

#LATEACHERLEADERS



**SUMMIT 2023**

**ACCELERATE TO SUCCESS**



# **eGMS: Seeds to Success**

# Objectives

- **Participants develop an understanding of the following:**
  - Basic operations of the electronic Grants Management System (eGMS).
  - Basic components/navigation of eGMS
  - Application creation, submission and review in eGMS.
  - Error resolution in eGMS.
  - Reimbursement process in eGMS.

# Agenda

- Security Setup
- eGMS Overview
- Navigation Controls
- LEA Central Data
- Creating an Application
- Budget Detail
- Consistency Check/Submit
- Review Checklists
- GANs (Public Access)
- Amendments
- Reimbursement Claims/PERs
- Question & Answer
- Session Feedback



**Security**

# Security Setup

**To set up your security account/change your level of security access, reach out to your school system's security coordinator**

- Traditional districts/charter schools - you have your own security coordinator within your school system
- Nonpublic schools/universities/non-profits - reach out to Claiborne Crockett at [Claiborne.Crockett@la.gov](mailto:Claiborne.Crockett@la.gov)

# Security Setup

- When reaching out to your security coordinator, request a level of access appropriate to the work you will be doing in eGMS.
- The levels of access (from lowest to highest) are:
  - LEA View Only (lowest)
  - LEA Financial Data Entry
  - LEA Data Entry
  - LEA Business Manager
  - LEA Authorized Rep (highest)

# eGMS Access Rights

Groups associated with this user:	
Business Role	Application System / Group
<input type="checkbox"/> LEA Authorized Rep	<input type="checkbox"/> 21st CCLC: LEA Authorized Rep
<input type="checkbox"/> LEA Business Manager	<input type="checkbox"/> 21st CCLC: LEA Business Mgr
<input type="checkbox"/> LEA Data Entry	<input type="checkbox"/> 21st CCLC: LEA Data Entry
<input type="checkbox"/> LEA Finan Data Entry	<input type="checkbox"/> 21st CCLC: LEA Finan Data Entry
<input type="checkbox"/> LEA View Only	<input type="checkbox"/> 21st CCLC: LEA View Only
	<input type="checkbox"/> Achieve!: LEA Authorized Rep
	<input type="checkbox"/> Achieve!: LEA Business Mgr
	<input type="checkbox"/> Achieve!: LEA Data Entry
	<input type="checkbox"/> Achieve!: LEA Finan Data Entry
	<input type="checkbox"/> Achieve!: LEA View Only
	<input type="checkbox"/> ARRA - Education Jobs Fund: LEA Authorized Rep
	<input type="checkbox"/> ARRA - Education Jobs Fund: LEA Business Mgr
	<input type="checkbox"/> ARRA - Education Jobs Fund: LEA Finan Data Entry
	<input type="checkbox"/> ARRA - Education Jobs Fund: LEA View Only
	<input type="checkbox"/> ARRA - Nutrition Assistance: SEA LEA AuthRep

- If after completing LEA Central Data, the application is not visible to create:
  - Reach out to your local eGMS Security Coordinator
  - Ask that access rights be assigned to your account for the needed application



# **eGMS Overview**

# eGMS Menu List

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

 **LEA Reports**

[Achieve Budget by Program](#)

[Super App Budget by Program](#)

 **Monitoring**

[Fiscal Monitoring](#)

[Program Monitoring](#)

 **GMS Access / Select**

[LEA Central Data](#)

[Funded Applications](#)

[Non-Funded Data Collections](#)

# GMS Access Select

Created

**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		
<b>Formula Grant</b>						
Application Name	Revision	Status	Date	Actions		
Carl Perkins Secondary Grant Application	Original Application	Final Approved	6/25/2022	Payments		
IDEA Consolidated Application	Original Application	Final Approved	6/25/2022	Payments		
Education Excellence Fund	Original Application	Final Approved	10/14/2022	Open	Amend	Payments Review Summary Delete Application
ESSA Consolidated Application	Original Application	Final Approved	6/25/2022	Payments		
Super App	Amendment 2	Final Approved with Comments	3/24/2023	Open	Amend	Payments Review Summary Delete Application
Early Childhood Consolidated Application	Original Application	Not Submitted		Open	Amend	Payments Review Summary Delete Application
<b>Discretionary Grant</b>						
Application Name	Revision	Status	Date	Actions		
Redesign 1003a	Original Application	Final Approved	6/25/2022	Payments		
IDEA 611 Set Aside	Original Application	Final Approved	6/25/2022	Payments		
IDEA 619 Set Aside	Original Application	Final Approved	6/25/2022	Payments		
Comprehensive Literacy State Development (CLSD) CIR/UIR	Original Application	Final Approved	6/25/2022	Payments		
Sped Cameras	Amendment 1	Not Submitted		Open	Amend	Payments Review Summary Delete Application
<b>Competitive Grant</b>						
Application Name	Revision	Status	Date	Actions		
High Cost Services Rnd 1	Original Application	Submitted For Review	1/27/2023	Open	Amend	Payments Review Summary Delete Application
<b>Payments Only</b>						
There currently aren't any Payments Only applications created.						
<b>Maintenance of Effort</b>						
Application Name	Revision	Status	Date	Actions		
IDEA MOE Verification	Original Application	Final	8/1/2022	Open	Review Summary Delete Application	
ESSA Maintenance of Effort	Original Application	Final	7/27/2022	Open	Review Summary Delete Application	
American Rescue Plan Maintenance of Equity	Original Application	Final Approved	1/31/2023	Open	Amend	Review Summary Delete Application
<b>Non Funded</b>						
Application Name	Revision	Status	Date	Actions		
TIA Waiver Requests	Original Application	Final Approved	1/12/2023	Open	Amend	Review Summary Delete Application



# Navigation Controls

# Navigation



**Applicant:** 013 Catahoula Parish  
**Application:** 2022-2023 Super App - 00-  
**Cycle:** Amendment 2

**Project Period:** 7/1/2022 - 6/30/2023

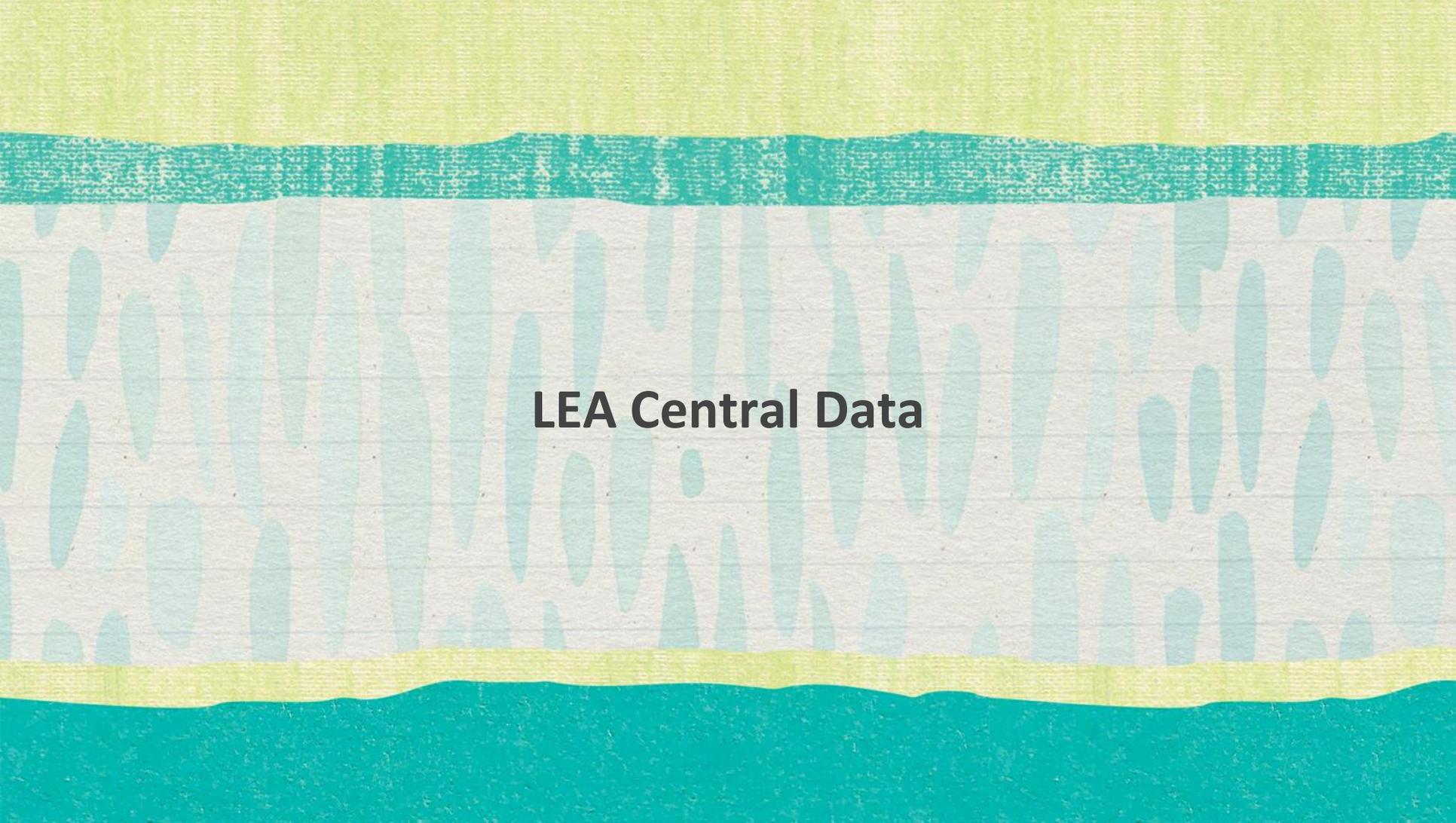
**Application Sections** Administration 

 [Printer-Friendly](#)

 [Click to Return to GMS Access/Select Page](#)

 [Click to Return to Menu List / Sign Out](#)

- Navigation controls must be used to navigate eGMS.
- Use of the back button will cause system errors.



# LEA Central Data

# LEA Central Data

Select Fiscal Year: 2023  [Click to view Funding Summary](#)

Created

**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

Application Name	Revision	Status	Date	
LEA Central Data	Original Application 	Created		<a href="#">Open</a>

- Select the appropriate Fiscal Year
- Select “Open” to access the Contact and Assurance information for all grant applications
- Completion of the Contact Information and Assurances for a grant application is required to create the application

# Central Contact Information

Central Contacts  Super App Contacts Assurances

This page was last saved on this date: 11/4/2022

On April 4, 2022, the federal government transitioned from the DUNS Number as its official entity identifier to the new Unique Entity ID (SAM/UEI). All sub-awardees must report their SAM/UEI to their prime awarding agency (LDOE). Please review the DUNS number, update the expiration date, and enter the UEI (12-digit alpha-numeric). For assistance with registering for a SAM/UEI, please refer to the Knowledge Base maintained by the Federal Service Desk ([fsd.gov](https://fsd.gov)). UEI and entity information can be managed by your authorized entity administrator through the U.S. General Services Administration's System for Award Management ([sam.gov](https://sam.gov)).

Links: [System for Award Management](#)

UEI Number\*   DUNS Number\*

Is the UEI Number correct?  Yes  No SAM Expiration Date (MM/DD/YYYY)\*

**Administrative Offices:**

Address 1\*

Address 2

City\*  State\*   Zip+4\*

Phone\*    Extension

- Prior year information is carried forward
- Review all information prior to saving
- Zip+4 information must match information on [sam.gov](https://sam.gov) for FFATA reporting
- UEI must be verified

# Application Specific Contact Information

Central Contacts	Super App Contacts	Assurances
IDEA Program Contacts	Super App Formula Contacts	Super App Competitive Contacts
	ESSA Program Contacts	Migrant Education Contact
		Carl Perkins - Secondary Contact

## Contact Information - ESSA Program

[Click for Instructions](#)

This page was last saved on this date: 11/4/2022

### Program Contact(s):

#### ESSA Contact:

Last Name*	Edwards	First Name*	Linda	Middle Initial	
Address 1*	PO Box 690				
Address 2	200 Bushley				
City*	Harrisonburg	State*	LA	Zip+4*	71340
Phone*	318 744 5727	Extension	125		
Email*	EML-SVC-DOE-EGMS@LA.GOV				

#### Neglected and Delinquent Contact:

Last Name*	Edwards	First Name*	Linda	Middle Initial	
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# Contact Information

## Application Approval / Disapproval Copy Email Addresses



Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list. The ESSA and associated program contacts above do not need to be in this list either.




Add Additional Email Address

Save Page

- Prior year Contact Information is carried forward
- Review all information prior to saving
- Saved information is written to a table in the system and will send notifications to the staff identified.
- Contact information table is static for 1 year
- Contact information can be updated throughout the year

# Assurances

Central Contacts	Super App Contacts			Assurances
Super App Assurances			MOE Assurances	
Super_App Formula Program Assurances			Super_App Competitive Assurances	
Common Assurances	IDEA Assurances	ESSA Assurances	Migrant Education Assurances	Carl Perkins Assurances

## Common Assurances for Federal Programs

[Click for Instruction](#)

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

## Assurances

Each legal entity, district, cooperative or agency that participates in one or more of the programs listed below MUST agree to all of the assurance statements listed below prior to being able to submit their application for funds to the Louisiana Department of Education (LDE). This is required prior to the award of funds for any U.S. Department of Education administered program.

Common Assurances agreed to on:

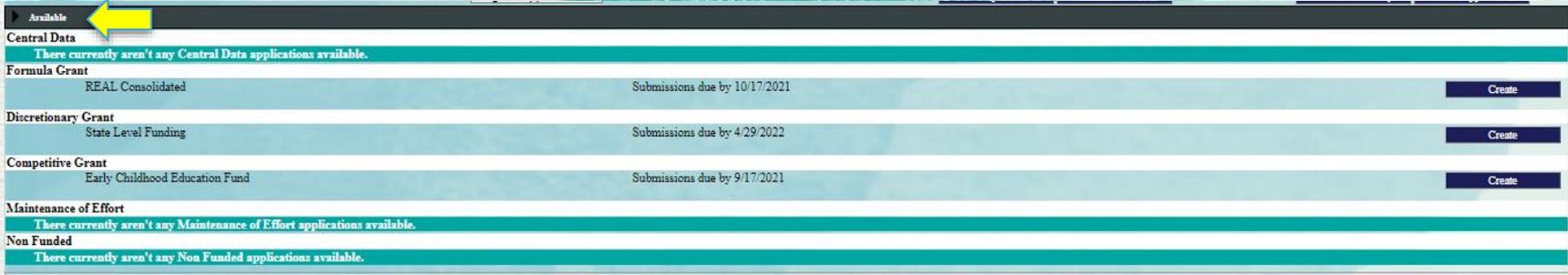
These assurances have been agreed to by:

Legal Entity Agrees 



# Creating an Application

# Create a New Application



The screenshot shows a software interface with a dark grey top bar containing a ribbon menu. The 'Available' ribbon is selected and highlighted with a yellow arrow. Below the ribbon, the interface is divided into sections for different application types. Each section has a header, a status message, and a list of applications with 'Create' buttons.

Application Type	Application Name	Submissions Due By	Action
Central Data	There currently aren't any Central Data applications available.		
Formula Grant	REAL Consolidated	Submissions due by 10/17/2021	Create
Discretionary Grant	State Level Funding	Submissions due by 4/29/2022	Create
Competitive Grant	Early Childhood Education Fund	Submissions due by 9/17/2021	Create
Maintenance of Effort	There currently aren't any Maintenance of Effort applications available.		
Non Funded	There currently aren't any Non Funded applications available.		

- Complete the Contact and Assurance information in LEA Central Data
- Navigate back to the eGMS Access/Select page
- Scroll down to the “Available” ribbon
- Select “Create” to the right of the desired application

# Created Application

Created						
Central Data <small>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).</small>						
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	6/25/2022	Payments		
IDEA Consolidated Application	Original Application ▼	Final Approved	6/25/2022	Payments		
Education Excellence Fund	Original Application ▼	Final Approved	10/27/2022	Open	Amend	Payments
ESSA Consolidated Application	Original Application ▼	Final Approved	6/25/2022	Payments		
Super App	Amendment 2 ▼	Final Approved with Comments	3/13/2023	Open	Amend	Review Summary
Early Childhood Consolidated Application	Amendment 2 ▼	Not Submitted		Open	Amend	Review Summary
Discretionary Grant						
Application Name	Revision	Status	Date	Actions		
Redesign 1003a	Original Application ▼	Final Approved	6/25/2022	Payments		
IDEA 611 Set Aside	Original Application ▼	Final Approved	6/25/2022	Payments		

- Once the application is created, it will appear under the Created Tab.
- Open: Allow you to navigate through the application
- Amend: creation of Amendments during the life of the application
- Payment: allows for submission of reimbursement request and Periodic Expenditure Reports
- Delete Application: allow user to delete the application displayed in the Revision dropdown.

# Created Application



- Each application has a tab strip
- Each tab will contain additional information related to the application
- Standard tabs in each application:
  - Overview
  - Allocations
  - Budget
  - Submit
  - Amendment Description
  - Application Functions

# Created Application

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

Page Review Status [Click for Instruction](#)

Expand All

Administration	Page Status	Open Page for editing
Reverting Funding	LOCKED	<input type="checkbox"/>
ESSA Transfers	OPEN	<input type="checkbox"/>
Title I		
Title I Targets		

Detailed description: The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Overview, Reverting Funding, ESSA Transfers, Title I, Title IV, IDEA, Nonpublic, Allocations, Budget Indirect Cost, Submit, Amendment Description, and Application Functions. Below this is a secondary bar with tabs: Budget Summaries, Application History, Page Lock Control, and Application Print. A red message states: 'The application has been approved. No more updates will be saved for the application.' Below the message is a 'Page Review Status' section with a 'Click for Instruction' link. A table lists application pages with their status and a checkbox for 'Open Page for editing'. The 'Reverting Funding' page is 'LOCKED' and has an unchecked checkbox. The 'ESSA Transfers' page is 'OPEN' and has a checked checkbox. A yellow arrow points to the 'Expand All' checkbox, and another yellow arrow points to the 'LOCKED' checkbox.

- To edit an application, the pages must first be unlocked
- Allows users to unlock on the pages that will need edits
- To unlock, place checkmark in the “Open Page for Editing” box and save page

# Allocations Tab Super App

Note: The Total Funds Available amount for Title II represent the Total Current Year funds less Non-public and Indirect Cost reservation \$19,309 captured on the ESSA Equitable Share Page.  
 Note: The Total Funds Available amount for Title IV represent the Total Current Year funds less Non-public and Indirect Cost reservation \$19,557 captured on the ESSA Equitable Share Page.

	Allocation	Adjustments	Multi-District	Transfers	Total Current Year	Prior Year	Non Public	(=) Total Funds Available	P1 Career Coll Srvc Readiness	P2 Equitable Incls Learning	P3 Quality Teach and Learn	P4 Effctv Educator Wrkfrce	P5 System Structure Prtnrship	Total Invested
Title I	\$1,810,389	\$0	\$0	\$0	\$1,810,389	\$277,507	\$0	\$2,087,896	\$0	\$0	\$2,039,764	\$48,132	\$0	\$2,087,896
Direct Student Services	\$0	\$0	\$0	\$0	\$0	\$11,901		\$11,901	\$0		\$11,901			\$11,901
Title I Neglected or Delinquent	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0			\$0
Title IIA	\$258,615	\$0	\$0	\$0	\$258,615	\$0	\$0	\$239,306	\$0	\$0	\$0	\$239,306		\$239,306

- Allocations tab will update to reflect the most recent amount of awarded funds for a fund source.
- For Super App, available funding must be invested in the appropriate domain.

# Reverting Funding Tab

Overview	Reverting Funding	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations
<b>Reverting Funding</b>							
This Legal Entity has been granted the following allocation(s). Indicate your intent to accept or refuse each respective allocation by selection of the appropriate drop down response below.							
Federal Program	2022-2023 Base Allocation*	SEA may reallocate funds to other grantees	2021-2022 Prior Year	SEA may reallocate funds to other grantees			
Title I	\$ 1,810,389	Accept ▼	\$ 277,507	Accept ▼			
Title IIA	\$ 258,615	Accept ▼	\$ 0	Accept ▼			
Title III	\$ 0	Accept ▼	\$ 0	Accept ▼			
Title III Immigrant	\$ 0	Accept ▼	\$ 0	Accept ▼			
Title IVA SSAF	\$ 145,151	Accept ▼	\$ 116,788	Accept ▼			

- If “Refuse” is selected in the dropdown, the LEA will be required to provide a justification
- Selecting “Refuse” for a fund source will remove the funding from the Allocations tab

# Allocations - Other Applications

<b>Current Year Funds</b>	
Allocation	\$0
Re.Allocated (+)	\$0
Released (-)	\$0
<b>Total Current Year Funds</b>	<b>\$0</b>
<b>Prior Year(s) Funds</b>	
Rollover (+)	\$0
Re.Allocated (+)	\$0
<b>Total Prior Year(s) Funds</b>	<b>\$0</b>
<b>Sub Total</b>	<b>\$0</b>

- Allocation tab will reflect the most recent award amount.
- Unlike Super App, allocations are automatically displayed on the Budget Detail page and do not have to be invested.



# Budgets

# Budget Detail

Navigation: [Priorities](#) | [Budget Detail](#) | [Page Lock Control](#)

**Budget Detail** BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536) [Click for Instructions](#)

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

Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

	TitleI	TitleIVA SSAE	DSS	Redesign1003a	CLSD B-5	CLSD 6-8	Total
Investment	\$2,039,764	\$242,382	\$11,901	\$58,729	\$14,000	\$31,279	\$2,398,055
Unbudgeted	\$0	\$0	\$0	\$0	\$0	\$0	\$0

[Description of Educational Improvement Categories \(EIC\) and Object Codes](#)

- Allocation Chart:
  - Shows total invested
  - Keeps running total of amount unbudgeted as the budget detail is created
- Description of Educational Improvement Categories (EIC) and Object Codes

# Consolidated Budget Detail (contains multiple fund sources)

Object Code: <input type="text"/> Fund Source: <input type="text"/> <input type="button" value="Sort"/>						
Fund	Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount	Delete Row
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

- Fund: select the fund source that will be used for the expenditure.
- Object Code: use dropdown to select the appropriate Object Code
- EIC: Educational Improvement Category - a list of the EIC Codes - EIC dropdown will adjust to align with the Fund Source selected.
- Expenditure Description: provide enough information to determine if expenditure is allowable/reasonable/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

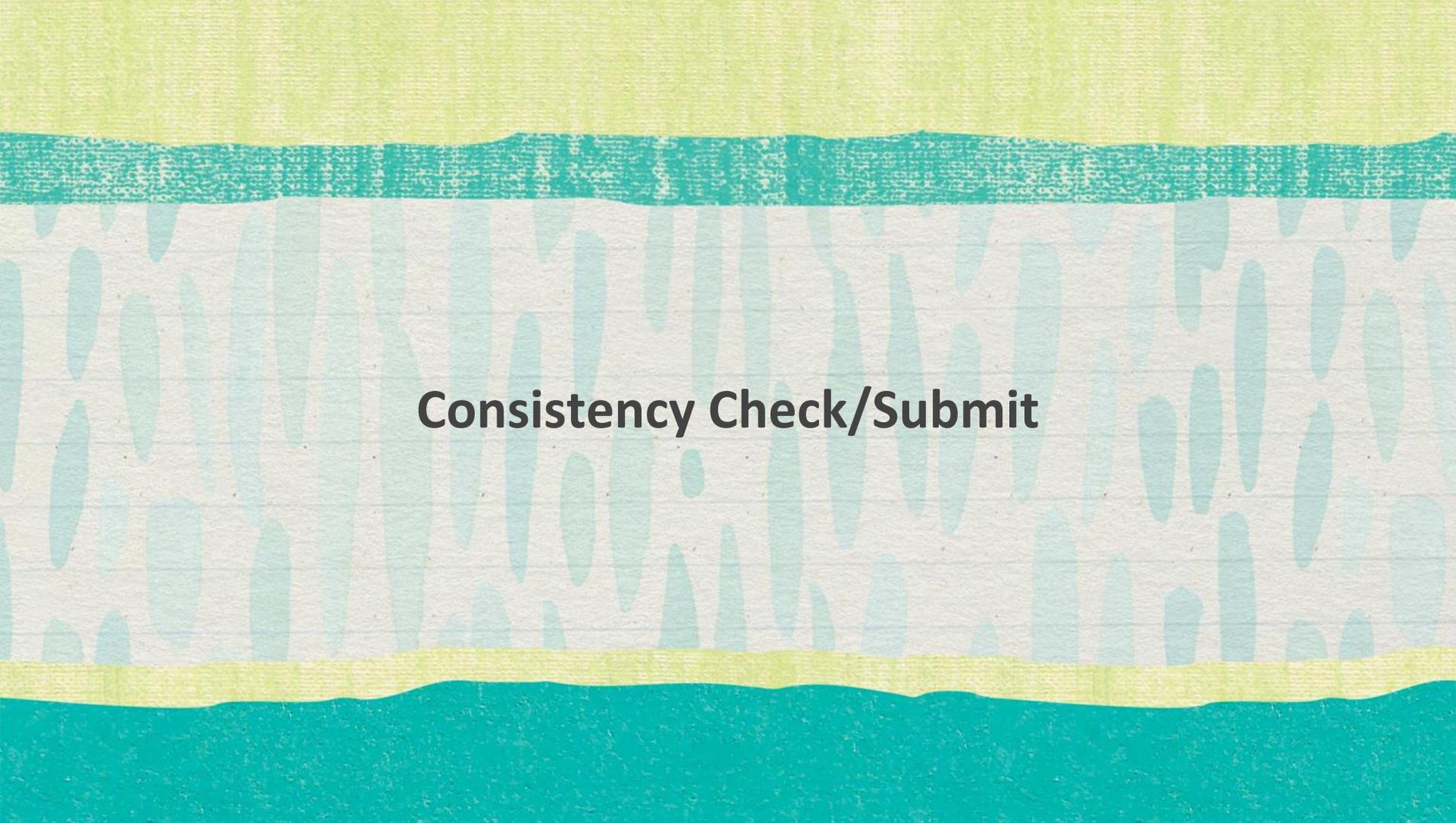
Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

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

Object Code	Exclude from MTDC/EIC	Expenditure Description and Itemization	Amount	Delete Row
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>

- 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.



**Consistency Check/Submit**

# 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

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

# 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  
Administration Review

[Submit to LDE](#)

- 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



# Review Checklists

# Application Review

- **Review Process: Two levels of review**
  - Programmatic Review - are expenditures allowable and reasonable/necessary
  - Fiscal Review: are expenditures aligned with LAUGH Guide coding
- **Review Responses**
  - Accept: all expenditures are allowable, reasonable/necessary and align with LAUGH guide coding
  - Accept with Comments: additional information needed to meet programmatic or fiscal requirements
  - Reject: at least one expenditure is not allowable, reasonable/necessary and/or does not align with LAUGH guide coding

# Application Review

- **Addressing Comments:**
  - Rejection: the user will navigate back to the indicated section of the application, make the changes and resubmit the application for review
  - Accept with Comments: the user will address comments when submitting the next Amendment.
  - LEA users cannot make comments within the checklist. LEA users can, however, respond to comments by making the requested edits in the application.

# Accessing the Reviewer Comments

Formula Grant	Application Name	Revision	Status	Date	Actions			
	Carl Perkins Secondary Grant Application	Original Application ▼	Final Approved	6/26/2021		Payments		
	IDEA Consolidated Application	Original Application ▼	Final Approved	6/26/2021		Payments		
	Education Excellence Fund	Original Application ▼	Final Approved	10/27/2021	Open	Amend	Payments	Review Summary Delete Application
	ESSA Consolidated Application	Original Application ▼	Final Approved	6/26/2021		Payments		
	Super App	Amendment 3 ▼	Not Submitted		Open	Amend	Payments	Review Summary Delete Application



- Navigate to the GMS Access/Select page and select the “Review Summary button for the desired application
- Note: The review summary for the revision listed in the Revision dropdown will be displayed.

# Review Summary: Accessing Reviewer Comments

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	1	LEA Data Entry group	LEA Data Entry Users	Skipped	
	2	Applicant Authorized Representatives - entry, submit, assure	Clay Corley	Submitted	3/3/2023
<input type="radio"/>	3	Administration Review	Edeltress Brown	Accepted	3/9/2023
<input type="radio"/>	4	Carl Perkins Review	Charmaine Cureton	Accepted with Comments	3/9/2023
<input type="radio"/>	4	School Redesign Review	Tiffany Franklin	Accepted	3/9/2023
<input type="radio"/>	4	P1 Career College Service Readiness Rvw 2	Edeltress Brown	Accepted	3/9/2023
<input type="radio"/>	4	Direct Student Services Review	Rayla Hunt	Accepted	3/9/2023
<input type="radio"/>	4	P5 System Structures Partnerships Rvw 2	Tarri Byrd	Accepted	3/9/2023
<input type="radio"/>	4	Grants Mgmt Review 2	Darlene Williams	Accepted with Comments	3/9/2023
<input type="radio"/>	4	P4 Effective Educator Workforce Rvw 2	Edeltress Brown	Accepted	3/9/2023
<input type="radio"/>	4	CLSD Review	Shanna Beber	Accepted	3/9/2023
<input type="radio"/>	4	P2 Equitable Inclsv Lrn Stu w Disabilities Rvw 2	Denise Karamales	Accepted with Comments	3/9/2023
<input type="radio"/>	4	P3 Quality Teaching and Learning Rvw 2	Melanie Mayeux	Accepted	3/9/2023
<input type="radio"/>	4	P2 Equitable Inclsv Lrn Eng Lang Rvw 2	Melanie Mayeux	Accepted	3/9/2023
<input type="radio"/>	5	Final Application Review	Randy Littleton	Accepted with Comments	3/13/2023






- To access review checklist: select the radio button next to the appropriate review.
- Next select “Review Checklist”
- Note: The user can request a print of the review checklists - will print of multiple reviews.

# Review Checklist

Grants Mgmt Review - Administration Non-public	Grants Mgmt Review - Core Academics	Grants Mgmt Review - Diverse Needs	Grants Mgmt Review - Workforce Talent	Grants Mgmt Review - LEA Systems
Grants Management Review - Super App Core Academics				<a href="#">Click for Instructions</a>
Fund Source	Object Code	EIC	Comments	
Yes <input type="checkbox"/>	Title I <input type="text"/>	100 <input type="text"/>	21 SB	3.19.2020 RY. Please remove the benefits portion of this expenditure and create a new expenditure line item for benefits coded to 200.
Yes <input type="checkbox"/>	Title I <input type="text"/>	400 <input type="text"/>	24 IP	3.19.2020 RY. Provide more detail on contracted technology services. Sent email to LEA regarding expenditure.
Yes <input type="checkbox"/>	Title I <input type="text"/>	400 <input type="text"/>	42 ADM	3.19.2020 RY. Please provide more detail on copier expenditure.
Yes <input type="checkbox"/>	Title I <input type="text"/>	600 <input type="text"/>	11 SB	3.19.2020 RY. For technology purchases, list the number of units to be purchased.
No <input type="checkbox"/>	Title I <input type="text"/>	500 <input type="text"/>	11 EL	DW 3/20/20- Please move supplies to code 600.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No <input type="checkbox"/>	All budgeted items for Core Academics are coded appropriately according to the most recent publication of the Louisiana Accounting Uniform Government Handbook (LAUGH), sufficient detail has been provided for all budgeted items, and expenses are correctly identified for inclusion/exclusion from the Modified Total Direct Cost (MTDC).			



# **Grant Award Notifications (GANs)**

# Accessing GANs

DEPARTMENT of  
**EDUCATION**  
Louisiana Believes

Louisiana Department of Education  
**Welcome to the E-Grants Management System**

**ANNOUNCEMENTS**

**In This Section:**

- 2020 IDEA MOE Confirmation

**2020 IDEA MOE Confirmation.....**

Now available in eGMS. The deadline for submission is **Friday, May 14, 2021**.

[Public Access](#) **LOGON**

- 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.

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

View Report

Yellow arrows point to the Budget Year, Fund Year, Program Title, Recipient dropdown menus, and the View Report button.

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



# 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

# Amendment Description

Overview	ESSA Transfers	Title I	Title IV	IDEA	Nonpublic	Allocations	Budget Indirect Cost	Submit	<b>Amendment Description</b>	Application Functions
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**Amendment Description** [Click for Instructions](#)

Select the Application Section(s) where changes have been made in this amendment and provide details as requested.

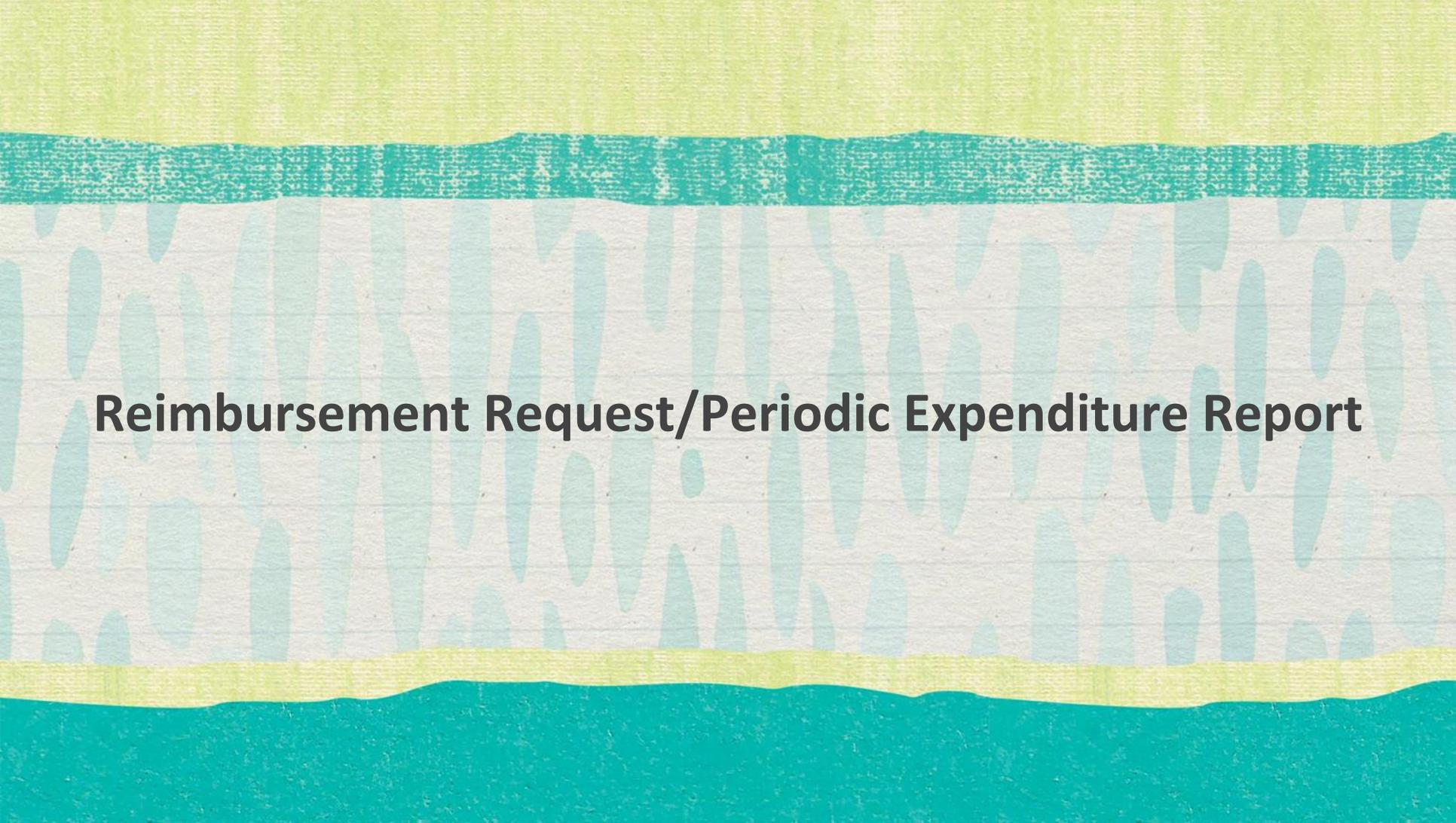
Consolidated Plan Application

Core Academics

Please describe what has changed. (0 of 1000 maximum characters used)

Diverse Learners

- 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.



# **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	6/26/2021		Payments
	IDEA Consolidated Application	Original Application ▼	Final Approved	6/26/2021		Payments
	Education Excellence Fund	Original Application ▼	Final Approved	10/27/2021	Open Amend	Payments
	ESSA Consolidated Application	Original Application ▼	Final Approved	6/26/2021		Payments
	Super App	Amendment 3 ▼	Not Submitted		Open Amend	

- 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 4/20/2023

	TitleI	TitleIIa	TitleIII	TitleIII-Immigrant	TitleIVA_SSAE	TitleV_B	TINeglectDelinquent	DSS
<b>Current Grant Year Allocation</b>	\$1,810,389	\$258,615	\$0	\$0	\$145,151	\$128,370	\$0	\$0
(+/-) Adjustments	\$277,507	\$0	\$0	\$0	\$116,788	\$6,302	\$0	\$11,901
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Funds Available</b>	\$2,087,896	\$258,615	\$0	\$0	\$261,939	\$134,672	\$0	\$11,901
<b>Approved Budget --Original Application</b>	\$2,087,896	\$258,615	\$0	\$0	\$261,939	\$134,672	\$0	\$11,901
<b>Anticipated Payments</b>								
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursements	\$2,087,896	\$258,615	\$0	\$0	\$261,939	\$134,672	\$0	\$11,901



# Reimbursement Request/Periodic Expenditure Report

## Reimbursement Request/Expenditure Report Menu

Program  2022

Reimbursement Requests:

Select a 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	
<input type="radio"/>	Reimbursement Request 2	2/15/2022	2/17/2022	2/18/2022	Approved
<input type="radio"/>	Reimbursement Request 1	12/16/2021	12/16/2021	12/20/2021	Approved

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

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	
<input type="radio"/>	Periodic Expense Report 2		2/17/2022	2/17/2022	2/18/2022	Approved
<input type="radio"/>	Periodic Expense Report 1		12/16/2021	12/16/2021	12/16/2021	Approved

# Reimbursement Request/Periodic Expenditure Report

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.

Final Approved Budget Amounts by Object Code								
	100 - Salaries	200 - Benefits	300 - Purchased Professional/ Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Svcs	600 - Supplies	700 - Property	800 - Other objects
	\$969,261	\$470,220	\$77,500	\$0	\$159,968	\$255,061	\$0	\$0

Object Code	Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Reimbursement Request	Delete Row
▼	<input type="text"/>			0 <input type="text"/>	<input type="checkbox"/>
▼	<input type="text"/>			0 <input type="text"/>	<input type="checkbox"/>

- Object Code: indicate the object code needed 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
- Previously Requested: system will pre-populate
- Reimbursement Request: enter the amount being requested

# Reimbursement Request

Indirect Cost	Approved Rate 12.5054 %	Derived Rate 12.5054%		\$119,161	Total	\$0
					Total	\$24,285
					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
Grant Award (Allocation)	\$1,083,038
Approved Budget	\$1,083,038
Amount Paid To Date	\$218,480
Expenses To Date	\$218,480
Balance Due LEA	\$0
Funds on Hand	\$0

**Amount Paid to Date by Fund Source**

Title#	
Total	\$218,480

- 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 a 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

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:

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 3	4/29/2021			Not Submitted	
<input type="radio"/>	Reimbursement Request 2	1/15/2021	1/15/2021	1/19/2021	Approved	1/19/2021
<input checked="" type="radio"/>	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	Step	Group	Staff	Status	Status Date
<input type="radio"/>	1	LEA Financial Business Manager	Lora White	Submitted	10/13/2020
<input checked="" type="radio"/>	2	SEA Appropriation Control - Accountant	Janice Wilcox	Accepted	10/21/2020

- 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

Expenditure-Obligation Summary		Expenditure-Obligation by EIC		Title I Excess Funds		Certification		Submit	
Periodic Expense Report 3 <a href="#">Click for Instructions</a>									
Program: Title I 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 Svcs	\$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				
<b>Totals:</b>		\$963,877	\$194,195	\$194,195	\$0				
Indirect Cost - Approved Rate 12.5054 % Derived Rate 12.5054%		\$119,161	\$24,285	\$24,285	\$0				
<b>Totals:</b>		\$1,083,038	\$218,480	\$218,480	\$0				
 Expenditure Period End Date <input type="text"/>									

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

# Periodic Expenditure Report

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$2,087,896		
Approved Budget	\$2,087,896		
Amount Paid To Date	\$822,332	Title	\$822,332
Expenses To Date	\$0	Total	\$822,332
Balance Due LEA	\$0		
Funds on Hand	\$822,332		

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 submitted 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  No file chosen

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.
  - Triggers calculation of carryover if allowed
- Upload: supporting documentation is required for PER submission

# Periodic Expenditure Report

Expenditure Obligation Summary		Expenditure Obligation by EIC								Title 1 Excess Funds	Certification	Submit
Periodic Expenditure Report 3												<a href="#">Click for Instructions</a>
<p>Note: If reported expenditures are outside of normal budget tolerances a budget revision should be completed.</p> <p>Budget data will only be displayed if there is an approved or substantially approved application/budget at time of PER submission.</p>												
EIC #		100 - Salaries	200 - Benefits	300 - Purchased Professional / Technical Svcs	400 - Purchased Property Svcs	500 - Other Purchased Svcs	600 - Supplies	700 - Property	800 - Other objects	TOTAL		
11 HC	Final Approved Budget	0	0	0	0	0	0	0	0	0		
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0		
	Accumulated Obligations Expenditure To Date	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
11 EL	Final Approved Budget	0	0	0	0	0	500	0	0	500		
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0		
	Accumulated Obligations Expenditure To Date	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
11 ND	Final Approved Budget	0	0	0	0	0	0	0	0	0		
	Previously Reported Expended/Obligated	0	0	0	0	0	0	0	0	0		
	Accumulated Obligations Expenditure To Date	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

- Final Approved Budget and Previously Reported Expended/Obligated amounts: 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
<b>Certification of Report</b>				
<input type="checkbox"/> 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.				
<a href="#">Save Page</a>				

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

Expenditure/Obligation Summary	Expenditure/Obligation by EIC	Title I Excess Funds	Certification	Submit
<b>Submit</b>				<a href="#">Click for Instructions</a>
<b>The Consistency Check must be successfully processed before you can submit your application.</b>				
<a href="#">Consistency Check</a> <a href="#">Lock Application</a> <a href="#">Unlock Application</a>				
Subrecipient Business Manager Subrecipient Administrator Appropriation Control Review				

- Consistency Check: all errors cleared to submit the PER.
- Once consistency check is clear, the “Submit” button will be visible.



# 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

Allocation	\$ 1,500,000	
IDC Rate	12.7154	
IDC Rate	6.4501	
IDC Rate/100	0.127154	
IDC Rate/100+1	1.127154	
Allocation / (IDC/100+1)	\$ 1,330,785	Direct Charge Funding
Allocation - Direct Charge Funding	\$ 169,215	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 <input type="button" value="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	119,161
Total Budgeted	\$1,083,038
<hr/>	
Total Budgeted	1,512,147
Allocation Remaining	0

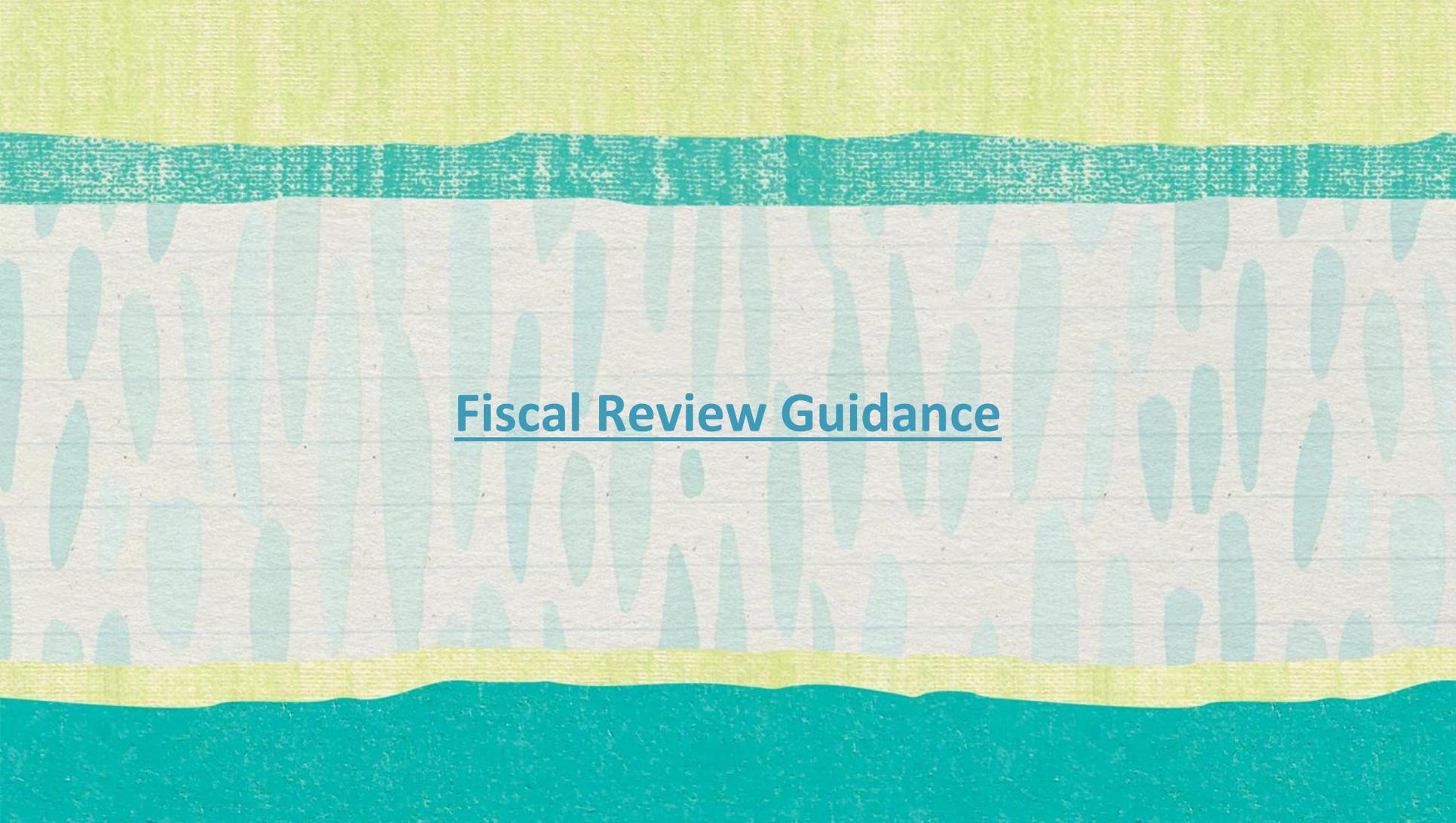
- Excluded Costs
  - Expenditures coded to Object Code 700 are automatically excluded
  - Any expenditures where the MTDC box has been checked are included in the exclusions

# Indirect Cost

Programs:	TitleI	Go
Total 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, Student 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,	330,740
Indirect Cost Approved Rate 7.3344 % Derived Rate 7.2353 %	\$342,576

- Reimbursement Request
  - IDC Approved Rate: approved rate for the school system.
  - Derived Rate: reflects rate based on budgeted amount of IDC versus Max IDC



# Fiscal Review Guidance

# Closing

- As time permits, participants will use the eGMS Test environment to interact with the different components of eGMS.
- Participants will be able to utilize the basic functionality of eGMS.
- Participants will have a deeper understanding of the logical flow of the navigation of eGMS.

# Contact Information

Federal Support and Grantee Relations  
Bernell Cook  
Executive Director  
[bernell.cook@la.gov](mailto:bernell.cook@la.gov)

Randy Littleton  
Chief of Staff FSGR  
[randy.littleton@la.gov](mailto:randy.littleton@la.gov)

Susan Andre  
Grants Management Supervisor  
[susan.andre@la.gov](mailto:susan.andre@la.gov)



**Thank you**