

A decorative graphic at the top of the page features a light green background with a white map of Louisiana. The text "Louisiana Believes" is written in a dark green, hand-drawn style font across the map.

Louisiana Believes

eGrants Management System

eGMS Fiscal Monitoring

LEA User Guide

July 2018

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Section I. Fiscal Monitoring Access

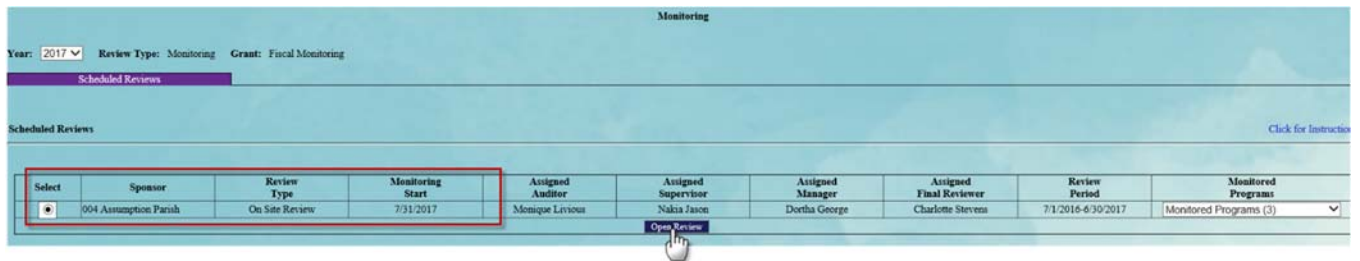
Users of the eGMS system should have log on credentials to access the fiscal monitoring application. Assigned Security Coordinators can provide the level of access required to submit information through the fiscal monitoring application. Generally, Business Managers are set up as the authorized user with fiscal monitoring access.

Local Education Agencies (LEAs) selected for fiscal monitoring are contacted by federal audit staff and the scope of the fiscal monitoring review is discussed. An email notification from eGMS to the Business Manager and/or assigned Liaison will follow the initial engagement; the LEA staff should then take the following steps:

1. **Log in** to eGMS and access **Fiscal Monitoring** from the eGMS Menu list.



2. Open the Fiscal Monitoring Review by selecting the Fiscal **Year** of the review. (e.g. 2017)
3. **Select** your LEA and then **Open Review**



****The following instructions requires the LEA to select each tab in the fiscal monitoring in sequential order to review all information to successfully complete the application. ****

Section II. Fiscal Monitoring Application

The Fiscal Monitoring application includes pages that apply to **fiscal monitoring** components that relate to all federal programs. See as indicated in the drop box in the upper right corner in the screen capture below.

Overview

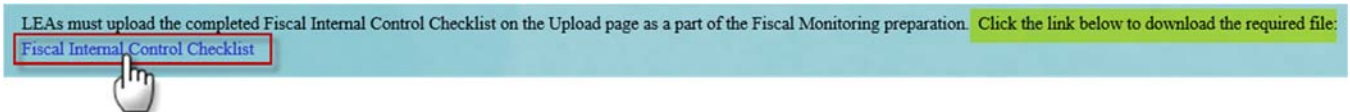


The overview includes guidance that is available for LEA access related to fiscal monitoring requirements by the State Educational Agency (SEA). These items include:

1. Legislation and Guidance
2. Monitoring Review Liaisons – **additional contact for LEA staff can be added to receive fiscal monitoring notifications**

A screenshot of the 'Fiscal Monitoring Overview and Process' page. The page has two main tabs: 'Overview' (selected) and 'Monitoring Preparation Documents'. The content is organized into sections: 'Overview' (with introductory text), 'Legislation and Guidance' (with links to 'Office of Elementary and Secondary Education – USDOE' and 'Uniform Grant Guidance'), 'Monitoring Review Liaison' (with a paragraph about business managers), 'Monitoring Review Liaisons' (with two contact information forms), and 'Monitoring Review Process' (with text about risk-based assessments and a link to the 'Fiscal Internal Control Checklist').
LDE Team Leader Contact Information
Name:
Email address:
Telephone: Extension
LEA Monitoring Liaison Contact Information
Name:
Email address:
Telephone: Extension

3. Monitoring Review Process
4. Link to the Internal Control Checklist – to be completed by and uploaded by the LEA. The LEA can **download/access** the link here to complete this document to be uploaded.



Monitoring Preparation Documents

Overview	Monitoring Preparation Documents	LDE Fiscal Monitoring Report	Monitoring Print
LDE Expenditures Sample Data Upload	Fiscal Monitoring Instructions and Files	Policies and Procedures File Uploads	LDOE Comments

1. After reviewing the Overview documents, **click on the Monitoring Preparation Documents** tab. This will also highlight the **LDE Expenditures Sample Data Upload** tab for you.
 2. LDE has provided a sample of expenditures to review from all federal programs. **Download and review** the sample of expenditures document.
-

Fiscal Monitoring Instructions and Files

Overview	Monitoring Preparation Documents	LDE Fiscal Monitoring Report	Monitoring Print
LDE Expenditures Sample Data Upload	Fiscal Monitoring Instructions and Files	Policies and Procedures File Uploads	LDOE Comments

Fiscal Monitoring Instructions and Files

Fiscal Monitoring Instructions

1. LEA should read each tab for specific document upload instruction requirement. Once the documents are uploaded, they cannot be removed, or renamed.
2. Various file formats are allowed in the upload sections: Microsoft Word (.doc, .docx) or Portable Document Format (PDF).
3. Uploaded documents must be less than 10MB. Files greater than this size may time out during upload, causing the upload to fail.
4. Uploaded documents must not include special characters (i.e., @, %, etc.).
5. Personally Identifiable Information (PII) for individuals should be redacted prior to uploading in the system.

List of Required Documents

[Click here to access and download the Audit Review Instructional](#)
[Click Here to access and download the Fiscal Internal Control Checklist](#)

This page provided specifics on providing fiscal monitoring documentation and uploading those documents to the system.

1. **Download** the lists of Required Documents
 - a. **Audit Review Instructional** – details how the supporting documentation for each program from the sample expenditures spreadsheet should be uploaded in eGMS
 - b. **Internal Controls Checklist** – Complete this questionnaire in narrative form with as much detail regarding fiscal processes and procedures.
-

Policies and Procedures File Uploads

Overview	Monitoring Preparation Documents	LDE Fiscal Monitoring Report	Click to Return to Menu List / Sign Out
LDE Expenditures Sample Data Upload	Fiscal Monitoring Instructions and Files	Policies and Procedures File Uploads	Monitoring Print

Policies and Procedures File Uploads

1. Fiscal Internal Control Checklist

1. Per the audit instructional available for download, this page is designed for the LEA to **upload policies and procedures** in each numbered section (#1 – #6) on the page.
2. Enter Comments if needed.
3. When the LEA is ready for LDE staff to review uploaded documents and any Comments entered, **check the checkbox** at bottom of page and click **Save Page**.

6. A-5 Salary Schedule

A-5 Salary Schedule-20170731091439-e004ar.docx

If the LEA is unable to provide any of the required uploads, explain which documents are missing and the reason they cannot be provided:
 Required Format for entering comments is as follows: Date (mm/dd/yyyy), First Initial and Last name, free form typing. (0 of 2000 maximum characters used)

Check this box and save the page in order to indicate to LDE that the file uploads above are complete and ready for their review.

LDE Comments

Overview	Monitoring Preparation Documents	LDE Fiscal Monitoring Report	Monitoring Print
LDE Expenditures Sample Data Upload	Fiscal Monitoring Instructions and Files	Policies and Procedures File Uploads	LDOE Comments

LDOE Comments on the Pre-Site Documentation

Does LDOE have any comments regarding the supporting documentation file uploads?

Yes No

Required Format for entering comments is as follows: Date (mm/dd/yyyy), First Initial and Last name, free form typing. (24 of 2000 maximum characters used)

The files all look good.

Check this box and save the page in order to indicate to the LEA that they need to review the commentary LDE has provided on their File Uploads.

This page includes comments from the auditor related to the Monitoring Preparation Documents. **Review any comments provided** by LDE audit staff.

Section III. Program Specific Access

The LEA will access each federal program separately to upload documentation in eGMS for review by LDE audit staff. To provide documentation for each program included in the Expenditure Sample document previously downloaded and reviewed, the LEA will need to access each corresponding program to upload supporting documentation by following steps 1 through 12 below for each federal program.

Program Overview

1. **Select a program** from the drop down box in the upper right corner as shown below. The drop down box will include a list of the LEA's federal programs.
2. Selecting a program will bring you to that Program's **Overview page**.

Program Overview	Pre-Monitoring Documentation	Program Monitoring Documents	Fiscal Monitoring
<p>Applicant: Spokane Name: Assumption Parish</p> <p>Application Code: Year: 2017 Review Type: Monitoring Review Grant: Fiscal Monitoring</p>		<p>Program Members - in this Fiscal Monitoring data collection include: Title I, Title IA and IDEA Part B 611</p> <p>Each of these Program Members will have monitoring reviews completed</p> <p>Application Section: Title I</p> <p>Title IA</p> <p>IDEA Part B 611</p> <p>Click to Return to Main LDE Page</p>	
<p>Title I, Part A Overview</p> <p>Program: Title I, Part A - Improving the Academic Achievement of the Disadvantaged</p> <p>Purpose: To ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on state academic achievement standards and assessments.</p> <p>Legislation and Guidance: Public Law 107-110, Title I, Part A</p> <p>Title I Targeting</p> <p>Serving Private Schools</p>			

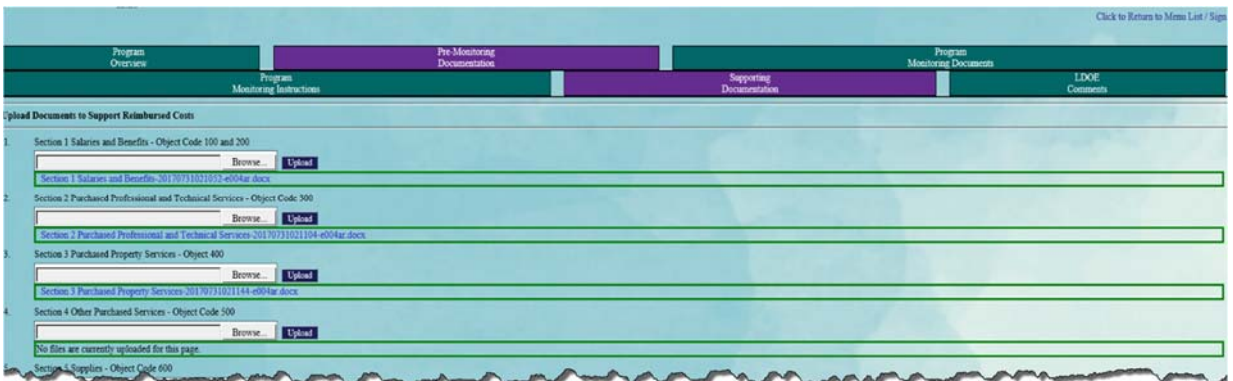
3. **Review** the program purpose, legislation and guidance.
4. **Click** on the **Pre-Monitoring Documentation** tab. This selection will also show the **Program Monitoring Instructions** tab.

Program Monitoring Instructions



5. **Read** instructions for uploading documentation.
6. **Access** to the [Audit Review Instructional](#) is available.
7. **Access** to the [Expenditure Sample document](#) is available.
8. **Select** the **Supporting Documentation** tab.

Supporting Documentation



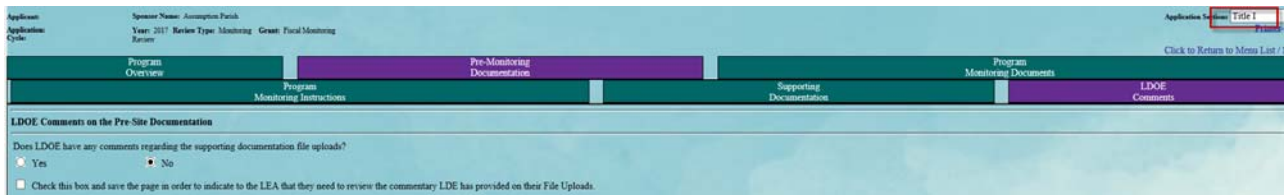
9. **Upload** supporting documentation for the selected federal program by section, by object code, as indicated on the page. Documentation should be in the format outlined in the [Audit Instructional](#).



10. **Enter Comments** related to uploaded documentation if needed.
11. Upon completion of all file uploads on the page, **check the checkbox** at the bottom of the page and **click the Ready for LDE Review** button to notify LDE staff that the files are uploaded and ready for review.

LDE Comments – Program Specific

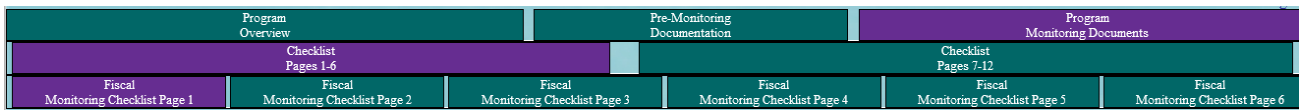
This page is set up to allow LDE staff to provide comments to the LEA related to documentation for the selected federal program. The LEA will be directed by email notification to this page when comments are entered by LDE staff.



12. **Review** and/or **respond** to comments from LDE staff.
 - a. The LEA response may be documentation or an explanation.
 - b. The responses can be entered on the previous tab for **Supporting Documentation**.

Program Monitoring Documents

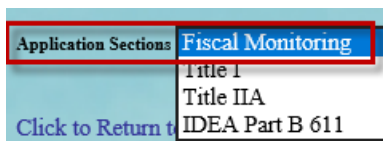
These pages are for LDE use and are not accessible by the LEA.



Section IV. Fiscal Monitoring Findings and Report Access

The LEA will be notified by email when the findings and report is available for review.

1. **Select Fiscal Monitoring** in the Application Section drop down box in the upper right corner.



2. Select the **LDE Fiscal Monitoring Report** tab. The **Summary of Findings** tab will also be selected for you. This page includes any findings identified during the course of the audit.

PROGRAM	CFDA #	FINDING CATEGORY	FINDING #	FINDING DETAILS	QUESTIONED COSTS
Title I	84.010A	100	Title I - 1	TI Finding Details for OC 100	\$1,200.00
Title I	84.010A	200	Title I - 2	TI Finding Details for OC 200	\$400.00
Title I	84.010A	300	Title I - 3	TI Finding Details for OC 300 - no questioned cost	\$0.00
Title IIA	84.367A	100	Title IIA - 1	TIIA Finding Details OC 100	\$5,000.00

Fiscal Monitoring Report and LDE Reviews

These pages are for LDE use and are not accessible by the LEA.

Overview	Monitoring Preparation Documents	LDE Fiscal Monitoring Report	Monitoring Print
Summary Of Findings	Fiscal Monitoring Report and LDE Reviews		Monitoring Report to LEA

Monitoring Report Click for Instructions

3. Select the **Monitoring Report to LEA** tab. This page includes a link to the Fiscal Monitoring Report for the LEA's review.
 - a. The report will not be accessible until LDE has completed the review and prepared the report.
 - b. A link to the report will be accessible when the report is complete.

Monitoring Report to LEA

Applicant: Application Section: Fiscal Monitoring
 Sponsor Name: Assumption Parish Printer-Friendly
 Application: Year: 2017 Review Type: Monitoring Grant: Fiscal Monitoring Click to Return to Scheduled Review
 Cycle: Review Click to Return to Menu List / Sign Out

Overview	Monitoring Preparation Documents	LDE Fiscal Monitoring Report	Monitoring Print
Summary Of Findings	Fiscal Monitoring Report and LDE Reviews		Monitoring Report to LEA

Monitoring Report to LEA

LDOE has not yet completed the final Monitoring Report(s) for this monitoring session.

The message shown here will display until the LDE Final reviews are complete and the Monitoring Report is ready for the LEA to review. At that time, a link to the final Monitoring document uploaded by LDE will be displayed for the LEA to download and review

4. **Download** the link to the LEA named Fiscal Monitoring Report.