FY25 Extended Learning Grant Monitoring

Technical User Guide

Tennessee Department of Education | November 2024

Table of Contents

Overview of the Extended Learning Grant Monitoring Process

The purpose of Extended Learning (ExL) Grant Monitoring is to:

- ensure the appropriate use of federal funds;
- document that funds are spent effectively to accomplish the intended purpose of the grant;
- ensure funds are used in accordance with the terms of the grant award;
- document the measurement of performance goals; and
- review needs to better inform technical assistance.

Requirements outlined under Title IV, Part B of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), Tennessee Code Annotated §49-6-707, the General Education Provisions Act (GEPA), the Education Department General Administrative Regulations (EDGAR), the Uniform Grant Guidance (UGG) and the Tennessee Department of Education Extended Learning Program Manual mandate that state education agencies (SEAs) provide technical assistance to grantees as well as oversee and monitor the implementation of federal and state grants. These responsibilities are part of the primary work of the division of federal programs and oversight (FPO) at the Tennessee Department of Education (department). To meet these responsibilities, FPO has developed and implemented a comprehensive framework for monitoring ExL Grant programs.

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

- Lottery for Education: Afterschool Programs (LEAPs)
- 21st Century Community Learning Centers (21st CCLC)

This guide contains important information about the monitoring process, including how to gain access to the instrument in ePlan, step-by-step instructions for completing and submitting the monitoring instrument, and a monitoring timeline.

More information regarding 21st CCLC and LEAPs can be found in [ePlan > TDOE Resources](#) > Funding Applications and Grants > Extended Learning Programs- 21st CCLC and LEAPs Documents & Information.

Extended Learning Grant Monitoring Timeline

Monitoring Process

The Extended Learning Grant monitoring process steps include:

1. Identification & Communication:

The department identifies grantees based on the results of an ExL risk-based analysis. The department notifies the Extended Learning Grant Director via email approximately four weeks before the scheduled visit.

2. Technical Assistance:

The department's ExL team will host a webinar and is also available to answer questions via phone and/or email prior to the required ePlan submission date. Please refer to the Technical Assistance and Support section for detailed webinar and contact information.

3. Completion and Submission of the Extended Learning Grant Monitoring Instrument:

Three of the four sections of the monitoring instrument require grantees to upload documentation. The department recommends that the 21st CCLC/LEAPs project director lead the monitoring process to ensure the accuracy of the uploaded documentation. All grantees identified for monitoring must complete the instrument and fully submit within two weeks of the scheduled monitoring visit. This date is communicated to each grantee in the monitoring notification email.

4. Department Review:

Upon receipt of each grantee's completed instrument, the ExL team reviews the submitted information. If necessary, the ExL team contacts the appropriate program director to request clarity or additional information; however, it is expected that monitoring instruments are complete with sufficient information prior to submission.

5. Onsite Visit:

The ExL monitoring team will observe programming onsite. Morning and afternoon programs may be observed. During the visit, the monitoring team will observe program routines, speak with staff and students, and review documentation. The visit will also include a scheduled meeting with the grant's project director. The ExL team will work with the project director to determine the schedule and locations for the visit. An example schedule is below.

Time	Item
7 – 8:00 a.m.	Observe extended learning program
10:00 a.m. – 12:00 p.m.	Discuss program details with project director
12 – 1:00 p.m.	Lunch
1 – 2:00 p.m.	Review of reimbursement request and supporting documentation
2 – 5:00 p.m.	Observe extended learning program

6. Follow-up and Technical Assistance:

Within one week of the visit, a monitoring exit call will be scheduled. This call will cover a summary of exemplary practices, recommendations, any identified technical assistance needs, and, if necessary, a compliance action plan. For areas of concern, such as findings of non-compliance or corrections needed, grantees will be required to upload updated documentation.

Extended Learning Grant Monitoring Access

Role	What can this role do?	Who usually has this role?
LEA Extended Learning Monitoring Director	Add information to the instrument; acknowledge review of the instrument	LEA 21st CCLC / LEAPs Director
LEA Authorized Representative	Finalize and submit the monitoring instrument	Director of Schools/Superintendents or Director of CBOs

Note: *Users with the LEA 21st CCLC/LEAPs Director role for the monitored grants will be automatically assigned the LEA Extended Learning Monitoring Director role and no further action is required.*

User Requirements: LEA-Level

All users must have the correct ePlan user access permission to access and complete the Extended Learning Grant Monitoring instrument. Users with existing ePlan access can check their current user access permission by visiting ePlan.tn.gov, navigating to the Address Book and LEA Role Contacts, and viewing who is listed with the correct monitoring role.

New ePlan users and existing ePlan users who need additional User Access roles must request those roles using the ePlan User Access Form for LEAs or the ePlan User Access Form for CBOs Access the forms by navigating to ePlan.tn.gov > TDOE Resources > User Access Forms. Users do not need to log in to ePlan to access TDOE Resources in ePlan. Follow the instructions on the *User Access Form* to request additional access roles.

Users need one of the following roles to access the ExL Grant Monitoring instrument:

- The 21st CCLC/LEAPs director must have the **LEA Extended Learning Monitoring Director** role to acknowledge that they have reviewed the instrument. As noted above, users with the 21st CCLC/LEAPs project director role for the monitored grants will be automatically assigned the **LEA Extended Learning Monitoring Director** role and no further action is required.
- The director of schools/CBO must have the **LEA Authorized Representative** role to finalize and submit the monitoring instrument. Most directors already have this role.

Navigating to the Extended Learning Grant Monitoring Instrument

- For best results, open ePlan.tn.gov in a Google Chrome browser window. Other browsers (e.g., Safari, Mozilla Firefox, Internet Explorer) can interfere with the ePlan platform's functionality.
- Once in ePlan, navigate to the Extended Learning 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 *Extended Learning*.
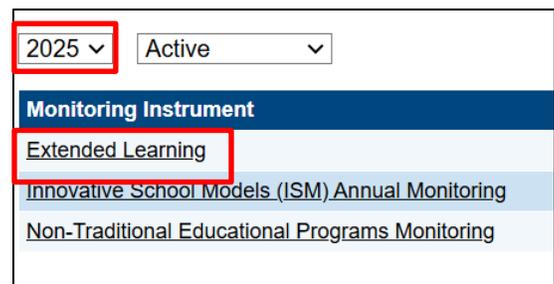
Sections Page and Starting the Draft

The Extended Learning Grant Monitoring instrument loads to the _Sections_ page. From this page, users can see a list of sections in the instrument and the status of the instrument.

To begin working on the Extended Learning instrument, the instrument status must be changed from **_Not Started_** to **_Draft Started_**. Users with the **_Extended Learning Monitoring Director_** and **_LEA Authorized Representative_** roles can make this change by clicking **_Draft Started_** then **_Confirm_**.

Status:	Not Started
Change Status To:	Draft Started

Instructions and Reference Notes

Instructions

Each page of the instrument is focused on a specific area, including:
- Programming
- Staffing and Professional Development
- Reporting and Evaluation
- Fiscal Management

Uploads are required at the top of the **_Programming, Staffing and Professional Development_**, and **_Fiscal Management_** sections. No uploads are required in the _Reporting and Evaluation_ section. To upload a document, click "Upload New" and then click _Confirm_ to select a file.

Documents		
Type	**Document Template**	**Document/Link**
(EXL) 32A. Grantee Written Travel Policy [Upload at least 1 document(s)]	N/A	Upload New

Upload Requirements

- Documents must be clearly labeled with corresponding indicator number and title (e.g., "Indicator 32A: Travel Policy").
- If an upload does not apply, please upload a document that states "Indicator does not apply".
- **IMPORTANT:** Redact Personally Identifiable Information (PII) from all uploads.
  - The term "PII," as defined in OMB Memorandum M-07-1616, refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. **Redacting PII means removing any information that could potentially identify a specific individual _before_ submitting the documentation in ePlan**. Before uploading redacted information, confirm that the personally identifiable information cannot be discerned. Please be very careful with the use of black/dark pens or markers to redact information as information is typically

viewable through the marks. Redacted information **must not be visible** underneath pen marks, or visible in an electronic document by highlighting the text.

After all documents have been uploaded, use the *Validations* column of the <u>Sections</u> page to confirm all items were completed. Take the time to confirm each uploaded document is accurate and complete.

Other Indicators and Documentation to be Reviewed Onsite

Each page of the monitoring tool also lists the applicable indicators and possible supporting evidence that will be reviewed/observed for that area during the onsite visit. This information is for planning purposes only. <u>No action is required within the Monitoring Indicator tables</u>. Grantees may, however, use the evidence checklists to ensure all needed documentation has been gathered for the onsite visit. As previously mentioned, it is recommended that the project director create a binder of all needed documentation to have available during the visit.

Assurances

Check the box to provide the following assurance: By contributing to and/or submitting this monitoring instrument and any associated required evidence or documentation, the LEA/CBO acknowledges that the representations made in the monitoring accurately reflect the programs, personnel, data, and procedures of the LEA/CBO (where applicable). All records necessary to confirm the correctness of the information provided by the LEA/CBO must be kept five (5) years beyond the final reporting date and access to such records must be provided to the Tennessee Department of Education upon request.

Validations

When the monitoring instrument is complete, click the **Messages** link on the _Sections_ page in the column labeled "Validation." This link provides an overview of the validations that ePlan is running behind the scenes.

Items marked "**Warning**" are validations that users are not required to address prior to submitting the instrument. An example of warnings validation is that an optional related document was not uploaded. Items marked "**Error**" are incorrect and users must address each one before submitting the instrument.

Click on the link to the left of the word "**Error**" to go to the identified page to make corrections. If the grantee does not address all "**Error**" validations, ePlan does not allow users to submit the instrument. Examples of errors are not uploading a required related document or not responding to a required question.

Once all errors have been resolved, the instrument is ready to submit.

Workflow and How to Submit the Instrument

Once all users have completed their entries, the LEA Extended Learning Grant Director and LEA Authorized Representative (i.e., the Director of Schools/CBOs) (in this order) must return to the _Sections_ page to change the status to submit the monitoring tool to the department. At each level, the instrument may be approved or returned. Returning the instrument allows the instrument to be edited. The LEA Authorized Representative must then approve it again. A description of each step of the workflow is below.

Draft Started

When the instrument opens, any grantee staff member assigned the **LEA Authorized Representative** or **LEA Extended Learning Monitoring Director** roles may visit the _Sections_ page of the instrument to change the status to **Draft Started**. Once a user chooses the **Status**, they must press **Confirm** before the status updates.

Draft Completed

When no validation errors are remaining on any of the pages, users assigned the **LEA Authorized Representative** or **LEA Extended Learning Monitoring Director** roles may return to the _Sections_ page of the instrument to change the status to **Draft Completed**. Once a user chooses the **Status**, they must press **Confirm** before the status updates.

Extended Learning Monitoring Director Reviewed

The **LEA Extended Learning Monitoring Director** may change the status from **Draft Completed** to **LEA Extended Learning Monitoring Director Reviewed**. By changing the status, the Extended Learning Monitoring Director agrees that all information submitted is accurate.

Once a user chooses the **Status**, they must press **Confirm** before the status updates. In addition, the director can return the instrument to its previous status if additional changes are needed prior to submission.

Authorized Representative Approved

The **LEA Authorized Representative** may change the status to **LEA Authorized Representative Approved**. By changing the status, the Authorized Representative agrees that all information submitted is accurate. Once a user chooses the **Status**, they must press **Confirm** before the status updates. In addition, the director can return the instrument to its previous status if additional changes are needed prior to submission.

After this status has been set, department staff receives notice that the instrument has been submitted for review.

TDOE Extended Learning Monitoring Director Reviewed

An ExL monitoring team member, acting as the lead monitor for the review, marks the instrument **Ready for Monitoring Results Review** after the team reviews all content provided by the grantee. In addition, the director can return the instrument to its previous status if additional changes are needed prior to submission.

TDOE FPO Director Reviewed

A department senior director marks the monitoring instrument **Director Reviewed** once all monitoring results are reviewed and final. In addition, the senior director can return the instrument to its previous status if additional changes are needed prior to submission.

Monitoring Closed

Once all items are marked as "Yes"/Approved, the department requests that the grantee monitoring status be changed to **Monitoring Closed**. Grantees with all items marked as "Yes"/Approved will be notified via email that the status of the ExL instrument in ePlan has been changed to Monitoring Closed. Grantees will receive an automated notification that the monitoring has been closed.

Printing

Users may print or download a PDF from the _Sections_ page.

- To print the entire monitoring instrument, click the **Print** link across from the word "_All_" at the top of the _Sections page_. Note that a print request does not include any uploaded related documents.
- To print a single page, click on the **Print** link across from the name of the page.
- To print an entire section, click on the **Print** link to the far right of the section name.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.
- After ePlan generates the print file, click **Return to Planning** to return to the _Sections_ page of the Discretionary Grant Monitoring instrument.

- A PDF generates and appears at the top of the page from the ***TDOE Resources*** menu item in ePlan. The PDF link remains in ***TDOE Resources*** for five days. Users may use the **Delete** links to remove any print jobs if desired.

Monitoring Results

As described in previous sections of this document, upon receipt of each grantee's completed instrument, the monitoring team reviews the submitted information. It is expected that monitoring instruments will be completed with sufficient information prior to submission. The ExL Grant Monitoring process contains monitoring results, shared with the grantee at the conclusion of the review, and may result in findings of non-compliance if areas of non-compliance are discovered, and the department may include required action steps or recommendations to ensure compliance with federal or state laws, state policy, or state board rule.

Monitoring Results—LEA Response

Once the grantee receives an automated notification from ePlan that the status has changed to **TDOE Director Reviewed**, monitoring results are ready to view. The grantee must first change the status to **LEA Results Review Started** and **Confirm**. Hovering the mouse over the status allows users to see who can change the status on behalf of the grantee.

Once the status has been changed, scroll to the bottom of the **Sections** menu, then choose **Monitoring Results-LEA Response** to view results. There are six possible results for each item:

●○○○○ **Finding(s) of Non-Compliance**: Significant compliance and quality concerns of federally-required components

●●○○○ **Corrections Required**: Compliance and quality concerns of state-required components

●●●○○ **Improvement Recommended**: Marginally satisfactory compliance with quality concerns

●●●●○ **Met Requirements**: Satisfactory program implementation and compliance with reviewed components

●●●●● **Exceeded Requirements**: High-quality program implementation and compliance with state and federal program requirements

○○○○○ **Not Applicable**: Grantee does not participate in the program

---

Findings of Non-Compliance and Corrections Needed include descriptions, action steps, and required documentation that the grantee must respond to by uploading items. Use the **pencil icon** to upload a document where required. Once the upload has been saved, the department automatically receives a notification on Wednesday and Sunday after the upload until it has been reviewed and marked as approved or not.

If a monitoring team member marks an item as approved, no additional action is required by the grantee for the purposes of this monitoring process. If a monitoring team member marks an item as not approved, a comment will be included on the right side of the monitoring result to provide technical support until all items have been marked approved.

Upon marking the last item as approved, a monitoring team member requests that the senior director of ESEA oversight conduct a final review and change the status to **Monitoring Closed**.

Technical Assistance and Support

21st CCLC and LEAPs Program, Funding, or Fiscal Support

A monitoring support webinar will be held on **Dec. 2, 2024**. Information on how to join is below:

ExL Grant Monitoring Webinar
    Dec. 2, 2024 | 9:00–10:30 a.m. CT / 8:00–9:30 a.m. ET
    Click here to join the meeting
    Dial in by phone: 615-270-9704
    Phone conference ID: 313 191 783#

Please use the contacts listed below for assistance, including help with clarifying questions that may be unclear or addressing specific uploads.

Contact the Extended Learning Grant Manager, Anessa Ladd, at Anessa.Ladd@tn.gov or (629) 259-4087.

Contact the Federal Grants Manager, Mario Pennington, at Mario.Pennington@tn.gov or (615) 571-0118.

General Monitoring Support

Contact the ESSA Compliance Manager, **Teri Manning**, at Teri.Manning@tn.gov or (901) 422-1749.

Extensions to Deadlines

If a grantee must request an extension to the submission deadline or a Monitoring Result deadline, please reach out before the date listed within the instrument via email to Anessa.Ladd@tn.gov or Mario.Pennington@tn.gov to request an extension and include a new requested deadline that is reasonable and ambitious and the reason for the request. The compliance review team considers all written requests within two business days and the user who made the request will receive a reply via email.