

# Navigating eGMS: Effective use of 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
- Indirect Cost
- Fiscal Review Guidance
- Question & Answer
- Session Feedback





# Security



March 27, 2023

# 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 Randy Littleton [Randy.Littleton@la.gov](mailto:Randy.Littleton@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

| Groups associated with this user:             |   |
|---|---|
| Business Role                                 | Application System / Group  |
| <input type="checkbox"/> LEA Authorized Rep   | <input type="checkbox"/> 21st CCLC: LEA Authorized Rep                    |
| <input type="checkbox"/> LEA Business Manager | <input type="checkbox"/> 21st CCLC: LEA Business Mgr                      |
| <input type="checkbox"/> LEA Data Entry       | <input type="checkbox"/> 21st CCLC: LEA Data Entry                        |
| <input type="checkbox"/> LEA Finan Data Entry | <input type="checkbox"/> 21st CCLC: LEA Finan Data Entry                  |
| <input type="checkbox"/> LEA View Only        | <input type="checkbox"/> 21st CCLC: LEA View Only                         |
|   | <input type="checkbox"/> Achieve!: LEA Authorized Rep                     |
|   | <input type="checkbox"/> Achieve!: LEA Business Mgr                       |
|   | <input type="checkbox"/> Achieve!: LEA Data Entry                         |
|   | <input type="checkbox"/> Achieve!: LEA Finan Data Entry                   |
|   | <input type="checkbox"/> Achieve!: LEA View Only                          |
|   | <input type="checkbox"/> ARRA - Education Jobs Fund: LEA Authorized Rep   |
|   | <input type="checkbox"/> ARRA - Education Jobs Fund: LEA Business Mgr     |
|   | <input type="checkbox"/> ARRA - Education Jobs Fund: LEA Finan Data Entry |
|   | <input type="checkbox"/> ARRA - Education Jobs Fund: LEA View Only        |
|   | <input type="checkbox"/> ARRA - Nutrition Assistance: SEA LEA AuthRep     |





# 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 <small>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).</small> |  |                      |                              |            |          |  |
|   | Application Name                                       | Revision             | Status                       | Date       | Actions  |  |
| LEA Central Data  |  | Original Application | Created                      |            | Open     |  |
| <b>Formula Grant</b>  |  |                      |                              |            |          |  |
|   | 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                                      |
|   | ESSA Consolidated Application                          | Original Application | Final Approved               | 6/25/2022  | Payments |  |
|   | Super App  | Amendment 2          | Final Approved with Comments | 3/24/2023  | Open     | Amend                                      |
|   | Early Childhood Consolidated Application               | Original Application | Not Submitted                |            | Open     | Amend                                      |
|   |  |                      |                              |            |          | Review Summary Delete Application          |
|   |  |                      |                              |            |          | Review Summary Delete Application          |
| <b>Discretionary Grant</b>  |  |                      |                              |            |          |  |
|   | 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/UR | Original Application | Final Approved               | 6/25/2022  | Payments |  |
|   | Sped Cameras   | Amendment 1          | Not Submitted                |            | Open     | Amend                                      |
|   |  |                      |                              |            |          | Payments Review Summary Delete Application |
| <b>Competitive Grant</b>  |  |                      |                              |            |          |  |
|   | 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 |
| <b>Payments Only</b>  |  |                      |                              |            |          |  |
| There currently aren't any Payments Only applications created.  |  |                      |                              |            |          |  |
| <b>Maintenance of Effort</b>  |  |                      |                              |            |          |  |
|   | 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          |
| <b>Non Funded</b>   |  |                      |                              |            |          |  |
|   | 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 controls must be used to navigate eGMS.
- Use of the back button will cause system errors.

**DEPARTMENT of EDUCATION**  
Louisiana Believes

Applicant: 013 Catahoula Parish  
Application: 2022-2023 Super App - 00-  
Cycle: Amendment 2

Project Period: 7/1/2022 - 6/30/2023

Application Sections Administration ▼


→ Printer-Friendly  
→ Click to Return to GMS Access/Select Page  
→ Click to Return to Menu List / Sign Out

# 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:   [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 and related progr

| 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](https://sam.gov) for FFATA reporting
- UEI must be verified

| Central Contacts   | Super App Contacts                                      | Formula Program Contacts          | Competitive Program Contacts           | Discretionary Program Contacts |                                 |        |                                    |                                   |
|--|---|-----------------------------------|--|--------------------------------|---------------------------------|--------|------------------------------------|-----------------------------------|
| This page was last saved on this date: 7/30/2024   |   |                                   |  |                                |                                 |        |                                    |                                   |
| <p>On April 4, 2022, the federal government transitioned from the DUNS Number as its official entity identifier to the new Unique Entity ID (SAM/UEI). All sub-awardees must report their SAM/UEI to their prime awarding agency (LDOE). Please review the DUNS number UEI (12-digit alpha-numeric) for accuracy. For assistance with registering for a SAM/UEI, please refer to the Knowledge Base maintained by the Federal Service Desk (fsd.gov). UEI and entity information can be managed by your authorized entity administrator through the General Services Administration's System for Award Management (sam.gov).</p> |   |                                   |  |                                |                                 |        |                                    |                                   |
| Links: <a href="#">System for Award Management</a>   |   |                                   |  |                                |                                 |        |                                    |                                   |
| UEI Number*  | <input type="text" value="EQ3WQK7YK2P3"/>               | DUNS Number*                      | <input type="text" value="08558518"/>  |                                |                                 |        |                                    |                                   |
|  |   | SAM Expiration Date (MM/DD/YYYY)* | <input type="text" value="8/11/2023"/> |                                |                                 |        |                                    |                                   |
| <b>Administrative Offices:</b>   |   |                                   |  |                                |                                 |        |                                    |                                   |
| Address 1*   | <input type="text" value="Acadia Parish School Board"/> |                                   |  |                                |                                 |        |                                    |                                   |
| Address 2  | <input type="text" value="P.O. Drawer 309"/>            |                                   |  |                                |                                 |        |                                    |                                   |
| City*  | <input type="text" value="Crowley"/>                    |                                   |  | State*                         | <input type="text" value="LA"/> | Zip+4* | <input type="text" value="70527"/> | <input type="text" value="0309"/> |
| Phone*   | <input type="text" value="337"/>                        | <input type="text" value="783"/>  | <input type="text" value="3664"/>      | Extension                      |                                 |        |                                    |                                   |





# Application Specific Contact Information

|                                  |                             |                                      |  |                                      |
|----------------------------------|-----------------------------|--------------------------------------|--|--------------------------------------|
| Central<br>Contacts              | Super<br>App<br>Contacts    | Formula<br>Program<br>Contacts       | Competitive<br>Program<br>Contacts     | Discretionary<br>Program<br>Contacts |
| Super_App<br>Formula<br>Contacts |                             | Super_App<br>Competitive<br>Contacts |  |                                      |
| IDEA<br>Program<br>Contacts      | ESSA<br>Program<br>Contacts | Migrant<br>Education<br>Contact      | Carl<br>Perkins - Secondary<br>Contact |                                      |

## Contact Information - ESSA Program

[Click for Instru](#)

This page was last saved on this date: 11/12/2024

### Program Contact(s):

#### ESSA Contact:

|            |  |             |                                    |                |  |
|------------|--|-------------|------------------------------------|----------------|--|
| Last Name* | <input type="text" value="LeJeune"/>   | First Name* | <input type="text" value="Shawn"/> | Middle Initial | <input type="text"/>   |
| Address 1* | <input type="text" value="P o Box 309"/>   |             |                                    |                |  |
| Address 2  | <input type="text"/>   |             |                                    |                |  |
| City*      | <input type="text" value="Crowley"/>   | State*      | <input type="text" value="LA"/>    | Zip+4*         | <input type="text" value="70527"/> <input type="text" value="0309"/> |
| Phone*     | <input type="text" value="337"/> <input type="text" value="783"/> <input type="text" value="3664"/> Extension <input type="text" value="225"/> |             |                                    |                |  |
| Email*     | <input type="text" value="shlejeune@acadia.k12.la.us"/>  |             |                                    |                |  |

#### Neglected and Delinquent Contact:

|  |  |             |                                    |                |                      |
|--|--|-------------|------------------------------------|----------------|----------------------|
| Last Name*                                 | <input type="text" value="LeJeune"/>     | First Name* | <input type="text" value="Shawn"/> | Middle Initial | <input type="text"/> |
| Address 1* <small>ianabelieves.com</small> | <input type="text" value="P o Box 309"/> |             |                                    |                |                      |



# 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



# Assurances

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

## Common Assurances for Federal Programs

[Click for Instructions](#)

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

### Assurances

Each legal entity, district, cooperative or agency that participates in one or more of the programs listed below MUST agree to all of the assurance statements listed below prior to being able to submit their application for funds to the Louisiana Department of Education (LDE). This is required prior to the award of funds for any U.S. Department of Education administered program.

Common Assurances agreed to on:

These assurances have been agreed to by:

[Legal Entity Agrees](#)

# 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



The screenshot shows a software interface with a dark grey header bar containing a right-pointing arrow and the word "Available" with an orange arrow pointing left. Below the header are several sections:

- Central Data**: A teal bar with the text "There currently aren't any Central Data applications available."
- Formula Grant**: A teal bar with the text "There currently aren't any Formula Grant applications available."
- Discretionary Grant**: A light blue bar containing two rows of application information:
  - Row 1: "Positive Behavioral Support" on the left, "Submissions due by 8/1/2024" in the middle, and a dark blue "Create" button on the right.
  - Row 2: "REAL Consolidated" on the left, "Submissions due by 2/17/2025" in the middle, and a dark blue "Create" button on the right.
- Competitive Grant**: A teal bar at the bottom of the visible content.



# Created Application

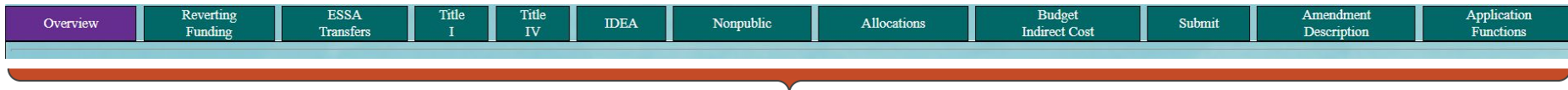
- Once the application is created, it will appear under the Created Tab.
- Open: Allow you to navigate through the application

| Created   |                        |                      |           |         |          |                    |
|---|------------------------|----------------------|-----------|---------|----------|--------------------|
| Central Data <small>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).</small> |                        |                      |           |         |          |                    |
| 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       | 8/9/2024  |         | Payments |                    |
| IDEA Consolidated Application   | Original Application ▾ | Final Approved       | 8/9/2024  |         | Payments |                    |
| Education Excellence Fund   | Original Application ▾ | Final Approved       | 10/3/2024 | Open    | Amend    | Payments           |
| ESSA Consolidated Application   | Original Application ▾ | Final Approved       | 8/9/2024  |         | Payments |                    |
| Super App   | Amendment 2 ▾          | Submitted For Review | 1/2/2025  | Open    | Amend    | Review Summary     |
| CSI and TSI Plan  | Original Application ▾ | Not Submitted        |           | Open    | Amend    | Review Summary     |
|   |                        |                      |           |         |          | Delete Application |
| Discretionary Grant   |                        |                      |           |         |          |                    |

- 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

- 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

| Overview   | Reverting Funding | ESSA Transfers      | Title I | Title IV | IDEA | Nonpublic         | Allocations | Budget Indirect Cost | Submit            | Amendment Description | Application Functions    |
|--|-------------------|---------------------|---------|----------|------|-------------------|-------------|----------------------|-------------------|-----------------------|--------------------------|
| Budget Summaries   |                   | Application History |         |          |      | Page Lock Control |             |                      | Application Print |                       |                          |
| Page Review Status <a href="#">Click for Instruction</a> |                   |                     |         |          |      |                   |             |                      |                   |                       |                          |
| <input checked="" type="checkbox"/> Expand All           |                   |                     |         |          |      |                   |             |                      |                   |                       |                          |
| Super App  |                   |                     |         |          |      |                   |             |                      |                   | Page Status           | Open Page for editing    |
| Administration   |                   |                     |         |          |      |                   |             |                      |                   |                       |                          |
| Reverting Funding  |                   |                     |         |          |      |                   |             |                      |                   | LOCKED                | <input type="checkbox"/> |
| ESSA Transfers   |                   |                     |         |          |      |                   |             |                      |                   | OPEN                  | <input type="checkbox"/> |



# 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 \$3,181 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 Srvcs Readiness | P2 Equitable Inclsy Learning | P3 Quality Teach and Learn | P4 Effectv Educator Wrkfrce | P5 System Structure Prtnrshp | Total Investe |
|---------------------------------|------------|-------------|----------------|------------|--------------------|------------|------------|---------------------------|--------------------------------|------------------------------|----------------------------|-----------------------------|------------------------------|---------------|
| Title I                         | \$796,786  | \$0         | \$0            | \$84,240   | \$881,026          | \$132,314  | \$0        | \$1,013,340               | \$0                            | \$0                          | \$1,013,340                | \$0                         | \$0                          | \$1,013,340   |
| Direct Student Services         | \$0        | \$0         | \$0            | \$0        | \$0                | \$3,916    |            | \$3,916                   | \$0                            |                              | \$3,916                    |                             |                              | \$3,916       |
| Title I Neglected or Delinquent | \$0        | \$0         | \$0            | \$0        | \$0                | \$0        |            | \$0                       | \$0                            | \$0                          |                            |                             |                              | \$0           |
| Title IIA                       | \$55,908   | \$0         | \$0            | (\$23,000) | \$32,908           | \$43,198   | \$0        | \$72,925                  | \$0                            | \$0                          | \$0                        | \$72,925                    |                              | \$72,925      |
| 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                  | \$61,240   | \$0         | \$0            | (\$61,240) | \$0                | \$0        | \$0        | \$0                       | \$0                            | \$0                          | \$0                        | \$0                         |                              | \$0           |
| Title V-B RLIS                  | \$35,274   | \$0         | \$0            | \$0        | \$35,274           | \$35,463   |            | \$70,737                  | \$0                            | \$0                          | \$70,737                   | \$0                         | \$0                          | \$70,737      |



# 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 | Budget Indirect Cost |
|---|-------------------------------|---|-------------------------|---|------|-----------|-------------|----------------------|
| <b>Reverting Funding</b>  |                               |   |                         |   |      |           |             |                      |
| 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   | 2024-2025<br>Base Allocation* | SEA may reallocate<br>funds to other grantees | 2023-2024<br>Prior Year | SEA may reallocate<br>funds to other grantees |      |           |             |                      |
| Title I   | \$ 796,786                    | Accept ▼                                      | \$ 132,314              | Refuse ▼                                      |      |           |             |                      |
| Title IIA   | \$ 55,908                     | Accept ▼                                      | \$ 43,198               | Accept ▼                                      |      |           |             |                      |
| Title III   | \$ 0                          | Accept ▼                                      | \$ 0                    | Accept ▼                                      |      |           |             |                      |
| Title III Immigrant   | \$ 0                          | Accept ▼                                      | \$ 0                    | Accept ▼                                      |      |           |             |                      |
| Title IVA SSAE  | \$ 61,240                     | Refuse ▼                                      | \$ 0                    | Accept ▼                                      |      |           |             |                      |
| Title V-B RLIS  | \$ 35,274                     | Accept ▼                                      | \$ 35,463               | Accept ▼                                      |      |           |             |                      |
| Title I Neglected Delinquent  | \$ 0                          | Accept ▼                                      | \$ 0                    | 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.

|                                      |  |           |
|--------------------------------------|--|-----------|
| <b>Current Year Funds</b>            |  |           |
| Allocation                           |  | \$250,000 |
| ReAllocated (+)                      |  | \$0       |
| Released (-)                         |  | \$0       |
| <b>Total Current Year Funds</b>      |  | \$250,000 |
| <b>Prior Year(s) Funds</b>           |  |           |
| Rollover (+)                         |  | \$0       |
| ReAllocated (+)                      |  | \$0       |
| <b>Total Prior Year(s) Funds</b>     |  | \$0       |
| <b>Sub Total</b>                     |  | \$250,000 |
| <b>Multi-District</b>                |  |           |
| Transfer In (+)                      |  | \$0       |
| Transfer Out (-)                     |  | \$0       |
| Administrative Agent                 |  |           |
| <b>Adjusted Sub Total</b>            |  | \$250,000 |
| <b>Total Available for Budgeting</b> |  | \$250,000 |

# Budgets



# Budget Detail

Priorities

Budget  
Detail

Page  
Lock Control

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

DATA NOT SAVED: EIC 11 Object Code 100 is incompletely filled out. If any field is filled out, the Fund Source, Object Code, and EIC Code are required!

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

|            | Title       | TitleV_B | DSS     | Redesign1003a | CLSD_K-5 | CLSD_6-8 | CLSD_9-12 | CLSD_UIN_6-8 | CLSD_UIN_9-12 | Total       |
|------------|-------------|----------|---------|---------------|----------|----------|-----------|--------------|---------------|-------------|
| Investment | \$1,013,340 | \$70,737 | \$3,916 | \$36,263      | \$21,600 | \$24,426 | \$25,468  | \$98,216     | \$98,216      | \$1,392,182 |
| Unbudgeted | \$104,568   | \$0      | \$0     | \$23,669      | \$0      | \$0      | \$0       | \$64,580     | \$0           | \$192,817   |

Description of Educational Improvement Categories (EIC) and Object Codes



Fiscal Review Guidance



# Consolidated Budget Detail: Multiple Fund Sources

- Fund: select the fund source for the expenditure.
- Object Code: select the appropriate Object Code
- EIC: Educational Improvement Category (EIC) dropdown adjusts 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: Amount entered must be \$0 before deleting

| Object Code: <input type="text"/> Fund Source: <input type="text"/> <input type="button" value="Sort"/> |                      |                          |                      |   |                                |                          |
|---|----------------------|--------------------------|----------------------|---|--------------------------------|--------------------------|
| Fund  | Object Code          | Exclude from MIDC        | EIC                  | Expenditure Description and Itemization | Amount                         | Delete Row               |
| <input type="text"/>  | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/>                    | <input type="text" value="0"/> | <input type="checkbox"/> |
| <input type="text"/>  | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/>                    | <input type="text" value="0"/> | <input type="checkbox"/> |

# Budget Detail: Single Fund Source

- 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      | 300       | 400 | 500     | 600     | 700 | 800 | Indirect Cost |
|---|----------|----------|-----------|-----|---------|---------|-----|-----|---------------|
|   |          | \$0      | \$0       | \$0 | \$0     | \$0     | \$0 | \$0 | \$0           |
| Current Budgeted Amounts by Object Code | \$73,208 | \$15,091 | \$125,300 | \$0 | \$9,000 | \$6,000 | \$0 | \$0 | \$21,401      |

| Object Code                    | Exclude from MTDC        | EIC                            | Expenditure Description and Itemization | Amount                         | Delete Row               |
|--------------------------------|--------------------------|--------------------------------|---|--------------------------------|--------------------------|
| <input type="text" value="v"/> | <input type="checkbox"/> | <input type="text" value="v"/> | <input type="text"/>                    | <input type="text" value="0"/> | <input type="checkbox"/> |
| <input type="text" value="v"/> | <input type="checkbox"/> | <input type="text" value="v"/> | <input type="text"/>                    | <input type="text" value="0"/> | <input type="checkbox"/> |
| <input type="text" value="v"/> | <input type="checkbox"/> | <input type="text" value="v"/> | <input type="text"/>                    | <input type="text" value="0"/> | <input type="checkbox"/> |

# 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.

The screenshot displays a web application interface. At the top, there is a navigation bar with several tabs: Overview, Allocations, Budget Detail, Budget Summary, Submit (highlighted in purple), Amendment Description, Application History, Page Lock Control, and Application Print. Below the navigation bar, the word "Submit" is visible on the left, and a link "Click for Instruction" is on the right. A red message in the center states: "The Consistency Check must be successfully processed before you can submit your application." Below this message are three buttons: "Consistency Check", "Lock Application", and "Unlock Application".

# 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

The screenshot displays a web application interface with a teal header and a light blue main content area. The header contains several navigation tabs: Overview, Allocations, Budget Detail, Budget Summary, Submit (highlighted in purple), Amendment Description, Application History, Page Lock Control, and Application Print. Below the header, the main content area features a warning message in red text: "Warning! You are about to make final submission of the budget information for LDE approval. In order to make changes to your institution's budget after clicking the submit button below you must contact LDE to change your application's status. District Admin LEA TEST ran the consistency check process which locked the application on 2/5/2025 at 7:32 AM." Below the warning, there are two buttons: "Lock Application" and "Unlock Application". At the bottom left, there is a list of review steps: Assurances, Consistency Check was run on: Subrecipient Data Entry, Sponsor Administrator, Program Budget Review 2, Grants Management Review 2, and LDE Final Review. A "Submit to LDE" button is located at the bottom right of the main content area. A "Click for Instructions" link is visible in the top right corner of the main content area.

# 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.

| Created   |                        |                      |           |          |       |          |                |                    |  |
|---|------------------------|----------------------|-----------|----------|-------|----------|----------------|--------------------|--|
| Central Data <small>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).</small> |                        |                      |           |          |       |          |                |                    |  |
| 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       | 8/9/2024  | Payments |       |          |                |                    |  |
| IDEA Consolidated Application   | Original Application ▾ | Final Approved       | 8/9/2024  | Payments |       |          |                |                    |  |
| Education Excellence Fund   | Original Application ▾ | Final Approved       | 10/3/2024 | Open     | Amend | Payments | Review Summary | Delete Application |  |
| ESSA Consolidated Application   | Original Application ▾ | Final Approved       | 8/9/2024  | Payments |       |          |                |                    |  |
| Super App   | Amendment 2 ▾          | Returned for Changes | 2/4/2025  | Open     | Amend |          | Review Summary | Delete Application |  |
| CSI and TSI Plan  | Original Application ▾ | Not Submitted        |           | Open     | Amend |          | Review Summary | Delete Application |  |



# Accessing the Reviewer Comments

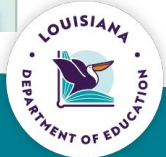
- To access review checklist: select the radio button next to the appropriate review.
- Next select “Review Checklist”
- Note: The user can request a print of the review checklists - will print of multiple reviews.

| Round 5 |      |  |                      |                        |             |                       |  |
|---------|------|--|----------------------|------------------------|-------------|-----------------------|--|
| Select  | Stop | Group  | Staff                | Status                 | Status Date |                       |  |
|         | 1    | LEA Data Entry group   | LEA Data Entry Users | Skipped                |             |                       |  |
|         | 2    | Applicant Authorized Representatives - entry, submit, assure | Ramona Spence        | Submitted              | 11/19/2024  |                       |  |
|         | 3    | Grants Mgmt Review 1   | Darnus Bethea        | Accepted with Comments | 11/20/2024  |                       |  |
|         | 3    | P2 Equitable Inclsv Lrn Eng Lang Rvw 1                       | Melanie Mayeux       | Accepted               | 11/19/2024  |                       |  |
|         | 3    | P1 Career College Service Readiness Rvw 1                    | Edeltress Brown      | Accepted               | 11/20/2024  |                       |  |
|         | 3    | P3 Quality Teaching and Learning Rvw 1                       | Edeltress Brown      | Accepted               | 11/20/2024  |                       |  |
|         | 3    | P5 System Structures Partnerships Rvw 1                      | Kenya Jenkins        | Accepted               | 11/20/2024  |                       |  |
|         | 3    | P4 Effective Educator Workforce Rvw 1                        | Kenya Jenkins        | Accepted               | 11/20/2024  |                       |  |
|         | 3    | P2 Equitable Inclsv Lrn Stu w Disabilities Rvw 1             | Ashley Augustine     | Accepted with Comments | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | P1 Career College Service Readiness Rvw 2                    | Antiqua Hunter       | Accepted               | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | P5 System Structures Partnerships Rvw 2                      | Daphne Flentroy      | Accepted               | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | Grants Mgmt Review 2   | Claiborne Crockett   | Accepted with Comments | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | Administration Review  | Dense Karamales      | Accepted               | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | P4 Effective Educator Workforce Rvw 2                        | Antiqua Hunter       | Accepted               | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | P3 Quality Teaching and Learning Rvw 2                       | Antiqua Hunter       | Accepted               | 11/21/2024  | <input type="radio"/> |  |
|         | 4    | P2 Equitable Inclsv Lrn Eng Lang Rvw 2                       | Melanie Mayeux       | Accepted               | 11/22/2024  | <input type="radio"/> |  |
|         | 4    | P2 Equitable Inclsv Lrn Stu w Disabilities Rvw 2             | Dense Karamales      | Accepted with Comments | 11/21/2024  | <input type="radio"/> |  |
|         | 5    | Final Application Review                                     | Randy Littleton      | Accepted with Comments | 11/22/2024  | <input type="radio"/> |  |

[Review Checklist](#)

[Show Prior Rounds](#)

[Request Checklist Print](#)



# Review Checklist

| Grants<br>Mgmt Review - Administration Non-public          |  | P1_Career_Clge_Service_Readiness<br>Grnts Mgmt Rvw | P2_Equitble_Inclsv_Lrn<br>EL/Behavior Grnts Mgmt Rvw | P2_Equitble_Inclsv_Lrn<br>SWD Grnts Mgmt Rvw   | P3_Quality_Teach_Learn<br>Grnts Mgmt Rvw | P4_Effcty_Educator_Wrkfrce<br>Grnts Mgmt Rvw | P5_System_Structr_Prtnrshp<br>Grnts Mgmt Rvw |
|--|--|--|--|--|--|--|--|
| <b>Grants Management - P4 Effective Educator Workforce</b> |  |  |  |  |  |  |  |
| <a href="#">Click for Instructions</a>                     |  |  |  |  |  |  |  |
|  | Fund Source  | Object Code  | EIC  | Comments   |  |  |  |
| Yes ▼  | CLSD 9-12 ▼  | 300 ▼  | 23   | DB 11/20/2024: "Contract with GLEAN Education for Literacy ..." Please provide the rate per session/day.   |  |  |  |
| Yes ▼  | CLSD UIN 9-12 ▼  | 300 ▼  | 23   | DB 11/20/2024 "Contract with TNTP ..." <u>Please</u> review amount provided in the Expenditure Description. Does not match amounts budgeted.               |  |  |  |
| No ▼   | CLSD UIN 6-8 ▼   | 500 ▼  | 23   | DB 11/20/2024: "Contract with TNTP ..." <u>Since</u> this is contractual services provided by a <u>third party</u> vendor, please move to Object Code 300. |  |  |  |
| ▼  | ▼  | ▼  |  |  |  |  |  |
| ▼  | ▼  | ▼  |  |  |  |  |  |
| ▼  | ▼  | ▼  |  |  |  |  |  |
| No ▼   | All budgeted items for P4 Effective Educator Workforce are coded appropriately according to the most recent publication of the Louisiana Accounting Uniform Government Handbook (LAUGH), sufficient detail has been provided for all budgeted items, and expenses are correctly identified for inclusion/exclusion from the Modified Total Direct Cost (MTDC). |  |  |  |  |  |  |



# Grant Award Notifications (GANs)



# Accessing GANs

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

The screenshot shows the login interface for the Louisiana Department of Education's E-Grants Management System. At the top left is the department logo with the slogan "Louisiana Believes". The main header reads "Louisiana Department of Education" and "Welcome to the E-Grants Management System". Below this is a purple "ANNOUNCEMENTS" bar with the text "No notifications found." To the right is a "LOGON" section containing input fields for "Username/Email" (with a help icon) and "Password" (with a "Forgot Password" link). At the bottom right of the login area, an orange arrow points to a "Public Access" link, and a "LOGON" button is positioned to its right.



# Accessing GANs

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



- Complete all dropdown information for the GAN you are attempting to access
- Select the “View Report” button

A screenshot of a form used to select a Grant Award Notification (GAN) report. The form has a light blue background and contains several dropdown menus and a button. The fields are: "Budget Year" with a dropdown set to "2021"; "Fund Year" with a dropdown set to "2021"; "Fund Type" with a dropdown set to "Federal"; "Program Title" with a dropdown set to "Title I"; and "Recipient" with a dropdown set to "<Select a Value>". To the right of these fields is a button labeled "View Report".

# 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   | Reverting Funding | ESSA Transfers | Title I | Title IV | IDEA | Nonpublic | Allocations | Budget Indirect Cost | Submit | Amendment Description | Application Functions |
|--|-------------------|----------------|---------|----------|------|-----------|-------------|----------------------|--------|-----------------------|-----------------------|
| Amendment Description <a href="#">Click for Instructions</a>   |                   |                |         |          |      |           |             |                      |        |                       |                       |
| Select the Application Section(s) where changes have been made in this amendment and provide details as requested.                 |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input type="checkbox"/> Consolidated Plan Application   |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input type="checkbox"/> P1 Career College Service Readiness   |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input type="checkbox"/> P2 Equitable Inclusive Learning   |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input checked="" type="checkbox"/> P3 Quality Teaching and Learning   |                   |                |         |          |      |           |             |                      |        |                       |                       |
| Please describe what has changed. (102 of 1000 maximum characters used)  |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input type="text" value="This amendment is being submitted to address reviewer comments and budget additional funding for CLSD"/> |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input type="checkbox"/> P4 Effective Educator Workforce   |                   |                |         |          |      |           |             |                      |        |                       |                       |
| <input type="checkbox"/> P5 System Structures Partnerships   |                   |                |         |          |      |           |             |                      |        |                       |                       |

# 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/PERs

- 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       | 8/9/2024  | Payments |       |
| IDEA Consolidated Application            | Original Application ▼ | Final Approved       | 8/9/2024  | Payments |       |
| Education Excellence Fund                | Original Application ▼ | Final Approved       | 10/3/2024 | Open     | Amend |
| ESSA Consolidated Application            | Original Application ▼ | Final Approved       | 8/9/2024  | Payments |       |
| Super App                                | Amendment 2 ▼          | Returned for Changes | 2/4/2025  | Open     | Amend |
| CSI and TSI Plan                         | Original Application ▼ | Not Submitted        |           | Open     | Amend |

# Reimbursement Request/PERs

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 2/5/2025

|   | TitleI      | TitleIIa   | TitleIII | TitleIII-Immigrant | TitleIVA_SSAE | TitleV_B | TINeglectDelinquent | DSS     |
|---|-------------|------------|----------|--------------------|---------------|----------|---------------------|---------|
| <b>Current Grant Year Allocation</b>          | \$796,786   | \$55,908   | \$0      | \$0                | \$61,240      | \$35,274 | \$0                 | \$0     |
| (+/-) Adjustments                             | \$132,314   | \$43,198   | \$0      | \$0                | \$0           | \$35,463 | \$0                 | \$3,916 |
| (+/-) Consortiums                             | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| (+/-) Transfers                               | \$84,240    | (\$23,000) | \$0      | \$0                | (\$61,240)    | \$0      | \$0                 | \$0     |
| <b>Total Funds Available</b>                  | \$1,013,340 | \$76,106   | \$0      | \$0                | \$0           | \$70,737 | \$0                 | \$3,916 |
| <b>Approved Budget --Original Application</b> | \$1,013,340 | \$76,106   | \$0      | \$0                | \$0           | \$70,737 | \$0                 | \$3,916 |
| <b>Anticipated Payments</b>                   |             |            |          |                    |               |          |                     |         |
| Auto-Scheduled                                | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| Reimbursements                                | \$1,013,340 | \$76,106   | \$0      | \$0                | \$0           | \$70,737 | \$0                 | \$3,916 |
| <b>Total</b>                                  | \$1,013,340 | \$76,106   | \$0      | \$0                | \$0           | \$70,737 | \$0                 | \$3,916 |
| <b>Pending Payments</b>                       |             |            |          |                    |               |          |                     |         |
| Auto-Scheduled                                | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| Approved Reimbursements                       | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| <b>Total</b>                                  | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| <b>Completed Payments</b>                     |             |            |          |                    |               |          |                     |         |
| Auto-Scheduled                                | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| Reimbursements                                | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| <b>Total</b>                                  | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| <b>Remaining Payments</b>                     |             |            |          |                    |               |          |                     |         |
| Auto-Scheduled                                | \$0         | \$0        | \$0      | \$0                | \$0           | \$0      | \$0                 | \$0     |
| Reimbursements                                | \$1,013,340 | \$76,106   | \$0      | \$0                | \$0           | \$70,737 | \$0                 | \$3,916 |
| <b>Total</b>                                  | \$1,013,340 | \$76,106   | \$0      | \$0                | \$0           | \$70,737 | \$0                 | \$3,916 |
| <b>Final PER Status</b>                       |             |            |          |                    |               |          |                     |         |




# Reimbursement Request/PERs

Reimbursement Request/Expenditure Report Menu [Click for Instructions](#)

Program  2025

**Reimbursement Requests:**

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

| Select                | Reimbursement Request   | Date Created | Date Submitted | Final Approval Date | Status        | Status Date | Amount |
|-----------------------|---|--------------|----------------|---------------------|---------------|-------------|--------|
| <input type="radio"/> | Reimbursement Request 1  | 2/5/2025     |                |                     | Not Submitted |             | \$     |

**Expenditure Reports:**

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

| Select                | Expenditure Report  | Final | Date Created | Date Submitted | Final Approval Date | Status        | Status Date |
|-----------------------|---|-------|--------------|----------------|---------------------|---------------|-------------|
| <input type="radio"/> | Periodic Expense Report 1  |       | 11/1/2024    |                |                     | Not Submitted |             |



# Reimbursement Request

- 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

| Final Approved Budget Amounts by Object Code |  | 100 - Salaries | 200 - Benefits | 300 - Purchased Professional / Technical Svcs | 400 - Purchased Property Svcs | 500 - Other Purchased Svcs | 600 - Supplies | 700 - Property | 800 - Other objects |
|--|--|----------------|----------------|---|-------------------------------|----------------------------|----------------|----------------|---------------------|
|  |  | \$337,616      | \$129,773      | \$15,000                                      | \$11,000                      | \$31,676                   | \$379,838      | \$0            | \$0                 |

| Object Code | Expenditure Description and Itemization<br>(1000 Character Maximum) | Final Approved Budget | Previously Requested | Reimbursement Request  | Delete Row               |
|-------------|---|-----------------------|----------------------|------------------------|--------------------------|
| ▼           | <input type="text"/>  |                       |                      | 0 <input type="text"/> | <input type="checkbox"/> |
| ▼           | <input type="text"/>  |                       |                      | 0 <input type="text"/> | <input type="checkbox"/> |

# 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.

|  |                         |                       |           |     |     |
|--|-------------------------|-----------------------|-----------|-----|-----|
| Indirect Cost  | Approved Rate 11.9853 % | Derived Rate 11.9833% | \$108,437 | \$0 | \$0 |
|  |                         |                       | Total     | \$0 | \$0 |
| <a href="#">Create Additional Entries</a> <a href="#">Calculate Totals</a> |                         |                       |           |     |     |
| Vendor Number  | 310161755 00            |                       |           |     |     |
| Vendor Invoice Number  | 25T1 000201             |                       |           |     |     |
| End Period Expense   | <input type="text"/>    | Enter as MM/DD/YYYY   |           |     |     |
| <b>RECAP</b>   | <b>Amount</b>           |                       |           |     |     |
| Grant Award (Allocation)   | \$1,013,340             |                       |           |     |     |
| Approved Budget  | \$1,013,340             |                       |           |     |     |
| Amount Paid To Date  | \$0                     |                       |           |     |     |
| Expenses To Date   | \$0                     |                       |           |     |     |
| 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  No file chosen

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



# PER

- 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 | Financial Certification                | Submit                                       |
|--|--|-------------------------------|----------------------|--|--|
| Periodic Expense Report 1 <a href="#">Click for Instructions</a>   |  |                               |                      |  |  |
| Program: Title I   |  |                               |                      |  |  |
| 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   | \$337,616                     | \$0                  | \$0                                    | \$0  |
| 200  | Benefits   | \$129,773                     | \$0                  | \$0                                    | \$0  |
| 300  | Purchased Professional / Technical Svcs            | \$15,000                      | \$0                  | \$0                                    | \$0  |
| 400  | Purchased Property Svcs                            | \$11,000                      | \$0                  | \$0                                    | \$0  |
| 500  | Other Purchased Svcs                               | \$31,676                      | \$0                  | \$0                                    | \$0  |
| 600  | Supplies   | \$379,838                     | \$0                  | \$0                                    | \$0  |
| 700  | Property   | \$0                           | \$0                  | \$0                                    | \$0  |
| 800  | Other objects                                      | \$0                           | \$0                  | \$0                                    | \$0  |
| <b>Totals:</b>   |  | \$904,903                     | \$0                  | \$0                                    | \$0  |
| Indirect Cost Approved Rate 11.9833 % Derived Rate 11.9833%  |  | \$108,437                     | \$0                  | \$0                                    | \$0  |
| <b>Totals:</b>   |  | \$1,013,340                   | \$0                  | \$0                                    | \$0  |
| Expenditure Period End Date <input type="text"/>   |  |                               |                      |  |  |





# PER

- 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

| RECAP                    | Amount      |
|--------------------------|-------------|
| Grant Award (Allocation) | \$1,013,340 |
| Approved Budget          | \$1,013,340 |
| Amount Paid To Date      | \$0         |
| Expenses To Date         | \$0         |
| Balance Due LEA          | \$0         |
| Funds on Hand            | \$0         |

Final Expenditure  \* Selection of the Final indicator will discontinue all reimbursement activity at the LEA level for this program and application year. Before selecting the Final indicator the LEA must have all reimbursement requests for this program and application year submitted.

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

Uploaded Files:

# PER

- 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           | Financial Certification        | Submit                         |                                |                                |       |
|--|---|--------------------------------|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------|
| Periodic Expenditure Report 1  |   |                                |                                |   |                                |                                |                                |                                |                                |       |
| <a href="#">Click for Instructions</a>   |   |                                |                                |   |                                |                                |                                |                                |                                |       |
| 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 Svcs     | 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 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>                | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 0     |
| 11 EL  | Final Approved Budget                       | 0                              | 0                              | 0   | 0                              | 0                              | 200                            | 0                              | 0                              | 200   |
|  | Previously Reported Expended/Obligated      | 0                              | 0                              | 0   | 0                              | 0                              | 0                              | 0                              | 0                              | 0     |
|  | Accumulated Obligations/Expenditure To Date | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>                | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 0     |



# PER

- 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 | Financial Certification | Submit                                 |
|--|-------------------------------|----------------------|-------------------------|--|
| <b>Certification of Report</b>   |                               |                      |                         | <a href="#">Click for Instructions</a> |
| <input type="checkbox"/> The LEA is certifying the data being submitted is accurate and complete to the best of my knowledge.  |                               |                      |                         |  |
| <input type="checkbox"/> The LEA is certifying the data being submitted is reporting <b>cumulative</b> expenditures through the expenditure period end date for this report. |                               |                      |                         |  |
| Note: Only users with authority to Submit this Report for the LEA can save this certification.   |                               |                      |                         |  |
| <a href="#">Save Page</a>  |                               |                      |                         |  |

- 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                                 |
|---|-------------------------------|----------------------|---------------|--|
| <b>Submit</b>   |                               |                      |               | <a href="#">Click for Instructions</a> |
| <b>The Consistency Check must be successfully processed before you can submit your application.</b>   |                               |                      |               |  |
| <a href="#">Consistency Check</a> <a href="#">Lock Application</a> <a href="#">Unlock Application</a> |                               |                      |               |  |
| Subrecipient Business Manager<br>Subrecipient Administrator<br>Appropriation Control Review           |                               |                      |               |  |

# Indirect Cost



# Indirect Costs (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           |    |           |                       |
|-----------------------------------|----|-----------|-----------------------|
| Allocation                        | \$ | 1,500,000 |                       |
| IDC Rate                          |    |           |                       |
|                                   |    |           |                       |
| IDC Rate                          |    | 8.98330   |                       |
| IDC Rate/100                      |    | 0.08983   |                       |
| IDC Rate/100+1                    |    | 1.08983   |                       |
|                                   |    |           |                       |
| Allocation/ (IDC/100+1)           | \$ | 1,376,358 | Direct Charge Funding |
| Allocation-Direct Charge Funding) | \$ | 123,642   | 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          | 904,903     |    |
| - *Excluded Costs           | \$0         |    |
| Modified Total Direct Costs | 904,903     |    |
| Indirect Cost Rate %        | 11.9833     |    |
| Maximum Indirect Cost       | 108,437     |    |
| Indirect Cost               | 108437      |    |
| Total Budgeted              | \$1,013,340 |    |
| Total Budgeted              | 1,392,182   |    |
| Allocation Remaining        | 0           |    |

# Budget Indirect Cost - Title II & IV

- Title II and IV are budgeted separately from the Budget Detail pages

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

This page has been locked by the agency review. You must unlock it on the Page Control Tab if changes are needed.

Programs:

|                             |          |
|-----------------------------|----------|
| Total Direct Costs          | \$72,925 |
| - Excluded Costs            | \$0      |
| Modified Total Direct Costs | \$72,925 |
| Indirect Cost Rate %        | 11.9833  |
| Maximum Indirect Cost       | 8,739    |
| Indirect Cost               | 3181     |



# Fiscal Review Guidance



# Contact Information

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