eGMS:

Navigating the System

Agenda

- Security Setup
- eGMS Overview
- Navigation Controls
- LEA Central Data
- Creating an Application
- Budget Detail
- Consistency Check/Submit
- Review Checklists
- GANs (Public Access)
- Amendments

- Reimbursement Claims/PERs
- Question & Answer
- Session Feedback

Security

Security Setup

To set up your security account/change your level of security access, reach out to your school system's security coordinator

- Traditional districts/charter schools‑you have your own security coordinator within your school system

- Nonpublic schools/universities/non-profits‑reach out to Claiborne Crockett at Claiborne.Crockett@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

- 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

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:

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

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	6/25/2022		Payments	
IDEA Consolidated Application	Original Application ▾	Final Approved	6/25/2022		Payments	
Education Excellence Fund	Original Application ▾	Final Approved	10/14/2022	Open / Amend	Payments	Review Summary / Delete Application
ESSA Consolidated Application	Original Application ▾	Final Approved	6/25/2022		Payments	
Super App	Amendment 2 ▾	Final Approved with Comments	3/24/2023	Open / Amend		Review Summary / Delete Application
Early Childhood Consolidated Application	Original Application ▾	Not Submitted		Open / Amend		Review Summary / Delete Application

Discretionary Grant						
Application Name	Revision	Status	Date		Actions	
Redesign 1003a	Original Application ▾	Final Approved	6/25/2022		Payments	
IDEA 611 Set Aside	Original Application ▾	Final Approved	6/25/2022		Payments	
IDEA 619 Set Aside	Original Application ▾	Final Approved	6/25/2022		Payments	
Comprehensive Literacy State Development (CLSD) CIR/UIR	Original Application ▾	Final Approved	6/25/2022		Payments	
Sped Cameras	Amendment 1 ▾	Not Submitted		Open / Amend	Payments	Review Summary / Delete Application

Competitive Grant						
Application Name	Revision	Status	Date		Actions	
High Cost Services Rnd 1	Original Application ▾	Submitted For Review	1/27/2023	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	8/1/2022	Open		Review Summary / Delete Application
ESSA Maintenance of Effort	Original Application ▾	Final	7/27/2022	Open		Review Summary / Delete Application
American Rescue Plan Maintenance of Equity	Original Application ▾	Final Approved	1/31/2023	Open / Amend		Review Summary / Delete Application

Non Funded						
Application Name	Revision	Status	Date		Actions	
TIA Waiver Requests	Original Application ▾	Final Approved	1/12/2023	Open / Amend		Review Summary / Delete Application

Navigation Controls

Navigation

- Navigation controls must be used to navigate eGMS.

- Use of the back button will cause system errors.

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

Select Fiscal Year:	2023 ∨		Click to view Funding Summary		
▶ 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				
Application Name		**Revision**	**Status**	**Date**	
LEA Central Data		Original Application ∨ Created			Open

Central Contact Information

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

- Zip+4 information must match information on [sam.gov](sam.gov) for FFATA reporting
- UEI must be verified

Application Specific Contact Information

Contact Information

- 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

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

Save Page

Assurances

Creating an Application

Create a New Application

- 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

Created Application

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

Created						

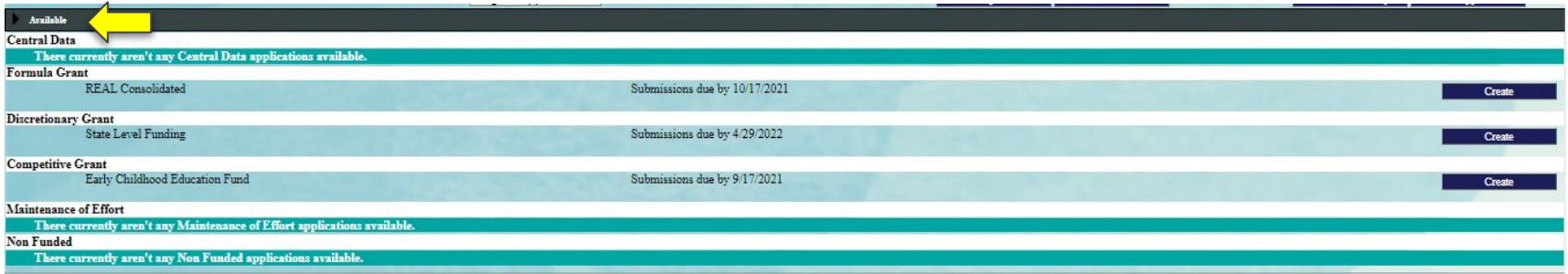**Central Data** — NOTE: Before a new year application will be available, you MUST complete the contact information (LEA Central and related program), and agree to assurances (Common and related program).

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	6/25/2022			Payments	
IDEA Consolidated Application	Original Application ▾	Final Approved	6/25/2022			Payments	
Education Excellence Fund	Original Application ▾	Final Approved	10/27/2022	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated Application	Original Application ▾	Final Approved	6/25/2022			Payments	
Super App	Amendment 2 ▾	Final Approved with Comments	3/13/2023	Open	Amend		Review Summary	Delete Application
Early Childhood Consolidated Application	Amendment 2 ▾	Not Submitted		Open	Amend		Review Summary	Delete Application

Discretionary Grant

Application Name	Revision	Status	Date		...ons	
Redesign 1003a	Original Application ▾	Final Approved	6/25/2022		Payments	
IDEA 611 Set Aside	Original Application ▾	Final Approved	6/25/2022		Payments	

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

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Created Application

- 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

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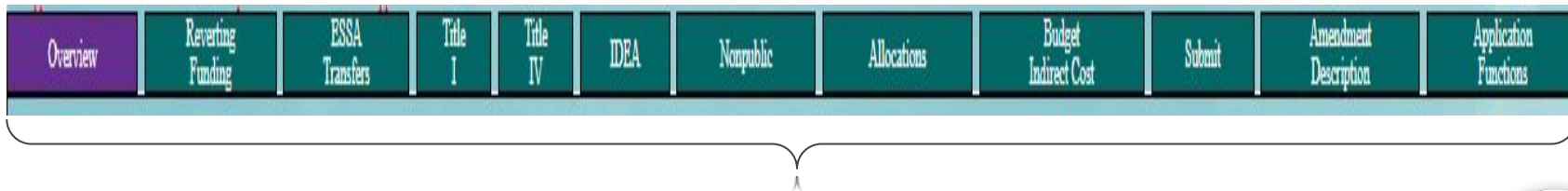
Created Application

- 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

- 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 priority.

Note: The Total Funds Available amount for Title II represent the Total Current Year funds less Non-public and Indirect Cost reservation $19,309 captured on the ESSA Equitable Share Page.
Note: The Total Funds Available amount for Title IV represent the Total Current Year funds less Non-public and Indirect Cost reservation $19,557 captured on the ESSA Equitable Share Page.

	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	$1,810,389	$0	$0	$0	$1,810,389	$277,507	$0	$2,087,896	$0	$0	$2,039,764	$48,132	$0	$2,087,896
Direct Student Services	$0	$0	$0	$0	$0	$11,901		$11,901	$0		$11,901			$11,901
Title I Neglected or Delinquent	$0	$0	$0	$0	$0	$0		$0	$0	$0	$0			$0
Title IIA	$258,615	$0	$0	$0	$258,615	$0	$0	$239,306	$0	$0	$0	$239,306		$239,306

Reverting Funding Tab

- 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

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

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	$ 1,810,389	Accept ∨	$ 277,507	Accept ∨
Title IIA	$ 258,615	Accept ∨	$ 0	Accept ∨
Title III	$ 0	Accept ∨	$ 0	Accept ∨
Title III Immigrant	$ 0	Accept ∨	$ 0	Accept ∨
Title IVA SSAE	$ 145,151	Accept ∨	$ 116,788	Accept ∨

Allocations - Other Applications

- 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.

Current Year Funds		
Allocation		$0
ReAllocated (+)		$0
Released (-)		$0
Total Current Year Funds		$0
Prior Year(s) Funds		
Rollover (+)		$0
ReAllocated (+)		$0
Total Prior Year(s) Funds		$0
Sub Total		$0

Budgets

Budget Detail

| | Priorities | | Budget Detail | | Page Lock Control | |

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., $2536)

Click for Instructions

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

Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

	TitleI	TitleIVA_SSAE	DSS	Redesign1003a	CLSD_B-5	CLSD_6-8	Total
Investment	$2,039,764	$242,382	$11,901	$58,729	$14,000	$31,279	$2,398,055
Unbudgeted	$0	$0	$0	$0	$0	$0	$0

Description of Educational Improvement Categories (EIC) and Object Codes

Consolidated Budget Detail
(contains multiple fund sources)

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

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

Single Fund Source Budget Detail

- 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.

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 x	☐

Consistency Check/Submit

Consistency Check

- 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 for all required components
  - Lock Application/Unlock Application
  - The user does not have to lock the application. The system will automatically lock the application upon submission.

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:

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

Application Review

- **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

- 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.

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

Review Summary: Accessing Reviewer Comments

- To access 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 - will print of multiple reviews.

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	1	LEA Data Entry group	LEA Data Entry Users	Skipped	
	2	Applicant Authorized Representatives - entry, submit, assure	Clay Corley	Submitted	3/3/2023
○	3	Administration Review	Edeltress Brown	Accepted	3/9/2023
○	4	Carl Perkins Review	Charmaine Cureton	Accepted with Comments	3/9/2023
○	4	School Redesign Review	Tiffany Franklin	Accepted	3/9/2023
○	4	P1 Career College Service Readiness Rvw 2	Edeltress Brown	Accepted	3/9/2023
○	4	Direct Student Services Review	Rayla Hunt	Accepted	3/9/2023
○	4	P5 System Structures Partnerships Rvw 2	Terri Byrd	Accepted	3/9/2023
○	4	Grants Mgmt Review 2	Darlene Williams	Accepted with Comments	3/9/2023
○	4	P4 Effective Educator Workforce Rvw 2	Edeltress Brown	Accepted	3/9/2023
○	4	CLSD Review	Shanna Beber	Accepted	3/9/2023
○	4	P2 Equitble Inclsv Lrn Stu w Disabilities Rvw 2	Denise Karamales	Accepted with Comments	3/9/2023
○	4	P3 Quality Teaching and Learning Rvw 2	Melanie Mayeux	Accepted	3/9/2023
○	4	P2 Equitble Inclsv Lrn Eng Lang Rvw 2	Melanie Mayeux	Accepted	3/9/2023
○	5	Final Application Review	Randy Littleton	Accepted with Comments	3/13/2023

Review Checklist   Request Checklist Print

Review Checklist

Grant Award Notifications (GANs)

Accessing GANs

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

Accessing GANs

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

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

Amendments
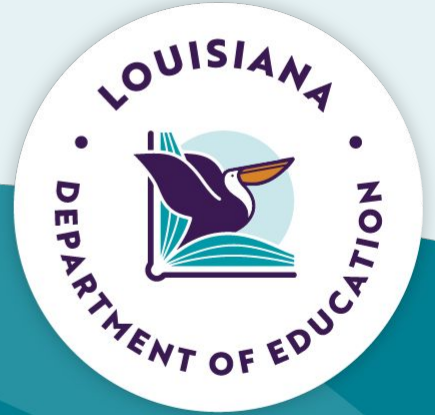
Amendments

- **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

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.

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

Amendment Description   Click for Instructions

Select the Application Section(s) where changes have been made in this amendment and provide details as requested.

☐ Consolidated Plan Application

☑ Core Academics
    Please describe what has changed. (0 of 1000 maximum characters used)

☐ Diverse Learners

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

Reimbursement Request/Periodic Expenditure Reports

- 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.

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		

Reimbursement Request/Periodic Expenditure Reports

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 4/20/2023

	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIVA_SSAE	TitleV_B	TINeglectDelinquent	DSS
Current Grant Year Allocation	$1,810,389	$258,615	$0	$0	$145,151	$128,370	$0	$0
(+/-) Adjustments	$277,507	$0	$0	$0	$116,788	$6,302	$0	$11,901
(+/-) Consortiums	$0	$0	$0	$0	$0	$0	$0	$0
(+/-) Transfers	$0	$0	$0	$0	$0	$0	$0	$0
Total Funds Available	$2,087,896	$258,615	$0	$0	$261,939	$134,672	$0	$11,901
Approved Budget --Original Application	$2,087,896	$258,615	$0	$0	$261,939	$134,672	$0	$11,901
Anticipated Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Reimbursements	$2,087,896	$258,615	$0	$0	$261,939	$134,672	$0	$11,901

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

- Object Code: indicate the object code needed 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
- Previously Requested: system will pre-populate
- Reimbursement Request: enter the amount being requested

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
	$969,261	$470,220	$77,500	$0	$159,968	$255,061	$0	$0

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

Reimbursement Request

- 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.

				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		TitleI	$218,480
Amount Paid To Date	$218,480			
Expenses To Date	$218,480		Total	$218,480
Balance Due LEA	$0			
Funds on Hand	$0			

Reimbursement Request

- 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

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 and 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

Reimbursement Request

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

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	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

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

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

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

Periodic Expense Report 3   Click for Instructions

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 [▼]

Periodic Expenditure Report

- Final Expenditure: the PER should be marked final when submitting the last PER for the application.
  - Triggers calculation of carryover if allowed
- Upload: supporting documentation is required for PER submission

Periodic Expenditure Report

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

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

Periodic Expenditure Report 3

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
11 HC	Final Approved Budget	0	0	0	0	0	0	0	0	0
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations/Expenditure To Date	0	0	0	0	0	0	0	0	0
11 EL	Final Approved Budget	0	0	0	0	0	500	0	0	500
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations/Expenditure To Date	0	0	0	0	0	0	0	0	0
11 ND	Final Approved Budget	0	0	0	0	0	0	0	0	0
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0
	Accumulated Obligations/Expenditure To Date	0	0	0	0	0	0	0	0	0

Periodic Expenditure Report

- Consistency Check: all errors cleared to submit the PER.
- Once consistency check is clear, the "Submit" button will be visible.

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

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

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

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

Budget Indirect Cost

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

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

Fiscal Review Guidance

Contact Information

Federal Support and Grantee Relations
Bernell Cook
Executive Director
bernell.cook@la.gov

Randy Littleton
Chief of Staff FSGR
randy.littleton@la.gov

Darlene Williams
CGR Supervisor
darlene.williams2@la.gov

Tireka Cobb
ED Consultant Supervisor
tireka.cobb2@la.gov