



Education Excellence Fund (EEF) 2021-2022

Agenda

- ❑ **Welcome and Introductions**
- ❑ **Housekeeping**
- ❑ **EEF Funding Overview**
- ❑ **Accessing eGMS - Security and Grantee Requirements**
- ❑ **EEF Application Overview**
- ❑ **EEF Reporting**
- ❑ **Questions**

Introductions and Housekeeping

- Introductions
 - EEF Team
- Housekeeping
 - Please mute all phone lines
 - Please mute all computer mics
 - Place all questions in the chat box



EEF Funding



Overview of EEF Funds

- “Tobacco Money”
- Louisiana Revised Statute (LRS) 39:98.1 - 39.98.5
 - Subpart E: Tobacco Settlement Proceeds
- Part of Millennium Trust created in 1999
- Purpose: to support “excellence in educational practice”

About EEF Funds

- Funds never expire
- Unspent funds carry over to the following year
- Recipients can choose to:
 - Apply for all funds available
 - Apply for only some of the funds available
 - Not apply for any of the funds and allow funds to rollover to the following year

Use of EEF Funds

- Once the legislature approves the applications, recipients are “paid” the full amount “up front.”
- No reimbursement requests (RRs) are required. *One Final periodic expenditure report (PER), also referred to as the 6/30 PER is required.*
- Recipients can expend EEF funds throughout the year on the activities described in their plan.

EEF Program Requirements

Pre-kindergarten - 12th Grade instructional enhancements for students, including:

- Early childhood education programs focused on enhancing the preparation of at-risk;
- Remedial instruction and assistance to children who fail to achieve required scores on any tests required for advancement to a succeeding grade; and
- Other educational programs approved by the legislature

Acceptable Uses of EEF Funds

- Benchmark Assessment
- Curriculum Development/Alignment
- Early Childhood
- Educational Technology
- Family Involvement
- Instructional Supplies
- Teacher Quality
- Positive Behavior Support
- Remediation

Prohibited Use of Funds

EEF funds **cannot** be used for:

- Expenditures for maintenance or renovation of buildings
- Capital improvements
- Increases in employees' salaries
- Supplanting any state general fund or locally generated revenue
- Sectarian/religious purposes

eGMS Overview



- **Electronic Grants Management System (eGMS)**
- **Education Excellence Fund (EEF) Application**

eGMS Requirements



LOUISIANA DEPARTMENT OF EDUCATION

eGMS Security Request Form

rev 01/06/19

Instructions:

- Complete Section 1-3
- Submit form via email to Ednet.Learner@LDOE.gov

Section 1: All requests

Name of New User:	
Phone (numbers only, no hyphen or spaces):	
Email:	
Date:	
Name of person making this request:	
Name of User to be Requested/Required:	

Section 2: All requests

Sponsor (School/Organization) Name:	
Sponsor (School/Organization) Site Code:	
Type of Entity (ex. Charter, Nonpublic, Religious, etc):	

Section 3: Assigned Roles

Please select **gms** of the following:

- LEA/Organization Authorized Rep (r)
- LEA/Organization Business Manager
- LEA/Organization Data Entry
- LEA/Organization Finance Data Entry
- LEA/Organization View Only

After completing Section 1-3, submit this form via email to Ednet.Learner@LDOE.gov.

eGMS – eGMS Management System

- User (LDE staff, Inquiry, Update, and File Upload)

Authorized Representative Approval – LDOE use only

Administrator Signature:		Date:	
Typed or Printed Name:			

This section for Louisiana Department of Education official use only.			
User ID:		Passcode:	
Date Approved:			

Security Coordinator

Nonpublic Responsibilities:

- Request form from Julia DeSimone
- Complete sections 1 thru 3 of the eGMS Security Request Form
- Submit completed form to:
Julia.Desimone@la.gov

The Security Coordinator:

Assigns passwords

Grants access to parts of the application

Assist in changing passwords



LOUISIANA DEPARTMENT OF EDUCATION

eGMS Security Request Form

rev 01/08/19

Instructions:

- Complete Section 1-3
- Submit form via email to Ethan.Leonard@la.gov

Section 1: All requests

Name of New User:	
Phone (numbers only; no hyphen or spaces):	
Email:	
Date:	
Name of person making this request:	
Name of User to be Removed/Replaced:	

Section 2: All requests

Sponsor (School/Organization) Name:	
Sponsor (School/Organization) / Site Code:	
Type of Entry (ex. Charter, Non-public, Religious, etc):	

Section 3: Assigned Roles

Please select **one** of the following:

- LEA/Organization Authorized Rep (*)
- LEA/Organization Business Manager
- LEA/Organization Data Entry
- LEA/Organization Finance Data Entry
- LEA/Organization View Only

After completing Sections 1-3, submit this form via email to Ethan.Leonard@la.gov.

eGMS – eGrant Management System

- User (SDE staff, Inquiry, Update, and File Upload)

Authorized Representative Approval – LDDE use only

Administrator Signature:		Date:	
Typed or Printed Name:			

***** This section for Louisiana Department of Education official use only. *****			
User ID:		Password:	
Date Assigned:		By:	

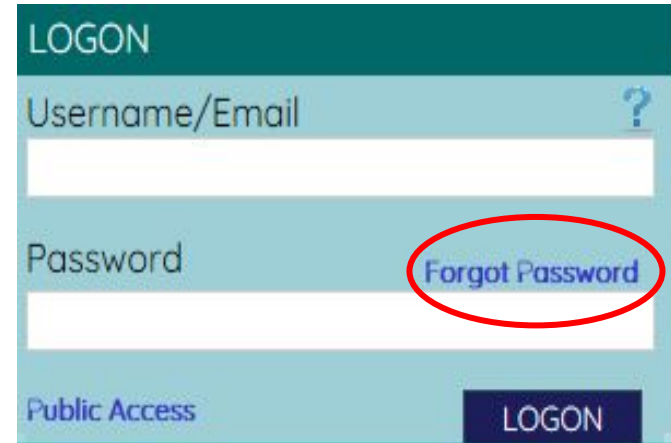
eGMS Access Security Request

School Systems should:

- Have an assigned Security Coordinator
- Contact Security Coordinator if additional staff needs access

To find out who your Security Coordinator is:

- Click on Forgot Password on the Logon Page



The screenshot shows a web form titled "LOGON" with a teal header. It contains two input fields: "Username/Email" and "Password". To the right of the "Username/Email" field is a question mark icon. To the right of the "Password" field is a blue link labeled "Forgot Password", which is circled in red. At the bottom left of the form is the text "Public Access" and at the bottom right is a dark blue button labeled "LOGON".

eGMS Access Security Request

- This will prompt you to the Password Reset System
- You will then click on the dropdown menu and select your site
- Then select Help
- Your Security Coordinator's name and contact information will then appear on the right in the yellow box

User ID:

OR

If you don't know your User ID or if you need to contact your local security coordinator please select your Site, District, or Agency from the dropdown list below then click the Help button. Your security Coordinators contact information will be displayed in the yellow box on the right side of the screen:

Enter your User ID in the box to the left labeled User ID and then click the Next button.

eGMS Access Security Request

- School Systems/Charters will have to request access from their Security Coordinator listed in the yellow box from the previous slide.
- Non-LEAs will need to send a request to Julia.DeSimone@la.gov and request an eGMS Security Access form. Once the form has been filled out appropriately, Julia DeSimone will set the required access and forward that person their username and temporary password.
- Once you receive your credentials, you will login and change your temporary password.
- Your password expires every 30 days. After three (3) failed attempts, your account will be locked and you will need to request an unlock from your Security Coordinator.

SAM and DUNS Instructions

SAM: Your school system must have a current [SAM account registration](#) in order to receive federal funds. Failure to keep your SAM registration current could delay or limit access to funds for your school system.

DUNS: Your school system must have a current [DUNS](#) number in order to receive federal funds. Failure to keep your DUNS number current could delay or limit access to funds for your school system. If your school system does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) Website](#) or call 1-866-705-5711 to register or search for a DUNS number. Further information about the process for obtaining a DUNS number is available at [Grants.gov \(Step 1: Obtain a DUNS Number\)](#).

SAM and DUNS

eGMS Requirement:

- **SAM**SM expiration date

(System for Award Management)

<https://uscontractorregistration.com>

- **DUNS**[®] Number

(Data Universal Number System)

[Grants.gov](https://www.grants.gov) (Step 1: Obtain a DUNS Number).

The screenshot shows a web form for SAM registration. At the top, it displays 'Applicant: Parish or School Name 2019-2020 LEA Central Data-00-Original Application' and 'Project Period: 07/1/2018-6/30/2020'. Below this is a navigation menu with tabs for 'Contact Information', 'Assurances', 'Allocations Summary', 'Grant Summary', 'Page Lock Control', and 'Application Print'. A second row of tabs includes 'Central Contacts', 'Super App Formals Contacts', 'Super App Competitive Contacts', 'Formals Contacts', 'Discretionary Contacts', and 'Competitive Program Contacts'. A red warning message states: 'Data displayed on this page has been copied forward from the prior year. In order for the data to be saved for the current year and to satisfy the requirement that the contact information is completed you must select the Save button at the bottom of this page.' Below this, it says 'This page was last saved on this date: []'. A paragraph explains the Federal Funding Accountability and Transparency Act (FFATA) requirements. Links for 'System for Award Management' and 'Grants Gov' are provided. The 'Administrative Offices' section contains several input fields: 'Address 1' (1981 Midway St), 'DUNS Number*' (04024232), 'SAM Expiration Date (MM/DD/YYYY)*' (09/2017), 'Address 2', 'City*' (Shreveport), 'State*' (LA), and 'Zip*' (71108 2201). The 'DUNS Number' and 'SAM Expiration Date' fields are circled in red.

SAM and DUNS

For additional help with getting your DUNS® number or registering with SAMSM, contact:

Grants Management Help Desk @

LDOE.GrantsHelpdesk@la.gov



Accessing the eGrant Management System (eGMS)

- Go to <https://www.louisianabelieves.com>
- Click the Funding tab at the top on the right



Accessing the eGrant Management System (eGMS)

- At the bottom of the page under Grants Management, click eGMS
- Bookmark eGrant or save it as a shortcut



- eGrant Management System (eGMS)

<https://egmsp.doe.louisiana.gov/LDEGMSWeb/Logon.aspx>

eGMS - Logon Page

- Enter User Name
- Enter Password

Louisiana Department of Education
Welcome to the E-Grants Management System

ANNOUNCEMENTS

LEA's and Charters Only

To assist school systems in preparing for the upcoming release of the 2021-2022 Education Excellence Fund (EEF) application, the Division of Grants Management will host two (2) Zoom meetings on Tuesday, September 21. The morning session will begin at 10:30 a.m. and the afternoon session will begin at 2:30 p.m. The meeting information included provides access to both the morning and afternoon sessions.

Zoom Meeting Information:

[Morning Session](#)

INFORMATION

No notifications found.

TRAINING

LOGON

Username/Email

Password [Forgot Password](#)

Public Access **LOGON**

UPCOMING

September 2021

No events found.

Rectangular Snip

eGMS - Main Menu

- Main menu shows page that you have been given access to
- Click on **GMS Access/Select**

Menu List

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

Administrative

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

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

eGMS - LEA Central Data

- Go to LEA Central Data
- Click Create or Open

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 program).

Application Name	Revision	Status	Date	Actions
LEA Central Data	<input type="text" value="Original Application"/>	Created		<input type="button" value="Open"/>

eGMS - Contact Information

Click on Contact Information and complete the forms under these tabs:

- Central Contacts
- EEF Program Contact

Application: 2021-2022 LEA Central Data - 00-
Cycle: Original Application

Project Period: 07/01/2021-06/30/2022

Printer-Friendly
[Click to Return to Sponsor Select](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Contact Information	Assurances			
Central Contacts	Super App Contacts	Formula Program Contacts	Discretionary Contacts	Competitive Program Contacts
McKinney_Vento Homeless Contact	EEF Program Contact	Real-time_Early_Access to Literacy Contact		

Be sure to click the Save Page button for each page.



eGMS - Assurances

Click on *Assurances* and complete the forms under these tabs:

- Common Assurances
- EEF Program Assurances

Application: 2021-2022 LEA Central Data - 00-
Cycle: Original Application

Project Period: 07/01/2021-06/30/2022

[Click to Return to Sponsor Select](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Contact Information		Assurances			
Common Assurances	Super App Assurances	Formula Program Assurances	Discretionary Assurances	Competitive Program Assurances	MOE Assurances
McKinney_Vento Homeless Assurances		EEF Program Assurances	Real-time_Early_Access to Literacy Assurances		
Homeless Children and Youth Assurances		Homeless Children and Youth ARP Assurances		McKinney_Vento Assurance Agreement	

eGMS - EEF Application

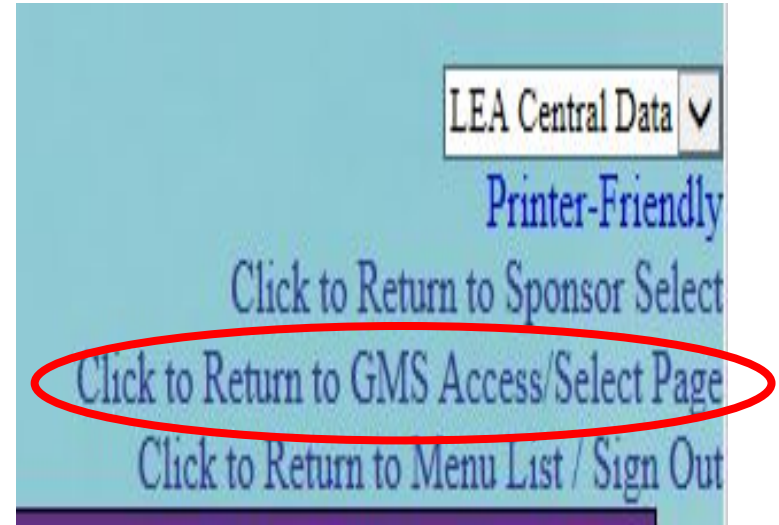


EEF - The Big Picture

- Recipients login to eGMS to create, complete and submit their applications
- LDOE staff reviews completed applications and submits request to Legislature for approval of applications
- Legislature approves release of EEF funds to recipients
- LDOE informs recipients that their applications have received final approval and makes payments directly to recipients for amount requested
- Recipients carry out activities
- Recipients report on those activities in the following year's application using the Evaluation Report form in eGMS

eGMS - EEF Application

- Click *Return to GMS Access /Select Page*
- Click on *Education Excellence Fund*



eGMS - EEF Application

The FY2022 Education Excellence Fund (EEF) application will be included under the Formula Grant section of the GMS Access Select page.



Open EEF 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	6/26/2020	Payments
IDEA Consolidated Application	Original Application ▼	Final Approved	6/26/2020	Payments
Education Excellence Fund	Original Application ▼	Final Approved	10/29/2020	Open Amend Payments Review Summary

Parts of the EEF Application

1. Allocations
2. Program Specific - Expenditure Plan and Evaluation Report (pg. 1 & 2)
3. Budget Pages - Budget Detail and Budget Summary

Overview	Allocations	Program Specific	Budget Pages	Submit	Amendment Description
Education Excellence Fund (EEF) Overview					
Program:	Education Excellence Fund (EEF)				

Allocations Tab

	EEF
Regular Account Funds - If the District chooses to withdraw funds from its Regular EEF account for the current application year, they will need to go to the Budget Detail page in this application and enter the amount of funds they wish to withdraw. The Expenditure Plan is required and will provide details for how the Recipient will expend its EEF Funds.	
Reallocated Funds	\$0
Unbudgeted and Carryover Prior Year Funds	\$0
Cash on Hand	
Investment Account Funds - Current Balance: <u>\$0</u> If Recipient chooses to withdraw from its Treasury Investment account balance, they will need to enter the amount to withdraw in this field. The amount transferred will be available for budgeting.	\$0
School system chooses not to submit an expenditure plan at the current time. As indicated in the Attorney General's ruling, these funds " shall remain to the credit of each recipient entity at the close of each fiscal year." (Louisiana Revised Statute 39:98.3).	<input type="checkbox"/>
Enter a Reason (0 of 2000 maximum characters used)	
Total Available for Budgeting	\$1,553,858

Expenditure Plan - Narrative

Each applicant must submit a plan that outlines how they will use their EEF funds for the school year. The plan should include performance expectations to ensure accountability in the expenditure of such funds. All applicants will describe how EEF funds will be used to support the LEA's priorities in one or more of the following areas:

- Curriculum/PD/Assessments,
- Workforce
- Early Childhood
- College and Career Pathways
- Special Education
- School Improvement
- Direct Student Services

Expenditure Plan Narrative

Expenditure Plan - Narrative	Evaluation Report - PCI	Evaluation Report - PCI
Expenditure Plan Narrative Click for Instructions		
Reporting Requirements:		
Each recipient school or school system will prepare and submit to the Louisiana Department of Education a prioritized plan for expenditures of funds it expects to receive in the coming year from the Education Excellence Fund. Recipients include Local Education Agencies (public school districts including city school districts), Louisiana Special Schools, Braxfield-Dodd approved non-public schools, dioceses, and Type 2 and Type 7 Charter Schools. The plan should include performance expectations to ensure accountability in the expenditure of such funds. LDOE will review such plans for compliance with the requirements of this subsection and assure that the expenditure plans will provide excellence in educational practice.		
1. Describe how EEF funds will be used to support the LEA's priorities (Curriculum/PD Assessments, Workforce, Early Childhood, College and Career Pathways, Special Education, School Improvement, Direct Student Services). (436 of 4000 maximum characters used)		
<input type="text"/>		
2. List the activities that will be implemented to support the LEA's priorities. (405 of 4000 maximum characters used)		
<input type="text"/>		
3. How will activities be evaluated to demonstrate the impact on student academic achievement? (352 of 4000 maximum characters used)		
<input type="text"/>		
Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 10MB 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.		
<input type="text"/> <input type="button" value="Remove"/>		
Uploaded Files		
No files are currently uploaded for this page.		

Evaluation Report

Expenditure Plan - Narrative		Evaluation Report - PG1		Evaluation Report - PG2	
Evaluation Report - Page 1					
Click for Instructions					
Name of Applicant: Acadia Parish		FY: 2020-2021	Prior Year Budgeted Amount: \$ 406,872		
Number of Students Impacted by EEF funds: <input type="text"/>		Funding Period: 7-1-2020 - 6-30-2021			
Project Goal	Project Activity	Summary of the district's progress toward meeting the established goal.	Describe the process used to determine the progress toward the goal. Please provide supporting evidence.	If you did not accomplish your goal, how did you adjust your EEF narrative to ensure goals will be met for the 2021-2022 school year?	
(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<p>Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 10MB 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.</p> <p>Choose File No file chosen</p> <p>Uploaded Files:</p> <p>No files are currently uploaded for this page</p>					

Evaluation Report

- The Evaluation Report is completed by applicants to report how Prior Year budgeted EEF funds were used.
- Completion and submission of the Evaluation Report is required if choosing to apply for EEF funds in current year
- Uploading supporting information files is optional

Evaluation Report

“Old Money”

- If the recipient has “cash on hand” from the previous year, an Evaluation Report must be submitted in the current application.

“New Money”

- If the recipient will be using funds in the current year, then an Evaluation Report must be submitted in the following year’s application.

EEF Budget

- Align items in budget with Expenditure Plan/Narrative.
- Provide detailed information (per unit cost and total number) when purchasing laptops, ipads, computers.
- Use the correct EIC codes.

Submit Application

- Review the application for completeness and accuracy.
- Go to *Submit* tab.
- Run consistency check and fix any errors.
- Submit application.



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

EEF Timeline

FY 2021-2022 EEF Application Release	Week of September 27th
FY 2021-2022 EEF Application Due Date	Monday, October 18, 2021
Legislative Approval - Education Excellence Fund Expenditure Plans	November - December 2021
LDOE Preparation for Payments/Disbursements	December 2021 - February 2022
6/30 Periodic Expense Report (PER) due date	July 15, 2022



Questions & Answers

EEF Contacts

Tonya Johnson, Education Program Consultant - Tonya.Johnson@la.gov

Julia DeSimone - Education Information Consultant - Julia.DeSimone@la.gov

Grants Management Help Desk @ LDOE.GrantsHelpdesk@la.gov