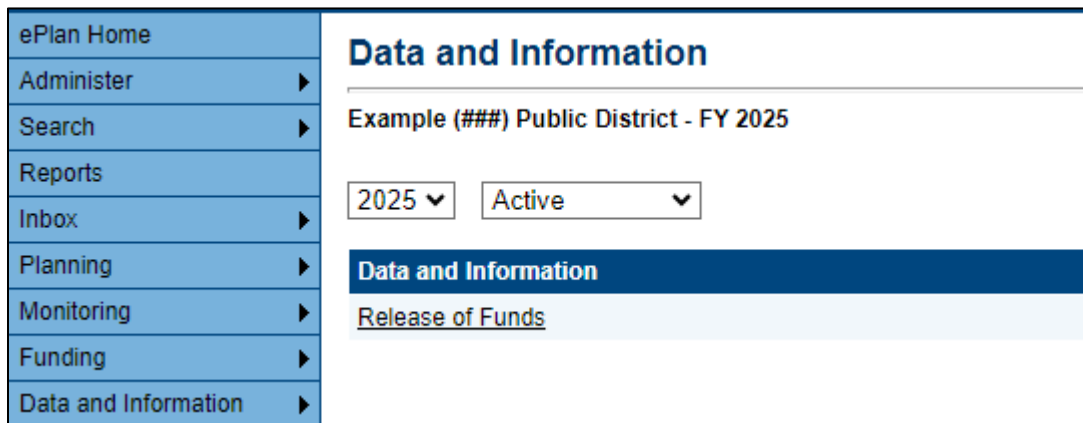
Grant	Program Manager	Fiscal Manager
Perkins	Candi.Collier@tn.gov	Zarema.Maxwell@tn.gov
Title I, Part A	Deborah.Thompson@tn.gov	George.Amin@tn.gov
Title I, Part C	Hannah.Gribble@tn.gov	George.Amin@tn.gov
Title I, Part A - Neglected	Jackie.jacobson@tn.gov	George.Amin@tn.gov
Title I, Part D, Subpart 1	Erin.Christian@tn.gov	George.Amin@tn.gov

¹ State funds managed by the division of Federal Programs and Oversight (FPO) may also be included in this instrument.

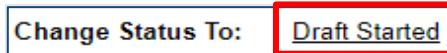
Grant	Program Manager	Fiscal Manager
Title I, Part D, Subpart 2	Jackie.Jacobson@tn.gov	George.Amin@tn.gov
Title II, Part A	Michelle.Harless@tn.gov	George.Amin@tn.gov
Title, III, Part A	Hannah.Gribble@tn.gov	Alfred.Thomas.Garrett@tn.gov
Title, IV, Part A	Brinn.Obermiller@tn.gov	George.Amin@tn.gov
Title IV, Part B – 21st CCLC	Anessa.Ladd@tn.gov	Mario.Pennington@tn.gov
Lottery for Education Afterschool Programs (LEAPs)	Anessa.Ladd@tn.gov	Mario.Pennington@tn.gov
Title V, Part B	Brinn.Obermiller@tn.gov	Alfred.Thomas.Garrett@tn.gov
Title IX – McKinney-Vento	Vanessa.Waters@tn.gov	Alfred.Thomas.Garrett@tn.gov
IDEA Part B	Scott.Indermuehle@tn.gov	Brett.Printz@tn.gov
IDEA Preschool	Scott.Indermuehle@tn.gov	Brett.Printz@tn.gov
School Improvement	Robin.Copp@tn.gov	Zarema.Maxwell@tn.gov
ESSER 3.0	Jerri.Nave@tn.gov	Brett.Printz@tn.gov
ARP Homeless 1.0, 2.0, and Systems Navigator	Vanessa.Waters@tn.gov	George.Amin@tn.gov

Release of Funds ePlan Instructions

- ePlan users who are assigned the **LEA Release of Funds Director** role can work on the Release of Funds instrument in ePlan. See the LEA's *Address Book* in ePlan to determine who has been assigned this role. To add a new or additional role, complete the ePlan [User Access Form for LEAs](#) and submit it according to the directions on the form. Users who had the LEA Consolidated Director role on Sept. 30, 2024, were automatically assigned the *LEA Release of Funds Director* role.
- Navigate to the instrument by selecting **Data and Information** from the main ePlan menu. On the *Data and Information* page, select the current fiscal year from the drop down, then click **Release of Funds** to open the data and information tool.



- To begin the request, click **Draft Started** at the top of the Sections page.



- The *History Log* records status changes dates with the name of the user who prompted the change. Use it to review who submitted or reviewed a request or the date when it was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use *Create Comment* with caution, as comments remain part of the requests' permanent record and are viewable by the public on approved requests.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click *Save and Go To > Current Page* at the top of the screen to save.

Release of Funds Section

- Complete the *Cover Page* which requests basic contact information.
- On the *Program Details* page, complete the table to indicate the funds to be released.
 - Select the **Program or Grant Name** from the drop-down menu. If the program is not listed in the drop-down, enter the information toward the bottom of the page under "Additional Grants".
 - Click "Add Row" as needed to release funds from other programs.

Program or Grant Name	Fiscal Year of Original Allocation	Amount to Be Released	Reason for the Release of Funds and Additional Notes	The program funds are hereby released to be allocated to other LEAs.
Where applicable, select the grant from the dropdown menu then complete the additional information. Click "Add Row" to release funds from additional grants.				
<input type="text" value="Select..."/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Check Spelling"/> <input type="text" value="0"/> of 8000 characters				
Add Row				
Additional Grants (Not listed on the drop down, please write the grant name in the fields below). Click "Add Row" to release funds from additional grants.				
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Check Spelling"/> <input type="text" value="0"/> of 8000 characters				
Add Row				

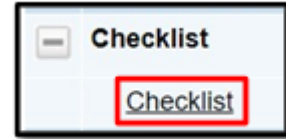
- Enter the state **Fiscal Year** the funds are being released from (i.e., the fiscal year the funds were originally allocated). For example, if the LEA/CBO is releasing funds awarded July 1, 2023 for the 2023-24 school year, enter FY24 in this field.
- Enter the **Amount to be Released**.
- Enter the **Reason for Release and Additional Notes**.
- **Check the box** to indicate that funds are to be released and reallocated.
- Repeat this process for all applicable program funds that the LEA/CBO would like to release.
- Once all of the applicable requests have been completed, click **Draft Completed** at the top of the *Sections* page.

Status: **Draft Started**

Change Status To: **Draft Completed**

- The Release of Funds instrument must be approved by the *LEA Fiscal Representative* and the *LEA Authorized Representative*. Once approved by the *LEA Authorized Representative*, the Release of Funds request will be sent to the department for review.

- Requests that have been reviewed and approved by the department will be changed to *TDOE Release of Funds Director Approved* status. No further action is required. Note that it may take some time for the funds to be removed from the impacted allocations in ePlan.
- Requests that require revisions will be marked as *TDOE Release of Funds Director Returned Not Approved*. LEAs/CBO must view the *Checklist* to read comments from reviewers.



Questions?

Please contact the program managers listed above or your assigned [FPO Divisional Coordinator](#).