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Introduction

Students across the state had varying access to instruction in Spring 2020 and throughout the 2020-21 school year. Missed learning as a result of COVID-19 disruptions may have resulted in lower proficiency across the state, specifically in math and early reading. Structured tutoring programs have been proven to significantly increase student achievement when done in a tightly managed and clearly defined program, including consistent, quality materials and well-trained tutors.

To address gaps and accelerate student achievement across the state of Tennessee, the department launched the TN Accelerating Literacy and Learning Corps (TN ALL Corps), a grant opportunity to empower school districts across the state to implement or strengthen robust tutoring programs for students.

There are currently 85 districts across Tennessee participating in TN ALL Corps, representing nearly 150,000 students served between 2022 and 2024. Using a research-based model, each participating district has committed to following a high-dosage, low-ratio tutoring model to accelerate student achievement.

The 2022-23 TN ALL Corps funding application opened in ePlan on August 1st and will close August 31st. Applications will be reviewed by the department as they are received. Applications must be fully approved by the department before a district can request reimbursement.

Funding Considerations

Allowable Uses of funds

The department will provide districts with $700 for each seat that is offered to students for tutoring. Districts are required to match the state grant at the amount of $800 for each seat offered.

Districts shall make a good faith effort to ensure every seat offered is occupied by a student and the department will provide interventions as needed to support districts who consistently have more than 20% of their seats unoccupied, with the potential of reducing a district's allocation if interventions are not successful.

Districts are required to upload a budget for the local match portion of funds to the LEA document library (additional instructions are included below).

The following are examples of allowable uses of state provided TN ALL Corps funds:

- salaries and/or stipends for existing staff for additional duties associated with providing tutoring services;
• salaries to hire new staff to provide tutoring services throughout the school day;
• stipends for external tutors to provide tutoring services during designated times;
• salaries and/or stipends for staff to administer tutoring programs, including design, administration, and clerical work;
• staff and programmatic expenses to support the needs of students with disabilities participating in tutoring programs;
• professional development expenses related to equipping tutors and staff to provide effective tutoring services;
• instructional supplies and materials to support tutoring services;
• instructional technology and software needed to provide tutoring services; and
• transportation expenses related to before- and/or after-school tutoring programs.

All expenses must be necessary and reasonable for performing grant activities. The full list of account numbers that are eligible to be budgeted are included in Appendix A: Available Account Numbers.
State Funds Allocations

Each LEA must have a department-approved budget in ePlan before submitting reimbursement requests. Please see the ePlan Reimbursement Request One-Pager (tn.gov) for more information about submitting reimbursement requests through ePlan.

Districts will receive projected allocations for each year they are participating in TN ALL Corps but will submit budgets annually in ePlan based on updated projections for the number of seats offered each year. The projected allocations districts will receive provide the funding from the state based on the number of seats to serve.

The period of performance for this grant begins July 15, 2021 and ends June 30, 2024. Districts may carry forward up to 20 percent of their total FY22 allocation to their FY23 allocation and up to 10 percent of their total FY23 allocation into FY24. Unused funds beyond the allowable carry forward will be returned to the state.

Funding carried forward must be indicated on the final expenditure report (FER) and will be added to the following year’s allocation after the FER has been submitted and approved.

Local Match

Districts are required to match state funds at a per student rate. The state will provide $700 per student, and districts are required to match $800 per student. Most districts will provide matching funds from their ESSER 3.0 allocation. If the district is using a different funding source for local matching funds, please contact Maryanne.Durski@tn.gov for guidance on how to budget in ePlan.

If a district does not need the full $1,500 per student to successfully run their local tutoring programs, districts have two options:

1. Districts may tutor more students without receiving additional funds for those students, allowing them to utilize their current state and local match dollars to provide tutoring to more students (in other words, the district would spend less than $1,500 per student but use the full allocation to serve more students), and/or

2. Districts may utilize excess local match funds to provide other direct-to-student small group interventions and supports outside of their tutoring programs. These expenditures should supplement, not supplant, the district’s existing ESSER plans. Examples of allowable uses of funds are as follows:
   a. Hire additional interventionists or other staff to work in small groups with students during the school day or expand Grow Your Own programs to provide more interventionists within the district.
b. Provide tutoring sprints during fall or spring breaks (to include paying community partners to provide these services).

c. Hire additional staff to provide more small group interventions and supports during summer school.

d. Provide instructional materials directly for use in small group interventions and supports.

For districts budgeting their local match in ESSER 3.0, use the optional code to tag budget lines connected to TN ALL Corps.

**TN ALL Corps ePlan Application**

**Accessing the Application**

To navigate to the TN ALL Corps application from the ePlan homepage, hover over the **Funding** tab on the left menu bar, then select **Funding Applications**.

Select the desired fiscal year (2023) in the upper left corner of the screen. Funding applications are stored in ePlan according to the state fiscal year. For example, 2023 indicates the 2022–23 school year. Click on **TN ALL Corps** to access the application.
To begin the application, next to Change Status To: click on Draft Started.

### ePlan User Access

All users must have the correct ePlan user access role to access and complete the TN ALL Corps application. Users with existing ePlan access can verify current user access roles. To view existing access, visit [ePlan.tn.gov](http://ePlan.tn.gov), navigate to the Address Book and LEA Role Contacts.

New ePlan users and existing ePlan users who need to request a TN ALL Corps User Access role must request the additional role using the ePlan User Access Form for LEAs. Access the form by navigating to eplan.tn.gov > TDOE Resources > User Access Forms > ePlan User Access Form for LEAs. Users do not need to log in to ePlan to access TDOE Resources in ePlan. Follow the instructions on the User Access Form, then email the completed form to ePlan.Help@tn.gov to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Below are the roles and the order of the status levels specific to the TN ALL Corps application process.
### ePlan Role

<table>
<thead>
<tr>
<th>LEA TN ALL Corps Director</th>
<th>LEA Fiscal Representative (CFO or treasurer)</th>
</tr>
</thead>
</table>
| LEA Authorized Representative | Click **Draft Started** *(or Revision Started for revisions)*
| Respond to application questions, enter budgets |
| LEA TN ALL Corps 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 TN ALL Corps application is approved* |
| TDOE TN ALL Corps Director (FPO & OCFO project directors) | Click **TDOE TN ALL Corps Director Approved** *(or TDOE TN ALL Corps Director Returned Not Approved)* |
| LEA Authorized Representative (Director of Schools) | Click **LEA Authorized Representative Approved** *(or LEA Authorized Representative 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 TN ALL Corps Director** clicks **Draft Completed**, ePlan automatically sends an email to all users in the LEA who have the role of **LEA Fiscal Representative**. Once the LEA receives the notification email that the TN ALL Corps application has been **FPO Leadership Approved**, LEAs must complete the last step, **LEA Authorized Representative Approved**, for allocations to become available for reimbursement. Each LEA must have a department-approved budget in ePlan before submitting reimbursement requests. Please see the ePlan Reimbursement Request One-Pager (tn.gov) for more information about submitting reimbursement requests through ePlan.

### Application Sections

Participating LEAs must complete the following sections of the application: **Cover Page**, **Budget**, **Program Details**, and **Assurance**. To begin completing the application sections, click on **Cover Page**.
Enter the LEA ID Number, LEA Name, LEA Official Address, and name and email and phone contact information for the Director of Schools and TN ALL Corps Point of Contact. Once all fields are complete, hover over the **Save And Go To** button and click on **Next Page** to proceed to the Budget page.

**Budget**

The TN ALL Corps application allows budgeting of the following Account Numbers:
### Account Number

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>71100</td>
<td>Regular Instruction Program</td>
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<tr>
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<tr>
<td>72120</td>
<td>Health Services</td>
</tr>
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<tr>
<td>73300</td>
<td>Community Services</td>
</tr>
</tbody>
</table>

- For each budget line that the LEA 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**.

---

![Create Budget Detail](image-url)
• For each Budget Detail:
  o The Account Number auto-populates for the account that is being modified.
  o Select the appropriate line-item number from the dropdown menu. A complete list of available account numbers is included in Appendix A: Available Account Numbers.
  For a complete list of recommended account numbers and line items for the TN ALL Corps Tutoring grant program, please reference the TN ALL Corps Recommended Account Numbers and Line Items document.
  o Add Focus Area budget tags to the budget item by identifying the appropriate focus area. Available budget tags are:
    ▪ Tutor Stipends/Salaries
    ▪ Instructional Materials and Supplies
    ▪ Transportation
    ▪ Technology/Software
    ▪ Professional Development
    ▪ Third-Party Services
    ▪ Other Supports
• If your district has charter schools participating in TN ALL Corps, please utilize the School Type Budget Tags to denote which expenses are for charter schools:
  o Charter School
  o Traditional Public School
• If desired, enter the Optional Program Codes.
• Add a narrative description for each entry.
• ePlan auto-populates the Location Code field with the LEA's name and identification number. If the budget item is specific to a single school, select the school name from the drop-down options.
• 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. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
• Once complete, confirm that the amount in the Remaining area at the bottom of the Budget page is $0.00.

Program Details
The Program Details page includes the following items:
a) Projected content area and number of students to be served: Please indicate the content area of support for each grade level. The projected number of students to be served section of this table is pre-populated with the data submitted through the intent to apply prior to the application opening. If changes or revisions are necessary to the previously provided numbers, contact Tess.Yates@tn.gov.

b) Optional: Projected content area and number of students to be served grades 6-8: Please indicate the content area of support for each grade level. The projected number of students to be served section of this table is also pre-populated with the data submitted through the intent to apply prior to the application opening. If changes or revisions are necessary to the previously provided numbers, contact Tess.Yates@tn.gov.

c) Select the schools that will participate in TN ALL Corps (including charter schools, if applicable).

d) Please select the tutoring model(s) the district plans to implement (multiple select):
   • RTI² tutoring push-in model
   • Before/after school
   • Extended day master schedule
   • Undecided
   • Other

e) Please select the staffing model(s) the district plans to use (multiple select):
   • Existing teachers/educational assistants
   • Hiring additional teachers
   • Hiring a combination of teachers/educational assistants
   • Undecided
   • Other

f) Does the district intend to partner with a community organization/vendor for the TN ALL Corps program, or administer the program itself? (Choose from drop-down.)
   • We plan to contract with an outside provider/community partner for TN ALL Corps.
   • Our district will administer TN ALL Corps with our own staff.

g) FY 23 Projected start date (month) for TN ALL Corps.

o Matching Funds: Enter the total local match amount for all three years of TN ALL Corps and the source of funds. Ensure that the local match budget is saved to the 2023 LEA Document Library before marking the checkbox to confirm that the local match budget is uploaded to the 2023 LEA Document Library. If the district’s three-year projected local match budget has not significantly changed from 2022, districts may upload their 2022 local match budget spreadsheet into the 2023 LEA Document library.
Project Narrative

1) Structures and Staffing Models
   a) Describe how your tutoring structures will ensure all students receive tutoring at least 2-3 times per week, in 30-45-minute sessions, in ratios of no more than 1:3 in grades 1-5, and no more than 1:4 if electing to serve students in grades 6-8.
   b) Describe how your staffing models will ensure all students receive tutoring at least 2-3 times per week, in 30-45-minute sessions, in ratios of no more than 1:3 in grades 1-5, and no more than 1:4 if electing to serve students in grades 6-8.

2) Student Selection Protocol and Family Engagement
   a) How will your district use multiple sources of data when selecting students for participation in the program? Describe your student selection protocol.
   b) How will your district engage students and their families with monthly progress reports and activities to support the learning acceleration at home?

3) Describe your plans for monitoring student progress with tutoring and how you will adapt tutoring services to ensure all students meet their academic outcomes.

4) Describe how you will provide support and training opportunities for your unlicensed tutors.

5) How will your district provide time for collaboration between tutors and classroom teachers, encouraging weekly communication to coordinate content-specific strategies, share student progress, and share student engagement strategies across instructional times?

6) Program Design including HQIM (Select all that apply.)
   a) ELA HQIM: What HQIM are you using to support your literacy tutoring program?
      i) District Adopted HQIM
      ii) Intervention-Specific Curriculum Materials
      iii) TDOE’s Foundational Literacy Skills Curriculum
      iv) District-Created Materials
   b) Math HQIM: What HQIM are you using to support your math tutoring program?
      i) District Adopted HQIM
      ii) Intervention-Specific Curriculum Materials
      iii) Zearn Math’s Teacher/Tutor-Led Lessons
      iv) District-Created Materials

7) Zearn Math: How are you using Zearn to support your math tutoring program? (Select only one option)
   a) Progress Monitoring Only: Use of Zearn for progress monitoring only. Use of district adopted curriculum for content.
b) **Combination**: Use of Zearn for progress monitoring. Use of Zearn and district adopted curriculum for content.

c) **Zearn Only**: Use of Zearn for progress monitoring and for all tutoring content.

**TN ALL Corps Assurances**

LEAs must review all program assurances thoroughly. All items specified are requirements of the TN ALL Corps program, legislation, or regulation. By checking the statement at the top of the page, the user affirms that they have read and understand all requirements and that the LEA assures the state education agency that the LEA meets each of the conditions in the assurances document.

Scroll to the bottom of the page to **check** the second box affirming that Attachment A has been emailed to [CPO.AuditNotice@tn.gov](mailto:CPO.AuditNotice@tn.gov). Hover over the **Save And Go To** button and click on **Sections**.

If all Sections are complete, the application will be ready for completion of the approval process. Refer to the **ePlan User Access** section of this guide for the approval workflow.
Reimbursement Requests

- Reimbursement Requests can only be submitted one at a time by a user with the Fiscal Update Role.
- Reimbursement Requests cannot be submitted until the application is approved by the department.
  - Only budget items that have been approved can be requested for reimbursement.
  - Items and amounts budgeted must be allowable, reasonable, and necessary for the implementation of grant activities.
  - Please see the ePlan Reimbursement Request One-Pager (tn.gov) for more information about submitting reimbursement requests through ePlan.
# Appendix A: Available Account Numbers

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For more detailed information regarding eligible account numbers and line items for the TN ALL Corps Tutoring grant program, please reference the [TN ALL Corps Recommended Account Numbers and Line Items](#) document.