



Charter School Facilities (CSF) Grant Recipient Guide

Tennessee Department of Education | August 2025



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Introduction

Pursuant to T.C.A. § 49-13-144, the Tennessee Department of Education (department) established a Charter School Facility (CSF) Grant program through which State funds are allocated annually to charter schools to assist them with acquiring and improving their facilities.

Prior to the establishment of the new funding formula, Tennessee Investment in Student Achievement (TISA), the funds were administered in two parts: per pupil allocations (PPA) and competitive grants. Once the TISA system was implemented, the PPAs became distributed through the TISA funding.

This guide provides information on utilizing any charter facilities funds administered through ePlan, the State's grants management system.

TDOE Systems Overview

For budgeting, reimbursement, and monitoring, awarded schools need to be registered in the following systems:

- **Edison** (as a supplier to receive funds)
- **School Directory** (school number)
- **ePlan** (grants management system)

Edison

Edison is the State's financial management system, and recipients must be registered in this system to do business with the State. **This registration must occur before any reimbursements from the grant can be made.** To register with the State of Tennessee, please [click here](#) to be redirected to the Supplier Portal.

The department does not manage supplier maintenance and cannot assist with issues related to registration in this system. For assistance registering, contact Supplier.Maintenance@tn.gov or call 615-741-9745.

School Directory

The School Directory (SDE) is a data repository for district and school identifying information for the department. Changes in district and school information stored in this data system can impact funding, accountability, designations, etc. Therefore, ensuring accuracy is vital when making updates to the School Directory. Additionally, the School Directory serves the broader community as a public database with school names, types, contact information programs, services, etc.

Registering with the school directory provides a school number, which is used to register in ePlan. The authorizer will register your school in SDE, but if an official school number is not assigned before budgeting is required, a temporary number will be assigned in ePlan. Information on registering for the school directory can be found [here](#).

ePlan

ePlan (eplan.tn.gov) is Tennessee's online grants management system, which is used to:

- apply for federal funding,
- request reimbursements,
- process budget amendments, and
- submit plans and reports.

The grant awards will be administered through ePlan. Each school will complete a funding application, which outlines the budget for the grant. This budget will need to be approved by the department before schools can request reimbursement for grant funds. The approval of your initial funding application does not mean that all your subsequent costs are necessarily allowable under federal regulations or state policies.

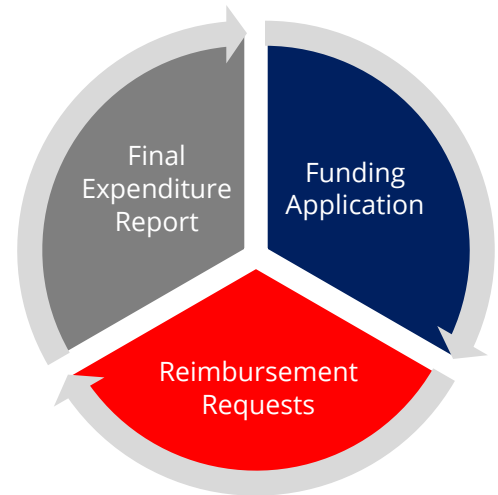
Charter Grants Cycle

All charter school grants are administered by fiscal year (FY), which runs July 1 to June 30, and the year-end financial reporting is done in ePlan.

All grants follow the same cycle from the funding application to the final expenditure report (FER), and **this cycle repeats for each year of the grant period of performance.**

Funding Application

The grant cycle begins with the completion of the funding application. The funding application must be in “TDOE [name of grant] Director Approved” status before any reimbursements can be made or the FER completed. The Funding Application should be completed no later than November 1 of the current fiscal year.



Reimbursement Requests

Reimbursement requests can only be submitted once the funding application is in an approved status. Only one reimbursement request can be submitted at a time, but multiple items can be included in one request. It generally takes 5-7 days for a request to be approved and paid. All reimbursement requests for the current fiscal year should be submitted no later than June 30, which is the last day of the fiscal year.

Final Expenditure Report (FER)

All grants awarded in ePlan require the completion of a final expenditure report (FER) after the end of the fiscal year to account for all expenditures during the fiscal year that just ended. It also provides the mechanism for remaining funds to be directed in one of two ways—carryover for the next fiscal year (if allowed) ***or*** forfeiture. The FER must be completed even if all funds have been expended.

The FER cannot be started before July 1 and should be completed as soon as possible, but in no case later than October 1. The FER cannot be started if there are outstanding reimbursement requests. Draft requests must be deleted before the FER will be available for completion.

Each grant received must have a FER completed. This process will need to occur for each separate grant that a school receives. For the Charter School Facilities Grants, a FER must be completed for both the per pupil allocation and the competitive allocation.

Carryover (if allowed) will be loaded into the next fiscal year only after the FER is completed and approved. The application will automatically be put into “Draft Started” status so that it can be completed.

Allowability

Allowable Use of Funds

Awarded funds may be used for the purchase or lease of property, general capital improvements to existing and available buildings, and the repayment of debt incurred for existing capital outlay projects.

1. Funds may be used for the purpose of purchasing:
 - a) real property upon which to build school facilities,
 - b) permanent school facilities, or
 - c) re-locatable school facilities (i.e., portables).
2. Funds may be used for any costs associated with the purchase of underutilized or vacant property available pursuant to T.C.A. § 49-13-136.
3. Funds may be used for lease or mortgage payments.
4. Funds may be used for the service of debt incurred for existing capital outlay projects.
5. Funds may be used for the reimbursement of renovations and future capital outlay projects.

Capital outlay projects must meet the following minimum criteria:

1. The charter school must:
 - a) own the facility or property upon which it plans to build/modify; or
 - b) be able to demonstrate it is in the process of purchasing the facility via lease-purchase agreements; or
 - c) have a long-term lease with at least two years remaining.
2. If utilizing authorizer facilities, the school must have a memorandum of understanding with its authorizer that allows for the capital projects being proposed.
3. The proposed facilities activity must be:
 - a) necessary to ensure the health and/or safety of all students; or
 - b) necessary to ensure an academic environment conducive to learning.

Examples of construction or renovation projects that **WOULD** meet requirements include the following:

- HVAC replacement or repair
- Electrical/plumbing/roof repair or enhancement
- Security renovations or enhancements
- Removal of asbestos or other hazardous materials
- Addition or modification of classroom or multi-purpose learning spaces
- Addition, renovation, or re-design of spaces dedicated to physical activity
- Assessment of facilities related to student safety and well-being (e.g., testing of drinking water for lead content, structural soundness of facility, etc.)
- Costs or fees associated with ensuring code compliance and/or associated inspections including lead in drinking water testing

Examples of construction or renovation projects that **WOULD NOT** meet requirements include the following:

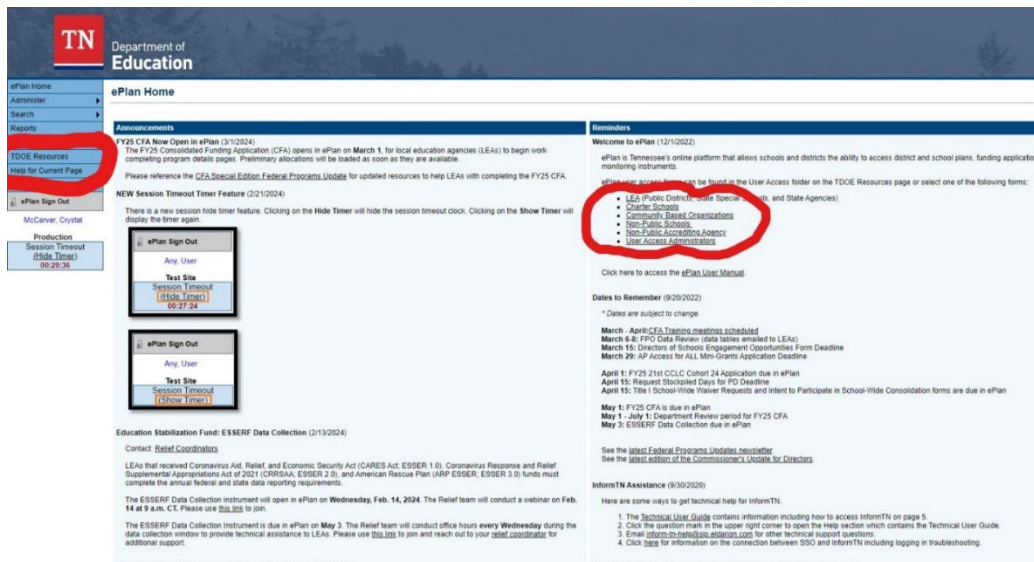
- Exterior landscaping
- Renovations or additions to spaces not utilized for student learning or well-being (e.g., administrative offices)

ePlan Access and Use

User Access

All users must have the correct ePlan user permission to access and complete the grant funding application. Users with existing ePlan access may check which personnel are assigned each user access role in ePlan from the left navigation menu, by selecting Address Book, then scrolling to the 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 Charter Schools**, available in ePlan on the homepage or TDOE Resources in the folder titled User Access Forms. TDOE Resources is accessible without logging into ePlan. Email completed forms to ePlan.Help@tn.gov and allow two business days for the request to be processed. Users will receive an email reply when access has been granted.



The following roles are needed for the grant. These roles must be given to at least two separate people to maintain a system of checks and balances. The local education agency (LEA) Authorized Representative should be the head of the school or organization.

ePlan Role	ePlan Function	School Position
LEA Charter Schools Grant Director	Enter and submit the Funding Application	Project or Grant Lead
LEA Fiscal Representative	Approve the Funding Application for fiscal	Highest Level of Finance
LEA Authorized Representative	Final approval of the Funding Application	Administrator
Reimbursement Requests (the Fiscal Representative can also submit reimbursement requests)		
LEA Fiscal Update	Enter and submit requests for reimbursement of funds	Bookkeeper

You will check the ones below on the user access form.

*** Please include the three-digit District ID Number in front of the Charter School ID Number**
Charter ID numbers can be found at <https://k-12.education.tn.gov/sde/>

Funding Application (App) and/or Grant Director Roles	
	Academic Special Courses Director
	Charter Schools Facilities Cohort (23, 24, 25): edit & submit app
	Charter Schools Grant Cohort Director (24, 25): edit & submit app
	CTE Special Course and Special Program
	Innovative School Model Grant Director
	Parental Leave Director
	Physical Activity Compliance Director

Fiscal Update and/or App Roles	
	Data View Only: view all ePlan components, but not edit
	Fiscal Update* (Bookkeeper): request reimbursements from any funding app (CFO approval required for this role)
	Fiscal Representative/Parental Leave Director (CFO/Finance Director): fiscal approve funding app.; submit
	Authorized Representative/ePlan Audit Director: final approve any funding app. & monitoring document (Only Director of Schools, Executive Director, or Founder may)

Logging into ePlan

Once you are set up in ePlan, you will receive an email from ePlan with instructions on how to set up a password. If you have any password or user access issues or questions, please contact ePlan

ePlan Home
Search
TDOE Resources
Help for Current Page
Contact TDOE
 ePlan Sign-In
Public Access
Production

The address for the ePlan homepage is eplan.tn.gov. From the ePlan homepage, click **ePlan Sign-In**. Enter your email address and password. Click the Submit button.

More information on ePlan can be found in the [ePlan User Manual](#).

ePlan Sign-In	
Sign-In	
Email Address:	MyEmailAddress@lea.net
Password:	*****
Forgot your password?	
Submit	

Workflow

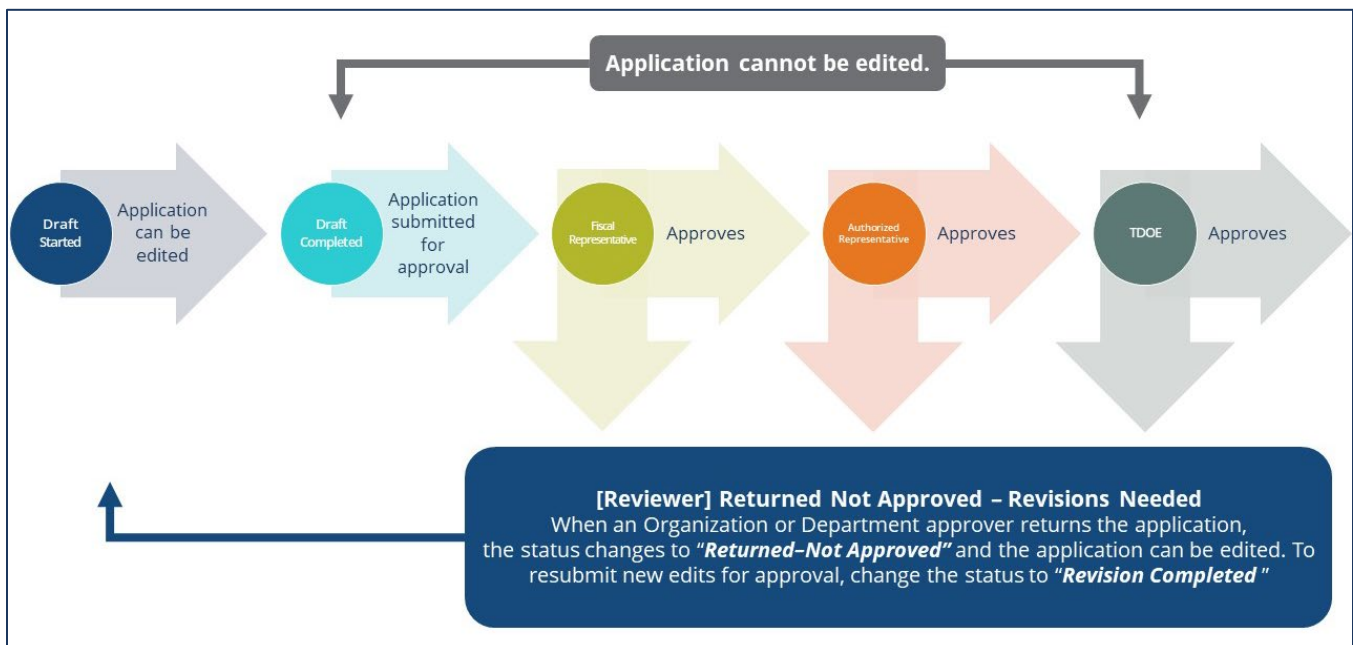
Below are the roles and the order of the workflow steps for the application process. Only those with the designated role can move the application to the next step in the process.

After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. Reimbursements cannot be submitted until approval is received from the TDOE Program Director.

For example, after the *LEA Grant Director* clicks *Draft Completed*, ePlan automatically sends an email to all users who have the role of *LEA Fiscal Representative*. When the *LEA Fiscal Representative* approves, the *LEA Authorized Representative* receives an email and must complete the last step, *LEA Authorized Representative Approved*, for the application to be submitted to the *TDOE Program Director* for approval. The *TDOE Program Director* must approve the application for allocations to become available for reimbursement.

ePlan Role	ePlan Function
LEA Grant Director	Click Draft Started (or Revision Started for revisions) Respond to application questions, enter budgets
LEA Grant Director	Click Draft Completed (or Revision Completed for revisions)
LEA Fiscal Representative (CFO or treasurer)	Click LEA Fiscal Representative Approved (or LEA Fiscal Representative Not Approved) (may also request funds after TDOE approves application)
LEA Authorized Representative (Director of Schools)	Click LEA Authorized Representative Approved (or LEA Authorized Representative Not Approved)
TDOE Program Director (Department project directors)	Click TDOE Program Director Approved (or TDOE Program Director Returned Not Approved)

The stage the application is in determines whether an application can be edited. The application must be in *Draft Started* or have been returned for revisions to be edited.



Funding Application

Accessing the Application

To navigate to applications from the ePlan homepage, hover over the **Funding** tab on the left menu bar, then select **Funding Applications**. **NOTE:** For users with ePlan roles for multiple organizations, return to ePlan home to select the correct organization before proceeding to Funding Applications.

ePlan Home

Administer

Search

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Planning

Monitoring

Funding

Data and Information

Reimbursement Requests

Project Summary

LEA Document Library

ePlan Home

Public District - FY 2022

Announcements

Federal Program Waiver Request (9/14/2021)

Funding Applications

Sections

Budget Summary

Budget Download

Last Page Visited

extraordinary circumstances created b

2020-21 school year, the U.S. Departm

ver for an State educational agency (S

ational agency (LEA) to carry over mor

al fiscal year (FFY) 2020 Title I, Part A

A funds that will become carryover f

ren if the LEA has received a waiver fro

for its FFY 2018 or FFY 2019 Title I, P

Select the desired fiscal year from the dropdown in the upper left corner of the screen. Funding applications are stored in ePlan according to the state fiscal year (i.e., 2022 indicates the 2021–22 school year).

Funding Applications

Public District - FY 2022

2022

All Active Applications

Entitlement Funding Application

Revision

ARP Homeless 2.0

0

ARP IDEA

0

TDOE AR

Click on the application name to access the application. The cohort is **designated by the fiscal year** in which the award was made. There are currently three cohorts for the CSF Grant: Cohort 2022, 2023, and 2025.

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 21 2024 7:54AM.

2024

All Active Applications

Entitlement Funding Application

Revision

Public School Security Grant

1

Competitive Funding Application

Revision

Charter School Facilities Grant Cohort 2023

0

TDOE

Charter Schools Grant Cohort 2024

0

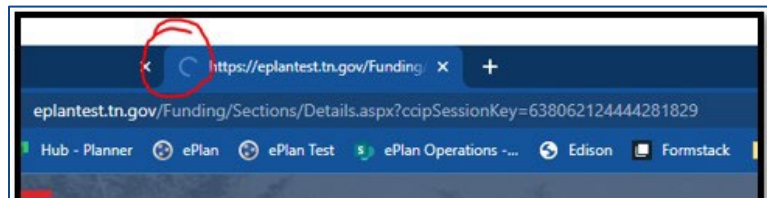
To begin the application, next to **Change Status To:** click on **Draft Started**.



Saving Funding Application Pages

After working in a funding application, users must click the **Save and Go To** button, then ensure that the page has finished saving before closing ePlan or leaving the page.

Users can tell that the page has not saved when the browser's spinning wheel or loading icon is still spinning. The screenshot below shows an example of a page that has not finished saving. Please make sure that the browser's loading icon is no longer spinning before closing the page.

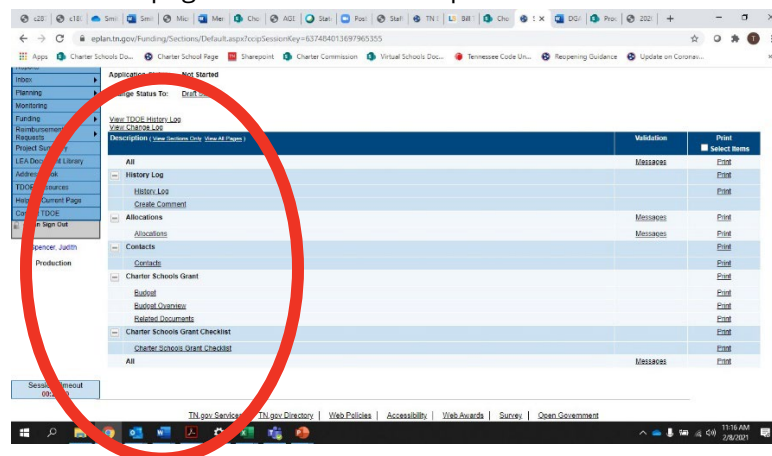


The best way to see if a change to the application was saved after leaving the page is to review the **Change Log**. The **Change Log** for the application can be accessed from the **Sections** page.



Application Sections and Pages

The **Sections** page lists all the available sections and pages within an application. The **Sections** page is helpful in navigating to the specific sections and pages that must be completed.



Use the Sections page to access each section and page of the application. View this page in its entirety or in a condensed view where only the main section categories are visible. For easy navigation, users may return to the Sections page by navigating to the **Funding** tab on the ePlan blue menu bar and selecting Sections. Users can only see grant applications and sections where an allocation exists for the LEA. For example, if an LEA does not receive the Charter Schools Grant, the page is not visible to that LEA.

From the Sections page, users can access each page of the application. Application pages include a variety of input fields.

- **Check boxes** are boxes that allow the user to indicate whether something applies to the LEA. On some pages, checkboxes mark other fields as *not-applicable* so that users are no longer required to respond.
- **Drop-down menus** allow users to select from a preprogrammed drop-down list of answers.
- **Radio buttons** are small circular input fields that allow users to select one option out of a list of options.
- **Narrative boxes** are boxes that allow formatting, including bolding, numbering, and font manipulation. Paste information such as text, tables, pictures, and graphs into narrative boxes.
- **Text boxes** are designed for more concise responses and do not allow as much formatting flexibility.
Note: Some text boxes have character limits. It is still possible to paste text into a text box; however, the text may not hold its original formatting.
- **Tables** provide a structured entry for multiple pieces of related information. They may include a combination of other input fields and may feature an **Add Row** function, where users can increase the size of the table to enter additional information. Where the trash can icon appears on additional rows, users can delete unneeded rows.
- **Plus and Minus symbols** allow the user to show or hide additional questions on the page.

Change Log

The **Change Log** may be accessed on the main sections page for every funding application. It lists every change or update since the previous status. This helps users identify changes that have been made to the application since they last viewed it. More information about the **Change Log** is available in the ePlan User Manual.

Sections

Public District - FY - Program - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

[View TDOE History Log](#)
[View Change Log](#)

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

History Log and Create Comment

The **History Log** contains a record of status changes and comments made on the application. ePlan users may want or need to create a comment in an ePlan funding application for one of the following reasons:

- To provide an explanation as a part of the application's history.
- To provide information that a user cannot add into the main application due to the application's current status (users can only edit applications that are in a *Draft Started* or *Revision Started* status.)

ePlan creates a running record of all comments. Any comment created and saved in an ePlan funding application will always be available as a part of the funding application's history log.

To Add a Comment in a Funding Application:

1. Navigate to the funding application's main **Sections** page.
 - To navigate to the main funding application page from other pages in the application, click **Go To** and **Sections** as shown and highlighted below.
2. Select **Create Comment** from under the *History Log* on the main section page, as highlighted in the screenshot below, to navigate to the *Create Comment* page.
3. On the **Create Comment** page, type your comment in the box.
4. If desired, a hyperlink can be inserted in a comment by clicking the hyperlink icon.
5. To send an email notification of this comment to recipients, check the box next to **Send Email to ePlan Contacts** below the main comment box.
 - Sending an email notification is not required to create the comment.
 - If no email notification is needed, click **Save and Go To** to exit the page. The comment is now a part of the Funding Application **History Log** for everyone to view.
6. **To send an email notification:** Select the recipients to receive notification of the comment from the lists provided and then click **Add**.

Available Contact Groups

LEA Contacts by Funding Application	Available if a contact is selected on the application's contact page. Not all funding applications have contacts on the contact page.
LEA Contacts by Role	Current users with the applicable role
Other LEA Contacts	Additional contacts for an LEA
TDOE Contacts	State users who can complete various ePlan functions.
TDOE Miscellaneous Contacts	Lists every State ePlan User by name
Additional Recipients	Allows you to type in any additional email addresses manually

- It is a good practice to send a copy of your comment to yourself to let you know when the message has been delivered.
7. The **Recipient Summary** shows who will receive the email.
 8. Clicking **Save And Go To** will send the comment notification.
 9. Comments with email notifications can be accessed from the **Inbox** on your ePlan tab in addition to the history log of the funding application.

Allocations

The Allocations page in ePlan indicates the total amount awarded by the grant program to the grantee. For competitive grants, the Allocations page will not typically be populated until grant awards are made.

The screenshot shows the ePlan application interface. The left sidebar contains a navigation menu with items like Inbox, Planning, Monitoring, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, TDIOE Resources, Help for Current Page, Contact TDIOE, and ePlan Sign Out. The main content area displays the 'Allocations' page. At the top, it shows 'Application Status: Not Started' and 'Change Status To: Draft Started'. Below this, there are links for 'View TDIOE History Log' and 'View Changes Log'. The main table has columns for 'Description', 'Validation', and 'Print Select Items'. The table lists various sections like History Log, Allocations, Contacts, Charter Schools Grant, and Charter Schools Grant Checklist. The 'Allocations' link in the left sidebar is circled in red.

Cover Page

The *Cover Page* requires entry of general organization information: the ID Number, Organization Name, Official Address, and name, email, and phone contact information for organization and program points of contact. For federal funding applications, this page also requires the LEA to provide the Unique Entity Identifier (UEI) set up at SAM.gov. Once all fields are complete, hover over the **Save And Go To** button and click on **Sections** to return to the *Sections* page.

LEA ID#		LEA Name	
LEA Official Address			
Street		City	Zip Code
Phone		LEA Website	
Director of Schools			
Name		Email	Phone
TN ALL Corps Point of Contact			
Name		Email	Phone
Save And Go To ▶			

Program Assurances

Users must review all program assurances thoroughly. All items specified are requirements of the program, legislation, or regulation.

By checking the assurance check box, the user affirms that they have read and understand all requirements and that the user assures the state education agency that the user meets each of the conditions detailed in the Assurances.

Assurance

Public District - FY 2022 - TN ALL Corps - Rev 0 - TN ALL Corps

Save And Go To

☐ * The undersigned authorized representative hereby applies for the program funds requested in the application on behalf of the identified LEA (Grantee). These Assurances, together with all application information submitted by the LEA, constitute the "Grant Contract."

The Grantee hereby agrees to the following Assurances:

1. Administration of the program, activities, and services covered by this Grant Contract shall be in accordance with all applicable state and federal statutes, regulations, and the approved application.

2. The Grantee shall make a good faith effort (as demonstrated by communication, recruitment, and retention plans) to serve at least 15% of students in

The official acceptance of the award results when the recipient verifies acceptance of the assurances, uploads the signed document, and completes the funding application in ePlan. The required assurance document is available at the bottom of the Assurances page and is uploaded to the Related Documents page.

Date:

☐ * The charter school authorized representative has attached a signed copy of the full assurances in the related document assurance link found below.

Type	Document Template	Document/Link
(FY24 Charter Grant) Charter Grant Assurances [Upload at least 1 document(s)]	Charter Grant Assurances	

Go To

Budget

The budget page must be completed to properly allocate the grant award to allowable budget categories. The budget categories and line items available correspond to the allowable costs outlined previously and the project that was approved for the grant. Each allowable cost indicates the budget codes to be used.

TN

Department of Education

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Reimbursement Requests

Project Summary

LEA Document Library

Address Book

TDOE Resources

Help for Current Page

Contact TDOE

ePlan Sign Out

Orsco, Jovan

Test Site

Session Timedout (Idle Time)

00:29:23

Budget

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 6 2024 3:06PM.

Go To

Copy 2023 Budget Data | Upload Budget Data | Download Budget Data

Modify All	Account Number	Total
Modify	71100 - Regular Instruction Program	\$0.00
Modify	72210 - Support Services/Regular Instruction Program	\$0.00
Modify	72250 - Education Technology	\$0.00
Modify	72310 - Board of Education	\$0.00
Modify	72320 - Office of the Superintendent	\$0.00
Modify	72410 - Office of the Principal	\$0.00
Modify	72510 - Fiscal Services	\$0.00
Modify	72610 - Operation of Plant	\$0.00
Modify	72620 - Maintenance of Plant	\$0.00
	Total	\$0.00
	Adjusted Allocation	\$1.00
	Remaining	\$1.00

Go To

To enter each budget line item:

- For each budget line that the organization plans to use, click **Modify** located to the left of the account number to open the Budget Detail page for that line item.
- On the Budget Detail page for the line item, click **Add Budget Detail**.

This screenshot shows a table with columns 'Budget Detail' and 'Narrative Description'. The 'Add Budget Detail' button is highlighted with a red circle. The table also includes navigation links (First, Previous, Next, Last), a page indicator (Items 0-0 out of 0), and a 'Items/Page' dropdown set to 10. Summary rows at the bottom show 'Total for filtered Budget Details: \$0.00' and 'Total for all other Budget Details: \$0.00'.

This screenshot shows the 'Create Budget Detail' form. It includes fields for 'Account Number', 'Line Item Number', 'Focus Area' (with a note 'Select at least 1, and up to 1 tag(s)'), 'School Type' (with a note 'Select at least 1, and up to 1 tag(s)'), 'Optional Program Code', 'Location Code', 'Quantity' (set to 1.00), 'Cost' (set to \$0.00), and 'Budget Detail Total' (set to \$0.00). A large text area for 'Narrative Description' is on the right. Summary rows at the bottom show 'Total for all other Budget Details: \$0.00', 'Total for all Budget Details: \$0.00', 'Adjusted Allocation: \$0.00', and 'Remaining: \$0.00'. 'Create' and 'Cancel' buttons are at the bottom.

- For each Budget Detail:
 - The account number auto-populates for the account that is being modified.
 - Select the appropriate line-item number from the dropdown menu.
 - Add a narrative description for each entry.
 - Enter the quantity and cost for the budget detail. The quantity is most commonly 1.00.
 - ePlan auto-calculates the line-item total as quantity multiplied by cost.
- Continue to add additional budget details as needed for the budget line item.
- To **edit** existing budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Click Return to navigate back to the Budget page and repeat this process for each budget line.

Budget Guidance

1. Make sure that your budgeted expenses are allowable under the grant.
2. Please double-check that all budgeted expenses are associated with the correct and most specific line items.
 - For example, if there is a more specific line item possible (such as Textbooks), please include a budgeted expense for any student textbooks in that line item, rather than under a broader category like "Instructional Materials."

3. Please ensure that each budget line item only appears once and provide a detailed breakdown of the expenses associated with that line item in the "Narrative Description" box.
4. The breakout of expenses in the budget line-item narrative should be very detailed.
 - Expenses are subject to external audit and monitoring. Reviewers need to be able to look at the Narrative Description and determine that:
 - i. items are allowable under the federal grant requirements, and
 - ii. costs associated with each item are reasonable.
 - Budgeted expenses should generally include the type of item, number purchased, and cost per unit. This goes for instructional supplies and materials, technology, classroom furniture, etc.

Here is an example of how this might look for 71100-722:

Account Number	Line Item Number	Optional Program Code	Quantity	Cost	Line Item Total
71100 - Regular Instruction Program	722 - Regular Instruction Equipment		1	\$345,626.39	\$345,626.39
Narrative Description					
Revision 1 Increase original budget of \$0 by \$395,225.49 6 bundles of TI30XS calculators @ 413.88 each = \$ 2,483.28 53 TI30XS EZ calculators @ \$114.96 each = \$ 6,092.88 229 desktop computers @ \$869.77 each = \$199,177.33 120 laptop computers @ \$862.60 each = \$ 103,512 5 laptop carts (holds up to 24 laptops) @ \$1,024 = \$5,120 12 Smartboards @ \$6,570 = \$78,840 Revision 2 Decrease original budget of \$395,225.49 by \$33,525.48 6 bundles of TI30XS calculators @ 413.88 each = \$ 2,483.28 53 TI30XS EZ calculators @ \$114.96 each = \$ 6,092.88 229 desktop computers @ \$869.77 each = \$199,177.33 120 laptop computers @ \$862.60 each = \$ 103,512 5 laptop carts (holds up to 24 laptops) @ \$1,024 = \$5,120					

Break out all expenses associated with the same line item in detail

5. Generally speaking, the level of detail in the screenshot is necessary for any expenses for which you will seek reimbursement within the fiscal year.
 - Since this grant runs over multiple years, you may want to set aside funds for specified activities down the road and may not have this level of detail yet. *In those cases, please be as specific as possible in outlining the anticipated purchase, estimated cost, and the month and year you anticipate using those funds.*
6. When future expenses are known in greater detail, or any time you are requesting a change in the budget, you will need to edit the Narrative Description to reflect a revision that adjusts the budget accordingly.
 - When you are ready to submit a revision, leave the original Narrative Description unchanged. Insert the changes to the budget below a new label of "Revision 1," "Revision 2," etc. The revised Narrative Description should specify the cost change and which activities or purchases are being revised.
 - See the example below:

Narrative Description
Revision 1 Increase original budget of \$0 by \$395,225.49
6 bundles of TI30XS calculators @ 413.88 each = \$ 2,483.28
53 TI30XS EZ calculators @ \$114.96 each = \$ 6,092.88
229 desktop computers @ \$869.77 each = \$199,177.33
120 laptop computers @ \$862.60 each = \$ 103,512
5 laptop carts (holds up to 24 laptops) @ \$1,024 = \$5,120
12 Smartboards @ \$6,570 = \$78,840
Revision 2 Decrease original budget of \$395,225.49 by \$33,525.48
6 bundles of TI30XS calculators @ 413.88 each = \$ 2,483.28
53 TI30XS EZ calculators @ \$114.96 each = \$ 6,092.88
229 desktop computers @ \$869.77 each = \$199,177.33
120 laptop computers @ \$862.60 each = \$ 103,512
5 laptop carts (holds up to 24 laptops) @ \$1,024 = \$5,120
6 Smartboards @ \$7552.42 = \$45,314.52
Revision 3 Decrease original budget of \$361,700.01 by \$16073.73 = 345,626.39
229 desktop computers @ \$869.77 each = \$199,177.33
120 laptop computers @ \$862.60 each = \$ 103,512
5 laptop carts (holds up to 24 laptops) @ \$824.00 = \$4,120
6 Smartboards @ \$7552.42 = \$45,314.52
2 Printers @ 500.00 each = 1,000

7. Any time you are using the "Other Contracted Services" line item, you should specify whom the contract is with and what services will be provided.
 - This line item should only be used when there is a contract that will be signed. If the services will be performed in year two, and you do not know exactly which vendor you will use, please specify as much as you can about the contract (estimated cost, services, and month/year), and revise the line item when you have more details.
8. Any time you use "In-service/Staff Development," you should specify what will be provided. If this is for conferences, you need to name the conference and how many staff (with titles) are attending. The cost of attendance should be broken down (hotels, conference fees, per diem, etc.). If it is for a trainer or consultant to come to you, the name of the trainer/training group and the specific duration/number of instances of training should be provided.
9. For salaries, please use FTEs (full time equivalents). Instead of using percentages, designate portions of a whole. For example, a salary paid 100% would be 1 FTE. If 44% of a salary is being paid by the grant, then that would be .44 FTE.

Here is an example from an approved budget:

Account Number	Line Item Number	Optional Program Code	Quantity	Cost	Line Item Total
72210 - Support Services/Regular Instruction Program	399 - Other Contracted Services		1	\$35,033.89	\$35,033.89
Narrative Description					
Quantum Learning - Coaching PD contract (Year long - 4 days of Saturday training) \$15,000 Communities in Schools - 18,000					
Revision 1 Increase original budget of \$33,000 by \$6,775.49 = \$39,775.49					
Quantum Learning - Coaching PD contract (Yearlong - 4 days of Saturday training) \$15,000 Communities in Schools - 18,000					
STEM Art on the Move Professional Development year long - \$6,775.49					
Revision 2 Increase original budget of \$39,775.49 by \$33,525.48					
Quantum Learning - Coaching PD contract (Yearlong - 4 days of Saturday training) \$18,250					
Communities in Schools - \$18,000					
STEM Art on the Move Professional Development year long - \$6,774.45					
Dr. Reginald Green Year long – Root Cause Analysis, Coaching and Modeling \$26,326					
Revision 3- Decrease original budget of \$73,302 by \$38,268.11 = 35,033.89					
Quantum Learning - Coaching PD contract (Yearlong - 4 days of Saturday training) \$18,250					
Dr. Reginald Green Year long – Root Cause Analysis, Coaching and Modeling \$16,783.89					

Budget Totals

ePlan auto-calculates the budget totals as budget details are entered and deducts the budgeted amounts from the awarded allocation. Users can see the total calculations at the bottom right-hand corner of the [Update Budget Detail](#) page. Once all budget details are complete, confirm that the amount in the *Remaining* area is \$0.00.

Total for all other Budget Details:	\$90,000.00
Total for all Budget Details:	\$100,000.00
Adjusted Allocation:	\$100,000.00
Remaining:	\$0.00

Budget Overview

Every funding application will have a standard *Budget Overview* page that shows a summary of how the grantee has proposed allocating the grant funds by line-item number.

The [Show Unbudgeted Categories](#) link will show every line item that is available to be budgeted.

Budget Overview					
Go To					
Filter by Location: All - \$11,362,749.00					
Show Unbudgeted Categories					
Account Number	71100 - Regular Instruction Program	71200 - Special Education Program	71300 - Vocational Education Program	72110 - Attendance	72120 - Health Services
Line Item Number					

Related Documents

The **Related Documents** page allows users to upload external related documents. For the CSF grant, the only required document is the signed assurance document. Headers in the Related Documents section indicate if the document is required or optional. If a document is required, ePlan prevents submission of the application without an upload.

Required Documents		
Type	Document Template	Document/Link
Charter School Grant Application [Upload between 1 and 5 document(s)]	N/A	Upload New
(FY24 Charter Grant) Charter Grant Assurances [Upload at least 1 document(s)]	 Charter Grant Assurances	Upload New

The **Document Template** column provides links to download templates or forms for application items, if applicable. If **N/A** appears in this column, there is no required template for that specific item. Upload content in any format.

- Download the document template (if applicable), complete the document, and click the **Upload New** link to begin the upload.
- Click the **Choose File** button to browse for the document.
- **Upload** the document and enter a specific name for the document.
- Click **Create** to upload the document.

Checklist

The checklist provides feedback and communicates corrections that must be made to the application before it can be approved. The budget section is designated with one of these statuses:

- **Not Reviewed:** No review occurred.
- **OK:** The section has no corrections and is approvable.
- **Coordinator Reviewed:** The section has been reviewed by the coordinator.
- **Attention Needed:** The section has items that need to have corrections completed.

After submission, the department reviews the application and marks the budget as **OK**, **Not Applicable**, or **Attention Needed**. Applications that contain no items that are marked **Attention Needed** can be approved.

If the application contains items that are marked as **Attention Needed**, the application will be returned to the user with a status of **Not Approved**. The user must review the checklist for items marked **Attention Needed** and make the necessary changes to those items. Only the checked items in the areas marked **Attention Needed** need correction. Each section marked **Attention Needed** includes notes to explain items needing attention. The user should check for notes and additional comments.

Application Status:	TDOE FPO Divisional Coordinator Returned – Revisions Needed
Change Status To:	Revision Completed

Once the user has made the necessary adjustments, the user resubmits the application for approval. If the department determines that the area is corrected, **Attention Needed** will be changed to **OK** by department leadership. If the items needing attention still have not been corrected, the application will be returned again with a status of **Not Approved**.

Validations

ePlan runs funding application validations as checks to help users complete the funding application correctly. Users can view validation messages from the Sections page, by clicking “Messages” in the Validation column. Users can view all validation messages in the application, or validation messages for the individual section or page.

Sections		
Sample (###) Public District - FY 2023 - Consolidated - Rev 0		
Application Status: Draft Started		
Change Status To: Draft Completed		
View TDOE History Log View Change Log		
Description (View Sections Only View All Pages)	Validation	Print
		☐ Select Items
All	Messages	Print
Consolidated Checklist		Print
Consolidated Checklist		Print
Cover Page	Messages	Print
Cover Page	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print

On the Validation Messages page, items marked **Warning** are validations that users are not required to address prior to submitting the application. Examples of warnings are not uploading an optional related document or budgeting an entire allocation.

Items marked **Error** are incorrect, and users must address each one before submitting the application. Examples of errors are (1) budgeting for more than the allocation, (2) budgeting more indirect cost than is allowable, (3) not budgeting in a section where there is an allocation, (4) not uploading a required related document, and (5) not responding to a required question.

Validation Messages		
Sample (###) Public District - FY 2023 - Consolidated - Rev 0		
Return To Sections Page		
Cover Page		
Cover Page		
Review Questions marked with an asterisk (*) require a response.		Error
Title I, Part A		
Budget		
Review The Title I, Part A budget of \$0.00 is less than the Adjusted Allocation amount of \$0.01.		Warning

If the user does not address all **Error** validations, ePlan will not allow a user to submit the application. Click on the *Review* link to go to the identified page to make corrections.



Validation Messages

Sample (###) Public District - FY 2023 - Consolidated - Rev 0

[Review](#) [Sections Page](#)

Cover Page

[Cover Page](#)

[Review](#) Question marked with an asterisk (*) require a response. **Error**

Title I, Part A

[Budget](#)

[Review](#) The Title I, Part A budget of \$0.00 is less than the Adjusted Allocation amount of \$0.01. **Warning**

Submission

When all application sections and pages are complete and any validation errors are cleared, the application is ready for submission and the approval process. Refer to the User Access section of this guide for the approval workflow.

To submit the application for review, the user changes the application status on the **Sections** page to **Draft Complete**. This generates an email to the next user in the approval workflow who must review the draft and click **Approved** (or **Not Approved**) at the top of the **Sections** page.

Once the application receives approval from the TDOE Program Director, users may begin submitting reimbursements.

Printing in ePlan

Users may print or download a PDF from the **Sections** page.

- To print the entire application, click the **Print** link across from the word **All** at the top of the **Sections** page. Print requests do not include any uploaded related documents.

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All		Print
☐ History Log		Print
History Log		Print
Create Comment		
☐ Allocations		Print

- 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.

Description (View Sections Only View All Pages)	Validation	Print ☒ Select Items
All		☐
☒ History Log		☐
History Log		☐
Create Comment		
☐ Allocations		☐

- 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 Funding Applications**.
- ePlan generates a PDF, which appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five (5) days. Users may use the **Delete** links to remove any print jobs if desired.

TDOE Resources			
Below is your list of Print Requests.			
Print Request Name	Request Date	Expiration Date	
My LEA Contacts Page	4/23/2020 2:28:48 PM	4/28/2020 2:28:48 PM	Delete

What Happens if the Application is “Not Approved”?

LEA users and State reviewers may select “**...Not Approved**” at multiple review points. When this happens and the application is in a “**...Not Approved**” or a “**... Returned—Revisions Needed**” workflow status, the application effectively returns to the **Draft Started** workflow status where LEA users can make updates to the submission.

When requested updates are complete, the *LEA Grant Director* must again click **Draft Complete**, then the *LEA Fiscal Representative* must click **LEA Fiscal Representative Approved**, and the *LEA Authorized Representative* must click **LEA Authorized Representative Approved** to resubmit the application to the TDOE Program Director for approval.

Revisions/Amendments

After funds are awarded, if during the grant year you need to make a change to your budget (over 10% per line), the application will need to be placed back in *Draft Started* by the LEA Grant Director. This will reopen the budget and narrative textboxes for user entry to make changes.

Once the revisions are made and the application goes back through the workflow, it will be up for final approval by the TDOE Program Director. The ePlan workflow statuses will proceed in the same order as with the initial application process.

Obligation of Funds

The chart below describes when obligations are made, which can be helpful in determining when the expenditure occurred.

576.707 When obligations are made.

The following table shows when a State or a subgrantee makes obligations for various kinds of property and services.

If the obligation is for—	The obligation is made—
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E—Cost Principles	On the first day of the grant or subgrant performance period.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

[45 FR 22517, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 55 FR 14817, Apr. 18, 1990; 57 FR 30342, July 8, 1992; 79 FR 76094, Dec. 19, 2014]

Requesting Reimbursements

This section details how a grantee submits and receives a request for reimbursement in ePlan. For additional support, please contact:

Topic	Contact
Grant budgets, indirect cost, budget line items	The LEA's fiscal consultant
Required supporting documentation, allowability of expenses	Tom McGrath, Manager of Charter Grants Tom.McGrath@tn.gov
ePlan technical support, user access	ePlan.Help@tn.gov

Key Facts

Reimbursement requests can:

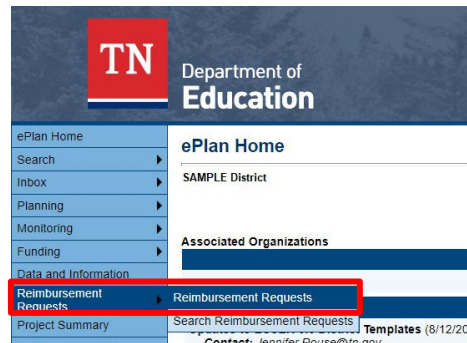
- only be submitted for a funding application that has been fully approved by the department.
 - *Note:* If a grantee is creating a revision to their funding application, a reimbursement request must be created based on the most-recently approved funding application budget, or the grantee must wait until the revised funding application has been approved.
- only include line items from the approved application budget.
- only be submitted for expenses that have already taken place.
- only be completed by users with the *LEA Fiscal Representative* role.
- only be submitted one at a time, per grant, per fiscal year (i.e., a new reimbursement request cannot be submitted for the same grant in the same fiscal year until the prior reimbursement request has been paid).
- take up to 5-7 days to be approved and paid through Edison. This timeline begins after the reimbursement request is marked as *State Accounting System Accepted*.

Reimbursement requests follow these workflow steps:

Step	Description
1. Draft Started	<i>LEA Fiscal Representative</i> initiates a reimbursement request, enters expenditure details, and uploads required documentation (determined by the program director of the grant at the department).
2. Draft Completed	<i>LEA Fiscal Representative</i> clears any validation errors and submits the request to the department for review and approval.
3. Grants Management Approved	The request has been reviewed and approved by the department's fiscal team and is in queue to be paid.
4. Submitted to State Accounting System	The request is transferred from ePlan to Edison.
5. State Accounting System Accepted	The request has been received by Edison.
6. State Accounting System Paid	The reimbursement request has been paid through a voucher in Edison.

Reimbursement Request Submission Guide

1. Sign in to ePlan.tn.gov.
2. From the ePlan main menu, select *Reimbursement Requests* > *Reimbursement Requests*.



3. Select the fiscal year and specific grant from which to request reimbursement.
 - a. You can also select the funding application from the drop-down menu.

Reimbursement Requests

SAMPLE District - FY 2022

2022 ▾ | All Funding Applications ▾

Funding Application	Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
ARP Homeless 2.0	ARP Homeless 2.0	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	None
ARP IDEA	ARP IDEA Part B Funds	\$0.00	\$0.00	\$0.00	\$0.00	None
ARP IDEA	ARP IDEA Preschool Funds	\$0.00	\$0.00	\$0.00	\$0.00	None

4. Once the grant is selected, click *Create New Reimbursement Request*.

Project Summary

SAMPLE District- FY 2022 - Sample Grant

[Return to Reimbursement Requests](#)

Project Information	
Project Number	99-XXX-000
C.F.D.A. Number	
Initial Substantially Approved Date	7/1/2021
Project Begin Date	7/1/2021
Project End Date	6/30/2022
Allocation	\$1,000,000.00
Available Budget	\$1,000,000.00
Allow Carryover	False
Project Status	Normal [Hold] [History]

[Create New Reimbursement Request](#)

Reimbursement Requests					
#	Amount	Request Period	Status	Status Date	Voucher #
1	\$500,000.00	September 30, 2021	State Accounting System Paid	October 8, 2021	00999999

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			

5. Click *Confirm* on the next screen to verify that you wish to create a reimbursement request.

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

Confirm Cancel

6. You will now be in *Draft Started* status. Click *Expenditure Details*.

Reimbursement Request Sections

SAMPLE DISTRICT - FY 2022 - Sample Grant

Request Status: **Draft Started**

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print ■ Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

7. Enter expenditures for which you are requesting reimbursement in the appropriate cells on the *Expenditure Details* page.
- If you hover your mouse over each cell, you will see the budget amount, the amount that has been requested, and the amount remaining.
 - ePlan will calculate the *Total*.
 - Remember, always enter year-to-date expenditures. If you do not, there will be a validation error preventing the submission of the request.

Expenditure Details

SAMPLE District - FY 2022 - Sample Grant

Save And Go To ▶

Account Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	99100 - Transfers Out	Total
Line Item Number					
123 - Guidance Personnel		0.00			0.00
189 - Other Salaries & Wages	0.00				0.00
201 - Social Security	0.00	0.00			0.00
204 - State Retirement	0.00	0.00			0.00
206 - Life Insurance	0.00	0.00			0.00
207 - Medical Insurance	0.00	0.00			0.00
210 - Unemployment Compensation	0.00	0.00			0.00
212 - Employer Medicare	0.00	0.00			0.00
355 - Travel			0.00		0.00
355C - Travel (CTSO)		0.00			0.00
399 - Other Contracted Services	0.00	0.00			0.00
399C - Other Contracted Services (CTSO)		0.00			0.00
399PD - Other Contracted Services (PD)		0.00			0.00
429 - Instructional Supplies & Materials	0.00				0.00

8. After expenditures are entered, click *Save and Go To* and select *Request*.

A screenshot of a web application's 'Save And Go To' dropdown menu. The menu is open, showing a list of options. The 'Request' option is highlighted with a red rectangular box. Other visible options include 'Current Page', 'Next Page', 'Previous Page', 'Sections', 'History Log', 'Create Comment', 'Expenditure Details', 'Related Documents', and 'Assurances'. To the left of the dropdown, a list of line items is partially visible, including '123 - Guidance Person', '189 - Other Salaries &', '201 - Social Security', '204 - State Retirement', '206 - Life Insurance', '207 - Medical Insurance', and '210 - Unemployment Compensation'.

9. On the *Request* page, enter a date into the *Fiscal Information As Of* line; this is the date through which you are requesting reimbursement.
- a. ePlan will calculate the amount of the reimbursement due.

A screenshot of the 'Request' page in a web application. The page title is 'Request'. Below the title, it says 'SAMPLE District - FY 2022 - Sample Grant'. There is a 'Save And Go To' button. The page is divided into sections: 'Payment Details' and 'General Information'. The 'General Information' section includes fields for 'Project Number', 'C.F.D.A. Number', 'Reimbursement Request #' (with a value of 1), and 'Voucher Number'. Below this is the 'Fiscal Summary' section, which contains a table with the following rows: 'Allocation' (\$1,000,000.00), 'Available Budget' (\$1,000,000.00), 'Fiscal Information As Of' (with a date picker and a red box around it), 'Cash Received' (\$0.00), 'Total Cash Basis Expenditures' (\$0.00), 'Cash Balance On Hand' (\$0.00), 'Cash Available' (\$1,000,000.00), and 'Total Amount Requested' (\$0.00).

10. Click *Save And Go To > Related Documents* to upload any required or optional supporting documentation. Please use the Reimbursement Request Document Upload Template in Appendix A as a cover sheet for the related documents. Using the cover sheet will make it easy for the reviewer to locate items that must be verified before a reimbursement can be approved.

A screenshot of the 'Related Documents' page in a web application. The page title is 'Related Documents'. Below the title, it says 'SAMPLE District - FY 2022 - Sample Grant'. There is a 'Save And Go To' button. The page contains a table with the following columns: 'type', 'document template', and 'document link'. The table has one row: 'RR Sample Grant Supporting Documentation', 'N/A', and 'Upload New'. The entire table is highlighted with a red rectangular box. Below the table, there is another 'Save And Go To' button.

11. Go to *Save And Go To > Sections* to review and clear any validation errors. Click on the underlined *Messages* in the *Validation* column to review errors and warnings.

Reimbursement Request Sections

SAMPLE DISTRICT - FY 2022 - Sample Grant

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

- Errors* must be addressed before the request can be submitted.
- Warnings* do not need to be addressed, but be sure to review the warnings to ensure you did not miss an important step.
- You can review all errors and warnings at once by clicking *Messages* in the *All* row at the bottom of the table (e.g., the screenshot below shows all errors and warnings across multiple sections).

Messages

SAMPLE District - FY 2022 - Sample Grant

[Return to Reimbursement Request Sections](#)

	Request	
Review	The 'Fiscal Information As Of' field cannot be empty.	Error
Review	Total Amount Requested must be greater than zero.	Error

	Related Documents	
Review	The optional Related Document 'RR Sample Grant Supporting Documentation' has not been uploaded. Please be certain this is the intention.	Warning

- If you attempt to submit a request before resolving errors, you will receive the following error message: *Status cannot be changed. One or more validation errors exist. Click here to view the errors.*
- Note:* Requests created in error can only be deleted by the *LEA Fiscal Representative* while the request is in *Draft Started* status.

12. Once any validation errors have been resolved and you are ready to submit, return to the *Sections* page and click *Draft Completed*. This will send the request to the department for approval.

Reimbursement Request Sections

SAMPLE DISTRICT - FY 2022 - Sample Grant

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Final Expenditure Report (FER)

All year-end financial reporting is done in ePlan. The CSF grant is administered by fiscal year, which runs July 1 to June 30. All grants awarded in ePlan require the completion of a final expenditure report (FER) after the end of the fiscal year to account for all expenditures in the fiscal year that just ended. The FER can only be started after July 1. Best practice is to submit the FER by August 1, and it is required to be submitted by October 1, no exceptions.

The FER cannot be initiated in ePlan if a budget revision or reimbursement request is incomplete. Complete and approve any outstanding budget revisions, and be sure to delete any draft reimbursement requests before starting.

Carryover (if applicable) will be loaded into next fiscal year only after the FER is completed and approved. The carryover will move into a new grant funding application, where it will need to be budgeted. This will automatically put the application in Draft Started status.

Process Overview and User Roles

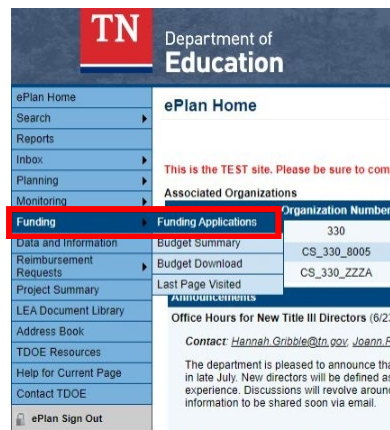
- The Final Expenditures, Actual Revenue, Carryover, and FER Related Documents sections must be completed in each FER.
- Grant revenue received by the school must be reported in the Actual Revenue section.
- Any remaining and allowable carryover amount must be entered on the Carryover page, as applicable.
- A Statement of Revenues and a Statement of Expenditures as of June 30 for the individual program/grant must be uploaded into the FER Related Documents page. The information in these documents must match what is entered into the corresponding sections of the Final Expenditure Report.
- All users must have the correct ePlan user access role to access and complete the FER for a funding application. Below are the roles and the order of the status levels specific to the FER process.

ePlan Role	ePlan Function
LEA Fiscal Representative (CFO or treasurer)	Click FER Draft Started (or FER Revision Started for revisions) Respond to report questions, enter financial information
LEA Authorized Representative (Director of Schools) LEA Grant Program Director LEA Fiscal Representative LEA Fiscal Update	Respond to report questions, enter financial information in Draft Started status Click FER Draft Completed (or FER Revision Completed for revisions)
LEA Fiscal Representative	Click FER LEA Fiscal Representative Approved (or FER LEA Fiscal Representative Not Approved)
LEA Authorized Representative	Click FER LEA Authorized Representative Approved (or FER LEA Authorized Representative Not Approved)
FER Grants Management	The TDOE Staff member with the <i>FER Grants Management</i> role clicks FER Grants Management Approved (or FER Grants Management Returned Not Approved)

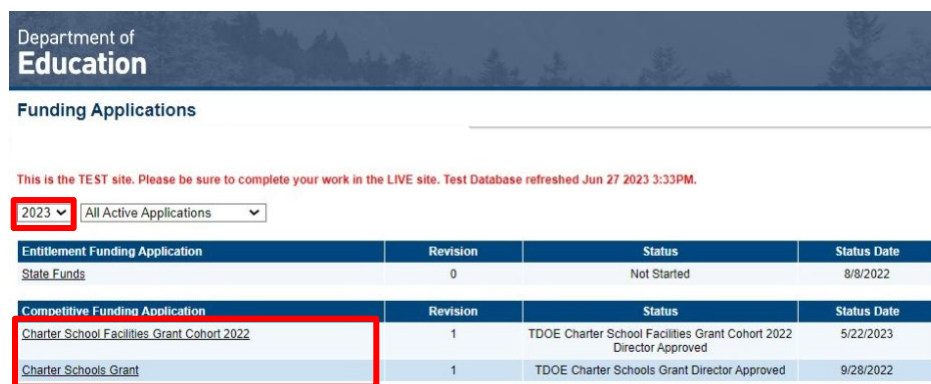
After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. For example, after the *LEA Grant Program Director* clicks *Draft Completed*, ePlan automatically emails all users in the LEA with the role of *LEA Fiscal Representative*.

FER Submission Guide

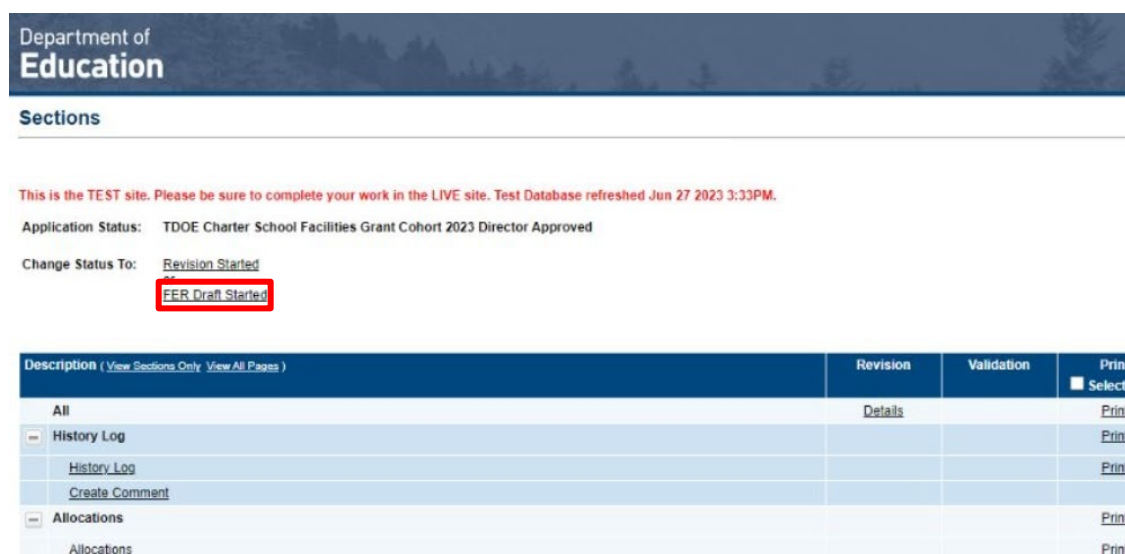
1. Sign into eplan.tn.gov.
2. From the ePlan main menu, select *Funding > Funding Applications*.



3. Select the fiscal year and specific grant. All grants listed will require a separate FER to be completed.



4. Once the grant is selected, click *FER Draft Started*.



5. Click the check box and click *Confirm* to verify that you wish to start your FER. Once the FER is started, no

additional Reimbursement Requests for the fiscal year can be submitted.

Status Change Confirmation

Organization Name - FY - Grant Program

☒ Once the applicant starts the Final Expenditure Report, no more revisions may be made to this Funding Application. Furthermore, the applicant may not create any additional Reimbursement Requests for the grants in this Funding Application. By completing this status change, the applicant acknowledges and agrees to be bound by these terms.

You are about to change the status to FER Draft Started. Check the box and Click Confirm to change the status.

- On the *Sections* page, click *Final Expenditures*.

Sections

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

Application Status: FER Draft Started

Change Status To: [FER Draft Completed](#) or [FER Cancelled](#)

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
Charter School Facilities Grant Cohort 2022- Competitive	Messages	Print
Actual Revenues		Print
Final Expenditures		Print
Balance Sheet	Messages	Print
FER Summary Report 1		Print
FER Summary Report 2	Messages	Print
FER Related Documents		Print
Budget		Print
Budget Overview		Print
Related Documents		Print
Final Expenditure Report		Print
Carryover		Print

- Copy down the number in the bottom right. This is the revenue, or the total expenditures claimed through reimbursements, for this grant this fiscal year.

Final Expenditures

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

Account Number	72620 - Maintenance of Plant	Total
Line Item Number		
Operating Lease Payments	37,876.76	37,876.76
330		
Total	37,876.76	37,876.76

- Hover over *Save and Go To* and click *Sections*.

Competitive

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Data!

Save And Go To

Current Page
Next Page
Previous Page

Line Item Number

Sections

Architects
304
History Log
Allocations

Engineering Services
321
Charter School Facilities Grant Cohort 2022- Competitive
Final Expenditure Report

Operating Lease Paym
330
Contacts

Maintenance & Repair
Equipment
336
Charter School Facilities Grant Cohort 2022 Checklist

General Construction Materials 0.00

9. On the *Sections* page, click *Actual Revenue*.

Sections

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

Application Status: FER Draft Started

Change Status To: [FER Draft Completed](#) or [FER Cancelled](#)

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
Charter School Facilities Grant Cohort 2022- Competitive	Messages	Print
Actual Revenue		Print
Cost Schedules		Print
Balance Sheet	Messages	Print
FER Summary Report 1	Messages	Print
FER Summary Report 2	Messages	Print
FER Related Documents		Print
Budget		Print
Budget Overview		Print
Related Documents		Print
Final Expenditure Report		Print
Canvasser		Print

10. Click "Expand All" and then type the revenue amount from the *Final Expenditures* page in the 46980 section.

Actual Revenue

Save And Go To

Upload Revenue Data

Account - Account Description (Expand All Collapse All)	Revenue Amount
46000 - State Revenues	\$37,876.76
46800 - Other State Revenues	\$37,876.76
46980 - Other State Grants	\$37,876.76
Total:	\$37,876.76

Save And Go To

11. On the *Sections* page, click "Carryover."

Sections

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

Application Status: FER Draft Started

Change Status To: [FER Draft Completed](#) or [FER Cancelled](#)

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
Charter School Facilities Grant Cohort 2022- Competitive	Messages	Print
Actual Revenue		Print
Final Expenditures		Print
Balance Sheet	Messages	Print
FER Summary Report 1		Print
FER Summary Report 2	Messages	Print
FER Related Documents		Print
Budget		Print
Budget Overview		Print
Related Documents		Print
Final Expenditure Report		Print
Carryover		Print

12. Copy the total(s) from the "Amount Eligible for Carryover" column to the "Amount to Carryover" column. This moves unspent funds into the next fiscal year.

Carryover

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

[Save And Go To](#)

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover		Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
Charter School Facilities Grant Cohort 2023- Per Pupil	\$92,591.91	\$37,876.76	\$37,876.76	\$24,715.15	\$24,715.15		24,715.15	☐
Charter School Facilities Grant Cohort 2023- Competitive	\$238,597.00	\$0.00	\$0.00	\$238,597.00	\$238,597.00		238,597.00	☐

[Save And Go To](#)

13. On the *Sections* page, click *FER Related Documents*.

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
Contacts		Print
Contacts		Print
Charter Schools Grant	Messages	Print
Actual Revenue		Print
Final Expenditures		Print
Balance Sheet	Messages	Print
FER Summary Report 1		Print
FER Summary Report 2		Print
FER Related Documents	Messages	Print
Budget		Print
Budget Overview		Print
Related Documents		Print

14. Upload the two required statements. This information can come from the school's accounting system or an alternative report with the required information.

- Statement of Revenue: A statement to show how much in grant revenues were posted to the school's books.
- Statement of Expenditures: A summary statement to show how much in expenditures were posted to the school's books. At minimum, this should include which account (including an account description) was charged and how much for each account.

Go To [▶](#)

Required Documents		
Type	Document Template	Document/Link
(FER) Statement of Revenues - June 30 [Upload at least 1 document(s)]	N/A	Upload New
(FER) Statement of Expenditures - June 30 [Upload at least 1 document(s)]	N/A	Upload New

Optional Documents		
Type	Document Template	Document/Link
(FER) Additional Supporting Documents	N/A	Upload New

15. On the *Sections* page, click *FER Draft Completed*. On the next page, click *Confirm*.

Department of
Education

Sections

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

Application Status: FER Draft Started

Change Status To: [FER Draft Completed](#)

[FER Cancelled](#)

Description (View Sections Only View All Pages)	Validation
All	Messages
History Log	

16. The LEA Fiscal Representative and the LEA Authorized Representative need to sign into ePlan and approve the FER submission.

Department of
Education

Sections

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 27 2023 3:33PM.

Application Status: FER Draft Completed

Change Status To: [FER LEA Fiscal Representative Approved](#)

[FER LEA Fiscal Representative Returned Not Approved](#)

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print

Appendix A: Reimbursement Request Document Upload

Charter School Facilities (CSF) Grant Reimbursement Request Document Upload TEMPLATE

Directions:

- *Reimbursements should be uploaded as one PDF with this document as the cover page.*
- *Each page of the PDF should be numbered and correspond with the number stated on this cover page.*

School Name: _____

School ePlan ID: CS - _____ - _____

Budget Line Item	Merchant / Business	General Description of Item(s) / Services	Total Cost of Items/Services	Invoice/ Receipt Page #	Proof of Payment Page #

*Add more rows as needed.