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2026 Federal Programs Institute

Grant Management in ePlan

Federal Grants Management Team

Division of Federal Programs and Oversight

Sept. 3, 2026



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Agenda

- A refresher on Grant Cycles
- Allocations, ePlan Grant Balances and Tools
- Grant Award Notifications
- Reimbursement Request Reviews
- Release of Funds
- Questions

.....

Poll: Which of these topics are you most curious about?

Grant Balances

**Grant Award
Notifications**

**Reimbursement
Request
Reviews**

**Release of
Funds**

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Grant Cycle Refresher

Kate Smitheal | Director of Federal Grants Oversight



Grant Cycle Refresher

- Most Federal Grants have a period of performance of 27 months and a liquidation period of 90 days.
- These periods of performance overlap.
 - A particular grant years allocation could be active over three (3) fiscal years as an allocation source in three (3) funding applications.
 - i.e., a funding application grant budget could have three (3) or more contributing grant sources.

Grant vs Grant vs Grant?

CFDA: 84.010 Title I Grants to Local Educational Agencies

FAIN: S010A240042

FY25
Title I, Part A

FY25 Title I, Part A-
Neglected

FY25 Title I, Part D -
LEAs

FAIN: S010A250042

FY26
Title I, Part A

FY26 Title I, Part A-
Neglected

FY26 Title I, Part D-
LEAs

FAIN: S010A260042

FY27
Title I, Part A

FY27 Title I, Part A-
Neglected

FY27 Title I, Part D-
LEAs

FAIN: S010A270042

CFA: Title I, Part A

CFA: Title I, Part A—Neglected

CFA: Title I, Part D—LEAs

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Allocations, ePlan Grant Balances and Tools

Let's move into what those grant allocations look like in ePlan!

Kate Smitheal | Director of Federal Grants Oversight



Department of
Education

Allocation Refresher: Multiple Allocation Types

Original:	Usually, the main original allocation received for a grant. Usually only includes the current fiscal years grant source.
Reallocation:	Funds awarded to the LEAs after releases from other LEAs or increases in project funding
Additional:	Used when a new funding source is added for the subgrant.
Special Award:	Allocations made under other special award conditions.
Incoming Carryover:	Funds moving into the application from a prior fiscal year funding application.
Outgoing carryover:	Negative Value, showing that funds moved into the following fiscal years funding application.
Consortia:	Shows the movement of Consortia funds, Value is negative for consortia members, positive for fiscal agents.
Release:	A negative value, showing that funds were released.

ePlan Funding Application Allocations

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Allocations						
Example Schools (###) Public District - FY 2027 - Consolidated - Rev 1 - Allocations						
Go To ▶						
Allocation Type	(1) ESEA Con. Admin	(2) Title I-A CFDA: 84.010A	(3) Title I-A Neglected CFDA: 84.010A	(4) Title I-C	(5) Title I-D LEA CFDA: 84.010A	(6) Title I-D S CFDA: 84.013
Original	\$0.00	\$1,570,758.40	\$68,104.66	\$0.00	\$0.00	\$0.00
Incoming Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outgoing Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$9,585.89	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Award	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FER Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$1,570,758.40	\$77,690.55	\$0.00	\$0.00	\$0.00

Shows

- allocations available to budget and transfer
- Condenses grant sources from multiple fiscal year awards into a single view,
- E.g., incoming carryover might be 2 or even 3 grant awards

It does not

- Show expenditures.
- Show award years clearly
- Include Carryover funds until the FER is complete

ePlan Project Summary

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Project Summary

Example (###) Public District - FY 2022

Fiscal Year: 2022

Funding Application: -All Funding Applications-

Status: Most Recently Approved

Search

Reset

Project Number	Funding Application	Grant
22-###-###000	Consolidated	Title I, Part A
22-###000	Consolidated	Title II-A
22-###000	Consolidated	Title III
22-###000	Consolidated	IDEA, Part B

Project Summary View

Example (###) Public District - FY 2024

Return to Project Summary

Project Information	
Organization Name	Example
Organization Number	###
Fiscal Year	2024
Funding Application	Consolidated
Grant	Title I, Part A
Award Type	Federal
Project Number	24-###-###000
Initial Approval Date	7/1/2023
Most Recent Approval Date	5/31/2024
Indirect Cost Rate	2.97%
Revision Number	7
CFDA Number	84.010A View
	\$13,990.79 \$6,016.34 \$7,974.45 View
	\$155,206.86 \$72,181.45 \$83,025.41 View

Shows

- Allocations and expenditures by funding application budget –
- Shows the funding application fiscal year, not the grant year.
 - (i.e., For FY25 funds, look in FY25, FY26, and FY27 to see the FY25 award totals.)
- Shows allocation type by grant source clearly
- Specific voucher amounts.
- Shows expenditures paid from transfers in.

ePlan District Funding Summary Report

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Please select a report							
▼ LEA							
▶ District Funding Summary							
▼ Users							
▶ Select SEA or LEA level users, then returns extension, organization, role name, date ro							

District Funding Summary							
Return to Reports							
Required Fields are marked with *							
1 of 8 Find Next							
District Funding Summary - EXAMPLE Schools (###)							
Grant	Award Year	Funding Type	Obligation Date	Allocation	Amount Paid	Amount Remaining	Days To Obligation
Stronger Connections Grant	2024	Federal	9/30/2026	\$1,105,338.94	\$597,936.32	\$507,402.62	56
Learning Camps	2025	Federal	9/30/2026	\$542,573.76	\$407,578.26	\$134,995.50	56
Title I, Part A-Neglected	2025	Federal	9/30/2026	\$71,167.06	\$31,207.00	\$39,960.06	56
Title IV	2025	Federal	9/30/2026	\$142,860.50	\$135,285.50	\$7,575.00	56
Implementation Grant Year 1	2025	Federal	9/30/2026	\$75,000.00	\$68,649.02	\$6,350.98	56
State Special Education Preschool Grant	2026	State	9/30/2026	\$96,410.51	\$92,230.87	\$4,179.64	56

- Shows allocations and expenditures for a grant source across multiple fiscal years and funding applications.
- Critical for understanding remaining balances and thinking ahead to the end of the obligation period.
 - (Hint: **Sept. 30** is a significant date for Federal Grants!)

ePlan is First In, First Out!

- ePlan is programmed to expend grant allocations “First In, First Out” – where oldest grant allocations are spent down first.
- This is robust, but it is reliant on the funds being in the funding application budget.
 - Delays to Carryover due to FERs being delayed can mean that funds are spent out of order.
 - Consolidated Administration and School-Wide Pool reimbursements expend funds proportionately by contributing grant sources. If your expiring funds are budgeted through these consolidated grants, expiring funds may not be spent fast enough.

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Subrecipient Grant Award Notifications (GANs)

Mario Pennington | Federal Grants Manager



Subrecipient Grant Award Notifications

- Subaward Grant Award Notifications are issued in accordance with **34 CFR § 75.708** and **2 CFR § 200.332** to communicate the terms, conditions, funding amount, period of performance, and federal compliance requirements to subrecipients.

GANs in ePlan

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Data and Information			
2027 ▼	Active ▼		
Data and Information	Revision	Status	Status Date
Acknowledgement of Reallocation	0	LEA Authorized Representative Approved	7/10/2026
Consolidated Funding Application Board Approval	0	Submitted	6/16/2026
Coordinated School Health Action Plan	0	TDOE Coordinated School Health Action Plan Director Approved	5/13/2026
District Plan	0	TDOE Director Approved	5/13/2026
Grant Award Notifications	0	Not Started	6/10/2026
Initial SCA	0	TDOE Director Approved	3/24/2026

- ePlan > Data and Information > Award Year > Grant Award Notifications.

GAN Sections

- GANs are organized into sections, roughly by program or funding application.
- All LEAs see all sections and pages, even if they did not receive an allocation under that grant.

Grant Award Notifications Sections		
EXAMPLE School (###) Public District - FY 2026 - Grant Award Notifications - Rev 0		
Status:	Not Started	
Change Status To:	Draft Started	
Description (View Sections Only View All Pages)	Validation	Print ■ Select Items
All		Print
☒ History Log		Print
History Log		Print
Create Comment		
☒ Consolidated Funding Application		Print
FY26 GAN – Consolidated Title I, Part A Revised Final		Print
FY26 GAN – Consolidated Title I-A Neglected Revised Final		Print
FY26 GAN – Consolidated Title I-C Revised Final		Print
FY26 GAN – Consolidated Title I-D LEA Revised Final		Print
FY26 GAN – Consolidated Title I-D State Agency Revised Final		Print
FY26 GAN – Consolidated Title II-A Revised Final		Print
FY26 GAN – Consolidated Title III Revised Final		Print
FY26 GAN – Consolidated Title IV, Part A Revised Final		Print
FY26 GAN – Consolidated Title V Revised Final		Print
FY26 GAN – Consolidated IDEA, Part B Revised Final		Print
FY26 GAN – Consolidated IDEA Preschool Revised Final		Print
☒ Strengthening Career and Technical Education for the 21st Century Act (Perkins V)		Print
FY26 GAN – CTE Perkins Basic CTE Perkins Basic		Print
FY26 GAN – CTE Perkins Reserve Secondary Application		Print
☒ School Turnaround		Print

Page Enabled

- The GAN page is enabled by a preloaded checkmark for grants where the LEA received an allocation
- Pages with no check mark - the LEA didn't receive an allocation under this grant!

FY26 GAN – Consolidated

Go To

☒

GRANT AWARD NOTIFICATION: Consolidated | Title I-D State Agency

RESOURCES
[See 2 CFR § 200.332\(a\) of the Uniform Grant Guidance](#)
[Click here to open the LEA Grant Award Notification Overview](#)
Grant Award Notifications from FY15-FY22 are stored in the LEA Document Library.

FY26 GAN – Consolidated

Go To

☒

GRANT AWARD NOTIFICATION: Consolidated | Title I, Part A

Subrecipient	
Subrecipients Entity Name - <i>the name associated with its unique entity identifier</i>	Example School District
Subrecipient Unique Entity Identifier (UEI):	123456ABCDEF
Federal Award Details	
Federal Granting Agency	U.S. Department of Education
Federal Award Identification Number (FAIN)	S010A250042
Federal Award Date	7/1/2025
Assistance Listing Number (ALN) - <i>Previously known as Catalog of Federal Domestic Assistance (CFDA)</i>	84.010A
Assistance Listing Title	TITLE I GRANTS TO LOCAL EDUCATION AGENCIES
Federal Award Project Description	Title I Part A Basic Grants to LEAs
Pass Through Entity:	Tennessee Department of Education
TDOE Program Contact (Awarding Official)	Debby Thompson
TDOE Program Contact Details	Deborah.Thompson@tn.gov



What's Included in a GAN?

- **Subrecipient Details** – UEI and the entity name registered in SAM.gov
- **Federal Award Details** – Granting Agency, Award Identification, Performance Period, TDOE Contact information.
- **Subaward Details** – Funding application and Grant Name, Period of Performance, Obligated Fund Amounts, Indirect cost rate and type, carryover allowability and revenue codes.
- **Terms and Conditions of the Funding** – including Tydings, R&D, FFATA...



Allocations Definitions

GAN Subaward Details	Description
Amount of Federal Funds Obligated in the Subaward	The amount of funds in this award – this could be the original award or additional/reallocated funds
Total Amount of Federal Funds Obligated, including the current financial obligation	The total amount available for the LEA – including all funds awarded.
Total Amount of the Federal Award committed to the subrecipient.	Typically equals the total amount of Federal Funds obligated, but can reflect the funds committed to the LEA from multi-year awards.



What happens when funds are reallocated after the end of the first grant year?

- **In most cases:** the original GAN where the LEA was awarded funds from that allocation source is updated.
 - *e.g.: FY25 Title II, Part A reallocations loaded in the **FY26** CFA will be reflected on the FY25 GAN*
- **In some cases,** we treat the reallocation as a new award, and list the reallocation in the new funding year (e.g., CTE Perkins, IDEA Discretionary Grants)
 - *e.g.: 21st CCLC supplemental funds were made as a new award for reporting purposes – so even though they were made from the **FY25** allocation source, they will be reflected on the **FY27** GAN.*



Questions about GANs?

- Please ask your question in the chat!
- LEAs can also reach Kate.Smitheal@tn.gov with questions after the session.

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Reimbursement Request Reviews (RRR) KS1

Zarema Maxwell | Federal Grants Manager

Slide 23

KS1 [@Zarema Maxwell] - Please add slides here
Kate Smitheal, 2026-08-06T17:40:07.559



What is Reimbursement Request Review

- Reimbursement Request Review is a monthly quality review of LEA Reimbursement Requests in ePlan for LEAs
- Depending on team capacity, around 20 LEAs are selected each month.
- Each LEA provides review material for one reimbursement request submitted throughout the fiscal year.



How the LEAs are selected:

- LEAs identified as Level 1 risk under the FY27 Risk Analysis published **summer 2026** may be selected.
- LEAs are reviewed roughly in order of most fiscal risk identified in the fiscal risk sub-score.
- LEAs may also be recommended for review based on risk identified through monitoring results.
- Once selected for review that month, LEAs are assigned to grants managers review queue. Grant Managers randomly select vouchers from paid reimbursement requests.

LEA RRR Process

- LEAs are notified, of their participation in RRR via email.
- LEAs can see their assigned review details in the **Reimbursement Request Review** Data and Information instrument in ePlan.

☒ The department will check this box to enable the page. If this box is checked, the LEA is required to provide documentation for the Reimbursement Request identified on this page.

Grant Name	Title I, Part A
Fiscal Year	2026
Date	12/31/2025
Voucher	00805738
Account/Line	72210-524
Amount	\$1,752.00
Reviewer	Zarema.Maxwell@tn.gov

Required and/or Optional Uploads - Please upload all items relevant to the identified reimbursement request.

Type	Document Template	Document/Link
(RRR1) Reconciliation Summary (Table of Contents) [Upload at least 1 document(s)]	(RRR1) Reconciliation Summary (Table of Contents)	Table of Contents
(RRR1) Invoice(s) [Upload at least 1 document(s)]	N/A	invoice
(RRR1) Payroll Ledger(s)	N/A	
(RRR1) Packing Slip(s)	N/A	
(RRR1) Receipt(s)	N/A	
(RRR1) Purchase Order(s)	N/A	purchase order
(RRR1) Requisition(s)	N/A	PO request
(RRR1) Davis-Bacon Act Compliance (Contracts, Wage Sheets, etc.)	N/A	

Short Answer Questions - Answer about the reimbursement request identified above.

* The subrecipient was able to provide a reconciliation (above) that matched the total of the reimbursement request (to the penny).
Yes

* The subrecipient included all expenditures in the reimbursement request identified above in the appropriate funding application.
Yes

* To the best of your knowledge, have all items in this reimbursement request been reviewed and determined as reasonable, necessary, and allocable?
Yes



Reimbursement Review Request (RRR)

- LEAs have 10 business days to locate, verify, and upload final supporting documentation for the identified reimbursement request.
- LEAs answer brief Yes/No questions about the reimbursement request.
- Submission requires both the fiscal representative and authorized representative (Director of Schools) to acknowledge the review through an ePlan status change.



Department Review

- Once submitted, the department will review the documentation and communicate back to the LEA via ePlan within 30 business days of the submission that, either:
 - (A) the review is complete with no concerns,
 - (B) that the review is incomplete and additional documentation is needed, or
 - (C) that the review is complete and requires corrective action.



Questions about RRR?

- Please drop them in the chat!
- LEAs can reach out to Zarema.Maxwell@tn.gov for additional support with RRR.

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Release of Funds

Bennett Wilson | Federal Grants Manager



Release of Funds Request

- LEAs may release funds at any time during the grant period. See [Release of Funds Instructions](#) for more information.
 - Submit Release of Funds requests through the **ePlan Release of Funds** data and information tool.
 - *Then email your program team and grant manager for review.*
 - **Note:** Releasing funds increases the LEA's risk profile under the Risk Analysis.
-
-
-

NEW: FER Carryover Process Update

- Beginning with **FY26** Final Expenditure Reports (FERs), unspent grant funds that are **not indicated for carryover** through the FER Carryover page, no longer require a separate Release of Funds form.

Carryover

EXAMPLE Schools (###) Public District - FY 2026 - Title IX McKinney-Vento - Rev 5 - Final Expenditure Report

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Grant	Allocation	Expenditures	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
Title IX McKinney-Vento	\$37,143.32	\$37,140.31	\$3.01	0.00	☒



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Questions?

Please submit questions in the chat.

We're working on more resources to share with LEAs!

Resources for More Information

- [Project Summary instructions](#)
- [LEA Grant Award Notifications Overview](#)
- [Reimbursement Request Review Instructions](#)
- [Release of Funds Instructions](#)



**Please share your
feedback from this
session.**

You may also find complete the
feedback survey at this link.

[2026 Federal Programs Institute Session
Feedback Form](#)



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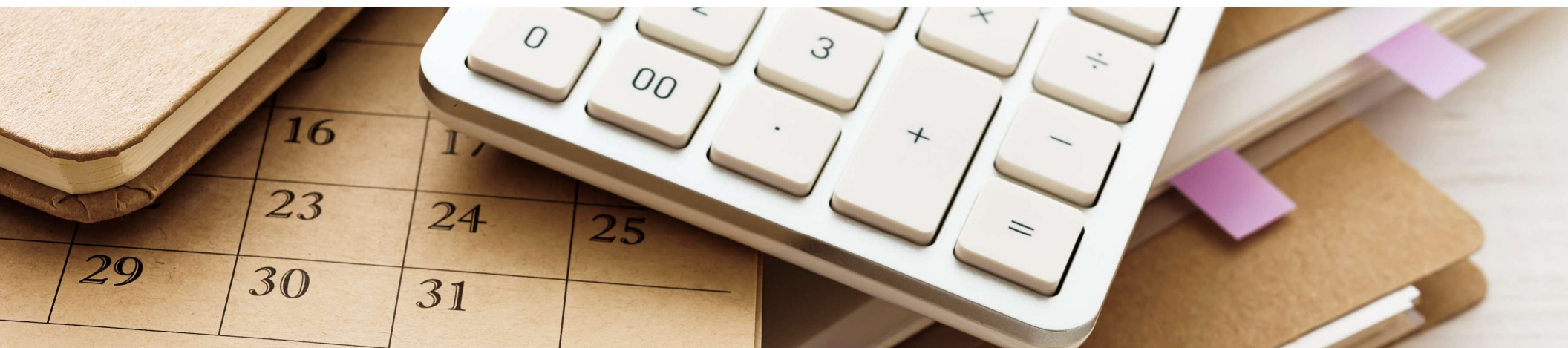
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Next Session:

**Grant Cycles, Carryover, and
Expiring Funds**

Thursday September 3, 2026

1 p.m. CT | 2 p.m. ET



Thank you

Kate Smitheal | Director of Federal Grants Oversight
Kate.Smitheal@tn.gov

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