



Department of
Education

Technical Application Guide:

Epidemiology and Laboratory Capacity (ELC) Grant

Tennessee Department of Education | April 2021



Contents

- Introduction..... 3**
- ePlan User Access..... 3**
- ELC Application Access..... 4**
- General ePlan Functionality in the ELC Application 5**
 - Sections Page.....5
 - Printing in ePlan5
 - History Log6
 - Cover Page6
 - Related Documents6
 - ELC Checklist.....6
 - Revisions7
- Budgeting in ePlan 8**
 - Adding Budget Details on the Budget Page8
 - Budget Filtering8
 - Budget Expectations.....8
 - Major Function Codes8
 - Object Codes.....9
 - Budget Tags9
 - Transfers Out and Indirect Cost.....9
- Program Details..... 10**
 - Description Requirements 10
 - Intended Use of Funds 10
- Assurances 11**
 - Assurances..... 11
 - Additional Assurances 11

Introduction

The ELC application can be accessed through the department's online grants management system, ePlan (<https://eplan.tn.gov>). LEAs (and non-public schools when applicable) use ePlan to access state Basic Education Program (BEP) and federal funds (formula and competitive), develop required LEA and school plans, upload compliance documents, and submit funding reimbursement requests.

This guide provides ePlan users with instructions and best practices for the accurate completion of the ELC application to ensure the availability of funds by July 2021.

ePlan User Access

All users must have the correct ePlan user access role to access and complete the ELC application. Users with existing ePlan access can check their current user access roles. To view existing access, visit [ePlan.tn.gov](https://eplan.tn.gov) navigate to the *Address Book* and *Role Contacts*, and view who is listed with the ***Epidemiology and Laboratory Capacity (ELC) Director*** role.

New ePlan users and existing ePlan users who need the new ***ELC Director*** User Access role must request the additional role using the [ePlan User Access Form for LEAs](#) or [ePlan User Access Form for Non-Public Schools](#). Access the form by navigating to eplan.tn.gov > [TDOE Resources](#) > User Access Forms. 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 ELC application process.

ePlan Role	ePlan Function
<i>ELC Director, Fiscal Representative, Authorized Representative</i>	Click <i>Draft Started</i> (or <i>Revision Started</i> for revisions) Respond to application questions, enter budgets
<i>ELC Director</i>	Click <i>Draft Completed</i> (or <i>Revision Completed</i> for revisions)
<i>Fiscal Representative</i> (CFO or Treasurer)	Click <i>Fiscal Representative Approved</i> (or <i>Fiscal Representative Not Approved</i>) (may also request funds after ELC application is approved)
<i>TDOE ELC Application Coordinator</i> (Student & Family Supports Project Coordinators)	Click <i>TDOE ELC Application Coordinator Reviewed</i> (or <i>TDOE ELC Application Coordinator Not Approved</i>)
<i>TDOE ELC Application Director</i> (Student & Family Supports Project Directors)	Click <i>TDOE ELC Application Director Approved</i> (or <i>TDOE ELC Application Director Not Approved</i>)
<i>Authorized Representative</i> (Director of Schools or Headmaster)	Click <i>Authorized Representative Approved</i> (or <i>Authorized Representative Not Approved</i>)

After each status change, ePlan sends a notification email to users who have the ePlan role of the next step in the process. For example, after the *ELC Director* clicks *Draft Completed*, ePlan sends an email to users who have the role of *Fiscal Representative*. Once the LEA or non-public school receives the notification that the ELC application has been *TDOE ELC Application Director Approved*, LEAs or non-public schools must complete the last step, *Authorized Representative Approved*, for allocations to become available for reimbursement.

ELC Application Access

The ELC application is not visible to LEAs or non-public schools until the department loads funding allocations in ePlan.

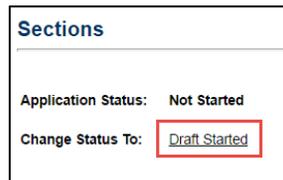
Once it is available, navigate to the ELC application from the ePlan homepage by hovering your mouse over the **Funding** tab on the left menu bar, then selecting **Funding Applications**.



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

Click **Epidemiology and Laboratory Capacity (ELC) application** to access the application.

Once the department starts the draft, users with the following access may edit the application: (1) *ELC Director*, (2) *Fiscal Representative*, and (3) *Authorized Representative*.



General ePlan Functionality in the ELC Application

Sections Page

Access each section of the ELC application from the [Sections page](#). For easy navigation, users may return to the [Sections](#) page by going to the **Funding** tab on the ePlan blue menu bar and selecting **Sections**.

To submit the ELC application when complete, click the **Messages** link on the [Sections](#) page in the column labeled *Validation*. This link provides an overview of the validations running behind the scenes.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
[-] Cover Page		Print
Cover Page		Print

Items marked *Warning* are validations that users are not required to address prior to submitting the ELC application. Examples of warnings are not uploading an optional related document or not budgeting the entire allocation.

Items marked *Error* are incorrect, and users **must** address each one before submitting the ELC application.

- Click on the link to the left of the word *Error* to go to the identified page to make corrections. If the LEA or non-public school does not address all *Error* validations, ePlan will not allow a user to submit the application.

Examples of errors are budgeting for more than the allocation or not responding to a required question.

- Once the user clears all errors, the user with *ELC Director* access must click **Draft Completed** at the top of the [Sections](#) page.
- This generates an email to the *Fiscal Representative* who must review the draft and click **Fiscal Representative Approved** (or **Not Approved**) at the top of the [Sections](#) page.

When an application is submitted in the status of **Fiscal Representative Approved**, an email notification is sent to the appropriate contact at the department to notify them that a review is needed.

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.
- 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. In the example below, the user is printing the entire **Program Details** section of the ELC application.
- 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.
- Select the checkboxes and click **Print** at the top of the column.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	<input checked="" type="checkbox"/> Select Items
[-] Cover Page		<input type="checkbox"/>
Cover Page		<input type="checkbox"/>
[-] History Log		<input type="checkbox"/>
History Log		<input type="checkbox"/>

- 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**.
- A PDF generates and 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

History Log

The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed an application or the date when it was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application's permanent record and are viewable by the public on approved applications.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click **Save and Go To > Current Page** at the top of the screen to save.

Cover Page

An LEA or non-public school user must enter the following information:

- The LEA or non-public school ID number and LEA or non-public school name
- The LEA or non-public school address, phone number, and LEA or non-public school website
- Contact information for the director of schools/headmaster and ELC application Point of Contact

If any information on this page changes within the school year, an LEA or non-public school user must update this page.

Related Documents

The ELC application includes a page that provides links to upload external related documents, called *Related Documents*. Headers indicate if the document is required or optional. If a document is required, ePlan prevents submission of the application without an upload.

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 type a name for the document.
- Click **Create** to upload the document.

For the ELC application, upload the following document:

- **K-12 Screening Testing Implementation Plan**

ELC Checklist

LEAs and non-public school must review the ELC Application Checklist for general checklist comments from each application reviewer, if applicable, and for the program section.

- After the LEA or non-public school submits the application, the department reviews the application and marks each section as **OK**, **Not Applicable**, or **Attention Needed**. If the application contains no items that are marked as *Attention Needed*, the application is approvable.
- If the application contains items that are marked as **Attention Needed**, the application will be returned to the LEA or non-public school with a status of not approved. The LEA or non-public school reviews the checklist for items that are 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** also has a place where the department may provide notes to explain items needing attention. The LEA or non-public school should check for notes and additional comments.
- Once the LEA or non-public school has made the necessary adjustments, the LEA or non-public school resubmits the application for approval. If the department determines that the area is correct, **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 to the LEA or non-public school with a status of **Not Approved**.

- Applications that contain no items that are marked **Attention Needed** will be approved.

Each section will be 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.

Revisions

After approval of the ELC application, the LEA or non-public school may revise the application to amend one or more budget or program items.

- To begin a revision, users with the role of *Epidemiology and Laboratory Capacity Director, Fiscal Representative*, or *Authorized Representative* may click **Revision Started** at the top of the Sections page.

When the ELC application is in **Revision Started** status, users may make edits to all programs in the application as needed.

The application process flows in the same manner as the original submission. Until full approval, budget changes do not move into the reimbursement screens.

- Access changes made to an approved application are from the Sections page.
- Users may view any changes made to the application as part of a revision on the generated **Details** link in the **Revision** column on the Sections page.

To view the original application or a prior revision, from the dropdown menu on the Funding Application screen, choose the menu item for *All Approved Applications*.

The page displays all former revisions (approved only).

NOTE: If there is a current application in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to **All Active Applications**.

Application Status: LEA Authorized Representative Approved

Change Status To: Revision Started
 OR
 FER Draft Started

Description (View Sections Only View All Pages)	Revision	Validation	Print
All	Details	Messages	Print
[-] Cover Page			Print
Cover Page			Print
[-] History Log			Print
History Log			Print
Create Comment			
[-] Allocations	Details		Print
Allocations	Details		Print
Remaining \$827,000.00			

Funding Applications	
Alamo (171) Public District - FY 2017	
2017 ▾	All Approved Applications ▾
	All Active Applications
Entitlement	All Approved Applications
	Last Approved Applications
Consolidated	4
Consolidated	3
Consolidated	2
Consolidated	1
Consolidated	0

Budgeting in ePlan

The ePlan process for entering the ELC application budget is consistent with all other grants in ePlan. Each LEA or non-public school must have a department-approved budget in ePlan before requesting reimbursement.

Adding Budget Details on the Budget Page

- To access a budget, click the **Budget** link from the *Sections page*.
- For each budget line that the LEA or non-public school 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 a Budget Detail.
- For each *Budget Detail*,
 - The Account Number auto-populates for the line item that is being modified.
 - Select the appropriate line item number from the dropdown menu.
 - Identify the appropriate focus area and most appropriate school type.
 - If desired, enter the Optional Program Codes.
 - Add a narrative description for each entry.
- ePlan auto-populates the Location Code field with the LEA or non-public school name and identification number.
- 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.
- 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.

Budget Filtering

- Users can filter Budget Details by Account Number, Line Item Number, Location Code, Tags, or Narrative status by using the filtering tool.
- The most useful way to use this tool is by selecting all “Account numbers” and then filtering Budget Details by Tags.
- To use the Tags filter, users must select at least one “School Type” from the bottom of the filter list, and then at least one Focus Type tag.

Budget Expectations

Indicate full-time equivalents (FTEs) for all staff paid with grant funds within the budget narratives and match the FTEs within all other areas of the grant application. Items and amounts budgeted must be reasonable and necessary for the implementation of grant activities.

Major Function Codes

When placing expenditures within the budgets for all grants, use the following guidelines:

- **72120—Health Services:** Expenditures to provide physical and mental health services that are not direct instruction, including medical and nursing services (i.e., salaries and benefits for providing support for instructional programs in health matters; contracted services for health services for students; supplies, materials, equipment to support health educators; and professional development [PD] costs)

- **72130**—*Other Student Support*: Expenditures for services to students such as attendance, health services, guidance, evaluation, and testing services for general education students, special education students, and vocational education students.
- **72610**—*Operation of Plant*: Expenditures include activities concerned with keeping the physical plant clean and ready for daily use. These activities include operating the heating, lighting, and ventilating systems, and repairing and replacing equipment (e.g., vacuum cleaners, buffers, etc.).
- **72710**—*Transportation*: Expenditures include activities concerned with conveying students for regular, vocational, and special educational instruction, as provided by state and federal law. This includes trips between home and school and trips to school activities. Transportation includes operating expenses for system-owned vehicles involved in the transportation function. Vehicle servicing, maintenance, and contracts for transporting services should also be recorded in this category.
- **76100**—*Capital Outlay*: Expenditures include school facility repairs and improvements to enable schools' operation to reduce the risk of virus transmission, exposure to environmental health hazards, and support student health needs. These expenditures may include construction services and building improvement services.

Object Codes

- **100**—*Personnel Services*: Amounts paid to employees of the LEA or non-public school
- **200**—*Employee Benefits*: Amounts paid on behalf of employees for benefits; LEAs or non-public schools must budget benefits within the function in which the corresponding salary is recorded
- **300**—*Contracted Services*: Amounts paid for services rendered by individuals and/or companies who are not employed by the LEA or non-public school
- **400**—*Supplies & Materials*: Amounts paid for items that are consumed, worn out, or deteriorated through use (consumables) such as classroom teaching supplies, office supplies, etc.
- **700**—*Capital Outlay*: Amounts for equipment items having a useful life of more than one year and a unit cost of \$5,000 or more; these items required prior department approval

Budget Tags

Budget tags are a required step in the FY22 ELC application to allow reviewers to cross-reference the amount in the budget for each focus area on the [Program Details](#) page and the [Budget](#) page. Additionally, the budget narrative will directly be to the right of the line items instead of below the line items. Tags identify the focus area of a budget item without overly relying on budget narratives to indicate how the money addresses a specific strategy or initiative.

The FY22 ELC application [Budget](#) page will have tags available for the focus areas as outlined in the department's ELC workplan. The **Focus Area** budget tags are shown in the table below.

Focus Areas
1. Nurses: salary, benefits, and supplies for nurses to administer testing and administer school health protocols related to COVID-19
2. Updates or modifications to testing centers
3. Updates to mass testing programs or strategies

LEAs or non-public schools must assign **one budget tag** to a budget line item. To use a **budget tag**:

- **Add** the new line item,
- **Select** the appropriate **focus area**, and
- **Click update** or **create** and move to the next **budget item**.

Transfers Out and Indirect Cost

- Transfers Out and Indirect Cost is not allowable in the FY22 ELC grant.

Program Details

The ELC application has an associated [Program Details](#) page. This page requires information regarding the program(s) implemented with grant funds. ePlan applications provide a variety of text entry 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 meant for a more concise response and do not allow as much formatting flexibility. It is possible to paste text into a text box; however, the text may not hold its original formatting. Note that some text boxes have character limits.

Description Requirements

LEAs or non-public schools may budget reasonable and necessary costs to manage the grant in a compliant and effective manner. LEAs or non-public schools must provide a description of the reasonable and necessary administrative activities and personnel (supplies and equipment used to administer the grant program included). This includes full-time equivalents (FTE) and the amount deducted from the grant.

LEAs or non-public schools must include FTEs in budget narratives and must match the FTEs entered into the ELC Administration Program Details chart on the [Program Details](#) page. LEAs or non-public schools must base FTEs on the percentage of time spent on the cost objective. All expenditures related to the administration of public and non-public programs included must be budgeted.

Intended Use of Funds

The ELC COVID Testing Grant is intended to support the reopening and in-person instruction of K-12 schools through supporting comprehensive screening testing for K-12 schools (public, including charter schools, and non-public). Initial testing could begin by late spring 2021 and extend through summer programming in 2022, as funds allow. ELC grant funds will expire **July 31, 2022**.

LEAs and non-public schools must answer all of the following questions on this page:

- Identify methods, frequency, and any procurement to provide support to schools.
- What is the planned launch date of implementation?
- What is the primary intended method of procurement?
 - Statewide Procurement (existing contracts from which localities have the opportunity to purchase, offering a quick implementation if leveraged)
 - Local Procurement (provides subgrantees with a broader set of options and agreements to tailor to individual testing strategies and services from laboratory vendors)
- The LEA/Non-Public School plans to use this grant for one or more of the following uses:
 - Nurses (salary, benefits, and supplies for nurses to administer on-demand testing)
 - Updates or Modifications to Testing Centers
 - Updates to Mass Testing Programs or Strategies
- * Please describe the planned testing strategy for COVID-19 testing.

Assurances

Assurances

The Local Educational Agency (LEA) or Non-Public School hereby assures the State Educational Agency (SEA) that it follows all regulations from the applicable awarding agency (Health and Human Services) for the ELC COVID Testing Grant, including those outlined below.

1. Recognize that state approval of an application does not relieve the LEA or non-public school of its responsibility to comply with all applicable program and fiscal requirements.
2. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, as well as approved policies and rules as established by the Tennessee State Board of Education, and the Tennessee Department of Education. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are available here.
3. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the Tennessee Department of Education, federal legislation, and F&A Accounts Policy 03.
4. Grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application will only be made for allowable costs. Any changes to the original budget must be pre-approved by the State before line items are modified. The LEA or non-public school acknowledges that this program is subject to funds availability and that the State reserves the right to terminate program activities and expenditures for convenience at any time.
5. Use fiscal control and fund accounting procedures that ensure proper disbursement of and accounting for federal funds paid to that agency under each program as noted in CMIA 7211R rule.
6. Keep such records, and provide such information to the State, as may be reasonably required for fiscal audit, data reporting, and program evaluation.
7. Submit accurate, timely data as required by the grant and prescribed by the Tennessee Department of Education.
8. Program activities, expenditures, and records shall be subject to monitoring by the State. LEAs and non-public schools must maintain documentation of all expenditures and should submit this documentation with the final report.
9. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance;
10. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; and
11. All regulations, guidelines, and standards issued by the Tennessee Department of Education and U.S. Department of Education under any of these statutes.

Additional Assurances

Further, the LEA or non-public school understands and agrees that the ELC grant requires:

1. Rapid deployment of screening testing resources for the subsequent school year.
2. Weekly data reporting (number of tests, test type, cases identified).
3. Development of K-12 screening testing implementation plan.
4. Implementation of screening testing action plan for the following school year.