

Louisiana Believes

eGMS / EEF Application

Overview

eGrant Management

- eGrant Management System (eGMS)
- Education Excellence Fund (EEF) application

Requirements

- DUNS® number
- SAMSM expiration date
- eGMS Security Request Form

eGMS Security Request Form

Instructions:

- Complete Section 1 and 2
- Submit form via Email to Tasha.Anthony@la.gov

Section 1 All requests

Name:
Phone:
Email:
Date:
Name of Security Coordinator making this request: Tasha Anthony

Section 2 All requests

Sponsor Name:
Sponsor/Site Code:



eGMS Security Request Form

Complete
Section 1 and
Section 2 of
*eGMS Security
Request Form*

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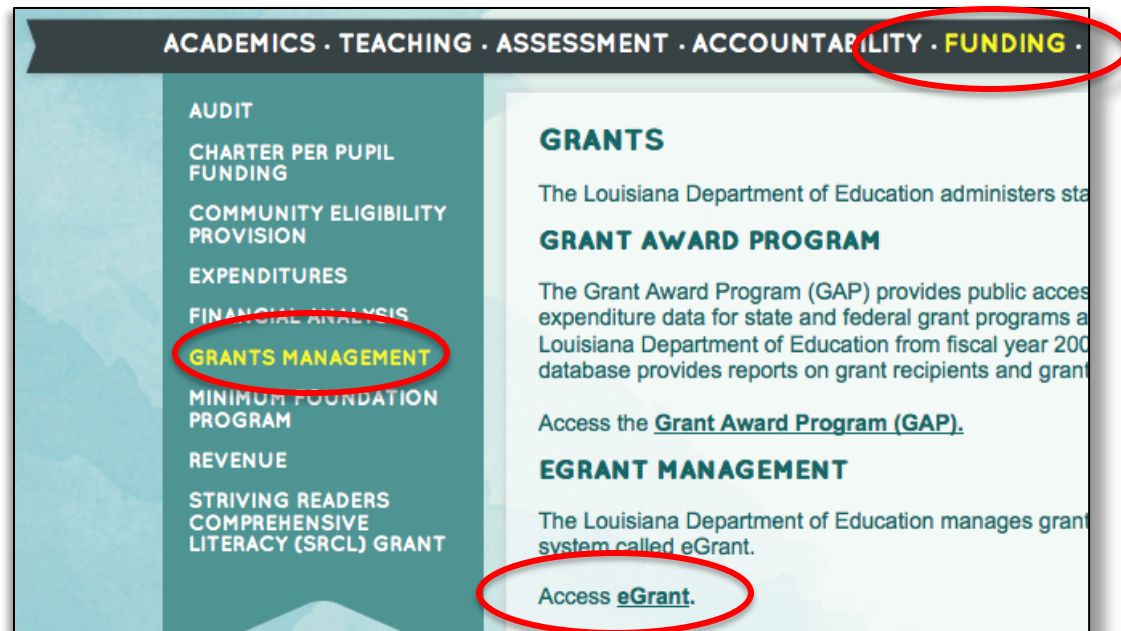
Security Coordinator



- Send completed *eGMS Security Request Form* to Security Coordinator Tasha Anthony at Tasha.Anthony@la.gov
- Security Coordinator
 - Assigns passwords
 - Grants access to parts of application
 - Assists in changing passwords

Accessing eGrant Management System

- Go to louisianabelieves.com
- Click *Funding*
- On the left side click *Grants Management*
- Click *Access eGrant*
- Bookmark *eGrant* or save it as a shortcut or alias



eGrant Management System (eGMS)

egmsp.doe.louisiana.gov/LDEGMSWeb/Logon.aspx

Logon Page

- Enter User ID
- Enter Password

Welcome to the eGrant Management System

Please enter your user ID and Password

User ID:

Password:

LOGON

Public Access

Main Menu

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

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

GMS Access / Select

LEA Central Data

Funded Applications

Non-Funded Data Collections

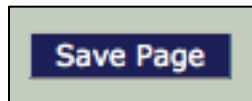
LEA Central Data

- Go to *LEA Central Data*
- Click *Create*

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

Central Contacts

- Click on *Contact Information*
- Complete required information for *Central Contacts*
- **Save Page**



Focus Areas Planning	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Focus Areas by Program
Central Contacts	Accountability /SIG Contact	Carl Perkins - Secondary Contact	NCLB Program Contacts	IDEA Program Contacts	Race_To_The Program Con

The Federal Funding Accountability and Transparency Act (FFATA) requires that all grant awardees create and/or validate existing Data U be eligible for federal funds. Every LEA must provide their DUNS Number and SAM Expiration Date below. Your SAM Registration can be DUNS number you can request one through the federal Grants.Gov website.

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

Administrative Offices:

Address 1* DUNS Number*

Address 2

City* State*

Phone* Extension Fax*

Superintendent:

Last Name* First Name*

Phone* Extension Fax*

Summer Phone Extension Email*

Business Manager:

Last Name* First Name*

Phone* Extension Fax*

Summer Phone Extension Email*

* Denotes required field

SAM and DUNS

Required:

- SAMSM expiration date (System for Award Management

sam.gov

- DUNS[®] number (Data Universal Number System)

mycredit.dnb.com/search-for-duns-number

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Links:		System for Award Management		Grants.Gov	
Administrative Offices:					
Address 1*		<input type="text"/>		DUNS Number* <input type="text"/>	
Address 2		<input type="text"/>			
City*		<input type="text"/>		State* <input type="text"/>	
Phone*		<input type="text"/> Extension <input type="text"/>		Fax* <input type="text"/>	
Superintendent:					
Last Name*		<input type="text"/>		First Name* <input type="text"/>	
Phone*		<input type="text"/> Extension <input type="text"/>		Fax* <input type="text"/>	
Summer Phone		<input type="text"/> Extension <input type="text"/>		Email* <input type="text"/>	
Business Manager:					
Last Name*		<input type="text"/>		First Name* <input type="text"/>	
Phone*		<input type="text"/> Extension <input type="text"/>		Fax* <input type="text"/>	
Summer Phone		<input type="text"/> Extension <input type="text"/>		Email* <input type="text"/>	
* Denotes required field					

SAM and DUNS

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

Loria Jackson

Administrative Coordinator

Grants Management

Loria.Jackson@la.gov

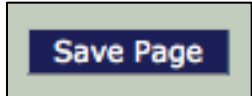


Contact Information

- Click on *Contact Information* and complete the forms under these tabs:
 - *Central Contacts*
 - *EEF Program Contact*

Focus Areas Planning	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Focus Areas by Program	Summary Focus Areas by Object Code	Page Lock Control	
Central Contacts	Accountability /SIG Contact	Carl Perkins - Secondary Contact	NCLB Program Contacts	IDEA Program Contacts	Race_To_The_Top Program Contact	Discretionary Contacts	Competitive Program Contacts	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)

Focus Areas Planning	Contact Information	Assurances	
Common Assurances	IDEA Assurances	NCLB Assurances	Carl Perkins Sec
Common Assurances for Federal Programs			
<input checked="" type="checkbox"/> By checking this box and saving the page, the applicant requested.			

Focus Areas Planning	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Focus Areas by Program	Summary Focus Areas by Object Code	Page_Lock Control	
Common Assurances	IDEA Assurances	NCLB Assurances	Carl Perkins Secondary	Discretionary Assurances	Competitive Program Assurances	SIG 1003g Rnd 5 Assurances	Believe_Succeed Assurances	EEF Program Assurances

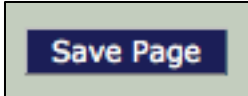

- Be sure to click **Save Page** for each page

Save Page

Focus Areas

Focus Areas	Focus Area Abbreviation in eGMS
Align Resources	Align Resources
Assessment and Curriculum	Assessment and Curriculum
Compass Observation and Feedback	Compass
Pathway to College and Career	College and Career
School and Teacher Collaboration	School and Teacher
School Leader & Teacher Learning Targets	Professional Learning

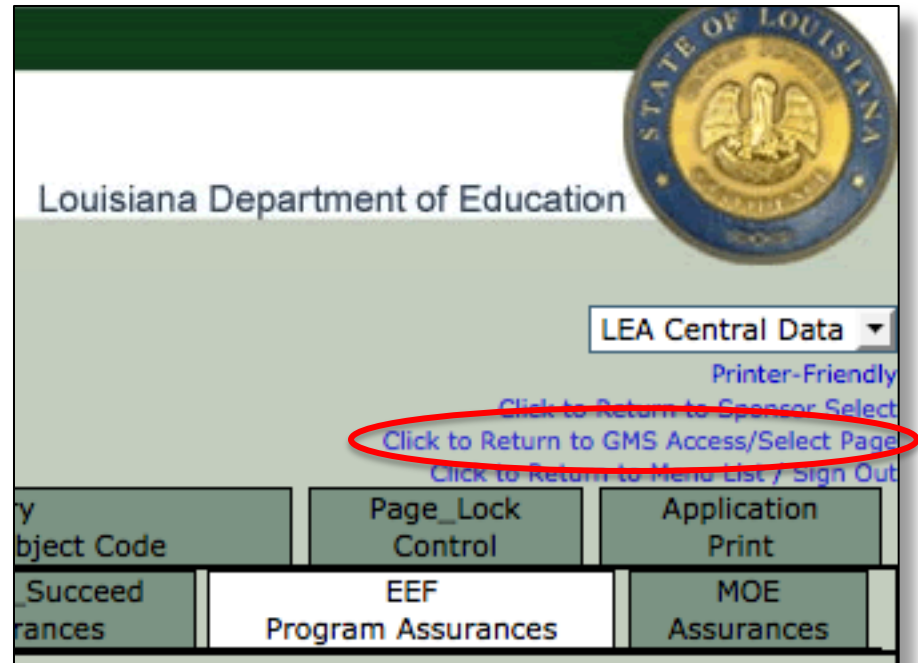
Focus Areas

- Open *LEA Central Data*
- Indicate the total number of Focus Areas in the box
- **Save Page** 
- Choose the *Focus Area* from the drop down box for each activity
- Enter a description and funding sources for each activity
- **Save Page** 

Focus Areas Planning	Contact Information	Assurances	
Focus Areas 1-5			
Planning/Focus Areas 1-5			
For a complete list of the Focus Areas and Milestones, refer			
If this page has been locked and 'marked Final', please			
The TOTAL number of Focus Areas to be entered is <input type="text" value="5"/>			
Focus Area 1 <input type="text" value="Assessment and Curriculum"/> (25 chara			
Enter a description of the activity. ([count] of 4000 maxim			

EEF Application

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



Click create

Click open

Louisiana Believes

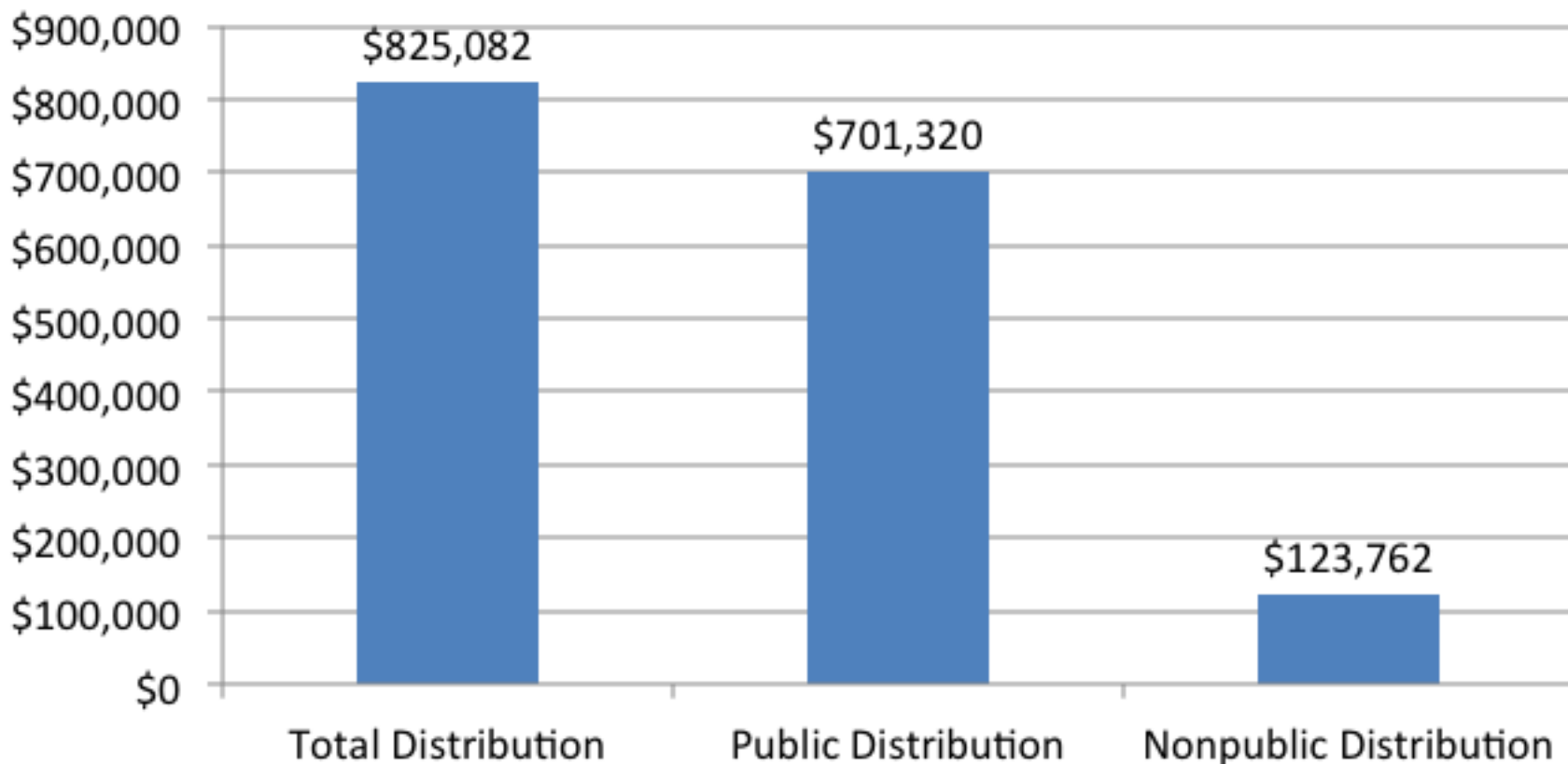
Education Excellence Fund (EEF)

Overview

- “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”

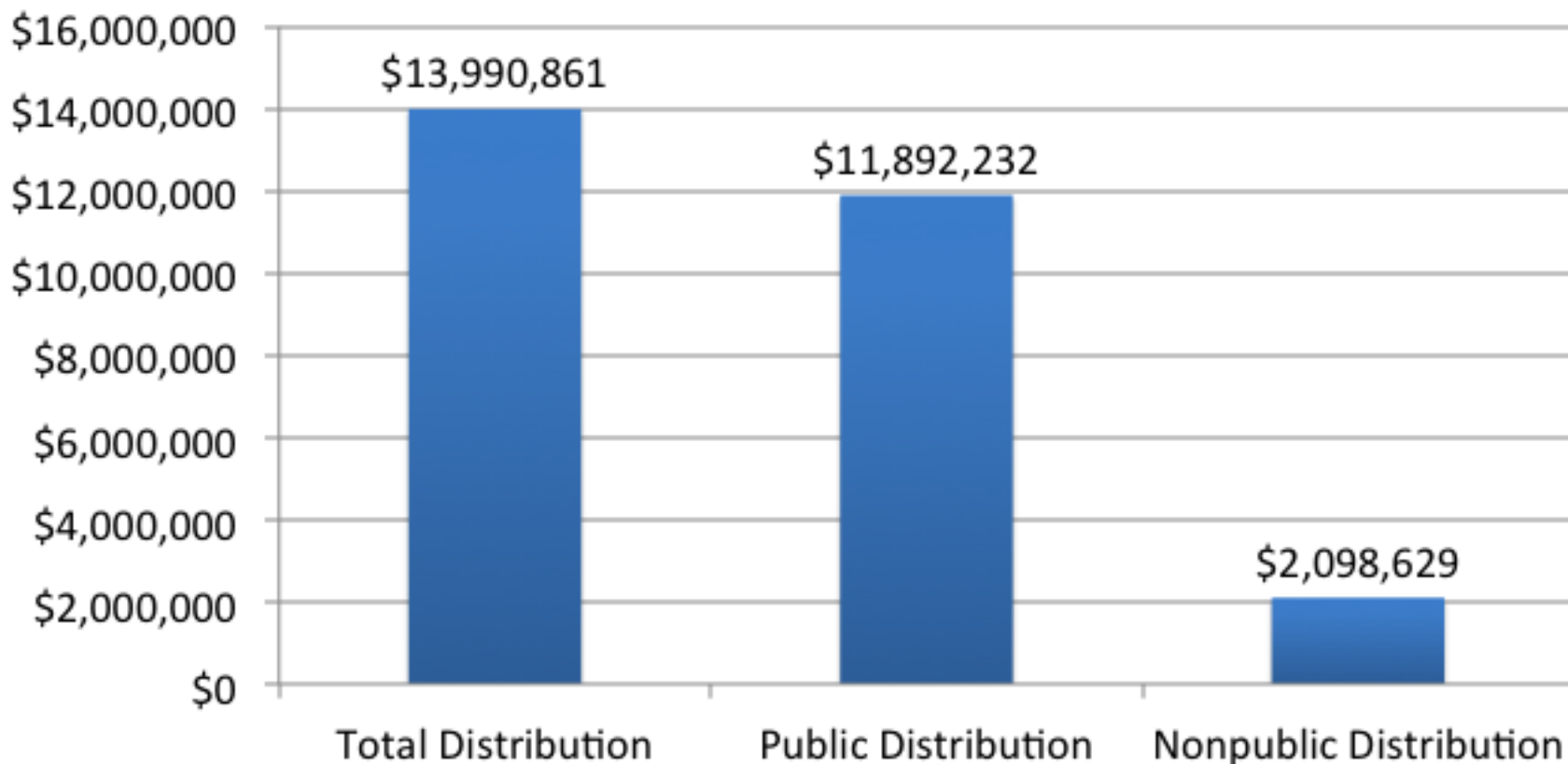
Funding

EEF Funding for 2014



Funding

Total Distribution



About the Money

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

Acceptable Uses of 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

Timeline

Monday, Aug. 25, 2014	<ul style="list-style-type: none">• LDOE opens EEF application period in eGMS
Monday, Aug. 25 - Friday, Oct. 3, 2014	<ul style="list-style-type: none">• Applicants prepare and submit applications
Friday, Oct. 3, 2014	<ul style="list-style-type: none">• LDOE closes EEF application period
October 2014	<ul style="list-style-type: none">• LDOE prepares EEF recommendations for legislature
November - December 2014	<ul style="list-style-type: none">• Legislature approve allocations• LDOE allocates EEF funds directly to applicants
December 2014	<ul style="list-style-type: none">• Applicants implement EEF according to plan and budget
August 2015	<ul style="list-style-type: none">• Application process repeats

The Big Picture

1. Recipients login to eGMS to create application, determine allocation amounts and decide amount to withdraw
2. LDOE staff reviews 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

On GMS Access / Select page, look under Formula Grants and open Education Excellence Fund

Formula Grant	
Application Name	Revision
▶ NCLB Consolidated Application	Original Application ⇅
▶ IDEA Consolidated Application	Original Application ⇅
▶ Education Excellence Fund	Original Application ⇅

[Open](#)

Allocation

Regular Account Funds	[\$automatic]
Unbudgeted Prior Year Funds	[\$automatic]
Carryover 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. <i>[If using, check box only once.]</i>	
Enter a Reason.	

Expenditure Plan

Describe how EEF funds will be used to support Focus Areas:

- Assessment and Curriculum
- College and Career
- Compass
- Professional Learning
- School and Teacher
- Align Resources

Describe activities

Describe how activities will be evaluated

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.

Submit Application

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

Program Specific	Budget Pages	Submit	Amendment Description	Application History	
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The Consistency Check must be successfully processed before you can submit your application.

Contact

For further information about EEF,
contact your [Point of Contact](#)

or

John A. Hanley, Grants Manager

John.Hanley@la.gov