



ePlan Basics

Spring Fiscal Workshops

Fall Creek Falls State Park – April 30 – May 2, 2014

Pigeon Forge – May 5-7, 2014

Jackson – May 13-14, 2014

What is ePlan?

Tennessee's Electronic Planning and Grants Management System

A System to...

- record, update, submit district plan
- apply for federal and state grant funds
- process budget amendments/ program addenda
- request reimbursements
- capture expenditures

Background

- Harris, Mackessy, and Brennan (HMB) – partner
- Ohio-based company developed system with Ohio Department of Education 10 years ago
- Source code gifted to other states for “same purpose”
- Consortium relationship with other states

What is in ePlan?

- Planning Tool
- Funding Application
- Reimbursement Requests
- LEA Document Library
- Document Library
- Search (by LEA or status)
- Contact TDOE (with feedback form)
- Help (tips for users)

These components work in concert to allow LEAs

- to plan *comprehensively*
- to apply for federal grants *electronically*
- to request reimbursement and report expenditures *without duplication*

Primary Components

- Planning Tool
- Funding Applications (program and budget)
- Reimbursement and Expenditure System

ePlan Functions – Planning

- Needs Assessment
- Goals
- Strategies
- Action Steps
- Grant Relationships

ePlan Functions – Consolidated Funding Application

- Consolidated application includes ESEA and IDEA
- Creates a fluid plan
- Creates Grant Relationship between district plan and “how you pay for it”
- Requires that districts work together – across programs

ePlan Functions – Consolidated Funding Applications

- ESEA formula and IDEA federal grants for SY 2013-14 submitted through ePlan Consolidated Funding Application.
- CORE and TDOE staff reviewed funding applications and provide technical assistance to districts.
- Applications were funded July 1, 2013.

ePlan Functions – Funding Application

- FY15 – other grants will be added to ePlan
- Each will have separate application specific to that grant

ePlan Functions – Funding Application

- Electronic submission and review
- Streamlined application and revision processes
- Budgets

Other functions

- History log
- LEA Document library
- Overall goal of this – central repository

ePlan Budgets

- Plan drives the budget
- Budget is the numerical representation of the plan
- Transparency to all stakeholders

ePlan Budgets

- ePlan will drive a more focused budget process
 - No longer is focus primarily on general purpose budget only
 - Declining revenues (federal, state, local) require **more purposeful** planning during budget cycle
 - One objective in plan may be supported by a combination of funds
 - Transparency of ePlan helps assure that funding matches the district goals
 - Allows view of total budget – all funding streams

ePlan Budgets



Department of Education

Kevin Huffman, Commissioner



GOVERNOR
Bill Haslam

Visit Bill's Web Site

- ePlan Home
- Administer
- Search
- Reports
- Inbox
- Planning
- Funding
- Reimbursement Requests
- LEA Document Library
- Address Book
- Contact TDOE
- Document Library
- Help
- ePlan Sign Out

Budget

Manchester (161) - FY 2014 - Consolidated - Rev 1 - Title I-A

Go To

Indirect Cost

Total Contributing to Indirect Cost	\$444,082.26
Indirect Cost Rate	3.94%
Maximum Allowed for Indirect Cost	\$17,496.84

	Account Number	Total
View	71100 - Regular Instructional Education	\$437,081.26
View	71150 - Alternative Instruction Program	\$0.00
View	72120 - Support Services/Health Services	\$0.00
View	72130 - Support Services/Other Student Support	\$0.00
View	72210 - Regular Instructional Program Support Services	\$14,502.00
View	72610 - Operation of Plant	\$0.00
View	72710 - Support Services/Transportation	\$0.00
View	73100 - Non-Instructional Support/Food Service	\$0.00
View	99100 - Indirect Cost	\$0.00
	Total	\$451,583.26
	Adjusted Allocation	\$451,583.26
	Remaining	\$0.00

Durski, Marianne

Production Site
Session Timeout
00:59:57

ePlan Budgets



Department of Education

Kevin Huffman, Commissioner



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Budget Detail

Manchester (161) - FY 2014 - Consolidated - Rev 1 - Title I-A

[Return](#)

Indirect Cost	
Total Contributing to Indirect Cost	\$444,082.26
Indirect Cost Rate	3.94%
Maximum Allowed for Indirect Cost	\$17,496.84

71100 - Regular Instructional Education - \$437,081.26

Account Number	Line Item Number	Optional Program Code	Quantity	Cost	Line Item Total
71100 - Regular Instructional Education	116 - Teachers		1	\$229,661.00	\$229,661.00
Narrative Description					
5 headcount/4 FTE Teachers in 3 school-wide schools.					
71100 - Regular Instructional Education	163 - Educational Assistants		1	\$34,996.00	\$34,996.00
Narrative Description					
2 educational assistants in highest poverty elementary school serving in a schoolwide capacity.					
71100 - Regular Instructional Education	201 - Social Security		1	\$16,428.00	\$16,428.00
Narrative Description					
Charges for 5 headcount/4 FTE Teachers in 3 school-wide schools.					
71100 - Regular Instructional Education	204 - State Retirement		1	\$15,932.00	\$15,932.00
Narrative Description					
Charges for 5 headcount/4 FTE Teachers in 3 school-wide schools.					

Durski, Maryanne

Production Site
Session Timeout
00:59:49

ePlan Budgets

[Create Goal](#)

Plan Items ([Expand All](#) [Collapse All](#))

1) Mathematics

Description:
By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Performance Measure:
The percentage of students, in the aggregate and in each subgroup (students from major race/ethnic groups, economically disadvantaged students, children with disabilities, students with limited English proficiency), who are at or above the proficient level in mathematics on the State's assessment (ESEA Section 1111(h)(1)(C)(i)).

[Create Strategy](#)

Copy 1.1) Before/after/summer school activities if appropriate

Description:
Incorporate appropriate activities before/after school, during the summer, and during an extension of the school year to improve student academic achievement.

[Create Action Step](#)

Copy 1.1.1) Offer Extended Day Learning Opportunities

Description:
For students who are almost at levels of "proficient" or "advanced" provide additional time after the traditional school day for extended learning opportunities and tutorials on the power standards for mathematics in the Common Core State Standards. Another extended day opportunity is focused on the ELL population and is called "Circle of Friends." This program provides after school tutoring for ELL students to help in closing the achievement gap due to language acquisition needs.

Benchmark Indicator:
Students will show progress on benchmark assessments given in October, January and March as well as showing status of "proficient" or "advanced" on spring 2014 TCAP assessment.

Person Responsible:
Deborah Williams

Estimated Completion Date:
5/30/2014

[Create Grant Relationship](#)

Funding Application	Delete	Grant	Notes	Amount
Consolidated	✖	Title I-A	72210-189 Districtwide initiative for Extended Day	\$6,000.00
	✖	Title III-ELL	Circle of Friends 72210-499 Supplies and Materials	\$3,000.00

Copy 1.2) High quality professional development of instructional staff

Copy 1.3) Address teaching and learning needs related to academic problems of low achieving students

Copy 1.4) Address district or school achievement issues

2) Reading/Language Arts

ePlan Budgets

Budget Summary

Manchester (161) - FY 2014

Budget Summary Selection Criteria:

Fiscal Year: 2014

Funding Application: Consolidated

Application Status: Active Application

Code: Object

[Print](#) [Download Data](#)

Object Code	Grant Code	Title I-A	Title II-A	Title III-ELL	Title VI	Con. Admin	IDEA, Part B	IDEA Preschool	Total
105 - Supervisor/Director		0.00	0.00	0.00	0.00	28,634.00	0.00	0.00	28,634.00
116 - Teachers		229,661.00	0.00	0.00	0.00	0.00	0.00	0.00	229,661.00
162 - Clerical Personnel		0.00	0.00	0.00	0.00	0.00	25,464.00	0.00	25,464.00
163 - Educational Assistants		34,996.00	0.00	7,155.00	15,772.00	0.00	132,633.00	0.00	190,556.00
189 - Other Salaries & Wages		0.00	9,300.00	9,024.00	0.00	0.00	6,440.00	0.00	24,764.00
201 - Social Security		16,428.00	580.00	1,004.00	978.00	1,776.00	10,205.00	0.00	30,971.00
204 - State Retirement		15,932.00	750.00	258.00	229.00	2,543.00	4,000.00	0.00	23,712.00
206 - Life Insurance		252.00	0.00	0.00	36.00	0.00	270.00	0.00	558.00
207 - Medical Insurance		56,123.00	0.00	0.00	6,145.00	0.00	69,895.00	0.00	132,163.00
208 - Dental Insurance		3,061.00	0.00	0.00	438.00	0.00	10,500.00	0.00	13,999.00
210 - Unemployment Compensation		392.00	0.00	56.00	56.00	56.00	1,468.00	0.00	2,028.00
212 - Employer Medicare		3,781.00	135.00	235.00	229.00	416.00	2,386.00	0.00	7,182.00
299 - Other Fringe Benefits		1,800.00	0.00	0.00	0.00	0.00	6,820.00	0.00	8,620.00
307 - Communication		1,000.00	0.00	0.00	0.00	250.00	0.00	0.00	1,250.00
336 - Maintenance & Repair Service Equipment		2,000.00	0.00	1.00	0.00	250.00	0.00	0.00	2,251.00
355 - Travel		0.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00
429 - Instructional Supplies & Materials		33,653.26	0.00	3,000.00	15,816.13	0.00	301.00	2,148.00	54,918.39
499 - Other Supplies & Materials		45,000.00	25,000.00	2,263.00	1.00	1,003.84	0.00	400.00	73,667.84
524 - In-Service/Staff Development		1.00	38,614.43	1,610.14	0.00	6,000.00	336.00	1,500.00	48,061.57
599 - Other Charges		2.00	1.00	1.00	1.00	1.00	0.00	0.00	6.00
722 - Regular Instruction Equipment		1.00	0.00	1.00	1.00	0.00	0.00	0.00	3.00
790 - Other Equipment		7,500.00	1.00	0.00	0.00	1.00	0.00	0.00	7,502.00
Total		451,583.26	74,381.43	24,608.14	39,702.13	40,930.84	271,018.00	4,048.00	906,271.80

2014-2015 and Beyond

- New grants for 2014-15 ePlan
- Monitoring embedded into ePlan
- Spring 2014 pilot
 - Results focused tool
 - School-level plans into ePlan

New Grants for 2014-15

- CTE
- ESEA Discretionary Grants
 - School Improvement (1003)g
 - Title X McKinney Vento
 - Title III Immigrant
- IDEA – Discretionary Grants
- Other Federal Discretionary
 - 21st Century
 - Safe Schools
- State Grants
 - Pre-K
 - Coordinated School Health
 - LEAPS

New Grants for 2014-15

- Applications on ePlan for
 - 21st Century
 - LEAPS
 - Pre-K
 - CTE
 - Safe Schools

- Other grants will utilize only budget and reimbursement functions in FY15

Questions?



ePlan

“Tennessee’s Electronic Planning
and Grants Management System”

Training Module 5

Fiscal Functions

Agenda

- Reimbursement Requests Entry Page
- Reimbursement Requests List
- Working with Reimbursement Requests
- Placing a hold on a project
- Miscellaneous Adjustments
- Final Expenditure Report
- SEA Reporting Module

Reimbursement Requests Entry Page

- Choose FY and Funding Application
- Available Budget: Lesser of Approved Budget and Pending Allocation
- Total Available Amount: Factors in Funding % of Allocation Sources
- Net Available Amount = Total Available – Received Amount

Reimbursement Requests				
Volunteer County (999) - FY 2014				
2014 <input type="button" value="▼"/> Consolidated <input type="button" value="▼"/>				
Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
<u>Title I-A</u>	\$1,000,000.00	\$500,000.00	\$0.00	\$500,000.00
<u>Title I-D LEA</u>	\$50,000.00	\$25,000.00	\$0.00	\$25,000.00
<u>Title I-D State Agency</u>	\$0.00	\$0.00	\$0.00	\$0.00
<u>Title II-A</u>	\$125,673.00	\$75,336.50	\$0.00	\$75,336.50
<u>Title III-ELL</u>	\$25,000.00	\$12,500.00	\$0.00	\$12,500.00
<u>Title VI</u>	\$40,000.00	\$20,000.00	\$0.00	\$20,000.00

Reimbursement Requests List

- Displays general project information
- List of Requests for this grant
- List of Adjustments for this grant
- Project Hold Administration

Project Information				
Project Number	14-999000			
C.F.D.A. Number	84.367A			
Initial Substantially Approved Date	7/1/2013			
Project End Date	6/30/2014			
Allocation	\$125,673.00			
Available Budget	\$125,673.00			
Project Status	Normal <u>[Hold]</u>			
Reimbursement Requests				
Amount	Request Period	Status	Status Date	Voucher #
\$12,568.00	<u>April 9, 2013</u>	Draft Started	4/8/2013	Not Yet Created
Create New Adjustment				
Adjustments				
Amount	Type	Creator	Date	
There are no matching Adjustments for this grant.				

Create Reimbursement Request

[Create New Reimbursement Request](#)

Reimbursement Requests			
Amount	Request Period	Status	Statu

Create Reimbursement Request

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

- Requests cannot be created until funding application is approved
- One active request per LEA/Grant/FY combination
- General Framework consistent with Funding Application
 - Sections
 - History Log and Communication
 - Validation
 - Workflow

Reimbursement Request Sections

Volunteer County (999) - FY 2014 - Title II-A

Request Status: Draft Started

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

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

Expenditure Details Page

- Report YTD Expenditures by Account and Line Item
- Only displays rows and columns that contain approved budget amounts
- System validates expenditures against approved budget
- Hover on cell to see approved budget amount
- Disabled cells where no approved budget exists
- Automatically populates expenditures from previous request
 - just update cells that have changed

Account Number Line Item Number	Regular Instructional Education	Alternative Instruction Program	Support Services/Other Student Support	Support Services/Transportation	Total
Teachers 116	<input type="text" value="7,500.00"/>				7,500.00
Mechanic(s) 142				<input type="text" value="700.00"/>	700.00
Bus Drivers 146				<input type="text" value="700.00"/>	700.00
Clerical Personnel 162	<input type="text" value="1,000.00"/>				1,000.00
Educational Assistants 163		<input type="text" value="1,500.00"/>			1,500.00
Other Salaries & Wages 189	<input type="text" value="1,000.00"/>				1,000.00
Travel 355			<input type="text" value="168.00"/>		168.00
Total	9,500.00	1,500.00	168.00	1,400.00	12,568.00

Budgeted Amount: 75,000.00
 Funds Requested: 7,500.00
 Amount Remaining: 67,500.00

Request Page – Fiscal Summary

- System knows and automatically populates most fields:

- Allocation
- Available Budget
- Cash Received
- Total Cash Basis Expenditures (populates from previous page)
- Cash Balance on Hand
- Cash Available
- Total Amount Requested

Fiscal Summary	
Allocation	\$125,673.00
Available Budget	\$125,673.00
Fiscal Information As Of	<input type="text" value=""/>
Cash Received	\$0.00
Total Cash Basis Expenditures	\$12,568.00
Cash Balance On Hand	(\$12,568.00)
Cash Available	\$125,673.00
Total Amount Requested	\$12,568.00

← **April, 2013** →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: April 8, 2013

Related Documents

- TDOE can configure Reimbursement Request to require or allow LEAs to upload backup documentation detailing their expenditures
 - Validation Error when Required Document is not uploaded
 - Validation Warning when Optional Document is not uploaded

Required Documents	
Type	Document/Link
Reimbursement Request Backup [Upload between 1 and 3 document(s)]	Upload New [Update] [Delete]  Reimbursement Request Backup

Validation

Expenditure Details

Message	Type
The requested amount of \$12,000.00 for the Regular Instructional Education Purpose in the Clerical Personnel Object exceeds \$11,000.00, which is 110% of the budgeted amount of \$10,000.00	Error

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

Account Number	Regular Instructional Education	Alternative Instruction Program	Support Services/Other Student Support	Support Services/Transportation	Total
Line Item Number					
Teachers 116	7,500.00				7,500.00
Mechanic(s) 142				700.00	700.00
Bus Drivers 146				700.00	700.00
Clerical Personnel 162	12,000.00				12,000.00
Educational Assistants 163					1,500.00
Other Salaries & Wages 189					1,000.00
Travel 355			168.00		168.00
Total	20,500.00	1,500.00	168.00	1,400.00	23,568.00

Budgeted Amount: 10,000.00
 Funds Requested: 12,000.00
 Amount Remaining: (2,000.00)

Payment Details

- Page for TDOE Accountant to specify breakout of payment across funding sources

Payment Summary	
Request Amount:	\$12,568.00
Total Specified:	\$12,568.00
Unspecified:	\$0.00

Title II-A				
Eligible Allocation	Already Paid			Amount Remaining
\$125,673.00	\$0.00			\$125,673.00
Sources				
	Title II-A-2014 (F)	Title II-A-2013 (F)	Title II-A-2012 (F)	Total
Allocation	\$100,673.00	\$20,000.00	\$5,000.00	\$125,673.00
Amount Paid to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$100,673.00	\$20,000.00	\$5,000.00	\$125,673.00
Percent Funded	50.00 %	100.00 %	100.00 %	N/A
Available to Pay	\$50,336.50	\$20,000.00	\$5,000.00	\$75,336.50
Amount to Pay	\$0.00	\$7,568.00	\$5,000.00	\$12,568.00
Amount Remaining	\$50,336.50	\$12,432.00	\$0.00	\$62,768.50

Payment Details...continued

- This is a TDOE-only screen – LEAs have no access to it
- System automatically populates the Payment Details to utilize oldest unpaid funds
- System uses allocation, amount already paid, and source funding percentage to determine amount available to pay for each source
- TDOE user can override these values in unusual circumstances

Placing a Hold on a Project

- TDOE function to prevent LEA from submitting Reimbursement Requests for a given grant

Project Information	
Project Number	14-999000
C.F.D.A. Number	84.367A
Initial Substantially Approved Date	7/1/2013
Project End Date	6/30/2014
Allocation	\$125,673.00
Available Budget	\$125,673.00
Project Status	Normal <u>[Hold]</u>

Project Hold Administration

Status: This project is not currently being held.

Explanation : The requested documentation for the desk audit has not been submitted in a timely manner. Because of this, TDOE is placing a hold on your 2014 Title II-A project that will prevent the submission of Reimbursement Requests. This hold will be removed once the requested documentation has been submitted.

Check Spelling

307 characters

Insert Hold Return

Request	
Message	Type
<u>The Tennessee Department of Education has placed a hold on this project. This message will be cleared when the hold is removed.</u>	Error

Miscellaneous Adjustments

- Tool allowing TDOE users to make adjustments to amounts paid to an LEA
- Common user-created scenario is a refund
- System uses this to move excess cash on hand to next fiscal year when it loads carryover

Project Information		
Project Number	14-999000	
C.F.D.A. Number	84.367A	
Initial Substantially Approved Date	7/1/2013	
Project End Date	6/30/2014 12:00:00 AM	
Create New Adjustment		
Adjustments		
Amount	Type	Creator
There are no matching Adjustments for this grant.		

Miscellaneous Adjustments...continued

- Adjustments can span multiple funding sources
- +/- value of Adjustment unaffected by Adjustment Type
 - Refunds must still be entered specifically as negative numbers

Miscellaneous Adjustment

Adjustment Type:

Description:

29 of 1000 characters

Payment Summary	
Total Specified:	\$(5,000.00)

Title II-A				
Eligible Allocation	Already Paid			Amount Remaining
\$125,673.00	\$12,568.00			\$113,105.00
Sources				
	Title II-A-2014	Title II-A-2013	Title II-A-2012	Total
Allocation	\$100,673.00	\$20,000.00	\$5,000.00	\$125,673.00
Amount Paid to Date	\$0.00	\$7,568.00	\$5,000.00	\$12,568.00
Remaining	\$100,673.00	\$12,432.00	\$0.00	\$113,105.00
Percent Funded	50.00 %	100.00 %	100.00 %	N/A
Available to Pay	\$50,336.50	\$12,432.00	\$0.00	\$62,768.50
Amount to Pay	\$0.00	\$(5,000.00)	\$0.00	\$(5,000.00)
Amount Remaining	\$50,336.50	\$17,432.00	\$0.00	\$67,768.50

Questions?



FRAUD, WASTE or ABUSE

Citizens and agencies are encouraged to report fraud, waste or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>





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