eGMS 102
From Award to Reimbursement
May 26, 2021

Agenda

I. Grant Awards

II. Grant Award Notifications

III. Amendments

IV. Reimbursement Requests/Periodic Expenditure Report

V. Indirect Cost

VI. Payments

VII. Fiscal Review Guidance

VIII. Updates

IX. Questions & Answers

X. Session Feedback

Grant Awards

Allocation Awards

- Formula Funding: also known as entitlement funding
  - Grantees are not required to compete for formula funds
  - Grantees are required to complete grant application and comply with other grant requirements
  - Allocation amounts determined by mathematical formula defined in statute

- Competitive Funding
  - Require BESE approval.
  - Grantees are required to complete grant application and comply with other grant requirements

- Discretionary Funding
  - Grant programs often funded by federal or state legislation
  - State funded discretionary permits the Superintendent of Education to make certain determinations on how funds will be awarded

Formula Funding Timeline

- Formula Funding (ESEA, IDEA, Carl Perkins)
  - December: School systems receive their "Estimated" allocation amount
    - Estimated amount is 90% of the final award amount for the specific funding source
  - August: School systems receive "Preliminary" allocation amounts
    - This is an adjustment to bring the estimated amount into alignment with the preliminary award amount
  - December: School systems receive their "Final" allocations amounts.
    - This is the last adjustment to bring the award amount to the true final award.

Board of Elementary and Secondary Education (BESE)

- For allocations that require BESE approval, the following process occurs:

  - Allocations are submitted to BESE by a pre-determined deadline for review

  - BESE meets and approves proposed allocations

  - After BESE approval, LDOE staff prepare the allocations for loading into eGMS

  - Allocations are made visible to the recipients

  - Recipients complete application/budget requirements and submit application to LDOE for review.

Grant Award Notifications (GANs)

Accessing GANs

- Navigate to the eGMS website
- Prior to logging in, select the "Public Access" link

Accessing GANs

Public Reports Menu

Awards by Grant
Awards by Recipient
Dashboard
Grant Award Notification

- On the Public Reports Menu select the Grant Award Notification link.

Budget Year	2021	Fund Year	2021		View Report
Fund Type	Federal	Program Title	Title I		
Recipient	<Select a Value>				

- Complete all dropdown information fo the GAN you are attempting to access
- Select the "View Report" button

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Accessing GANs

- For GANs prior to 2016:
  - GAN can be accessed via the Grant Award Program (GAP)
  - The GAP system can be accessed from LouisianaBelieves on the Funding tab

GAN

LOUISIANA DEPARTMENT OF EDUCATION
BATON ROUGE, LOUISIANA 70804
GRANT AWARD NOTIFICATION

Name and Address of Grantee (Subrecipient Agency): School System Name Address **DUNS Number:** 0000000000 **Approved Indirect Cost Rate:** 6.4500%	**LDE Program Contact:** Bernell Cook / (225) 342-4166 / bernell.cook@la.gov **LDE Grants Management Contact:** Randy Littleton / (225) 342-6266 / randy.littleton@la.gov **LDE Fiscal and Payment Contact:** Roxie Townley / (225) 342-8830 / roxie.townley@la.gov

FUNDING AMOUNT:		**LADOE ADMINISTRATIVE INFORMATION:**	
Original Award:	$4,724,603.00	EXP-ORG:	6812011651
Supplement Award 1:	$505,416.00	REPT-CAT:	U681060103.681
Supplement Award 2:		OBJECT:	3560
Supplement Award 3:		SUB-OBJECT:	01
Cumulative Award:	$5,230,019.00	APPROPRIATION:	681
		CFMS #:	Not Applicable

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STATUTORY AUTHORITY:	**AWARDING AGENCY:** U.S. Department of Education
PL 100-297 I-A ELEMENTARY & SECONDARY EDUCATION ACT OF 1965, AS AMENDED BY ESSA	**FEDERAL PR/AWARD #:** S010A200018
PROGRAM TITLE:	PROJECT #: 28-21-T1-01
Title I	ACTION TYPE: New
APPROVAL DATE: 09/24/2020	AWARD TYPE: Federal/Formula
Catalog of Federal and Domestic Assistance (CFDA):	AWARD PERIOD: 7/1/2020 to 9/30/2021
84.010A - Title I Grants to Local Educational Agencies	
TOTAL SEA AWARD AMOUNT: $111,813,734.00	
Is Award R & D? No	

TERMS AND CONDITIONS OF AWARD:

The purpose of these funds is to improve the teaching and learning of children who are at risk of not meeting challenging academic standards and who reside in areas of high concentrations of children from low-income families.

In accordance with Office of Management, Uniform Guidance 2 CFR 200, and Louisiana State Audit law, access to all financial and program records and documents will be granted to authorized representatives of the Louisiana Department of Education, the Louisiana Legislative Auditor, the Louisiana State Inspector General, the Federal grantor agency, and all Federal Inspectors General.

The subrecipient agrees to comply with the provisions of Office of Management and Uniform Guidance 2 CFR 200 and/or Louisiana State Audit Law regarding compilations, program-specific audits, or single audits of the subrecipient's funds. Funds availability is subject to LDOE approval of recipient's project budget. The availability of Title I funds over the 15% carryover limit is contingent upon the submission of a waiver request and the subsequent approval by LDOE. This award is subject to the provisions of the Department of Education General Administrative Regulations (EDGAR) and Code of Federal Regulations (CFR), as applicable.

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AWARD DETERMINATION METHOD: ←

Allocations are computed by USDE based on the US Census Poverty data and distributed to Louisiana's 69 geographical school districts. Education Finance then calculates an equating factor for all other LEAs in the state and distributes funds to those LEAs that are not included in the census data. In addition, 1 percent is set aside for administrative costs and 7 percent for school improvement.

ADDITIONAL REQUIREMENTS:

LADOE APPROVALS:

Approved by: *Questina Simone*   On: 11/30/2020

Chief of Staff

Amendments

Amendments

- When are amendments required?
  - Award amount has changed
  - When a change is needed that deviates from the current approved budget
  - 25% overage on federal funds

- Reimbursements cannot be submitted if a change in award amount is not accounted for in an amendment within 60 days

- Deadlines for Amendments - 30 days prior to close of award period

Creating/Submitting Amendments

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	10/27/2020	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated Application	Original Application ⌄	Final Approved	6/26/2020			Payments		
Super App	Amendment 4 ⌄	Not Submitted		Open	Amend		Review Summary	Delete Application
Strong Start 2020	Amendment 1 ⌄	Final Approved	3/10/2021	Open	Amend	Payments	Review Summary	Delete Application
Achieve!	Original Application ⌄	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application

- Select the "Amend" button for the desired application

Overview	Allocations	Administration	Strong Start 2020	Strong Start Tutoring	Consolidated Budget Detail	ESSER Reporting	Submit	Amendment Description	Application Functions

Grant Summary	Budget EIC Rollup	Application History	Page_Lock Control	Application Print

The application has been approved. No more updates will be saved for the application.

Page Review Status   Click for Instruction

☑ Expand All

Strong Start 2020	Page Status	Open Page for editing
Strong Start 2020		
Allocations	LOCKED	☐

- Unlock pages that will need edits (Use the Page Lock Control Tab)

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Consolidated Budget Detail
(contains multiple fund sources)

- Fund: dropdown allows the user to select the fund source that will be used for the expenditure.
- Object Code: use dropdown menu to select the appropriate Object Code based on the expenditure type.
- EIC: Educational Improvement Category - a list of the EIC Codes are available using the link provided on this page. The EIC dropdown will adjust to align with the Fund Source selected.
- Expenditure Description: provide enough information to determine if expenditure is allowable, reasonable and necessary and aligned with LAUGH Guide coding
- Delete Row: Will delete entire row from budget. Amount entered must be $0 before deleting row.

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Single Fund Source Budget Detail

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

	100	200	Indirect Cost
Paid to Date Amounts	$29,165	$7,947	$4,640
Current Budgeted Amounts by Object Code	$29,165	$7,947	$4,640

Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount	Delete Row
▼	☐	▼		0	☐
▼	☐	▼		0	☐

- Difference from a Consolidated Budget (multiple fund sources) is the lack of a dropdown for identifying Fund source.
- All other aspects function the same as a consolidated budget detail.

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Amendment Description

- An amendment description must be provided to pass the consistency check when submitting an amendment.
- Only enter a description for areas in which edits were made.
- Provide a brief overview of changes included in the amendment.

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Consistency Check

Overview	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	Amendment Description	Application Functions

Submit   **Click for Instructions**

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

→ | Consistency Check | | Lock Application | Unlock Application | ←

LEA Data Entry:

- Once the amendment is complete, the user will navigate to the Submit tab
- Amendments require that a Consistency Check be completed
- Consistency Check
  - The system checks the application to be sure all required components have been completed
- Lock Application/Unlock Application
  - The user does not have to lock the application. The system will automatically lock the application upon submission.

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Consistency Check

| Overview | ESSA Transfers | Title I | Title IV | IDEA | Nonpublic | Allocations | Budget Indirect Cost | Submit | Amendment Description | Application Functions |

Submit　　**Click for Instructions**

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- Administration
  - Amendment Description - At least one Application Section selection is required to provide amendment details. Provide details for each section where a page was "opened" on the Page Lock Control page to avoid having the amendment returned.
  - Title V-B RLIS Total Available ($48,403) And Total Invested ($50,528) must equal on the Allocations page.
- Core Academics
  - Passed consistency check.
- Diverse Needs
  - Passed consistency check.
- Workforce Talent

- Once the Consistency Check has completed, the system will return a listing of any errors noted during the check.
- The user should get a screenshot of the errors before navigating away from the page.
- Using the error list, return to the identified sections of the application and make the needed corrections.
- When all errors are corrected, you will need to run the Consistency Check again.

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Submit

Submit | Click for Instructions

Warning!

You are about to make final submission
of the budget information for LDE approval.
In order to make changes to your institution's budget after clicking the
submit button below you must contact LDE to change your application's status.

Lock Application   Unlock Application

Consistency Check was run on: 4/29/2021

LEA Data Entry

LEA Authorized Rep   Submit to LDE

Administration Review

- Once all errors have been cleared, the Consistency Check will return a message indicating the application is ready to submit.
- When ready, select the "Submit" button
  - Depending on your school system's setup, the application will submit either to your Superintendent or directly to LDOE

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Reimbursement Request/Periodic Expenditure Report

Reimbursement Requests

- Reimbursement Requests are accessed via the "Payments" button on the GMS Access/Select page
- Submission of Reimbursement Request
  - Recommend at least on a monthly basis
  - Can be submitted more often
  - Must be submitted no less than quarterly
- Supporting Documentation for Reimbursement Request
  - Documentation for the reimbursement requests is optional, but may be uploaded to support request
  - Note: documentation is required for the reimbursement requests for some programs, but this is identified for those instances

Periodic Expenditure Reports (PERs)

- PERs are due on a quarterly basis. The standard PER dates are:
    - 3/31
    - 6/30
    - 9/30
    - 12/31
- PERs are due 15 days after PER date
- Final PER
    - The last PER that is submitted at the close of a grant period should be marked final.
    - Final PER amounts should match the reimbursements received from LDOE for the fiscal year.
    - Final PER calculates balance for carryover when allowed for the specific fund source
    - Documentation uploaded for PERs is required

Reimbursement Request/Periodic Expenditure Reports

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	10/27/2020	Open	Amend	Payments	Review Summary	Delete Application
ESSA Consolidated Application	Original Application	Final Approved	6/26/2020		Payments			
Super App	Amendment 4	Not Submitted		Open	Amend		Review Summary	Delete Application
Strong Start 2020	Amendment 1	Final Approved	3/10/2021	Open	Amend	Payments	Review Summary	Delete Application
Achieve!	Original Application	Not Submitted		Open	Amend	Payments	Review Summary	Delete Application

- To begin the Reimbursement Request or PER process:
    - Navigate to the GMS Access/Select page
    - Select the Payments button for the appropriate application
- Note: For funding housed in Super App, a separate payment only application is created as individual fund sources are approved.

Reimbursement Request/Periodic Expenditure Reports

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 4/29/2021

	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIVA_SSAE	TitleV_B	TINeglectDelinquent	DSS
Current Grant Year Allocation	$743,998	$77,327	$0	$0	$58,916	$22,208	$0	$24,789
(+/-) Adjustments	$280,124	$52,249	$0	$0	$0	$26,195	$0	$40,156
(+/-) Consortiums	$0	$0	$0	$0	$0	$0	$0	$0
(+/-) Transfers	$58,916	$0	$0	$0	($58,916)	$0	$0	$0
Total Funds Available	$1,083,038	$129,576	$0	$0	$0	$48,403	$0	$64,945
Approved Budget --Original Application	$1,083,038	$129,576	$0	$0	$0	$50,528	$0	$64,945
Anticipated Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Reimbursements	$1,083,038	$129,576	$0	$0	$0	$50,528	$0	$64,945
Total	$1,083,038	$129,576	$0	$0	$0	$50,528	$0	$64,945
Pending Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Approved Reimbursements	$0	$0	$0	$0	$0	$0	$0	$0
Total	$0	$0	$0	$0	$0	$0	$0	$0
Completed Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Reimbursements	$218,480	$23,735	$0	$0	$0	$0	$0	$0
Total	$218,480	$23,735	$0	$0	$0	$0	$0	$0
Remaining Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Reimbursements	$864,558	$105,841	$0	$0	$0	$50,528	$0	$64,945
Total	$864,558	$105,841	$0	$0	$0	$50,528	$0	$64,945

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Reimbursement Request/Periodic Expenditure Reports

- For consolidated budgets, select the appropriate fund source in the Program dropdown
- Once the program is selected the Reimbursement/Expenditure Report Menu page will refresh with options for Reimbursement Request and Periodic Expense Reports

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Reimbursement Request

Program	TitleI	2021					

Reimbursement Requests:

Select an Reimbursement Request from the list(s) below and press one of the following buttons:

Open Request	Create New Request	Delete Request	Review Summary

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
●	Reimbursement Request 2	1/15/2021	1/15/2021	1/19/2021	Approved	1/19/2021
○	Reimbursement Request 1	10/13/2020	10/13/2020	10/21/2020	Approved	10/21/2020

- Open Request: allows the user to open/view an existing approved request for review or open a pending request to complete the process
- Create New Request: allows the user to create a new reimbursement request for the selected fund source
- Delete Request: a request that has been created but no longer needed can be deleted
- Review Summary: allows the user to review comments provided during the approval process.

Reimbursement Request

- Object Code: indicate the object code that is need for the expenditure begin reported. Must align with budget information in the application.
- Expenditure Description and Itemization: provide a description of the expenditure being reported. Note: include date(s) of expense.
- Final Approved Budget: system will pre-populate the most recent approved budget
- Previously Requested: system will pre-populate the most recently requested amounts.
- Reimbursement Request: enter the amount being requested on this reimbursement

Reimbursement Request

			Total	$0
Indirect Cost Approved Rate 12.5054 % Derived Rate 12.5054%		$119,161	$24,285	$0
			Total	$0

Create Additional Entries   Calculate Totals

Vendor Number	310161755 00
Vendor Invoice Number	21T1 000401
End Period Expense	[　　　] Enter as MM/DD/YYYY

RECAP	**Amount**	**Amount Paid to Date by Fund Source**	
Grant Award (Allocation)	$1,083,038		
Approved Budget	$1,083,038		
Amount Paid To Date	$218,480	TitleI	$218,480
Expenses To Date	$218,480		
Balance Due LEA	$0	Total	$218,480
Funds on Hand	$0		

- Create Additional Entries: allows user to create additional lines as needed on the request.
- Calculate Totals: allows user to calculate amount entered prior to saving the page.
- End Period Expense: date must be entered to indicate the end date of the expense report being submitted.

Reimbursement Request

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 10MB (10,000 KB) 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.

Upload   [_____] Browse...

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by LDE that this is required.

Delete Selected

☐ The LEA is certifying that it is in compliance with all federal regulations as it relates to "The Cash Management Improvement Act of 1990" (CMIA) and interest income reporting requirements on all federal funds. Additional information relating to CMIA and interest income can be found at the following link: http://www.louisianabelieves.com/funding/grants-management

Save Page   Submit

- Upload: allows user to upload supporting documentation for requested expenditures
  - Note: supporting documentation not required as upload
- Must certify the reimbursement request
- Save Page: save page prior to submitting
- Submit Page: submits the reimbursement request to LDOE for approval

Reimbursement Request

	Reimbursement Requests:		Select an Reimbursement Request from the list(s) below and press one of the following buttons:			

Open Request   Create New Request   Delete Request   Review Summary

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
○	Reimbursement Request 3	4/29/2021			Not Submitted	
○	Reimbursement Request 2	1/15/2021	1/15/2021	1/19/2021	Approved	1/19/2021
◉	Reimbursement Request 1	10/13/2020	10/13/2020	10/21/2020	Approved	10/21/2020

- Review Summary: use to review comments provided during approval process.
- Select the radio button for the appropriate reimbursement request
- Select the "Review Summary Tab

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	1	LEA Financial Business Manager	Lora White	Submitted	10/13/2020
◉	2	SEA Appropriation Control - Accountant	Janice Wilcox	Accepted	10/21/2020

Review Checklist

- Select the radio button next to the review group
- Select Review Checklist and the reviewer's comments will be opened for review.

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Periodic Expenditure Report

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
○	Periodic Expense Report 2		1/15/2021	1/15/2021	1/19/2021	Approved	1/19/2021
○	Periodic Expense Report 1		10/13/2020	11/4/2020	11/4/2020	Approved	11/4/2020

Expenditure Reports:

Select an Expenditure Report from the list(s) below and press one of the following buttons:

Open Expense Rep   Create Expense Rep   Delete Expense Rep   Review Summary

- Open Expense Rep: allows the user to open/view an existing approved request for review or open a pending expense report to complete the process
- Create Expense: allows the user to create a new expense report request for the selected fund source
- Delete Expense Report: an expense report that has been created but no longer needed can be deleted
- Review Summary: allows the user to review comments provided during the approval process.

Periodic Expenditure Report

Periodic Expense Report 3

Click for Instructions

Program: TitleI

Budget data will only be displayed if there is an approved or substantially approved application/budget at time of PER submission.

Object Code	Obligation/Expenditure Description and Itemization	Final Approved Budget	LDE Funds Released	Previously Reported Obligated/Expended	Accumulated Obligations/Expenditures to Date
100	Salaries	$266,737	$105,998	$105,998	$0
200	Benefits	$138,271	$44,576	$44,576	$0
300	Purchased Professional / Technical Svcs	$0	$0	$0	$0
400	Purchased Property Svcs	$43,129	$3,137	$3,137	$0
500	Other Purchased Scvs	$50,375	$12,974	$12,974	$0
600	Supplies	$454,365	$27,510	$27,510	$0
700	Property	$11,000	$0	$0	$0
800	Other objects	$0	$0	$0	$0
	Totals:	$963,877	$194,195	$194,195	$0
	Indirect Cost Approved Rate 12.5054 % Derived Rate 12.5054%	$119,161	$24,285	$24,285	$0
	Totals:	$1,083,038	$218,480	$218,480	$0

Expenditure Period End Date

- Expenditure/Obligation Summary: provides a recap of previously submitted PER information and expenditure/obligation amount for current PER
- Expenditure/Obligation by EIC: enter the expenditure/obligation amounts for current PER by EIC code
- Title I Excess Funds: only used if the school system is identified as having excess funds
- Certification: certifies the information in the PER is accurate
- Submit: runs consistency check and allows submission of the PER to LDOE

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Periodic Expenditure Report

Object Code	Obligation/Expenditure Description and Itemization	Final Approved Budget	LDE Funds Released	Previously Reported Obligated/Expended	Accumulated Obligations/Expenditures to Date
100	Salaries	$266,737	$105,998	$105,998	$0
200	Benefits	$138,271	$44,576	$44,576	$0
300	Purchased Professional / Technical Svcs	$0	$0	$0	$0
400	Purchased Property Svcs	$43,129	$3,137	$3,137	$0
500	Other Purchased Scvs	$50,375	$12,974	$12,974	$0
600	Supplies	$454,365	$27,510	$27,510	$0
700	Property	$11,000	$0	$0	$0
800	Other objects	$0	$0	$0	$0
	Totals:	$963,877	$194,195	$194,195	$0
	Indirect Cost Approved Rate 12.5054 % Derived Rate 12.5054%	$119,161	$24,285	$24,285	$0
	Totals:	$1,083,038	$218,480	$218,480	$0

Periodic Expense Report 3

Program: TitleI
Budget data will only be displayed if there is an approved or substantially approved application/budget at time of PER submission.

Expenditure Period End Date

Tabs: Expenditure/Obligation Summary | Expenditure/Obligation by EIC | Title I Excess Funds | Certification | Submit

Click for Instructions

- Object Code, Obligations Expenditure description, Final Approved Budget, LDE Funds Released and Previously Reported Obligated/Expended are pre-populated based on information in the application
- Accumulated Obligations/Expenditures to Date: this field will populate as you complete the Expenditure/Obligation by EIC tab.
- Expenditure Period End Date: select end date from dropdown for current PER.

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Periodic Expenditure Report

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$1,083,038		
Approved Budget	$1,083,038	TitleI	$218,480
Amount Paid To Date	$218,480		
Expenses To Date	$0	Total	$218,480
Balance Due LEA	$0		
Funds on Hand	$218,480		

Final Expenditure ☐ * Selection of the Final indicator will discontinue all reimbursement activity at the LEA level for this program and application year. Before selecting the Final indicator the LEA must have all reimbursement requests for this program and application year submitted.

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 10MB (10,000 KB) 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.

Upload [_____] **Browse...**

Uploaded Files:
The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by LDE that this is required.

Delete Selected Files

Save Page

- Final Expenditure: the PER should be marked final when submitting the last PER for the application.
  - Marking final lets the system know you have submitted all reimbursement requests for this fund source and triggers calculation of carryover if allowed
- Upload: allows for upload of supporting documentation which is required for PER submission

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Periodic Expenditure Report

- Final Approved Budget and Previously Reported Expended/Obligated amounts are pre-populated
- Expenditure/Obligation by EIC
  - Amounts for expenditures/obligations will be entered by EIC codes
  - PER amounts are cumulative

Periodic Expenditure Report

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Title I Excess Funds	Certification	Submit

Certification of Report

☐   The LEA is certifying the data being submitted is accurate and complete to the best of my knowledge. ⬅

Note: Only users with authority to Submit this Report for the LEA can save this certification.

[Save Page]

- Certification: certifies that all information contained in this PER is accurate.

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Title I Excess Funds	Certification	Submit

Submit   [Click for Instructions]

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

[Consistency Check]   [Lock Application]   [Unlock Application]

Subrecipient Business Manager
Subrecepient Administrator
Appropriation Control Review

- Consistency Check: must be run and all errors cleared to submit the PER.
  - If errors are identified, will provide a listing of errors to be corrected
- Once consistency check is clear, the "Submit" button will be visible.

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Indirect Cost

Indirect Cost (IDC)

- Indirect Cost Rate is calculated by LDOE based on information provided by the school system.

- IDC is recalculated each year

- Two types of IDC

  - Restricted

  - Unrestricted

- IDC is paid out based on the amount of funding requested on the reimbursement

- Payments uses a Derived IDC Rate to ensure accurate payout of IDC

Calculating Maximum IDC Amount

Calculating Max IDC		
Allocation	$ 1,500,000	
IDC Rate	6.4501	
IDC Rate	6.4501	
IDC Rate/100	0.064501	
IDC/100 +1	1.064501	
Allocation * (IDC/100 + 1)	$ 1,409,111	Direct Charge Funding
(Allocation* IDC/100 +1_ - Allocation	$ 90,889	Maximum IDC

- Can use to identify the amount of direct charge that can be budgeted in the Budget Detail if MAX IDC will be claimed.

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Budget Indirect Cost

Programs:	TitleI	Go

Total Direct Costs	963,877
- *Excluded Costs	11,000
Modified Total Direct Costs	952,877
Indirect Cost Rate %	12.5054
Maximum Indirect Cost	119,161
Indirect Cost	119161
Total Budgeted	$1,083,038
Total Budgeted	1,512,147
Allocation Remaining	0

- Excluded Costs
  - All expenditures coded to Object Code 700 are automatically excluded
  - Any expenditures where the MTDC box has been checked are included in the exclusions

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Indirect Cost

Programs:	TitleI		Go
Total Direct Costs		1,011,817	
- *Excluded Costs		$0	
Modified Total Direct Costs		1,011,817	
Indirect Cost Rate %	7.3344		
Maximum Indirect Cost		74,211	
Indirect Cost		74210	
Total Budgeted		$1,086,027	
Total Budgeted		2,094,923	
Allocation Remaining		0	

Posterbooks, Study Cards, Notebooks, Highlighters, Pencils, Sticky Notes, Markers, Glue Sticks, Pens, Reading Materials, Index Cards, Card Case, Folders, Test Tubes, Easel Pad, Flip Chart, Pocket Scale, Digital Timer, Yard Bell, Clipboards, Geometry Posters, Motivational Post Cards, Erasers,

Indirect Cost   Approved Rate 7.3344 %   Derived Rate 7.2353 % $342,576

- Reimbursement Request
  - IDC Approved Rate: reflects the approved rate for the school system.
  - Derived Rate: reflects the rate at which IDC is calculated on the reimbursement request
    - based on budgeted amount of IDC versus Max IDC

Payments

LaGov Vendor Registration

Office of Statewide Reporting & Accounting Policy

Vendor Section

LAGOV Help Desk Phone: 225-219-6888

Fax: 225-342-0960

DOA-OSRAP-LAGOV@la.gov

https://www.doa.la.gov/media/gewlb4nk/lagov-vendorregistration.pdf

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Payments

- Wire Transfer (ACH)
  - Instructions for looking up LaGov Vendor Payments
    - https://www.doa.la.gov/media/ddjl4p20/vendorpayments.pdf
  - Link to look up LaGov Vendor Payments
    - https://prdits.doa.louisiana.gov/venpay
  - Will need LaGov vendor number - (link to look up)
    - https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/srchven2.cfm
  - Will need Tax ID number

LaGov Vendor Number Search

Looking up LaGov Vendor Payments

Search Results Screen

The search results screen will display basic payment information.

Vendor	Name	Pymt Doc	EFT/Check D...	Check No	Check Amo...	Cleared Date	Status
3100▮▮▮▮▮	▮▮▮▮▮▮▮▮▮	2000239091	12/11/2015	0000000190286	439.23	12/17/2015	CLEARED
	▮▮▮▮▮▮▮▮	2000249369	02/23/2016	0000000198288	206.74	02/29/2016	CLEARED

To view additional payment details, double click any cell on the line.

```
03100▮▮▮    ▮▮▮▮▮▮▮▮▮▮▮  2000249369 Check No: 0000000198288 206.74

        Payee Remittance Address
        PO BOX ▮▮▮▮▮              ▮▮▮▮▮▮▮              ▮▮


        Document Number:   5100289336        Invoice   Gross
        Business Area:     276 ENGINEERING AND OPERATIONS
        Vendor Invoice #: 418298X          Comments: 418298X
        Line Amount:                                    206.74
```

Fiscal Review Guidance

Fiscal Guidance

- The minimum standard for all budget line items:
    - Meet the **necessary** and **reasonable** standard, and
    - are **allowable** under the terms of the particular grant
- Code of Federal Regulations (CFR)
    - 200.403 - Standards for Allowability
        - must be necessary and reasonable for the performance of the Federal award and be allocable thereto
    - 200.404 - Reasonable Costs
        - does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost
    - 200.405 - Allocable
        - if the goods or services involved are chargeable or assignable to that Federal award or cost objective

Object Code 100: Salaries

Minimum Acceptable Description	Example(s)
Provides: ● the number of positions ● type of position/name of position ● percentage of time and/or funds dedicated to the grant	2 FTE paraprofessionals @ 100% of time
Each job classification should have a separate line in the budget.	Stipends for 12 teachers @ $25/hr x 4hrs x 2 days: LearnZillion Training

Object Code 200: Benefits

Minimum Acceptable Description	Example(s)
Provides: ● the amount of benefits based on the compensation of the LEA. ● ratios above 35% require a breakdown of benefits by type.	Benefits 1.0 Parent/Family Educator (Health Ins. $3000) (Medicare $497) (Retirement $9127) (Worker's Comp $515) (Unemployment Comp $69)
Benefits for each job classification should have a separate line in the budget.	Benefits for stipends (Retirement $2400) (FICA $756) (Worker's Comp $254) Health Insurance ($3500)
Reimbursements by the LEA to an employee (or university on behalf of the employee) qualifying for reimbursement for educational expenditures based upon the LEA policy.	Reimbursement to university for tuition (3 teachers @ $250 credit hour x 3 credit hours each)

Object Code 300: Professional and Technical Services

Minimum Acceptable Description	Example(s)
Professional services provided by a professional and/or technical professional (not a district or school employee)	STEM Leader Corp: 15 sessions @ $2750 per session ($41,250)
Provide basic contractual information, such as: • Cost per session/Number of sessions ***OR*** • Cost per hour/Number of hours **_AND_** • Vendor Name/Company	Leveled Literacy Intervention training for teachers provided by Greenwood Publishing ($3200 per day x 6.125 days)

Object Code 400: Purchased Property Services

Minimum Acceptable Description	Example(s)
Leases and/or rentals funded by the grant, include the type and number of items being rented, and the rental/lease amount.	Copy machines: Xerox 2 copiers $7800
Facility rentals should include purpose of the rental.	Facility rental (Hometown Community Center) for hosting socially distanced summer camp 10 days x $250/day
Services to repair and maintain technology equipment.	OPQ Tech Repair Services, for outsourcing Chromebook repairs (1 year service agreement, unlimited number of repairs, 2 schools @ $3200 ea. = $6400)

Object Code 500: Other Purchased Services

Minimum Acceptable Description	Example(s)
Employee travel should include conference/activity, # of participants, associated costs (registration, airfare, lodging, meals, etc.).	Travel: Teacher Leader Summit for 2 administrators/10 teachers. Includes meals, lodging, mileage, parking @ $1000 ea. (12 @ $1000 each = $12,000)
Student transportation services including contracts with transportation companies.	Contracted bus services (vendor name here) for student transport to summer learning camps (4 buses x 15 days x $200/day)
Additional expenditures include: student fees, interagency agreements, online web-based subscriptions, printing services (outside vendors), and advertisements.	Digital access to ELA Tier I curriculum materials through vendor name (unlimited student access for 1 year x 4 schools x $1500/school)

Object Code 600: Materials/Supplies

Minimum Acceptable Description	Example(s)
Materials and supplies should list examples of items to be purchased (e.g., notebooks, pencils, toner, etc.)	Student supplies (schoolwide) - Eureka modules, paperback novels, leveled literacy kits, chart paper, pencils, pens, copy paper, trifold boards, math manipulatives, sentence strips, easels.
Non-consumable items such as computers, laptops, Chromebooks, printers, etc., provide per unit cost and number of units.	Chromebooks (10 x $250), Networked printers (5 x $800), Teacher laptops (30 x $1000)
Internal printing should identify supplies being purchased such as paper, toner, binding supplies, etc.	Printing supplies to include copy paper, toner/drums, cardstock.

Object Code 700: Property

Minimum Acceptable Description	Example(s)
Hardware/Equipment - Include the number of items being purchased and/or the unit cost for each item.	Network switches to support internet access for distance learning (3 @ $8000 each)
Federal capitalization threshold is currently $5,000 **_unless_** the LEA has established a lower threshold (if so, state the LEA threshold).	Tech Center servers (3 @ $3500) LEA threshold is $3,000
Certain capital expenditures require pre-approval from FSGR before they may be included in the budget.	3 portable buildings to expand classroom space as a response to COVID-19 social distancing @ $78,000 each. Approval form is attached to this budget detail.

Pre-Approval for Equipment/Capital Expenditures

- EDGAR 200.439: The following types of equipment and/or capital expenditures require pre-approval:
    - general equipment purchases (i.e., vans, buses)
    - land purchases
    - building purchases
    - improvements to general equipment, land, and or buildings that increase the value or use life.
- Pre-approval request form
- If approval is given, then include in the budget detail and attach a copy of the approval to the budget detail page.

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Object Code 800: Debt Service and Miscellaneous

Minimum Acceptable Description	Example(s)
Membership dues and fees for professional organizations.	LRCE annual membership @ $300
Costs paid directly to non-public employees.	Prior approval request: Summer teaching institute stipend for non-public teachers to attend Math/Literacy Cohort workshop; Baton Rouge, LA; July 20-22, 2021; 12 teachers @ $30 per hour for 3 days

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Updates

eGMS Updates

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

LEA Reports
Super App Budget by Program

Monitoring
Fiscal Monitoring
Program Monitoring

GMS Access / Select

- Allows the user to print the budget in Super App with all expenditures for a specific fund source listed no matter which Domain it is budgeted to in the application.

- New approval of funding in Super App
  - As competitive budgets are approved, the payments only application will be visible.
  - No longer will a rejection on one competitive fund hold up the creation of the payment only application for other approved fund sources.

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Upcoming Claims Deadlines
in eGMS

June 23 - 8g claims

July 6 - Carl Perkins claims for June expenses

July 15 - All other state and federal awards ending June 30, 2021

(excluding 8g and Carl Perkins)

Question & Answer

Contact Information

For more information or questions contact:

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3. You can also leave an optional comment in the window that pops up.
4. Click submit to finalize.