Believes

eGMS: Start to Finish

Agenda

Believes

Security Setup

Security Setup

- To set up your security account/change your level of security access, reach out to your school systems security coordinator
  a. Traditional districts/charter schools - you have your own security coordinator within your school system
  b. Nonpublic schools/universities/non-profits - reach out to julia.desimone@la.gov

Security Setup

- When reaching out to your security coordinator, request a level of access appropriate to the work you will be doing in eGMS.
- The levels of access (from lowest to highest) are:
  - LEA View Only (lowest)
  - LEA Financial Data Entry
  - LEA Data Entry
  - LEA Business Manager
  - LEA Authorized Rep (highest)

eGMS Access Rights

Business Role		Application System / Group
☐ LEA Authorized Rep		☐ 21st CCLC: LEA Authorized Rep
☐ LEA Business Manager		☐ 21st CCLC: LEA Business Mgr
☐ LEA Data Entry		☐ 21st CCLC: LEA Data Entry
☐ LEA Finan Data Entry		☐ 21st CCLC: LEA Finan Data Entry
☐ LEA View Only		☐ 21st CCLC: LEA View Only
		☐ Achieve!: LEA Authorized Rep
		☐ Achieve!: LEA Business Mgr
		☐ Achieve!: LEA Data Entry
		☐ Achieve!: LEA Finan Data Entry
		☐ Achieve!: LEA View Only
		☐ ARRA - Education Jobs Fund: LEA Authorized Rep
		☐ ARRA - Education Jobs Fund: LEA Business Mgr
		☐ ARRA - Education Jobs Fund: LEA Finan Data Entry
		☐ ARRA - Education Jobs Fund: LEA View Only
		☐ ARRA – Nutrition Assistance: SEA LEA AuthRep

Groups associated with this user:

- If after completing LEA Central Data, the application is not visible to create:
  - Reach out to your local eGMS Security Coordinator
  - Ask that access rights be assigned to your account for the needed application

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eGMS Overview

eGMS Menu List

You have been granted access to the forms below by your Security Administrator

→ **LEA Reports**
    Achieve Budget by Program
    Super App Budget by Program

→ **Monitoring**
    Fiscal Monitoring
    Program Monitoring

→ **GMS Access / Select**
    LEA Central Data
    Funded Applications
    Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :

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GMS Access Select

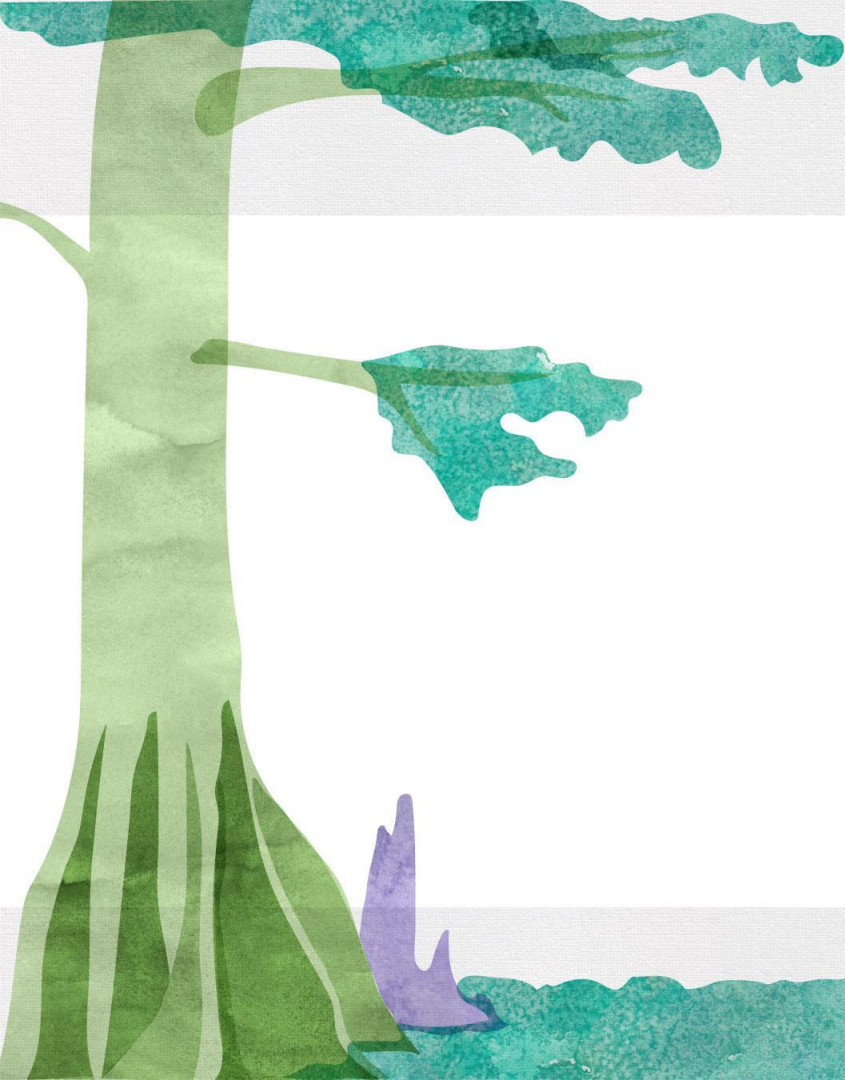| Created					
Central Data NOTE: Before a new year application will be available, you MUST complete the contact information (LEA Central and related program), and agree to assurances (Common and related program).					
Application Name	**Revision**	**Status**	**Date**		**Actions**
LEA Central Data	Original Application	Created			Open
Formula Grant					
Application Name	**Revision**	**Status**	**Date**		**Actions**
Carl Perkins Secondary Grant Application	Original Application	Final Approved	6/26/2021		Payments
IDEA Consolidated Application	Original Application	Final Approved	6/26/2021		Payments
Education Excellence Fund	Original Application	Final Approved	10/27/2021	Open / Amend / Payments	Review Summary / Delete Application
ESSA Consolidated Application	Original Application	Final Approved	6/26/2021		Payments
Super App	Amendment 3	Not Submitted		Open / Amend	Review Summary / Delete Application
Discretionary Grant					
Application Name	**Revision**	**Status**	**Date**		**Actions**
Redesign 1003a	Original Application	Final Approved	6/26/2021		Payments
IDEA 611 Set Aside	Original Application	Final Approved	6/26/2021		Payments
IDEA 619 Set Aside	Original Application	Final Approved	6/26/2021		Payments
Comprehensive Literacy State Development (CLSD) CIR/UIR	Original Application	Final Approved	6/26/2021		Payments
Competitive Grant					
Application Name	**Revision**	**Status**	**Date**		**Actions**
EC Network Lead Agency Consolidated	Original Application	Final Approved	11/19/2021	Open / Amend / Payments	Review Summary / Delete Application
COVID19 Community Childcare Recovery	Original Application	Final Approved	11/1/2021	Open / Amend / Payments	Review Summary / Delete Application
Payments Only					
There currently aren't any Payments Only applications created.					
Maintenance of Effort					
Application Name	**Revision**	**Status**	**Date**		**Actions**
IDEA MOE Verification	Original Application	Final	7/27/2021	Open	Review Summary / Delete Application
ESSA Maintenance of Effort	Original Application	Final	6/15/2021	Open	Review Summary / Delete Application
American Rescue Plan Maintenance of Equity	Original Application	Final Approved	2/24/2022	Open / Amend	Review Summary / Delete Application
Non Funded					
Application Name	**Revision**	**Status**	**Date**		**Actions**
TIA Waiver Requests	Original Application	Final Approved	1/13/2022	Open / Amend	Review Summary / Delete Application
Title I Comparability	Original Application	Final Approved	10/7/2021	Open / Amend	Review Summary / Delete Application
Available					
Central Data					
There currently aren't any Central Data applications available.					
Formula Grant					
REAL Consolidated		Submissions due by 10/17/2021			Create
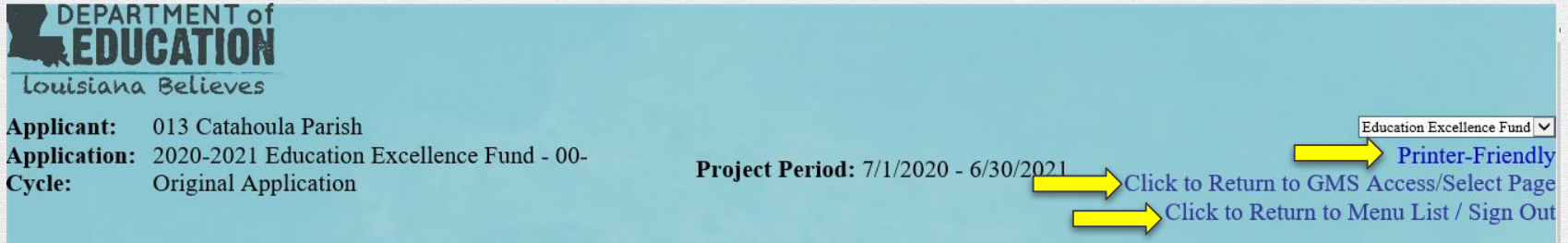
Navigation Controls

Navigation

- Navigation controls must be used to navigate eGMS.

- Use of the back button will cause system errors.

Printer Friendly

Education Excellence Fund (EEF) Overview

Program: Education Excellence Fund (EEF)

Introduction and Background:

Introduction

The Louisiana Department of Education is accepting applications for the Education Excellence Fund to support education opportunities for at-risk students, as authorized by the Louisiana Legislature Millennium Trust of 1999.

Background

In 1999, the Louisiana State Legislature created the Millennium Trust to provide for the disposition of proceeds from the tobacco settlement. The same legislation that created the Millennium Trust, Louisiana Revised Statute (LRS) 39:98.1 - 39:98.5, also established the Education Excellence Fund (EEF) as a component of the Millennium Trust. The Louisiana Department of Education (LDOE) is responsible for

Click to Return to GMS Access/Select Page

GMS Access Select

013 Catahoula Parish

Click for Instructions

Click to Return Menu List/Sign out

LEA Reports

Super App Budget by Program

Monitoring

Fiscal Monitoring

Program Monitoring

GMS Access / Select

LEA Central Data

LEA Central Data

- Select the appropriate Fiscal Year

- Select "Open" to access the Contact and Assurance information for all grant applications

- Completion of the Contact Information and Assurances for a grant application is required to create the application

Central Contact Information

- Prior year information is carried forward
- Review all information prior to saving

- DUNs and Zip+4 information must match information on sam.gov for FFATA reporting
- Will be transitioning to UEI

Application Specific Contact Information

Contact Information

Application Approval / Disapproval Copy Email Addresses

☑ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list. The ESSA and associated program contacts above do not need to be in this list either.

Add Additional Email Address

- Prior year Contact Information is carried forward

- Review all information prior to saving

- Saved information is written to a table in the system and will send notifications to the staff identified.

- Contact information table is static for 1 year

- Contact information can be updated throughout the year

Believes

Assurances

Contact Information		Assurances		
Common Assurances	Super App Assurances	Formula Program Assurances	Discretionary Assurances	Competitive Program Assurances	MOE Assurances

Super App Formula Program Assurances		Super App Competitive Assurances	
IDEA Assurances	ESSA Assurances	Migrant Education Assurances	Carl Perkins Assurances
Title-I Assurances	Title-I Neglected_or_Delinquent Assurances	Title-IIA Assurances	Title-III Assurances	Title-IVA Assurances	Title-VB Assurances	DSS Assurances	ESSA Assurance Agreement

Assurances – Title I   **Click for Instructions**

☑ By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below; as applicable to the program(s) for which funding is requested.

Each local educational agency plan shall provide assurances that the local educational agency will:

1. Ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part;
2. Provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services;
3. Participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3));
4. Coordinate and integrate services provided under this part with other educational services at the local educational agency or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
5. Collaborate with the State or local child welfare agency to— "(A) designate a point of contact if the corresponding child welfare agency notifies the local educational agency, in writing, that the agency has designated an employee to serve as a point of contact for the local educational agency; and (B) by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall— "(i) ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and "(ii) ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if— "(I) the local child welfare agency

11. The recipient assures that if a dispute arises over school selection or enrollment in a school - the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute; the parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision; the child, youth, parent, or guardian shall be referred to the local educational agency liaison designated under paragraph (1)(J)(ii), who shall carry out the dispute resolution process as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute. [722 (3)(E)]
12. The recipient assures that the choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere. [722 (3)(F)]
13. The recipient assures that the local educational agency will collect and promptly provide data requested by the State Coordinator pursuant to paragraphs (1) and (3). [722(f)]
14. The recipient assures that the local educational agency will be sure that all unaccompanied youths are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths; are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv); and their right to receive verification of this status from the local liaison.
15. The recipient assures that the local educational agency will work with local preschool staff during preschool enrollment periods to make sure homeless children are enrolled. Homeless children are also automatically eligible to attend preschool programs funded under Title I. [ESEA section 1115(c)(2)(E)]

These assurances have been agreed to by: Christi Lofton   1/26/2021

- Once saved, Assurances become a static page

Creating an Application

Create a New Application

Available		
Central Data		
There currently aren't any Central Data applications available.		
Formula Grant		
REAL Consolidated	Submissions due by 10/17/2021	Create
Discretionary Grant		
State Level Funding	Submissions due by 4/29/2022	Create
Competitive Grant		
Early Childhood Education Fund	Submissions due by 9/17/2021	Create
Maintenance of Effort		
There currently aren't any Maintenance of Effort applications available.		
Non Funded		
There currently aren't any Non Funded applications available.		

- Complete the Contact and Assurance information in LEA Central Data

- Navigate back to the eGMS Access/Select page

- Scroll down to the "Available" ribbon

- Select "Create" to the right of the desired application

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Created Application

- Once the application is created, it will then appear under the Created Tab.
- Open: Allow you to navigate through the application
- Amend: Allow creation of Amendments during the life of the application

- Payment: allows for submission of reimbursement request and Periodic Expenditure Reports
- Delete Application: allow user to delete the application displayed in the Revision dropdown.

Created Application

Overview	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	Amendment Description	Application Functions

School System Planning Overview

- Each application has a tab strip
- Each tab will contain additional information related to the application
- Standard tabs in each application:
  - Overview
  - Allocations
  - Budget
  - Submit
  - Amendment Description
  - Application Functions

Created Application

- To edit an application, the pages must first be unlocked

- Allows users to unlock on the pages that will need edits

- To unlock, place checkmark in the "Open Page for Editing" box and save page

Allocations Tab
Super App

	Allocation	Adjustments	Multi-District	Transfers	Total Current Year	Prior Year	Non Public	(=) Total Funds Available	P1 Career Coll Srvc Readiness	P2 Equitable Inclsv Learning	P3 Quality Teach and Learn	P4 Effctv Educator Wrkfrce	P5 System Structure Prtnrship	Total Invested
Title I	$644,700	$0	$0	$0	$644,700	$0	$47,837	$596,863	$200,000	$100,000	$100,000	$100,000	$96,863	$596,863
Direct Student Services	$21,476	$0	$0	$0	$21,476	$0		$21,476	$11,476		$10,000			$21,476
Title I Neglected or Delinquent	$62,700	$0	$0	$0	$62,700	$0		$62,700	$22,700	$20,000	$20,000			$62,700
Title IIA	$73,693	$0	$0	$0	$73,693	$0	$3,897	$61,796	$21,796	$20,000	$10,000	$10,000		$61,796
Title III	$0	$0	$0	$0	$0	$0	$0	$0		$0				$0
Title III - Immigrant	$0	$0	$0	$0	$0	$0	$0	$0		$0				$0
Title IVA SSAE	$49,577	$0	$0	$0	$49,577	$0	$2,644	$41,933	$11,933	$10,000	$10,000	$10,000		$41,933
Title V-B RLIS	$19,995	$0	$0	$0	$19,995	$0		$19,995	$5,000	$5,000	$5,000	$3,000	$1,995	$19,995
IDEA Part B 611	$249,480	$0	$0	$0	$249,480	$0	$4,455	$245,025	$245,025					$245,025

- Allocations tab will update to reflect the most recent amount of awarded funds for a fund source.
- For Super App, available funding must be invested in the appropriate domain.

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Allocations - Other Applications

	GEERF	ESSERF_Formula	ESSERF_Incentive
Current Year Funds			
Allocation	$141,921	$137	$102,07
ReAllocated (+)	$0	$0	$0
Released (-)	$0	$0	$0
Total Current Year Funds	$141,921	$137	$102,07
Prior Year(s) Funds			
Rollover (+)	$0	$515,757	$0
ReAllocated (+)	$0	$0	$0
Total Prior Year(s) Funds	$0	$515,757	$0
Sub Total	$141,921	$515,894	$102,07
Multi-District			
Transfer In (+)	$0	$0	$0
Transfer Out (-)	$0	$0	$0
Administrative Agent			
Adjusted Sub Total	$141,921	$515,894	$102,07
Total Available for Budgeting	$141,921	$515,894	$102,07
	GEERF	ESSERF_Formula	ESSERF_Incentive

- Allocation tab will reflect the most recent award amount.
- Unlike Super App, allocations are automatically displayed on the Budget Detail page and do not have to be invested.

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Budgets

Budget Detail

	TitleI	TitleIIa	TitleV_B	DSS	PerkinsSec	SRCL2_GradesK-2	SRCL2_Grades3-5	SRCL2_Grades6-8	SRCL2_Grades9-12	Redesign1003a	Total
Investment	$1,083,038	$115,173	$50,528	$64,945	$4,500	$10,453	$10,038	$681	$20,795	$151,996	$1,512,147
Unbudgeted	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Description of Educational Improvement Categories (EIC) and Object Codes

- Allocation Chart:
  - Shows total invested
  - Keeps running total of amount unbudgeted as the budget detail is created
- Description of Educational Improvement Categories (EIC) and Object Codes

Consolidated Budget Detail
(contains multiple fund sources)

Object Code: ⌄	Fund Source: ⌄	Sort

Fund	Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount	Delete Row
⌄	⌄	☐	⌄		0	☐
⌄	⌄	☐	⌄		0	☐
⌄	⌄	☐	⌄		0 ✕	☐

- Fund: allows the user to select the fund source that will be used for the expenditure.
- Object Code: use dropdown menu to select the appropriate Object Code based on the expenditure type.
- EIC: Educational Improvement Category - a list of the EIC Codes are available using the link provided on this page. The EIC dropdown will adjust to align with the Fund Source selected.
- Expenditure Description: provide enough information to determine if expenditure is allowable, reasonable and necessary and aligned with LAUGH Guide coding
- Delete Row: Will delete entire row from budget. Amount entered must be $0 before deleting row.

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Single Fund Source
Budget Detail

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.			
Paid to Date Amounts	100	200	Indirect Cost
	$29,165	$7,947	$4,640
Current Budgeted Amounts by Object Code	$29,165	$7,947	$4,640

Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount	Delete Row
⌄	☐	⌄		0	☐
⌄	☐	⌄		0 ✕	☐

- Difference from a Consolidated Budget (multiple fund sources) is the lack of a dropdown for identifying Fund source.
- All other aspects function the same as a consolidated budget detail.

Believes

Consistency Check/Submit

Consistency Check

Overview	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	Amendment Description	Application Functions

Submit   **Click for Instructions**

The Consistency Check must be successfully processed before you can submit your application.

Consistency Check   Lock Application   Unlock Application

LEA Data Entry:

- Once the application is complete, the user will navigate to the Submit tab
- Each application requires that a Consistency Check be completed
- Consistency Check
  - The system checks the application to be sure all required components have been completed
- Lock Application/Unlock Application
  - The user does not have to lock the application. The system will automatically lock the application upon submission.

Believes

Submit

- Once all errors have been cleared, the Consistency Check will return a message indicating the application is ready to submit.
- When ready, select the "Submit" button
  - Depending on your school system's setup, the application will submit either to your Superintendent or directly to LDOE

Review Checklists

Application Review

- Review Process: Two levels of review
  - Programmatic Review - are expenditures allowable and reasonable/necessary
  - Fiscal Review: are expenditures aligned with LAUGH Guide coding
- Review Responses
  - Accept: all expenditures are allowable, reasonable/necessary and align with LAUGH guide coding
  - Accept with Comments: additional information needed to meet programmatic or fiscal requirements
  - Reject: at least one expenditure is not allowable, reasonable/necessary and/or does not align with LAUGH guide coding
- Addressing Comments:
  - Rejection: the user will navigate back to the indicated section of the application, make the changes and resubmit the application for review
  - Accept with Comments: the user will address comments when submitting the next Amendment.
  - LEA users cannot make comments within the checklist. LEA users can, however, respond to comments by making the requested edits in the application.

Accessing the Reviewer Comments

Formula Grant								
Application Name	**Revision**	**Status**	**Date**			**Actions**		
Carl Perkins Secondary Grant Application	Original Application ⌄	Final Approved	6/26/2021			Payments		
IDEA Consolidated Application	Original Application ⌄	Final Approved	6/26/2021			Payments		
Education Excellence Fund	Original Application ⌄	Final Approved	10/27/2021	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated Application	Original Application ⌄	Final Approved	6/26/2021			Payments		
Super App	Amendment 3 ⌄	Not Submitted		Open	Amend		Review Summary	Delete Application

- Navigate to the GMS Access/Select page and select the "Review Summary button for the desired application
  - Note: The review summary for the revision listed in the Revision dropdown will be displayed.

Review Summary:
Accessing Reviewer Comments

Round Start	Stop	Group	Staff	Status	Status Date
	1	LEA Data Entry group	LEA Data Entry Users	Skipped	
	2	Applicant Authorized Representatives - entry, submit, assure	Linda Ewards	Submitted	2/9/2022
○	3	Administration Review	Antiqua Hunter	Accepted	2/10/2022
○	5	Carl Perkins Review	Jessica Vallelungo	Accepted	2/22/2022
○	5	School Redesign Review	Regina Franklin	Accepted	2/11/2022
○	5	Direct Student Services Review	Leslie Gilliland	Accepted	2/16/2022
○	5	Workforce Talent Review 2	Antiqua Hunter	Accepted	2/10/2022
○	5	Grants Mgmt Review 2	Darlene Williams	Accepted with Comments	2/16/2022
○	5	Diverse Needs Stu with Disabilities Review 2	Chauncey Carr-McElwee	Accepted	2/17/2022
○	5	CLSD Review	Shanna Beber	Accepted	2/14/2022
○	5	Core Academics Review 2	Antiqua Hunter	Accepted	2/10/2022
○	5	Diverse Needs Eng Lang Review 2	Chauncey Carr-McElwee	Accepted	2/17/2022
○	5	LEA Systems Review 2	Terri Byrd	Accepted	2/15/2022
○	6	Final Application Review	Kenya Jenkins	Accepted with Comments	3/4/2022

Review Checklist   Request Checklist Print

- To access the review checklist, select the radio button next to the appropriate review.
- Next select "Review Checklist"
- Note: The user can request a print of the review checklists. This will allow the user to print multiple reviews.

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Review Checklist

Grant Award Notifications (GANs)

Accessing GANs

- Navigate to the eGMS website
- Prior to logging in, select the "Public Access" link

Accessing GANs

Public Reports Menu

Awards by Grant
Awards by Recipient
Dashboard
Grant Award Notification

- On the Public Reports Menu select the Grant Award Notification link.

Budget Year	2021	Fund Year	2021	View Report
Fund Type	Federal	Program Title	Title I	
Recipient	<Select a Value>			

- Complete all dropdown information fo the GAN you are attempting to access
- Select the "View Report" button

Believes

Amendments

Amendments

- When are amendments required?
  - Award amount has changed
  - When a change is needed that deviates from the current approved budget
  - 25% overage on federal funds

- Reimbursements cannot be submitted if a change in award amount is not accounted for in an amendment within 60 days

- Deadlines for Amendments - 30 days prior to close of award period

Creating/Submitting Amendments

Formula Grant								
Application Name	**Revision**	**Status**	**Date**		**Actions**			
Carl Perkins Secondary Grant Application	Original Application ▾	Final Approved	6/26/2021			Payments		
IDEA Consolidated Application	Original Application ▾	Final Approved	6/26/2021			Payments		
Education Excellence Fund	Original Application ▾	Final Approved	10/27/2021	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated Application	Original Application ▾	Final Approved	6/26/2021			Payments		
Super App	Amendment 3 ▾	Not Submitted		Open	Amend		Review Summary	Delete Application

- Select the "Amend" button for the desired application

Overview	Allocations	Administration	Strong Start 2020	Strong Start Tutoring	Consolidated Budget Detail	ESSER Reporting	Submit	Amendment Description	Application Functions
Grant Summary		Budget EIC Rollup		Application History		Page_Lock Control		Application Print	

The application has been approved. No more updates will be saved for the application.

Page Review Status   Click for Instruction

☑ Expand All

Strong Start 2020	**Page Status**	**Open Page for editing**
Strong Start 2020		
Allocations	LOCKED	☐

- Unlock pages that will need edits (Use the Page Lock Control Tab)

Believes

Amendment Description

- An amendment description must be provided to pass the consistency check when submitting an amendment.
- Only enter a description for areas in which edits were made.
- Provide a brief overview of changes included in the amendment.

Most Often Asked

Consistency Check Errors

20% EB Intervention Error

onsistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- Achieve!
  - The sum of EIC Codes budgeted for learning loss $10,836,515 must be at least 20% of the sum of the ESSER III Formula and ESSER III EB Intervetions fund $10,850,190.
- ESSER II Formula
  - Passed consistency check.

- 20% Learning Loss reservation is calculated on the full ESSER III Formula and EB Intervention
- Any funding budgeted to IDC in the EB Intervention funding does not apply to the 20% Learning Loss

To Resolve
- Budget the difference in the amounts displayed in the CC error to ESSER III Formula using an "EB" EIC code.

Consistency Check Errors

- Administration
  - The sum of budgeted amounts for EIC Labels TIN and TPD must not exceed the Total Amount for Effective Use of Technology on the Allowable Uses Page.
- Core Academics
  - Passed consistency check.

How to Resolve

- On the Application Functions section, use the Budget EIC Rollup report to identify the amounts currently budgeted by EIC

EIC #	Education Improvement Category	100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Scvs	600 - Supplies	700 - Property	800 - Other objects	TOTAL
NPS	Non Public Services									
P	Administration									
PPY	Administration									
SH	Safe and Healthy Students						1,343			1,343 4.17%
SHPY	Safe and Healthy Students						760			760 2.36%
TIN	Technology Infrastructure									
TIN-PY	Technology Infrastructure									
TPD	Technology PD			8,847						8,847 27.45%
TPDPY	Technology PD			11,153						11,153 34.61%
WR	Well Rounded Education									
WRAP	Well Rounded Education Advanced Placement					5,036				5,036 15.63%
WRAPPY	Well Rounded Education Advanced Placement					4,068				4,068 12.62%
WRPY	Well Rounded Education									

Consistency Check Errors

How to Resolve (cont'd)

- In the Application, use the Title IV Allowable Uses page on the Title IV tab to compare required amount by EIC to the EIC Budge Roll-up Report.
- For difference noted, adjustments will need to be made on the corresponding Budget Detail pages.

Overview	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	Amendment Description	Application Functions

Title IV Specific Program Objectives	Title IV Allowable Uses

Title IV Allowable Uses   **Click for Instructions**

Title IV Part A Total Available Amount (Current Yr Funds):	16,787

		Category	
0% Minimum - 100% Max	Well Rounded Education	30	5,036
0% Minimum - 100% Max	Safe and Healthy Students	8	1,343
0% Minimim - Max 100% Note: No more than 15% on Technology Infrastructure: devices, eqpt, software & digital content. At least 85% to support Educational Technology.	Effective Use of Technology Professional Development Only (TPD)	62	10,408
	15% Technology Infrastructure (TIN)		1,561
	85% Educational Technology (TPD)		8,847

Consistency Check Errors

Budget EIC Rollup and Targeting (Step 4): Total amount budgeted in EIC Label "SL" does not match the Step 4 Parent and Family Engagement (School Level) Set Aside amount (5,407 <> 4,910).

How to Resolve

- On the Application Functions section, use the Budget EIC Rollup report to identify the amounts currently budgeted by EIC

Consolidated_Plan Summary by EIC Label -- % calculated against total budget shown above

EIC #	Education Improvement Category	100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Scvs	600 - Supplies	700 - Property	800 - Other objects	TOTAL
PD	Professional Development									
PS	Pre-School									
SB	School Budget	127,350	50,096			52,000	56,252			285,698 98.35%
SBAP	School Budget Advanced Placement									
SL	School Level Parent and Family Engagement						2,500			2,500 0.86%
TSC	Transportation For School Choice									

Consistency Check Errors

Budget EIC Rollup and Targeting (Step 4): Total amount budgeted in EIC Label "SL" does not match the Step 4 Parent and Family Engagement (School Level) Set Aside amount (5,407 <> 4,910).

How to Resolve (cont'd)

- In the Application, use the Targeting Step 4 page on the Title I tab to compare required amount by EIC to the EIC Budge Roll-up Report.
- For difference noted, adjustments will need to be made on the corresponding Budget Detail pages.

Set-Asides			
Parent and Family Engagement (District-level)	500	0	500
Parent and Family Engagement (School-level)	2,500		2,500
Non-Instructional Non-public costs		0	0
Homeless	1,800		1,800
Administration	0	0	0
Indirect Costs	0	0	0
English Learners (EL)	0		0
Neglected/Delinquent Children	0		0
Incentives and Rewards	0		0

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Equitable Share Page

1.		**Number of Students**
1.a	1,027	Public District Enrollment
		Current Amount saved on the Targeting Step 1 page for Public Enrollment Total: 1,027
		Title II, Part A Number of Students Private Schools
1.b		Enter the number of students enrolled in the participating private schools. (District must enter enrollment. Note: Count all students enrolled in private schools regardless of district of residence.)
1.c		Total Enrollment (1a + 1b calculated only on Save)
2.		**Title II, Part A Allocation To Be Used for Professional Development**
2.a	74,857	Amount available for public and private schools used in last save of this page.
		Total Current Year Funds Available for Budgeting: 74,857
2.b	7,851	Reserved Indirect Cost amount
		Estimated Excluded Costs:
		IDC Rate 12.7154 Maximum Calculated Indirect Cost: 8,445 (calculated only on Save)
2.c	0	Reserved Administration Costs (for public and private programs).
		Enter amount for Reserved Administration Costs:
2.d		Amount District is Using for Professional Development ((2a - (2b + 2c)) calculated only on Save)
		Amount calculated with lines 2a through 2c current amounts: 67,006
3.		**Title II Per Pupil Rate**
3.a		Private School Per Pupil Allocation (PPA) for Title IIA Equitable Services. (2d / 1c calculated only on Save)
4.		**Title II Equitable Services - Current Year Funding**
4.a		Amount Current Year Funds District must reserve for equitable services for participating private schools. (1b x 3a calculated only on Save)
5.		**Title II Equitable Services - Prior Year Funding**
5.a	86,068	Optional: Amount of prior year funds available for private schools Equitable Services.
		Total Prior Year Funds Available for Budgeting: 86,068 **Note: If Prior Year Funds display as zero leave box 5.a blank**
5.b	0	Optional: Reserved Indirect Cost Amount prior year
		Estimated Excluded Costs:
		IDC Rate 12.7154 Maximum Calculated Indirect Cost: (calculated only on Save)
5.c		Optional: Portion of Reserved Indirect Cost in line 5b charged to equitable services.
6.		**Title II Total Equitable Services**
6.a	0	Amount Districts must reserve for equitable services for participating private schools. ((4a + 5a) - 5c) calculated on Save)
		Title IV, Part A Number of Students Private Schools

Believes

Equitable Share Page

Reserved Indirect Cost Amount - Line 2.b
- Reserved must be equal to or less than the MAX IDC displayed in Line 2.b
- **Excluded Costs:** enter the amount of any costs that will be excluded from MTDC
  - equipment, participant support costs for non-employees, etc.
- **Reserved Admin:** enter amount that will be budgeted for Admin fees

Prior Year Funds - Line 5
- **Private School equitable share (Line 5.a):** enter the amount of the total prior years funds that should be allocated to private schools
  - LEAs must determine from internal records the amount of prior year funds that was designated a equitable share.
- **Reserved IDC Prior Year (Line 5.b):** enter the amount of the display MAX IDC that is attributed to the private school share listed on line 5.a.

Title IV Allowable Uses Page

Title IV Allowable Uses

Title IV Part A Total Available Amount (Current Yr Funds):	16,787
Maximim allowed for Title IV Admin Cost - 2% of Award:	336

Notes:

Funding Between $1 - $29,999 - Mandatory Profile

Indirect Costs (Enter amount to be budgeted)	0
Administrative Costs (Enter amount to be budgeted)	0
Title IV Part A Total Available Amt Less (Indirect + Administrative) Costs:	16,787
Public Prior Year Funds	15,438
NonPublic Prior Year Funds	
Title IV Part A Total Available Current Year	16,787

Private School Proportionate Share

Amount Reserved for Equitable Services for Participating Private Schools Less NonPublic Prior Year Funds	0

LEA Proportionate Share

Amount available for LEA distribution across program objectives.	16,787

		Enter Percent of TIVA budget to be used in each Category	
0% Minimum - 100% Max	Well Rounded Education	30	5,036
0% Minimum - 100% Max	Safe and Healthy Students	8	1,343
0% Minimim - Max 100%	Effective Use of Technology Professional Development Only (TPD)	62	10,408
Note: No more than 15% on Technology Infrastructure: devices, eqpt, software & digital content. At least 85% to support Educational Technology.	15% Technology Infrastructure (TIN)		1,561
	85% Educational Technology (TPD)		8,847
	Distribution Totals	100	16,787

Title IV Allowable Uses Page

- **IDC:** Indirect cost amount must equal the Reserved IDC on the Equitable Share page.

- **Admin. Costs:** must equal the amount reserved on the Equitable Share page.

- **Available for LEA Distribution:** this amount will only reflect Current Year funding
  - Prior Year funding: not calculated in total available to allow for waiver from ED to increase flexibility for technology infrastructure

- **Well Rounded/Safe and Healthy/Technology**
  - Enter percentage to be used for Well Rounded and Safe and Healthy

Reimbursement Request/Periodic Expenditure Report

Reimbursement Requests

- Reimbursement Requests are accessed via the "Payments" button on the GMS Access/Select page
- Submission of Reimbursement Request
  - Recommend at least on a monthly basis
  - Can be submitted more often
  - Must be submitted no less than quarterly
- Supporting Documentation for Reimbursement Request
  - Documentation for the reimbursement requests is optional, but may be uploaded to support request
  - Note: documentation is required for the reimbursement requests for some programs, but this is identified for those instances

Periodic Expenditure Reports
(PERs)

- PERs are due on a quarterly basis. The standard PER dates are:
  - 3/31
  - 6/30
  - 9/30
  - 12/31
- PERs are due 15 days after PER date
- Final PER
  - The last PER that is submitted at the close of a grant period should be marked final.
  - Final PER amounts should match the reimbursements received from LDOE for the fiscal year.
  - Final PER calculates balance for carryover when allowed for the specific fund source
  - Documentation uploaded for PERs is required

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Reimbursement Request/Periodic Expenditure Reports

Formula Grant							
Application Name	**Revision**	**Status**	**Date**				**Actions**
Carl Perkins Secondary Grant Application	Original Application ⌄	Final Approved	6/26/2021				Payments
IDEA Consolidated Application	Original Application ⌄	Final Approved	6/26/2021				Payments
Education Excellence Fund	Original Application ⌄	Final Approved	10/27/2021		Open	Amend	Payments
ESSA Consolidated Application	Original Application ⌄	Final Approved	6/26/2021				Payments
Super App	Amendment 3 ⌄	Not Submitted			Open	Amend	

- To begin the Reimbursement Request or PER process:
  - Navigate to the GMS Access/Select page
  - Select the Payments button for the appropriate application
- Note: For funding housed in Super App, a separate payment only application is created as individual fund sources are approved.

Reimbursement Request/Periodic Expenditure Reports

Payment Summary								Click for Instructions

Vendor 310161755 00

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 3/28/2022

	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIVA_SSAE	TitleV_B	TINeglectDelinquent	DSS
Current Grant Year Allocation	$737,296	$74,857	$0	$0	$57,098	$25,519	$0	$24,552
(+/-) Adjustments	$263,635	$86,068	$0	$0	$0	$0	$0	$50,715
(+/-) Consortiums	$0	$0	$0	$0	$0	$0	$0	$0
(+/-) Transfers	$57,098	$0	$0	$0	($57,098)	$0	$0	$0
Total Funds Available	$1,058,029	$160,925	$0	$0	$0	$25,519	$0	$75,267
Approved Budget --Original Application	$1,058,029	$160,925	$0	$0	$0	$25,519	$0	$75,267
Anticipated Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Reimbursements	$1,058,029	$160,925	$0	$0	$0	$25,519	$0	$75,267
Total	$1,058,029	$160,925	$0	$0	$0	$25,519	$0	$75,267
Pending Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Approved Reimbursements	$0	$0	$0	$0	$0	$0	$0	$0
Total	$0	$0	$0	$0	$0	$0	$0	$0

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Reimbursement Request/Periodic Expenditure Report

Reimbursement Request/Expenditure Report Menu

Program [TitleI ▾]   2022 ⬅

Reimbursement Requests: ⬅

Select an Reimbursement Request from the list(s) below and press one of the following buttons:

[Open Request]   [Create New Request]   [Delete Request]   [Review Summary]

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	
○	Reimbursement Request 2	2/15/2022	2/17/2022	2/18/2022	Approved
○	Reimbursement Request 1	12/16/2021	12/16/2021	12/20/2021	Approved

Expenditure Reports: ⬅

Select an Expenditure Report from the list(s) below and press one of the following buttons:

[Open Expense Rep]   [Create Expense Rep]   [Delete Expense Rep]   [Review Summary]

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	
○	Periodic Expense Report 2		2/17/2022	2/17/2022	2/18/2022	Approved
○	Periodic Expense Report 1		12/16/2021	12/16/2021	12/16/2021	Approved

Reimbursement Request/Periodic Expenditure Report

Reimbursement Request 3

Click for Instructions

Program: TitleI

Itemize and explain each expenditure amount. Provide a complete breakdown of eligible employee benefits. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. $2536)

Description of Object Codes

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Final Approved Budget Amounts by Object Code	100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Scvs	600 - Supplies	700 - Property	800 - Other objects
	$266,737	$138,271	$0	$43,129	$50,375	$454,365	$11,000	$0

Object Code	Expenditure Description and Itemization	Final Approved Budget	Previously Requested	Reimbursement Request	Delete Row
	(1000 Character Maximum)			0	☐
	(1000 Character Maximum)			0	☐

- Object Code: indicate the object code that is need for the expenditure begin reported. Must align with budget information in the application.
- Expenditure Description and Itemization: provide a description of the expenditure being reported. Note: include date(s) of expense.
- Final Approved Budget: system will pre-populate the most recent approved budget
- Previously Requested: system will pre-populate the most recently requested amounts.
- Reimbursement Request: enter the amount being requested on this reimbursement

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Reimbursement Request

						Total	$0
Indirect Cost Approved Rate 12.5054 % Derived Rate 12.5054%					$119,161	$24,285	$0
						Total	$0

Create Additional Entries   Calculate Totals

Vendor Number 310161755 00
Vendor Invoice Number 21T1 000401
End Period Expense [____] Enter as MM/DD/YYYY

RECAP	Amount		Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$1,083,038			
Approved Budget	$1,083,038			
Amount Paid To Date	$218,480		TitleI	$218,480
Expenses To Date	$218,480			
Balance Due LEA	$0		Total	$218,480
Funds on Hand	$0			

- Create Additional Entries: allows user to create additional lines as needed on the request.
- Calculate Totals: allows user to calculate amount entered prior to saving the page.
- End Period Expense: date must be entered to indicate the end date of the expense report being submitted.

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Reimbursement Request

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 10MB (10,000 KB) in size and the file name should not include special characters (i.e., #, $, %, etc.). Attempting to upload a file that does not comply with these restrictions will result in errors an loss of unsaved data.

Upload		Browse...

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by LDE that this is required.

Delete Selected Files

☐ The LEA is certifying that it is in compliance with all federal regulations as it relates to "The Cash Management Improvement Act of 1990" (CMIA) and interest income reporting requirements on all federal funds. Additional information relating to CMIA and interest income can be found at the following link: http://www.louisianabelieves.com/funding/grants-management

Save Page   Submit

- Upload: allows user to upload supporting documentation for requested expenditures
  - Note: supporting documentation not required as upload
- Must certify the reimbursement request
- Save Page: save page prior to submitting
- Submit Page: submits the reimbursement request to LDOE for approval

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Reimbursement Request

Reimbursement Requests:

Select an Reimbursement Request from the list(s) below and press one of the following buttons:

[Open Request] [Create New Request] [Delete Request] [Review Summary]

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
○	Reimbursement Request 3	4/29/2021			Not Submitted	
○	Reimbursement Request 2	1/15/2021	1/15/2021	1/19/2021	Approved	1/19/2021
●	Reimbursement Request 1	10/13/2020	10/13/2020	10/21/2020	Approved	10/21/2020

- Review Summary: use to review comments provided during approval process.
- Select the radio button for the appropriate reimbursement request
- Select the "Review Summary Tab

Round 1

Select	Step	Group	Staff	Status	Status Date
	1	LEA Financial Business Manager	Lora White	Submitted	10/13/2020
●	2	SEA Appropriation Control - Accountant	Janice Wilcox	Accepted	10/21/2020

[Review Checklist]

- Select the radio button next to the review group
- Select Review Checklist and the reviewer's comments will be opened for review.

Periodic Expenditure Report

| Expenditure/Obligation Summary | Expenditure/Obligation by EIC | Title I Excess Funds | Certification | Submit |

Periodic Expense Report 3

Program: TitleI
Budget data will only be displayed if there is an approved or substantially approved application/budget at time of PER submission.

Object Code	Obligation/Expenditure Description and Itemization	Final Approved Budget	LDE Funds Released	Previously Reported Obligated/Expended	Accumulated Obligations/Expenditures to Date
100	Salaries	$266,737	$105,998	$105,998	$0
200	Benefits	$138,271	$44,576	$44,576	$0
300	Purchased Professional / Technical Svcs	$0	$0	$0	$0
400	Purchased Property Svcs	$43,129	$3,137	$3,137	$0
500	Other Purchased Scvs	$50,375	$12,974	$12,974	$0
600	Supplies	$454,365	$27,510	$27,510	$0
700	Property	$11,000	$0	$0	$0
800	Other objects	$0	$0	$0	$0
	Totals:	$963,877	$194,195	$194,195	$0
	Indirect Cost Approved Rate 12.5054 % Derived Rate 12.5054%	$119,161	$24,285	$24,285	$0
	Totals:	$1,083,038	$218,480	$218,480	$0

Expenditure Period End Date [▼]

- Object Code, Obligations Expenditure description, Final Approved Budget, LDE Funds Released and Previously Reported Obligated/Expended are pre-populated based on information in the application
- Accumulated Obligations/Expenditures to Date: this field will populate as you complete the Expenditure/Obligation by EIC tab.
- Expenditure Period End Date: select end date from dropdown for current PER.

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Periodic Expenditure Report

- Final Expenditure: the PER should be marked final when submitting the last PER for the application.
  - Marking final lets the system know you have submitted all reimbursement requests for this fund source and triggers calculation of carryover if allowed
- Upload: allows for upload of supporting documentation which is required for PER submission

Periodic Expenditure Report

- Final Approved Budget and Previously Reported Expended/Obligated amounts are pre-populated
- Expenditure/Obligation by EIC
  - Amounts for expenditures/obligations will be entered by EIC codes
  - PER amounts are cumulative

Periodic Expenditure Report

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Title I Excess Funds	Certification	Submit

Certification of Report

☐   The LEA is certifying the data being submitted is accurate and complete to the best of my knowledge. ⬅

Note: Only users with authority to Submit this Report for the LEA can save this certification.

[Save Page]

- Certification: certifies that all information contained in this PER is accurate.

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Title I Excess Funds	Certification	Submit

Submit   [Click for Instructions]

The Consistency Check must be successfully processed before you can submit your application.

[Consistency Check] [Lock Application] [Unlock Application]

Subrecipient Business Manager
Subrecepient Administrator
Appropriation Control Review

- Consistency Check: must be run and all errors cleared to submit the PER.
  - If errors are identified, will provide a listing of errors to be corrected
- Once consistency check is clear, the "Submit" button will be visible.

Indirect Cost

Indirect Cost (IDC)

- Indirect Cost Rate is calculated by LDOE based on information provided by the school system.

- IDC is recalculated each year

- Two types of IDC

  - Restricted

  - Unrestricted

- IDC is paid out based on the amount of funding requested on the reimbursement

- Payments uses a Derived IDC Rate to ensure accurate payout of IDC

Calculating Maximum IDC Amount

Calculating Maximum IDC Amount		
Allocation	$ 1,500,000	
IDC Rate	12.7154	
IDC Rate	6.4501	
IDC Rate/100	0.127154	
IDC Rate/100+1	1.127154	
Allocation / (IDC/100+1)	$ 1,330,785	Direct Charge Funding
Allocation - Direct Charge Funding	$ 169,215	Maximum IDC

- Can use to identify the amount of direct charge that can be budgeted in the Budget Detail if MAX IDC will be claimed.

Budget Indirect Cost

Programs:	TitleI	Go
Total Direct Costs		963,877
- *Excluded Costs		11,000
Modified Total Direct Costs		952,877
Indirect Cost Rate %	12.5054	
Maximum Indirect Cost		119,161
Indirect Cost		119161
Total Budgeted		$1,083,038
Total Budgeted		1,512,147
Allocation Remaining		0

- Excluded Costs
  - All expenditures coded to Object Code 700 are automatically excluded
  - Any expenditures where the MTDC box has been checked are included in the exclusions

Indirect Cost

Programs:	TitleI ⌄	Go
Total Direct Costs		1,011,817
- *Excluded Costs		$0
Modified Total Direct Costs		1,011,817
→ Indirect Cost Rate %	7.3344	
Maximum Indirect Cost		74,211
Indirect Cost		74210
Total Budgeted		$1,086,027
Total Budgeted		2,094,923
Allocation Remaining		0

Posterbooks, Study Cards, Notebooks, Highlighters, Pencils, Sticky Notes, Markers, Glue Sticks, Pens, Reading Materials, Index Cards, Card Case, Folders, Test Tubes, Easel Pad, Flip Chart, Pocket Scale, Digital Timer, Yard Bell, Clipboards, Geometry Posters, Motivational Post Cards, Erasers, ...

Indirect Cost   Approved Rate 7.3344 %   Derived Rate 7.2353 % $342,576

- Reimbursement Request
  - IDC Approved Rate: reflects the approved rate for the school system.
  - Derived Rate: reflects the rate at which IDC is calculated on the reimbursement request
    - based on budgeted amount of IDC versus Max IDC

Fiscal Review Guidance

Key Practices

Fiscal Guidance Review Document

Object Code 100 - Salaries
- Provide the number of positions, type of position/name of position, the percentage of time and/or funds dedicated to the grant.
- Each job classification should have a separate line in the budget.

Example(s)
• Salaries for 2 FTE paraprofessionals 100% dedicated to supporting students with disabilities/IDEA (see attached salary schedule)
• Stipends for 12 teachers to attend LearnZillion training at $25.00 per hour for 4hrs

Object Code 200 – Employee Benefits
- Provide the amount of benefits based upon the compensation of the LEA. Benefits ratios above 35% will require a breakdown of benefits by type.
- Benefits for each job position should have separate lines in the budget.
- Amounts reimbursed by the LEA to an employee (or university on behalf of the employee) qualifying for reimbursement for educational expenditures based upon the LEA policy.

Example(s)
• Benefits for 1.0 FT Parent/family Educator (Health Insurance $3000) (Medicare $497) (Retirement $9127) (Workers Comp. $515) (Unemployment Comp. $69)
• Benefits for teacher stipends to include retirement ($2,400), FICA ($756), workmen's compensation ($254), health insurance ($3,500)
• Reimbursement to 25 teachers for tuition paid related to certification requirements.

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Key Practices

Object Code 300 – Professional and Technical Services
- When the purchased professional services are being provided by a professional and/or technical professional (not a district or school employee).

Example(s)
• Contract with STEM Leader Corp. for 15 professional development sessions at $2750 per session ($41,250)
• Contracted services for teachers for Leveled Literacy Intervention training by Greenwood Publishing, dba/Heinemann ($3200 per day x 6.125 days)

Object Code 400 - Purchased Property Services
- For leases and/or rentals funded by the grant, include the type and number of items being rented, and the rental/lease amount.
- For facility rentals, include purpose of the rental.
- Services to repair and maintain technology related equipment.

Examples
• Copy machines: Xerox 2 copiers $7,800
• Maintenance/repair services for technology lab for Title I schools

Key Practices

Object Code 500 – Other Purchased Services

- Mileage – rate in PPM 49 or the local rate, *whichever is less.*
- Other employee travel- conference/activity, participants, associated costs (registration, airfare, lodging, meals, etc.).
- Non-employee travel – requires prior approval request: see page 3.
- Student transportation services including contracts with transportation companies.
- Additional expenditures include: student fees, interagency agreements, online web-based subscriptions, printing services, and advertisements.

Examples
- Travel to attend Teacher Leader Summit for 2 administrators and 10 teachers; meals, lodging, mileage, parking @ $1000 each. (12 attendees @ $1,000 each = $12,000)
- Online subscription to LearnZillion (student access) @ $2,500 X 4 schools.

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Key Practices

Object Code 600 – Materials/Supplies

- Materials/ supplies should list items to be purchased (e.g., notebooks, pencils, toner, etc.).
- For non-consumable items such as computers, laptops, Chromebooks, printers, etc., provide per unit cost and number of units. Unit costs are not necessary for consumable items (e.g. paper, etc.).
- Internal printing – identify supplies being purchased such as paper, toner, binding supplies, etc.

Examples
• Materials and supplies (school-wide) - Eureka modules, paperback novels, leveled literacy kits, chart paper, pencils, pens, copy paper, trifold boards, math manipulatives, sentence strips, easels.
• 30 laptops ($859 each), 30 pads ($359 each), 1 3D printer ($1,599) and 1 charging cart ($859.99)

Object Code 700 - Property[1]

- Hardware/Equipment- The number of items being purchased and/or per unit cost for each item.
- Federal capitalization threshold is currently $5,000.00 unless the LEA has established a lower threshold (if this is the case, please state the LEA's threshold).

Example
• Dell EMC PowerEdge @ $5,250.00
• 2 Sharp Touch Boards with built-in computers ($5,150 per unit)

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Key Practices

Object Code 800 – Debt Service and Miscellaneous

- Membership dues and fees for professional organizations
- Costs paid directly to non-public employees; see "Participant Support Costs for Non-Employees" on page 3.

Examples
• LRCE annual membership @ $300.00
• Prior approval request: Summer teaching institute stipend for non-public teachers to attend Math/Literacy Cohort workshop; Baton Rouge, LA; July 20-22, 2018; 12 teachers @ 30 per hour for 3 days

[1] **Equipment Criteria** – An item is considered "equipment" (Code 700) only if it meets **all** the criteria listed below:
- It can be expected to serve it principal purpose for at least one year.
- It is nonexpendable; that is, if damaged or worn out, it can be repaired without being replaced. The item does not lose its identity through fabrication or incorporation into a different or more complex unit.
- Each unit costs $5,000 or more **unless** the LEA has set a lower value threshold for inventory. If so, the LEA's equipment threshold should be noted in the budget line description. Note: the unit cost of $5,000 does not apply to any program funded by 8(g) money.

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Key Practices

<u>Applications</u>

- If application is returned for change, resubmit in a timely manner to avoid disruption of reimbursement claims.
- If award amounts change, an amendment should be submitted within 60 days of the change in order to not stop the reimbursement process
- If an application is in an unlocked posture (returned for change or an open amendment), reimbursement claims cannot be submitted.

<u>Reimbursement Claims</u>

- Claims should be submitted at least on a monthly basis. This practice not only provides timely reimbursement, but also reflects positively on the LEA for drawdown of funds.
- PER submitted quarterly within 15 days of the PER date.

Updates

2022-23 Super App

Application Sections

Application sections now include:
- Administration
- P1: Career College Service Readiness
- P2: Equitable Inclusive Learning
- P3: Quality Teaching and Learning
- P4: Effective Educator Workforce
- P5: System Structures Partnerships

Budget Detail Pages
- Each Priority section includes a budget detail
- P2 include both the EL/Behavior and the SWD Budget Detail
- Non-Public Budget Detail is in the Administration section of the application

Reverting Funding Tab

Overview	Reverting Funding	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	E Indi

Reverting Funding

This Legal Entity has been granted the following allocation(s). Indicate your intent to accept or refuse each respective allocation by selection of the appropriate drop down response below.

Federal Program	2022-2023 Base Allocation*		SEA may reallocate funds to other grantees	2021-2022 Prior Year		SEA may reallocate funds to other grantees
Title I	$	644,700	Accept ▼	$	0	Accept ▼
Title IIA	$	73,693	Accept ▼	$	0	Accept ▼
Title III	$	0	Accept ▼	$	0	Accept ▼
Title III Immigrant	$	0	Accept ▼	$	0	Accept ▼
Title IVA SSAE	$	49,577	Accept ▼	$	0	Accept ▼
Title V-B RLIS	$	19,995	Accept ▼	$	0	Accept ▼
Title I Neglected Delinquent	$	62,700	Accept ▼	$	0	Accept ▼
DSS	$	21,476	Accept ▼	$	0	Accept ▼
Migrant Education	$	0	Accept ▼	$	0	Accept ▼
Carl Perkins Secondary	$	0	Accept ▼	$	0	Accept ▼
Redesign 1003a	$	172,795	Accept ▼	$	0	Accept ▼
Title IVA Set Aside	$	0	Accept ▼	$	0	Accept ▼

- If "Refuse" is selected in the dropdown, the LEA will be required to provide a justification
- Selecting "Refuse" for a fund source will remove the funding from the Allocations tab

Believes

Family Engagement

Overview	Reverting Funding	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	Amend Descri

Title I Targeting		Family Engagement Policy		Schoolwide Waiver Request	

Family Engagement Policy

644,700

Provide concise responses to the following federal requirements.

1) Describe the process for soliciting input from a diverse group of families/parent leaders (including parents of English Learners and Students with disabilities) to provide input on the development or evaluation of the current **parent and family engagement policy.**
(0 of 5000 maximum characters used)

2) Please provide examples of **changes that were made** to the parent and family engagement policy based on the input received from families/parents.
(0 of 5000 maximum characters used)

3) Describe the process for soliciting input from a diverse group of families/parent leaders (including parents of English Learners and Students with disabilities) to provide input on the development or evaluation of the **Schoolwide Improvement Plan.**
(0 of 5000 maximum characters used)

4) Please provide **examples of changes that were made** to the Schoolwide Improvement Plan based on the input from families/parents.
(0 of 5000 maximum characters used)

5) Describe how schools provide all families at least annually with a **description and explanation** of the schools' curricula, assessments used to measure progress, and the achievement levels of state standards.
(0 of 5000 maximum characters used)

Believes

Private School Consultation

- Letter of Intent and Private School Affirmation are now separate uploads
- Both are required fields for submission of the application

Carl Perkins Program Specific Questions

- Located in P1 - Career College Service Readiness section
- Added a question related to CLNA completion

Amendment Description

- Updated to reflect the Priorities

Keep in Mind

- 2022-23 Super App is currently in an "Approved" posture

- The LEA must create an Amendment prior to working in the application

- Since this will be an Amendment, you will need to unlock the pages prior to entering data
  - Use the Application Functions - Page Lock Control tab to unlock the sections of the application
  - If data is entered before unlocking the page, the data will be lost once you navigate away from the page

Reports

eGMS Reports

You have been granted access to the forms below by your Security Administrator

LEA Reports
Achieve Budget by Program
Super App Budget by Program

Monitoring
Fiscal Monitoring
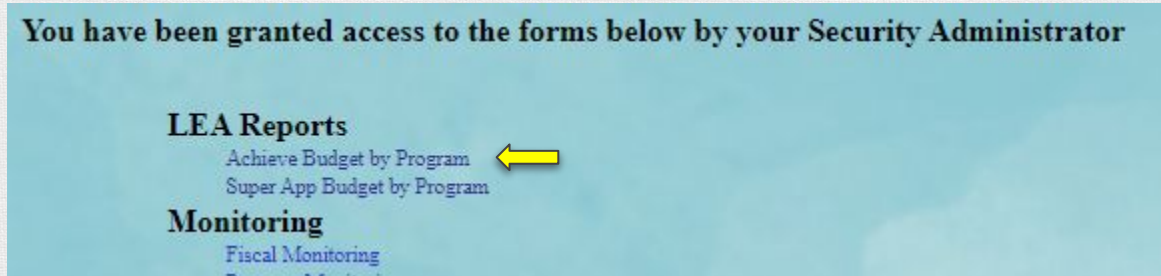
- Allows the user to print the budget in Achieve! by fund source

- Section 1: provides a budget summary by EIC and Object code

- Section 2: provides a detail display of all budget line items including:
    - Object Code
    - EIC Category
    - Budgeted amount
    - Complete expenditure description

eGMS Reports

Budget Summary for 001-Acadia Parish, ESSER II Formula, 2020-2021

Total Budgeted: $16,836,252.00

		100	200	300	500	600	700	Total
Indirect Cost	$1,794,417							$1,794,417
CRCL - Core subject curricular supplements/materials for continuous learning					$51,312			$51,312
FAM - Information and assistance to parents and families					$25,000			$25,000
FEED - Feeding							$3,127,200	$3,127,200
OPS - Operations - response and preparedness activities						$265,000		$265,000
OTHER - Other allowable expense		$3,802,000	$1,000,300			$411,760	$1,303,000	$6,517,060
PD - Professional development for workforce talent					$1,250			$1,250
SAN - Sanitation - training and supplies						$645,645		$645,645
STUDEV - Student devices - laptops, tablets, etc					$175,000	$4,065,688		$4,240,688
WIFI - Student Connectivity - Internet access, phone access				$13,680	$155,000			$168,680
Total	$1,794,417	$3,802,000	$1,000,300	$13,680	$407,562	$5,388,093	$4,430,200	$16,836,252

Believes

eGMS Reports

Object Code	EIC Category	Budget $*
		$1,794,417
Indirect Cost Amount		
100 - Salaries	OTHER - Other allowable expense	$3,800,000

Stipends for approximately 1,266 employees at $1,500 each for additional duties assigned to staff member in order to adhere to required COVID-19 mitigation measures such as conducting sanitation, assisting with modified meal delivery/consumption for students, frequent temperature checks, and increased supervision to maintain social distancing. To be disbursed June 2021 for school year 20/21 and June 2022 for school year 21/22. In response to COVID-19 and to prevent further spread, additional duties assigned to staff member in order to adhere to required COVID-19 mitigation measures. 1266 employees at $1500 per person totaling approximately $1,900,000 to be paid in two consecutive years, June 2021 and June 2022. The total on both years equals approximately $3,800,000.

100 - Salaries	OTHER - Other allowable expense	$2,000

Extra pay for employees to make phone calls to contact families regarding excessive absences related to COVID. In response to COVID-19, excessive absences were experienced at many of our schools, resulting in missed instructional time as well as a decrease in student achievement. To increase parent involvement and engagement, 3 employees families were contacted for a total of approximately 26.67 hours at a rate of $25 per hour totaling approximately $2000.

200 - Benefits	OTHER - Other allowable expense	$1,000,000

Benefits (Medicare, Retirement) on stipends of $1500 for 1,250 employees due to additional duties assigned to staff member in order to adhere to required COVID-19 mitigation measures such as conducting sanitation, assisting with modified meal delivery/consumption for students, frequent temperature checks, and increased supervision to maintain social distancing. To be disbursed June 2021 for school year 20/21 and June 2022 for school year 21/22. In response to COVID-19 and to prevent further spread, additional duties assigned to staff member in order to adhere to required COVID-19 mitigation measures.

200 - Benefits	OTHER - Other allowable expense	$300

Benefits for extra pay for employees to make phone calls to contact families regarding excessive absences related to COVID. In response to COVID-

ESSER Periodic Expenditure Reports

Expenditure Summary	Expenditure by EIC	Obligation by EIC	Certification	Submit

Periodic Expenditure Report 4 Click for Instructions

Note: If reported expenditures are outside of normal budget tolerances a budget revision should be completed.

Budget data will only be displayed if there is an approved or substantially approved application/budget at time of PER submission.

EIC #		100 – Salaries	200 – Benefits	300 – Purchased Professional / Technical Svcs	400 – Purchased Property Svcs	500 – Other Purchased Scvs	600 – Supplies	700 – Property	800 – Other objects	TOTAL
ISS	Final Approved Budget	0	0	0	0	0	0	0	0	0
	Previously Reported Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations To Date	0	0	0	0	0	0	0	0	0
CRCL	Final Approved Budget	8,358	2,227	0	0	0	0	0	0	10,585
	Previously Reported Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations To Date	0	0	0	0	0	0	0	0	0
NCCL	Final Approved Budget	0	0	0	0	0	0	0	0	0
	Previously Reported Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations To Date	0	0	0	0	0	0	0	0	0
	Final Approved Budget	0	0	0	0	0	0	0	0	0

- For ESSER PERs ONLY: a new "Obligation" tab has been added
  - Use to report funding that has been obligated, but not yet claimed for reimbursement
  - Will all for the LDOE to pull information for ESSER Data Reporting

Reminders

Reminders

Achieve! Incentive Timelines

- March 2022: LDOE has loaded Rnd 2 ESSER III Incentive funding. LEAs can begin the process of budgeting the funding.
    - Claims will be paid out based on current budget approval.
    - A rejected application or a delay greater than 60 day in submitting an amendment could result in an interruption in the reimbursement process.

2022-23 Super App Timelines

- April 2022: LDOE loads Formula and Competitive funding for 2022-23 in Super App
- June 24, 2022: Submission deadline for 2022-23 Super App
    - Submission by the deadline is critical - Substantial Approval

ESSER DATA Reporting

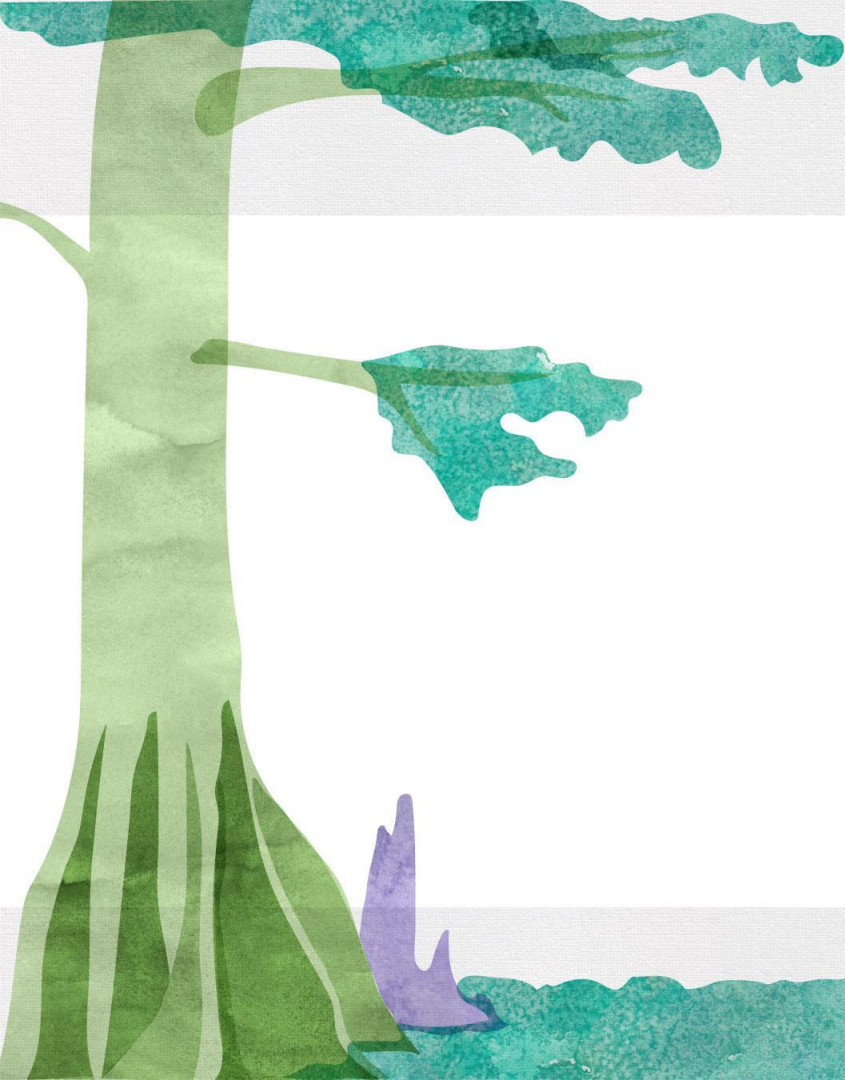- April 1, 2022: Submission deadline for the ESSER Data Reporting app

Believes

Reminders

FY 22 Year-End Deadlines

- June 20: 8g claims due in eGMS
- July 6: Carl Perkins claims for June expenses are due in eGMS
- July 15: All other state and federal awards (excluding 8g and Carl Perkins) ending June 30, 2022 due in eGMS

Note: Failure to meet these deadlines risks funding availability.
- The Department cannot guarantee the payment of late claims and/or late claims might have to wait until the following fiscal year (June 2023) for funds to be available.

Believes

Question & Answer

Contact Information

For more information or questions contact:
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