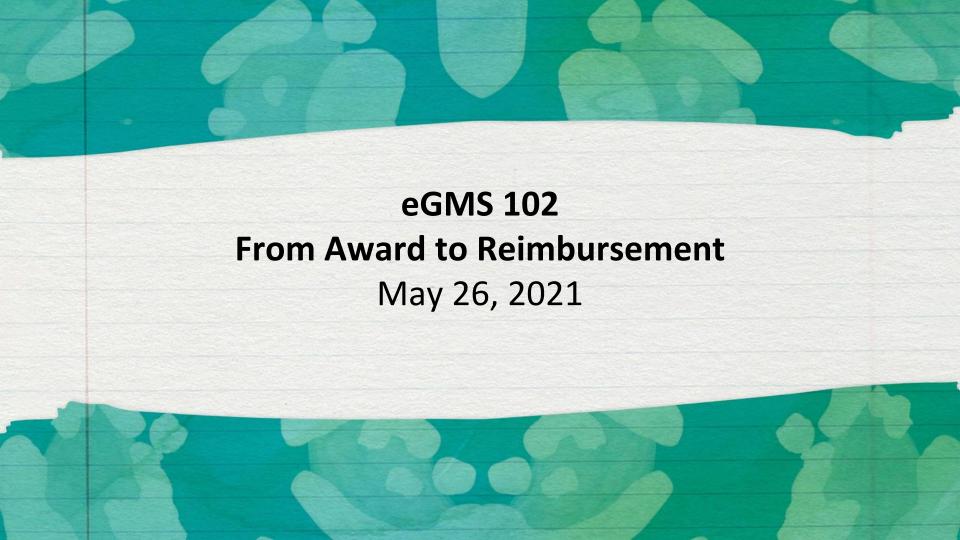






SUMMITE 20218

MAY 25-27 • 2021 | NEW ORLEANS • LA



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



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

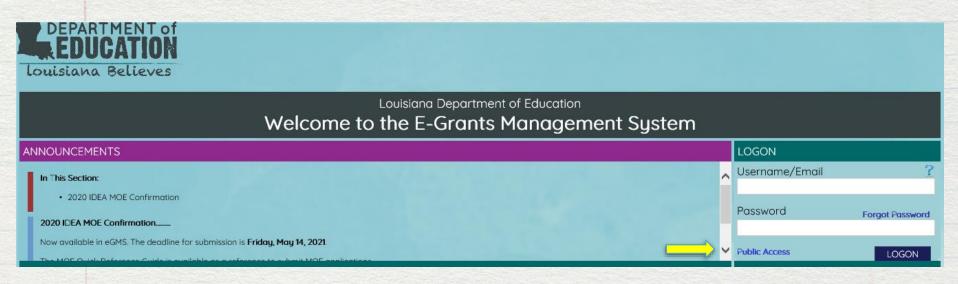
- Formula Funding (ESEA, IDEA, Carl Perkins)
 - December: School systems receive their "Estimated" allocation amount
 - Estimated amount is 90% of the final award amount for the specific funding source
 - August: School systems receive "Preliminary" allocation amounts
 - This is an adjustment to bring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

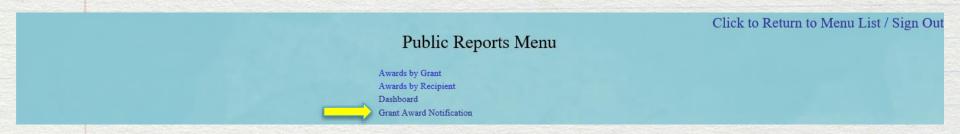


Accessing GANs



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

Accessing GANs

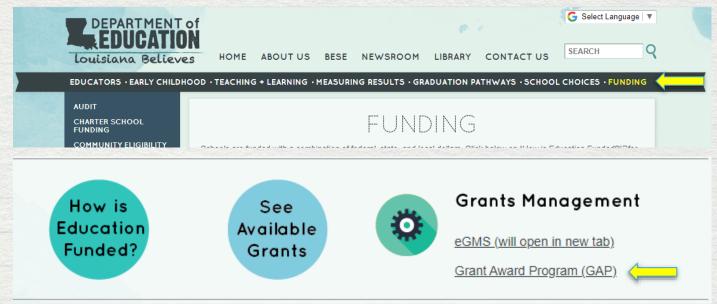


On the Public Reports Menu select the Grant Award Notification link.



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

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

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LOUISIANA DEPARTMENT OF EDUCATION

BATON ROUGE, LOUISIANA 70804

GRANT AWARD NOTIFICATION

Name and Address of Grantee (Subrecipient Agency): LDE Program Contact: Bernell Cook / (225) 342-4166 / bernell.cook@la.gov School System Name Address LDE Grants Management Contact: Randy Littleton / (225) 342-6266 / randy.littleton@la.gov DUNS Number: 0000000000 LDE Fiscal and Payment Contact: Roxie Townley / (225) 342-8830 / roxie.townley@la.gov Approved Indirect Cost Rate: 6.4500% FUNDING AMOUNT: LADOE ADMINISTRATIVE INFORMATION: Original Award: \$4,724,603.00 EXP-ORG: 6812011651 \$505,416,00 REPT-CAT-Supplement Award 1: U681060103 681 Supplement Award 2: OBJECT: 3560 Supplement Award 3: SUB-OBJECT: 01 \$5,230,019.00 APPROPRIATION: Cumulative Award: 681 CFMS #: Not Applicable

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STATUTORY AUTHORITY:

PL 100-297 I-A ELEMENTARY & SECONDARY EDUCATION ACT OF 1965, AS AMENDED BY ESSA

PROGRAM TITLE:

Title I

APPROVAL DATE: 09/24/2020

Catalog of Federal and Domestic Assistance (CFDA):

84.010A - Title I Grants to Local Educational Agencies

TOTAL SEA AWARD AMOUNT: \$111,813,734.00

Is Award R & D?

AWARDING AGENCY: U.S. Department of Education

FEDERAL PR/AWARD #: S010A200018

PROJECT #: 28-21-T1-01

ACTION TYPE: New

AWARD TYPE: Federal/Formula

AWARD PERIOD: 7/1/2020 to 9/30/2021

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 Sinace On: 11/30/2020

Chief of Staff

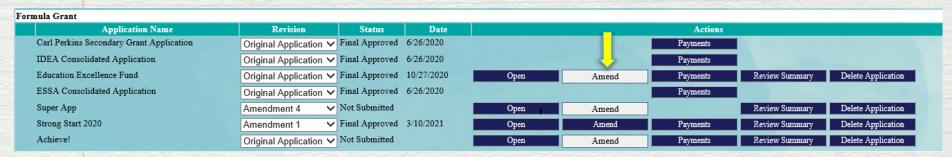


Amendments

- 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



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 Budget Summary EIC Rollup				Application Page_Lock History Control				Application Print	
ne application has b	een approved. No more u	pdates will be saved for the app	olication.						
age Review Status									Click for Instruc
✓ Expand All									
Strong Start 2020								Page Status	Open Page for editing
Strong Start 2020									

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

Consolidated Budget Detail (contains multiple fund sources)

				Object Code:	Sort	
Fund	Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount	Delete Row
~	~			0	0	
~	~			0	0	
~	1000			^	0 ×	

- 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.

Single Fund Source Budget Detail

Paid to Date Amo	Paid to Date Amounts		100	200		Indirect Cost	
raid to Date Amounts			\$29,165	\$7,947		\$4,640	
urrent Budgeted	Amounts by Object Code		\$29,165	\$7,947		\$4,640	
	Exclude from MTDC	7.0					D.L. D
bject Code	Exclude from M1DC	SIC .	Expenditure Description and Itemization			Amount	Delete Ro
~					^	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.

Amendment Description

Overview	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	Amendment Description	Application Functions
Amendment Descrip	tion									Click for Instructions
Select the Application	Section(s) where chang	ges have been 1	nade in this an	nendment and pro	ovide details as requested.					
				•	•					
Consolidated	Plan Application									
✓ Core Academ Please descrit	nics be what has changed. (0	of 1000 maxi	num character	s used)						
										^
										Y
Diverse Learn	ners			en in a fair man						

- 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.

Consistency Check



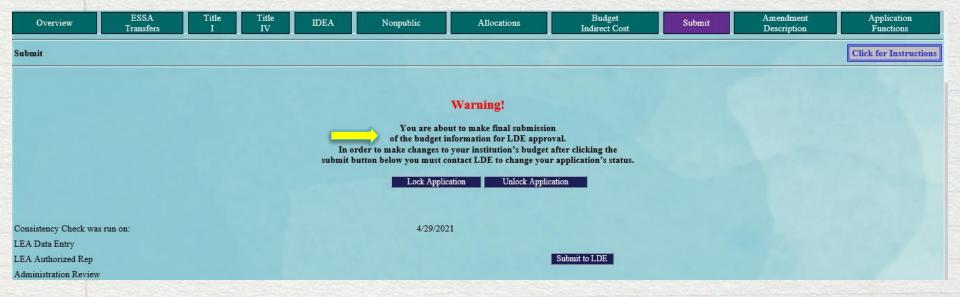
- Once the amendment is complete, the user will navigate to the Submit tab
- Amendments require that a Consistency Check be completed
- Consistency Check
 - The system checks the application to be sure all required components have been completed
- Lock Application/Unlock Application
 - The user does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

Consistency Check

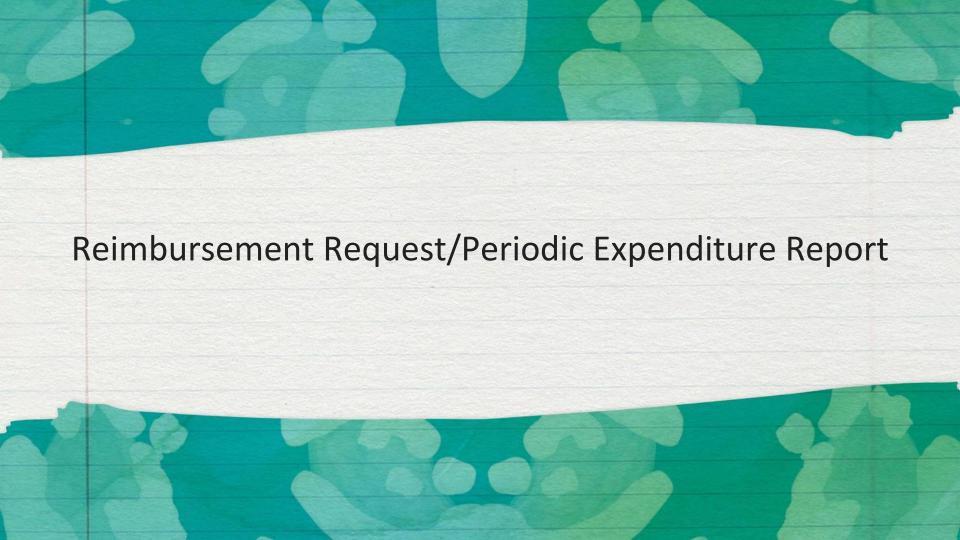
ESSA Budget Application Amendment Overview IDEA Nonpublic Allocations Submit Transfers Indirect Cost Description Functions Submit Click for Instructions Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again. Administration . Amendment Description - 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 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.

- 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.

Submit



- 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



- 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

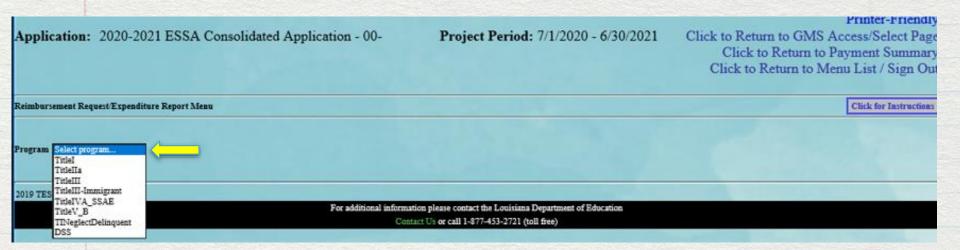
Formula Grant										
Application Name	Revision	Status	Date			Actions				
	priginal Application ✔					Payments				
IDEA Consolidated Application	Original Application 🗸	Final Approved	6/26/2020			Payments				
Education Excellence Fund	Original Application 🗸	Final Approved	10/27/2020	Open	Amend	Payments	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.

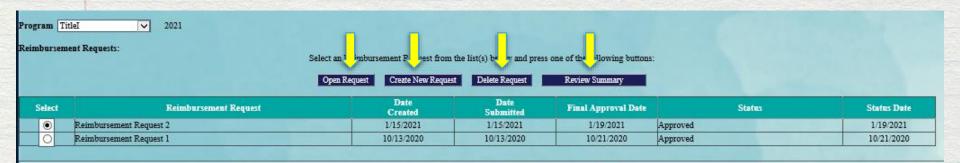
Reimbursement Request/Periodic Expenditure Reports

		View	Reimbursement Requ	ests/Expenditure Reports					
Payment Summary as of 4/29/2021									
	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIVA_SSAE	TitleV_B	TINeglectDelinquent	DS	
Current Grant Year Allocation	\$743,998	\$77,327	\$0	\$0	\$58,916	\$22,208	\$0	\$24,78	
(+/-) Adjustments	\$280,124	\$52,249	\$0	\$0	\$0	\$26,195	\$0	\$40,13	
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	3	
(+/-) Transfers	\$58,916	\$0	\$0	\$0	(\$58,916)	\$0	\$0		
Total Funds Available	\$1,083,038	\$129,576	\$0	\$0	\$0	\$48,403	\$0	\$64,94	
Approved Budget Original Application	\$1,083,038	\$129,576	\$0	\$0	\$0	\$50,528	\$0	\$64,94	
Anticipated Payments									
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Reimbursements	\$1,083,038	\$129,576	\$0	\$0	\$0	\$50,528	\$0	\$64,94	
Total	\$1,083,038	\$129,576	\$0	\$0	\$0	\$50,528	\$0	\$64,94	
Pending Payments									
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Approved Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Completed Payments									
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Reimbursements	\$218,480	\$23,735	\$0	\$0	\$0	\$0	\$0		
Total	\$218,480	\$23,735	\$0	\$0	\$0	\$0	\$0		
Remaining Payments									
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Reimbursements	\$864,558	\$105,841	\$0	\$0	\$0	\$50,528	\$0	\$64,94	
Total	\$864,558	\$105,841	\$0	\$0	\$0	\$50,528	\$0	\$64,94	

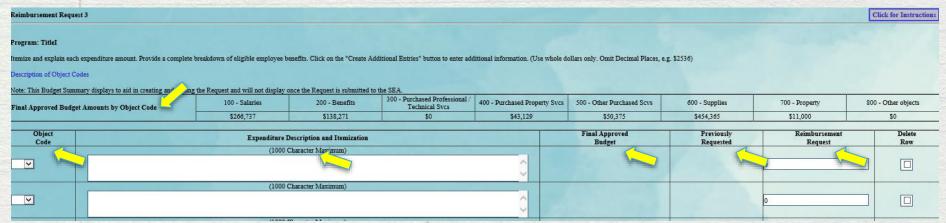
Reimbursement Request/Periodic Expenditure Reports



- 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



- 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.



- 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



- 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.

- 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 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			
0	Reimbursement Request 3	4/29/2021			Not Submitted				
0	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				
0		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.

Periodic Expenditure Report



- 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



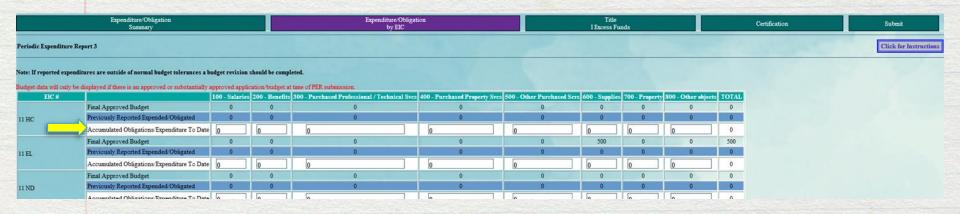
- Expenditure/Obligation Summary: provides a recap of previously submitted PER information and expenditure/obligation amount for current PER
- Expenditure/Obligation by EIC: enter the expenditure/obligation amounts for current PER by EIC code
- Title I Excess Funds: only used if the school system is 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



- 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.



- 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



- 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

Expenditure Obligation Summary	Expenditure/Obligation by EIC	Title I Excess Funds	Certification	Submit	
Certification of Report		The second second		7	
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.



- 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.



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

	Calcul	ating 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.

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

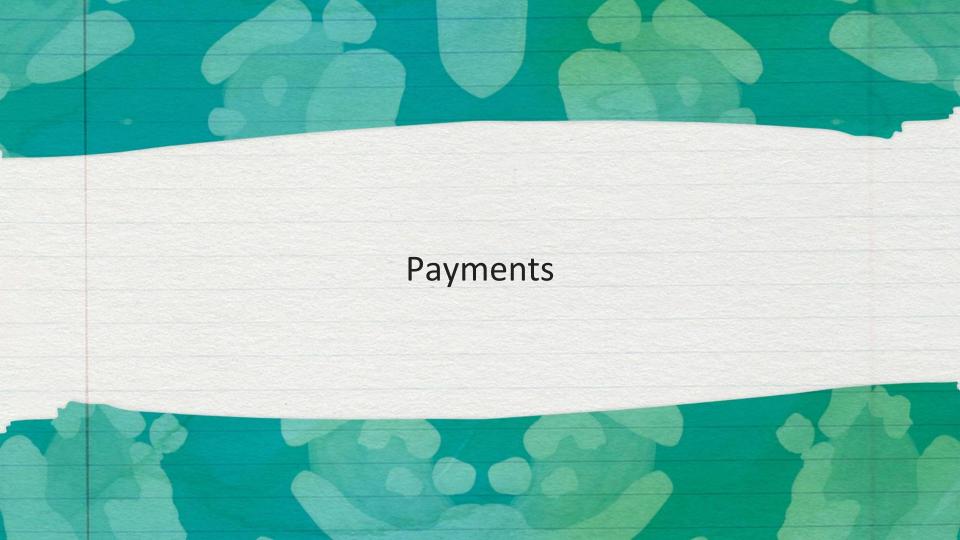
- All expenditures coded to Object Code 700 are automatically excluded
- Any expenditures where the MTDC box has been checked are included in the exclusions

Indirect Cost

Programs:	TitleI	∨ Go
Total Dire	ct Costs	1,011,817
- *Exclude	ed Costs	\$0
Modified Total Direct	t Costs	1,011,817
Indirect Cost	Rate %	7.3344
Maximum Indir	ect Cost	74,211
Indi	rect Cost	74210
Total B	udgeted	\$1,086,027
Total B	udgeted	2,094,923
Allocation Ren	naining	0

		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	Indirect Cost Approved Rate 7.3344 % Derived Rate 7.2353 %	

- 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



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

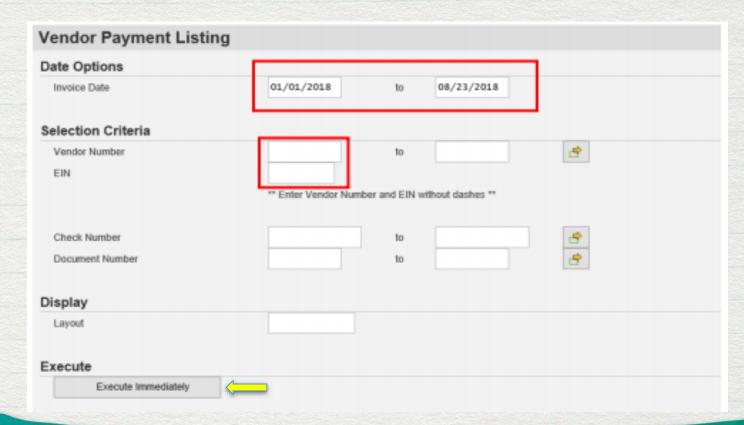
Payments

- 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

Office of State Procurer	nent
LaPAC Velcome to the Louisiana Procurement	and Contract Network Help
LaPAC Public Menu Vendor Reg	sistration Menu Vendor Reg Procedures UNSPSC Product Search UNSPSC Product Tree
	LaGOV Vendor Search
	LaGOV vendors by one or more selection criteria. To search for a vendor, enter your search criteria in the form n. If any criteria do not apply simply leave that item blank. The percent sign (%) can be used as a wildcard to ers in the fields below.
Vendor Numbe	(type in just the first 3 or 4 letters to expand your results; the percent sign (%) can be used as a wildcard)
Company Nam	(type in just the first 3 or 4 letters to expand your results: the percent sign (%) can be used as a wildcard)
EMail Addres	(type in just the first 3 or 4 letters to expand your results; the percent sign (%) can be used as a wildcard)
Ci	A:
Paris	h:
Star	e: Not Specified V
Commodities: UNSPSC Descrip	(type in just the first 3 or 4 letters to expand your results; the percent sign (%) can be used as a wildcard)
Commodities: UNSP	SC Not Specified
SEBD, SmallE, VSE, DVS	E: Not Specified ▼
SEB	D: Not Specified ▼
Small	E: Not Specified ✓
VS	E: Not Specified ▼
DVS	E: Not Specified V
	Search Reset

Looking up LaGov Vendor Payments

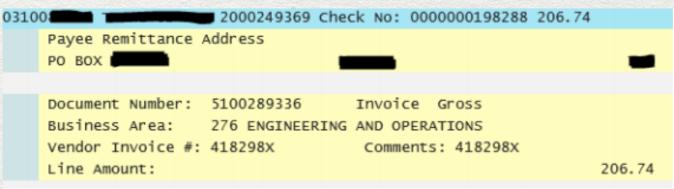


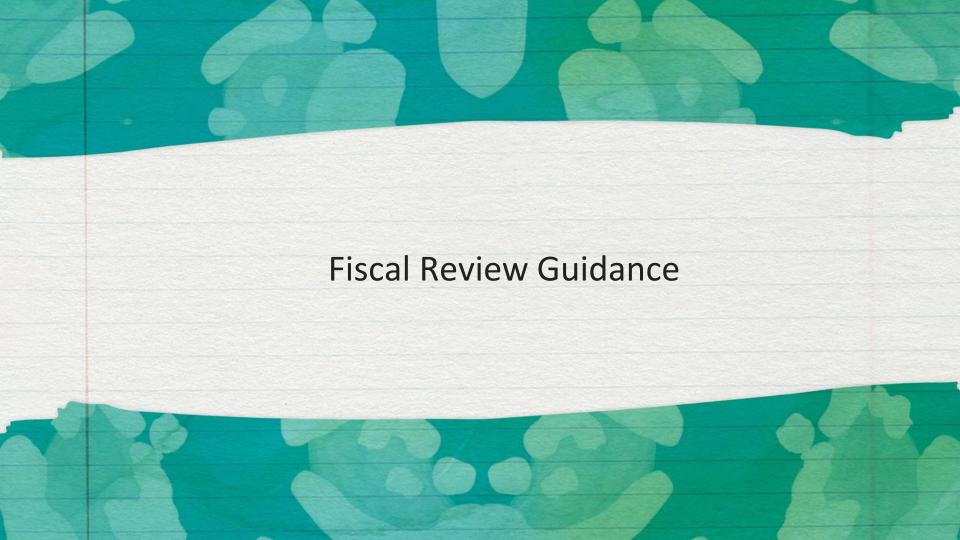
Search Results Screen

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.





Fiscal Guidance

- The minimum standard for all budget line items:
 - Meet the necessary and reasonable standard, and
 - o 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
 - o 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
 - o 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 \$51 (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	Leveled Literacy Intervention training for teachers provided by Greenwood Publishing (\$3200 per day x 6.125 days)
Vendor Name/Company	

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 webbased 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 <u>unless</u> 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.

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



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

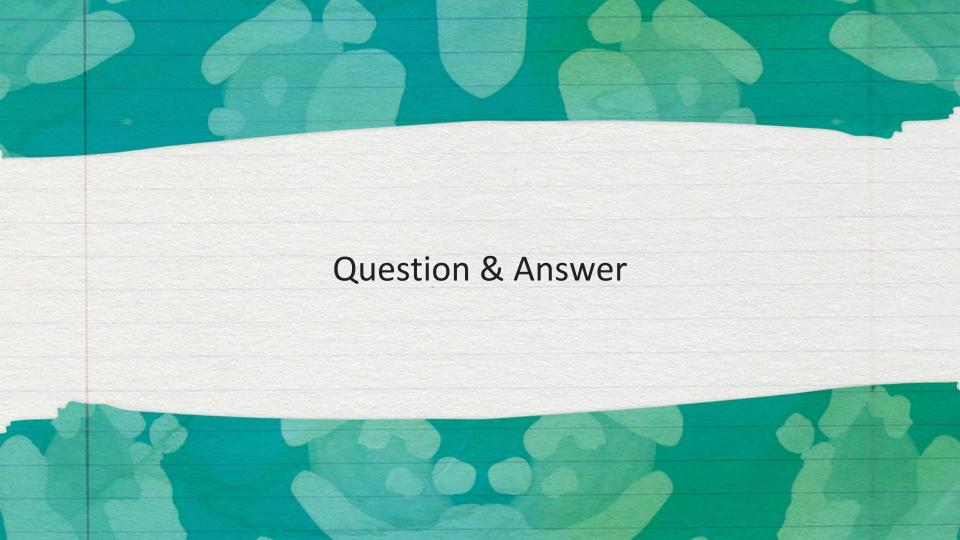
- Allows the user to print the budget in Super App with all expenditures for a specific fund source listed no matter which Domain it is budgeted to in the application.
- New approval of funding in Super App
 - As competitive budgets are approved, the payments only application will be visible.
 - No longer will a rejection on one competitive fund hold up the creation of the payment only application for other approved fund sources.

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)



Contact Information

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

