

Frequently Asked Questions: Remote Learning Technology Grant

- ***How do I receive my reimbursement funds?***

Reimbursements will be paid to the LEA upon verification of the purchase orders and invoices that meet the grant guidelines. In order to receive the grant award funds, the LEA must have provided the appropriate documentation that the expenses have been encumbered and incurred before the Dec. 30th calendar year deadline. E-mail district.technology@tn.gov with a request for reimbursement when you have all documents: assurances, purchase orders, and supporting documentation uploaded in the LEA library in ePlan—LEA Document Library -> FY21 -> Remote Learning Technology Grant Receipts.

- ***My vendor has identified device delays, will that be a problem?***

TDOE recognizes that there are significant delays with some devices and that others remained embargoed. To that end, we have moved back our deadline for liquidation of this funds twice, first from November 1st to November 30th and now until December 30th, 2020. It is imperative to submit your invoices by then. **If you anticipate device delivery past that date, please contact us as soon as possible.**

- ***What questions can I expect about my application and supporting documents from the Department?***

There are a few grant requirements that TDOE staff will be looking through purchase orders and invoices to identify. First, all purchase orders must have occurred between March 1-September 30, 2020. Second, device purchases must not have been previously budgeted ahead of March 27, 2020. Finally, we will be working to match up device purchase orders and invoices to ensure matches, so please ensure you are submitting invoices with purchase order numbers included.

- ***I have not yet purchased devices. What should I do?***

You must encumber all funds **by this Wednesday, September 30th**. Please work to get a purchase order in by that date and log it into the LEA Library. Also, if your vendor is anticipating a 2021 delivery date, please either work with them or find another vendor who can ensure delivery by December 30, 2020. **If you anticipate issues with either of these dates, please contact us as soon as possible.**

- ***I received my grant letter and the amount was more than what I expected. Why?***

As districts completed the application process, the grant allowed for an expansion of the parameters to reimburse beyond the original scope. As a result, we are increase reimbursement to \$321.34 for every three devices purchased in grades K-12.

- ***If you have not yet uploaded into ePlan purchase orders and invoices that match your application amount for equipment, please do so immediately. This should be uploaded into ePlan under the LEA Document Library -> FY21 -> Remote Learning Technology Grant Receipts folder.***

This is a reimbursement for devices purchased. Once we have reviewed and verified the documentation provided, the Local Finance team will upload the reimbursement amount through Edison.

- ***I have already uploaded my purchase orders and Invoices; do I need to do anything else?***

The District Technology team will be reviewing PO's and invoices to ensure we can match to the application. If the team has questions regarding your documentation, we will reach out via email to request additional information or schedule a time to review your documentation.

Please be aware that any discrepancies regarding documentation may affect grant award funds availability.