

Louisiana Believes

**Education Excellence Fund (EEF)
2019-2020**

Introductions/Housekeeping

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

Louisiana Believes

eGMS/EEF Application

Overview



eGrant Management

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

eGMS Requirements

D-U-N-S®

DATA UNIVERSAL NUMBERING SYSTEM

NUMBER

1962 DUNS Number is born

1997 Adopted by US Government

2011 Recommended or required by more than 200 government, trade & industry organizations worldwide

2013 Linked to more than 225 million businesses worldwide



TOP 3 INDUSTRIES RECEIVING CONTRACTS

- Aircraft Manufacturing
- Engineering Services
- Facilities Support Services

TOP 3 INDUSTRIES RECEIVING GRANTS

- Administration of Public Health
- Administration of Social and Manpower Programs
- Regulation/Administration of Transportation

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LOUISIANA DEPARTMENT OF EDUCATION

eGMS Security Request Form

rev 01/08/19

- Instructions:**
- Complete Section 1-3
 - Submit form via email to Ethan.L 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 Entity (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.L Leonard@la.gov.

eGMS – eGrant Management System

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

Authorized Representative Approval – LDQE 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: _____	

Security Coordinator

Nonpublics 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 application
- Assists in changing passwords



LOUISIANA DEPARTMENT OF EDUCATION

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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 (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:		Password:	
Date Assigned:		By:	

eGMS Access Security Request

School Systems should:

- Have an assigned Security Coordinator
- Contact Security Coordinator if additional staff need access.

To find out who your Security Coordinator Contact is:

- Click on Forgot Password on the Logon Page



The screenshot shows a web form titled "LOGON" with a dark teal header. Below the header, there are 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 a link labeled "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:

Next

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:

Help

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

eGMS Access Security Request

School Districts and 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.

DUNS and SAM Instructions

SAM:

Your school system must have a current <https://uscontractorregistration.com> (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

Required:

- **SAMSM** 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).

Applicant: Parish or School Name
Application: 2019-2020 LEA Central Data-00-Original Application
Project Period: 07/1/2018-6/30/2020

LEA Central Data
Printer-Frien
Click to Return to GMS Access/Select P
Click to Return to Menu List / Sign t

Contact Information	Assurances	Allocations Summary	Grant Summary	Page Lock Control	Application Print
Central Contacts	Super App Formula Contacts	Super App Competitive Contacts	Formula Contacts	Discretionary Contacts	Competitive Program Contacts

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.

This page was last saved on this date: []

The Federal Funding Accountability and Transparency Act (FFATA) requires that all grant awardees create and/or validate existing Data Universal Number System (DUNS) and System for Award Management (SAM) registration data to be eligible for federal funds. Every LEA must provide their DUNS Number and SAM Expiration Date below.

Your SAM Registration can be confirmed or you can register if needed using the SAM website. If your LEA does not have a DUNS number you can request one through the federal Grants Gov website.

Links: [System for Award Management](#) [Grants Gov](#)

Administrative Offices:

Address 1* 1961 Midway St

Address 2* []

City* Shreveport

State* LA

Phone* []

DUNS Number* 049214232

SAM Expiration Date (MM/DD/YYYY)* 9/9/2017

Zip+4* 71108 2201

SAM and DUNS

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

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

The infographic for D-U-N-S (Data Universal Numbering System) includes a logo at the top left with the text "D-U-N-S® DATA UNIVERSAL NUMBERING SYSTEM NUMBER". To the right is a yellow box with a timeline of key events: 1962 (DUNS Number is born), 1997 (Adopted by US Government), 2011 (Recommended or required by more than 200 government, trade & industry organizations worldwide), and 2013 (Linked to more than 225 million businesses worldwide). Below the logo is a map of the United States titled "Concentration of Government Contractors" with a vertical scale from ,607 to 54,713. To the right of the map is a bar chart titled "Geographic Distribution of Contracts" showing values for Africa (\$0.1b), Asia (\$4.4b), Australia (\$0.2b), Europe (\$7.4b), North America (\$377b), and South America (\$0.2b). At the bottom are two sections: "TOP 3 INDUSTRIES RECEIVING CONTRACTS" (Aircraft Manufacturing, Engineering Services, Facilities Support Services) and "TOP 3 INDUSTRIES RECEIVING GRANTS" (Administration of Public Health, Administration of Social and Manpower Programs, Regulation/Administration of Transportation). The bottom right corner includes the Dun & Bradstreet logo and the text "dun.com/government" and "© Dun & Bradstreet, Inc. 2013. All rights reserved."/>

D-U-N-S®
DATA UNIVERSAL NUMBERING SYSTEM
NUMBER

1962 DUNS Number is born
1997 Adopted by US Government
2011 Recommended or required by more than 200 government, trade & industry organizations worldwide
2013 Linked to more than 225 million businesses worldwide

Concentration of Government Contractors

54,713
,607

Geographic Distribution of Contracts

Africa | \$0.1b
Asia | \$4.4b
Australia | \$0.2b
Europe | \$7.4b
North America | \$377b
South America | \$0.2b

TOP 3 INDUSTRIES RECEIVING CONTRACTS

Aircraft Manufacturing | Engineering Services | Facilities Support Services

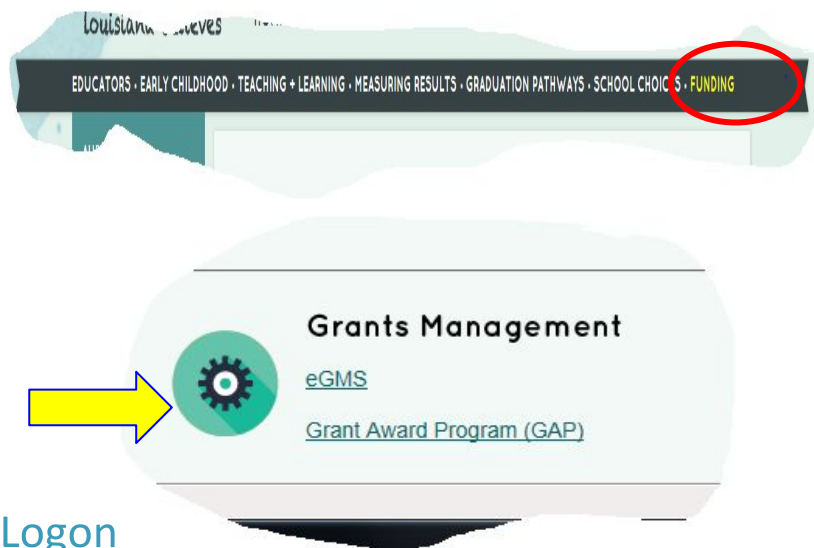
TOP 3 INDUSTRIES RECEIVING GRANTS

Administration of Public Health | Administration of Social and Manpower Programs | Regulation/Administration of Transportation

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Accessing eGrant Management System (eGMS)

- Go to <https://www.louisianabelieves.com>
- Click Funding tab at the top on the right
- At the bottom of the page under Grants Management, click eGMS
- Bookmark eGrant or save it as a shortcut or alias
- eGrant Management System (eGMS)
<https://egmsp.doe.louisiana.gov/LDEGMSWeb/Logon>



eGMS Logon Page

- Enter User Name
- Enter Password

DEPARTMENT of EDUCATION
Louisiana Believes

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

ANNOUNCEMENTS

In This Section:

- Allocations and Sources for the 2018-19 JAG program
- IDEA MOE Confirmation
- High Cost Services Round 1 Allocations
- 18/19 LA School Mental Health Grant Released
- Allowability of Federal Funds Webinar
- Non-Public Lunch Salary Supplement Released
- Believe and Prepare-Impact Collaborative Released

INFORMATION

New Notice of Allocation Requirement for Private Schools

The Every Student Succeeds Act of 2015 requires each SEA to annually provide information on the amount of funds, by programs, allocated for equitable services for eligible private school children, teachers, educational personnel and families. In order to adhere to this federal requirement the hyperlink below may be used by private school officials and LEAs to review the **Private School Allocation report by District**, which is also located on the Louisiana Believes Website, Equitable Services webpage.

[NP 2018-2019 Private Schools Allocation Report by District](#)

[New Regulatory Guidelines, Fiscal Changes and Equitable Services Requirements Under the Elementary and Secondary](#)

TRAINING

In This Section:

- Tips & Reminders: HELPI I Can't Access My Account
- Tips & Reminders: Central Data > Contacts
- Tips & Reminders: Using EIC Codes
- Tips & Reminders: Submitting an Application
- Tips & Reminders: Reviewing Comments
- Tips & Reminders: Preparing the Periodic Expense Report (PER)

[Tips & Reminders: HELPI I Can't Access My Account](#)

ACCOUNT INFORMATION

eGMS Technical Assistance

For help with accessing your account, contact your designated [Security Coordinator](#). Further assistance is available from the [Logon Page Instructions](#) and the [User's Guide](#). Note: Passwords expire after 30 days. To re-set your password, use the [Password Reset System \(PRS\)](#). For other system-related issues or to provide feedback, email LDOE.GrantsHelp@deski.la.gov.

LOGON

Username/Email ?

Password [Forgot Password](#)

[Public Access](#) **LOGON**

UPCOMING

August 2019

November 15, 2019
Deadline for 9/30 PERs

Main Menu

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

**DEPARTMENT of
EDUCATION**
Louisiana Believes

Menu List

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

Monitoring

- Fiscal Monitoring
- Program Monitoring
- GMS Access / Select**
- LEA Central Data
- Funded Applications
- Non-Funded Data Collections

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

East Baton Rouge Parish - Security Coordinator LEA TEST
East Baton Rouge Parish - Kasey Ward at 225-922-5524

Your email address is: LDENotifications@MTWSolutions.com
If this is not correct, please contact your Security Coordinator to provide correct address.

LEA Central Data

- Go to LEA Central Data
- Click Create

Central Data
There currently aren't any Central Data applications available.
Formula Grant
There currently aren't any Formula Grant applications available.

Contact Information

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

- Central Contacts
- EEF Program Contact

Contact Information	Assurances	Allocations Summary	Grant Summary	Page Lock Control	Application Print
Central Contacts	Super App Formula Contacts	Super App Competitive Contacts	Formula Contacts	Discretionary Contacts	Competitive Program Contacts
McKinney Vento Homeless Contact		Migrant Education Contact		EEF Program Contact	

Be sure to click Save Page for each page.



Assurances

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

—*Common Assurances*

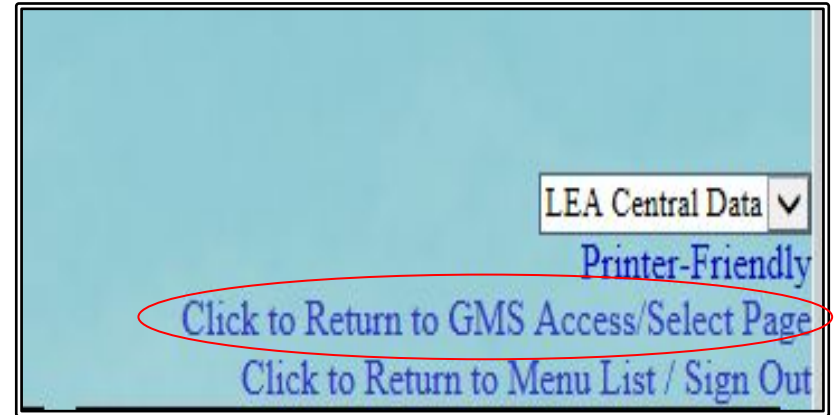
—*EEF Program Assurances*

(*EEF Program Assurances*
must be approved to move
forward with the budget)

Contact Information	Assurances	Allocations Summary	Grant Summary	Page_Lock Control	Application Print
Common Assurances	Super App Assurances	Formula Program Assurances	Discretionary Assurances	Competitive Program Assurances	MOE Assurances
McKinney Vento Homeless Assurances	Migrant Education Assurances	EEF Program Assurances			

EEF Application

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



Click Create

- Once you click on create your application will automatically open.

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 the Money

- 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 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.

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 purpose

The Big Picture

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

Open EEF Application

Under Formula Grant
open the 2019-2020
EEF Application

Created

Central Data NOTE: Before a new year application will be available, you MUST complete (Common and related program).

Application Name	Revision	Status	Date	
LEA Central Data	Original Application			Created
Formula Grant				
Carl Perkins Secondary Grant Application	Amendment 1	Submitted For Review	3/6/2019	Open
IDEA Consolidated Application	Amendment 2	Final	2/24/2019	Open
Education Excellence Fund	Original Application	Final Approved	11/9/2018	Open
ESSA Consolidated Application	Amendment 1	Submitted For Review	3/12/2019	Open
Believe and Prepare - Formula Transition	Original Application	Final Approved	11/29/2018	Open

Parts of the EEF Application

1. Allocations
2. Program Specific
 - Expenditure Plan
 - Evaluation Report- Pg. 1&2
3. Budget Pages
 - Budget Detail
 - Budget Summary

Applicant: Parish or School Name
Application Cycle: 2019-2020 Education Excellence Fund-00-Original Application
Project Period: 07/1/2019-6/30/2020
Education Excellence Fund
Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be added for the application.

Overview Allocations Program Specific Budget Pages Submit Amendment Description Application History Page Lock Control Application Print

Education Excellence Fund (EEF) Overview

Program: Education Excellence Fund (EEF)

Introduction and Background:
Introduction
The Louisiana Department of Education is accepting applications for the Education Excellence Fund to support education opportunities for at-risk students, as authorized by the Louisiana Legislature Millennium Trust of 1999.
Background
In 1999, the Louisiana State Legislature created the Millennium Trust to provide for the disposition of proceeds from the tobacco settlement. The same legislation that created the Millennium Trust, Louisiana Revised Statute (LRS) 39:98.1 - 39:98.5, also established the Education Excellence Fund (EEF) as a component of the Millennium Trust. The Louisiana Department of Education (LDOE) is responsible for providing the appropriations and oversight of monies from the Education Excellence Fund with the specific purpose of ensuring that all expenditures are used to support "excellence in educational practice."

Program Requirements:
1. Monies appropriated shall be restricted to expenditures for pre-kindergarten through twelfth grade instructional enhancements for students, including:
• Early childhood education programs focused on enhancing the preparation of at-risk children for school.
• Remedial instruction and assistance to children who fail to achieve the required scores on any tests, passage of which are required pursuant to state law or rule for advancement to a succeeding grade.
• Other educational programs approved by the legislature.
2. The legislation prohibits the use of any monies from the Education Excellence Fund for the following purposes:
• Expenditures for maintenance or renovation of buildings,
• Capital improvements, and
• Increases in employees' salaries.
3. Recipients are prohibited from using EEF funds to supplant any state general fund or locally generated revenue.

Legislation and Guidance: Louisiana Revised Statute (LRS) 39:98.1 - 39:98.5
SUBPART E. TOBACCO SETTLEMENT PROCEEDS
98.1. Creation of Funds
98.2. Investment of Millennium Trust
98.3. Appropriations from the Health Excellence Fund, the Education Excellence Fund, and the TOPS Fund
98.4. Louisiana Fund
98.5. Millennium Leverage Fund

Allocations Tab

Regular Account Funds

[\$automatic]

Reallocated Funds

Unbudgeted Prior Year Funds

[\$automatic]

Cash on Hand

[\$-----]

Investment Account Funds

(Districts only)

[\$automatic]

Investment Funds Transfer

Amount To Transfer into Regular EEF Account

(Districts only)

[\$-----]

District chooses not to submit an expenditure plan at the current time. *[If using, check box only once.]*

Enter a Reason.

Expenditure Plan - Narrative

- Each recipient 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

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”

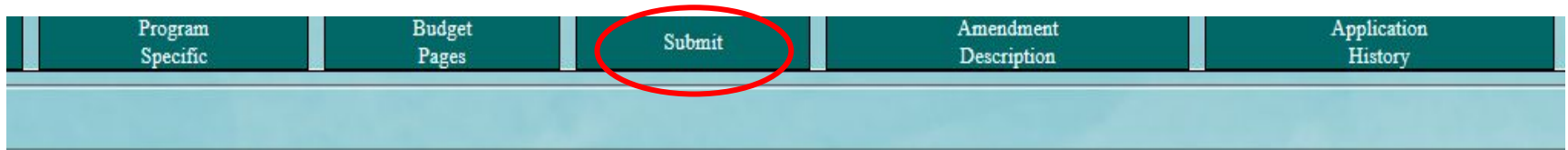
- If the recipient will be using funds in the current year, then an Evaluation Report must be submitted in the following year’s application.

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.

Tentative Timeline

Early to Mid - October 2019	<ul style="list-style-type: none">● LDOE opens EEF application period
Late October 2019	<ul style="list-style-type: none">● Applicants prepare and submit applications
Late October 2019	<ul style="list-style-type: none">● Final Corrections/reviews
November 2019	<ul style="list-style-type: none">● LDOE prepares EEF recommendations for the legislature
December 2019 - January 2020	<ul style="list-style-type: none">● Legislature approves allocations
February - March 2020	<ul style="list-style-type: none">● LDOE allocated EEF funds directly to applicants
Wednesday, July 15, 2020	<ul style="list-style-type: none">● 6/30 PER due for EEF

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

Questions

Please place all questions in the chat box

