Education Excellence Fund (EEF)
2022-2023

Agenda

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

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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.

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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

Security Coordinator

Nonpublic Responsibilities:
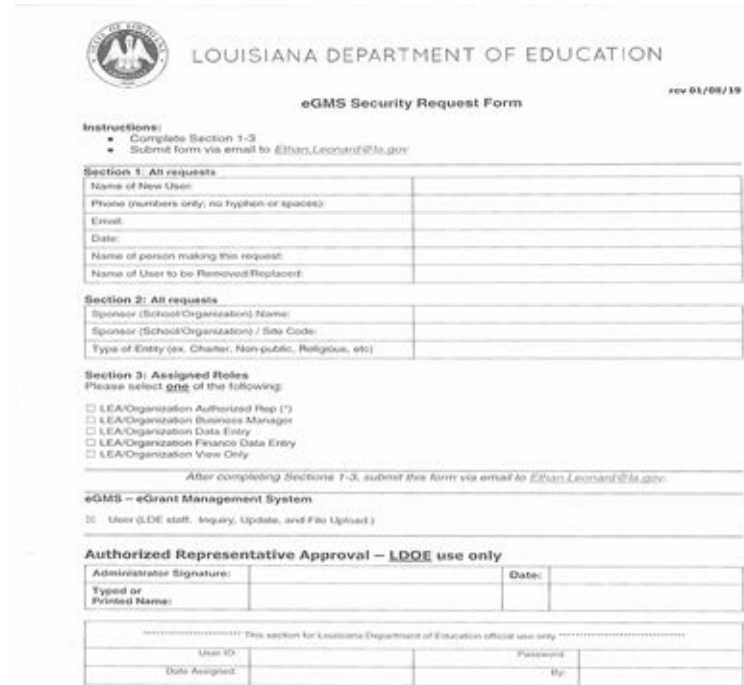
- Request form from **Randy Littleton**
- Complete sections 1 thru 3 of the eGMS

  Security Request Form

- Submit completed form to:

  Randy.Littleton@la.gov

The Security Coordinator:

Assigns passwords

Grants access to parts of the application
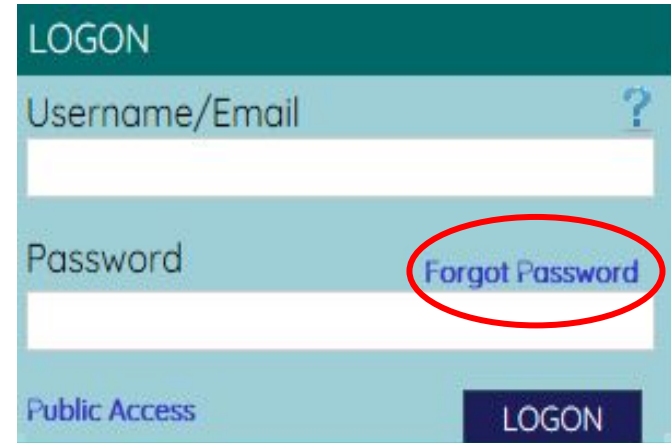
Assist in changing passwords

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

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

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 **Randy.Littleton@la.gov** and request an eGMS Security Access form. Once the form has been filled out appropriately, **Randy Littleton** 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 (Step 1: Obtain a DUNS Number).

SAM and DUNS

For additional help with getting your DUNS® number or registering with SAM^{SM}, 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

Grants Management

eGMS (will open in new tab)

Grant Award Program (GAP)

● eGrant Management System (eGMS)

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

eGMS - Logon Page

- **Enter User Name**
- **Enter Password**

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

eGMS - Contact Information

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

| Application: Cycle: | 2021-2022 LEA Central Data - 00- 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.

Save Page

eGMS - Assurances

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

- Common Assurances
- EEF Program Assurances
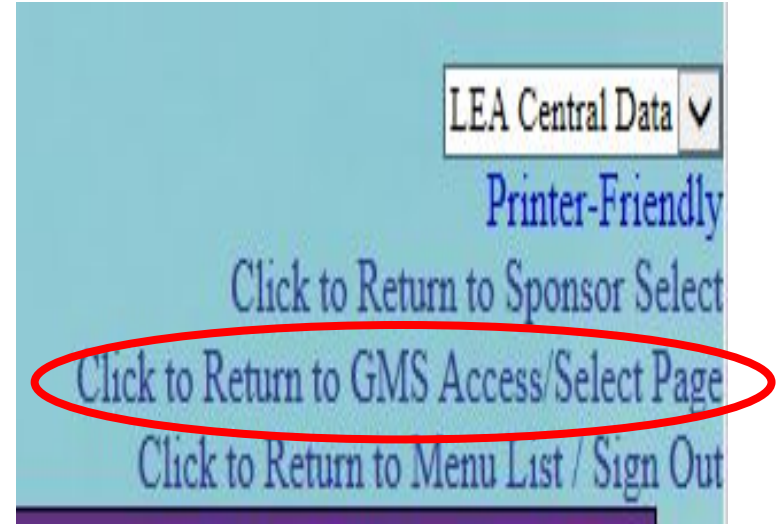
eGMS - EEF Application

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

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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

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

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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: $0 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).	
Enter a Reason (0 of 2000 maximum characters used)	
Total Available for Budgeting	$1,553,858

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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

Evaluation Report

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 2022-2023 EEF Application Release	**Week of September 26th**
FY 2022-2023 EEF Application Due Date	**Monday, October 17, 2022**
Legislative Approval - Education Excellence Fund Expenditure Plans	**November - December 2022**
LDOE Preparation for Payments/Disbursements	**December 2022 - February 2023**
6/30 Periodic Expense Report (PER) due date	**July 15, 2023**

Questions & Answers

EEF Contacts

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

Aleshia Taylor - Education Information Consultant - Aleshia.Taylor@la.gov

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