

Louisiana Believes

**Education Excellence Fund (EEF)
2020-2021**

Introductions/Housekeeping

- Introductions
 - EEF Team
- Housekeeping
 - Please mute all phone lines
 - Please mute all computer mics
 - Place all questions in the chat box

Louisiana Believes

eGMS/EEF Application

Overview



eGrant Management

- Electronic Grants Management System (eGMS)
- Education Excellence Fund (EEF) Application

eGMS Requirements



LOUISIANA DEPARTMENT OF EDUCATION

eGMS Security Request Form

rev 01/08/19

Instructions:

- Complete Section 1-3
- Submit form via email to Ethian.L Leonard@la.gov

Section 1: All requests

Name of New User:	
Phone (numbers only; no hyphen or spaces):	
Email:	
Date:	
Name of person making this request:	
Name of User to be Removed/Replaced:	

Section 2: All requests

Sponsor (School/Organization) Name:	
Sponsor (School/Organization) / Site Code:	
Type of Entity (ex. Charter, Non-public, Religious, etc)	

Section 3: Assigned Roles

Please select **one** of the following:

- LEA/Organization Authorized Rep (*)
- LEA/Organization Business Manager
- LEA/Organization Data Entry
- LEA/Organization Finance Data Entry
- LEA/Organization View Only

After completing Sections 1-3, submit this form via email to Ethian.L Leonard@la.gov.

eGMS – eGrant Management System

- User (LDE staff, Inquiry, Update, and File Upload.)

Authorized Representative Approval – LDQE use only

Administrator Signature:		Date:	
Typed or Printed Name:			

***** This section for Louisiana Department of Education official use only *****			
User ID:		Password:	
Date Assigned:		By:	

Security Coordinator

Nonpublics Responsibilities:

- Request form from Julia DeSimone
- Complete sections 1 thru 3 of the eGMS Security Request Form.
- Submit Completed form to:
Julia.DeSimone@la.gov

The Security Coordinator:

- Assigns passwords
- Grants access to parts of application
- Assists in changing passwords



LOUISIANA DEPARTMENT OF EDUCATION

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***** This section for Louisiana Department of Education official use only *****			
User ID:		Password:	
Date Assigned:		By:	

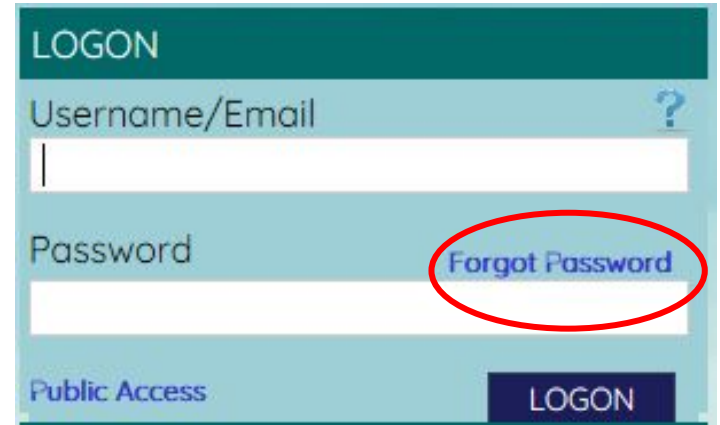
eGMS Access Security Request

School Systems should:

- Have an assigned Security Coordinator
- Contact Security Coordinator if additional staff need access.

To find out who your Security Coordinator Contact is:

- Click on Forgot Password on the Logon Page



The screenshot shows a web form titled "LOGON" with a dark teal header. Below the header, there are two input fields: "Username/Email" and "Password". To the right of the "Username/Email" field is a small blue question mark icon. To the right of the "Password" field is a blue link labeled "Forgot Password", which is circled in red. At the bottom left of the form is a blue link labeled "Public Access", and at the bottom right is a dark blue button labeled "LOGON".

eGMS Access Security Request

- This will prompt you to the Password Reset System
- You will then click on the dropdown menu and select your site
- Then select Help
- Your Security Coordinator's name and contact information will then appear on the right in the yellow box

User ID:

Next

OR

If you don't know your User ID or if you need to contact your local security coordinator please select your Site, District, or Agency from the dropdown list below then click the Help button. Your security Coordinators contact information will be displayed in the yellow box on the right side of the screen:

Help

Enter your User ID in the box to the left labeled User ID and then click the Next button.

eGMS Access Security Request

School Systems/Charters will have to request access from their Security Coordinator listed in the yellow box from the previous slide.

Non-LEAs will need to send a request to Julia.DeSimone@la.gov and request an eGMS Security Access form. Once the form has been filled out appropriately, Julia DeSimone will set the required access and forward that person their username and temporary password.

Once you receive your credentials, you will login and change your temporary password.

Your password expires every 30 days. After three (3) failed attempts, your account will be locked and you will need to request an unlock from your Security Coordinator.

DUNS and SAM Instructions

SAM:

Your school system must have a current <https://uscontractorregistration.com> (SAM) account registration in order to receive federal funds. Failure to keep your SAM registration current could delay or limit access to funds for your school system.

DUNS: Your school system must have a current [DUNS](#) number in order to receive federal funds. Failure to keep your DUNS number current could delay or limit access to funds for your school system. If your school system does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) Website](#) or call 1-866-705-5711 to register or search for a DUNS number. Further information about the process for obtaining a DUNS number is available at [Grants.gov \(Step 1: Obtain a DUNS Number\)](#).

SAM and DUNS

Required:

- **SAMSM** expiration date
(System for Award Management)

<https://uscontractorregistration.com>

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

[Grants.gov](https://www.grants.gov) (Step 1: Obtain a DUNS Number).

The screenshot displays the SAM system interface for an application. At the top, the applicant is identified as 'Parish or School Name 2019-2020 LEA Central Data-00-Original Application' with a project period of '07/1/2018-6/30/2020'. A navigation menu includes options like 'Contact Information', 'Assurances', 'Allocations Summary', 'Grant Summary', 'Page Lock Control', and 'Application Print'. Below the menu, a warning message states: 'Data displayed on this page has been copied forward from the prior year. In order for the data to be saved for the current year and to satisfy the requirement that the contact information is completed you must select the Save button at the bottom of this page.' The page was last saved on a date indicated by a text box. A notice mentions the Federal Funding Accountability and Transparency Act (FFATA) requirements. Links for 'System for Award Management' and 'Grants Gov' are provided. The 'Administrative Offices' section contains several input fields: 'Address 1*' (1961 Midway St), 'Address 2*', 'City*' (Shreveport), 'State*' (LA), 'Phone*', 'DUNS Number*' (049214232), 'SAM Expiration Date (MM/DD/YYYY)*' (9/9/2017), and 'Zip+4*' (71108 2201). The DUNS Number and SAM Expiration Date fields are circled in red.

SAM and DUNS

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

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



D-U-N-S[®]
DATA UNIVERSAL NUMBERING SYSTEM
NUMBER

- 1962 DUNS Number is born
- 1997 Adopted by US Government
- 2011 Recommended or required by more than 200 government, trade & industry organizations worldwide
- 2013 Linked to more than 225 million businesses worldwide

Concentration of Government Contractors

54,713

,607

Geographic Distribution of Contracts

- Africa | \$0.1b
- Asia | \$4.4b
- Australia | \$0.2b
- Europe | \$7.4b
- North America | \$377b
- South America | \$0.2b

TOP 3 INDUSTRIES RECEIVING CONTRACTS

- Aircraft Manufacturing
- Engineering Services
- Facilities Support Services

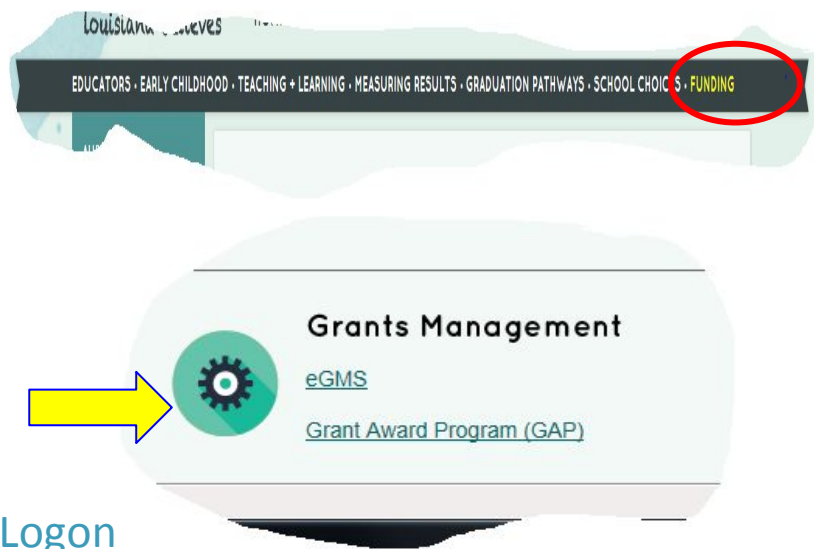
TOP 3 INDUSTRIES RECEIVING GRANTS

- Administration of Public Health
- Administration of Social and Manpower Programs
- Regulation/ Administration of Transportation

vdh@com@government
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Accessing eGrant Management System (eGMS)

- Go to <https://www.louisianabelieves.com>
- Click Funding tab at the top on the right
- At the bottom of the page under Grants Management, click eGMS
- Bookmark eGrant or save it as a shortcut or alias
- eGrant Management System (eGMS)
<https://egmsp.doe.louisiana.gov/LDEGMSWeb/Logon>



eGMS Logon Page

- Enter User Name
- Enter Password

DEPARTMENT of EDUCATION
Louisiana Believes

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

ANNOUNCEMENTS

In This Section:

- Allocations and Sources for the 2018-19 JAG program
- IDEA MOE Confirmation
- High Cost Services Round 1 Allocations
- 18/19 LA School Mental Health Grant Released
- Allowability of Federal Funds Webinar
- Non-Public Lunch Salary Supplement Released
- Believe and Prepare-Impact Collaborative Released

INFORMATION

New Notice of Allocation Requirement for Private Schools

The Every Student Succeeds Act of 2015 requires each SEA to annually provide information on the amount of funds, by programs, allocated for equitable services for eligible private school children, teachers, educational personnel and families. In order to adhere to this federal requirement the hyperlink below may be used by private school officials and LEAs to review the **Private School Allocation report by District**, which is also located on the Louisiana Believes Website, Equitable Services webpage.

[NP 2018-2019 Private Schools Allocation Report by District](#)

TRAINING

In This Section:

- Tips & Reminders: HELPI! Can't Access My Account
- Tips & Reminders: Central Data > Contacts
- Tips & Reminders: Using EIC Codes
- Tips & Reminders: Submitting an Application
- Tips & Reminders: Reviewing Comments
- Tips & Reminders: Preparing the Periodic Expense Report (PER)

ACCOUNT INFORMATION

eGMS Technical Assistance

For help with accessing your account, contact your designated [Security Coordinator](#). Further assistance is available from the [Logon Page Instructions](#) and the [User's Guide](#). Note: Passwords expire after 30 days. To re-set your password, use the [Password Reset System \(PRS\)](#). For other system-related issues or to provide feedback, email LDOE.GrantsHelp@desi@la.gov.

LOGON

Username/Email ?

Password [Forgot Password](#)

Public Access **LOGON**

UPCOMING

August 2019

November 15, 2019
Deadline for 9/30 PERs

Main Menu

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

**DEPARTMENT of
EDUCATION**
Louisiana Believes

Menu List

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

Monitoring

- Fiscal Monitoring
- Program Monitoring
- GMS Access / Select**
- LEA Central Data
- Funded Applications
- Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :

East Baton Rouge Parish - Security Coordinator LEA TEST
East Baton Rouge Parish - Kasey Ward at 225-922-5524

Your email address is: LDENotifications@MTWSolutions.com
If this is not correct, please contact your Security Coordinator to provide correct address.

LEA Central Data

- Go to LEA Central Data
- Click Create

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

Contact Information

Click on Contact Information and complete the forms under these tabs:

- Central Contacts
- EEF Program Contact

Contact Information	Assurances	Allocations Summary	Grant Summary	Page Lock Control	Application Print
Central Contacts	Super App Formula Contacts	Super App Competitive Contacts	Formula Contacts	Discretionary Contacts	Competitive Program Contacts
McKinney Vento Homeless Contact		Migrant Education Contact		EEF Program Contact	

Be sure to click Save Page for each page.



Assurances

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

—*Common Assurances*

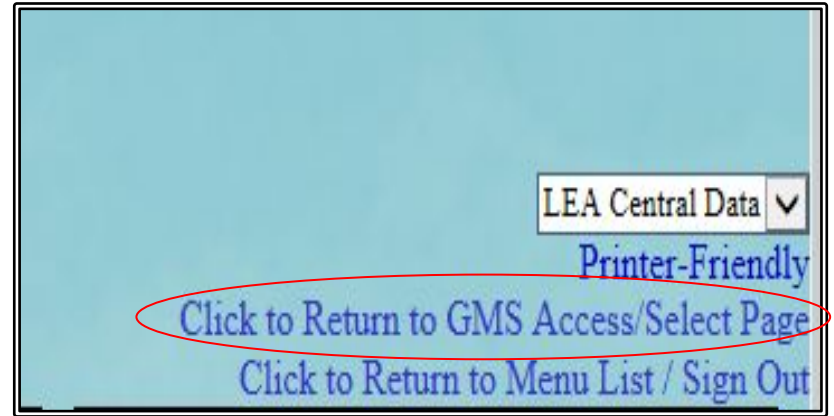
—*EEF Program Assurances*

(*EEF Program Assurances*
must be approved to move
forward with the budget)

Contact Information	Assurances	Allocations Summary	Grant Summary	Page_Lock Control	Application Print
Common Assurances	Super App Assurances	Formula Program Assurances	Discretionary Assurances	Competitive Program Assurances	MOE Assurances
McKinney Vento Homeless Assurances	Migrant Education Assurances	EEF Program Assurances			

EEF Application

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



Click Create

- Once you click on create your application will automatically open.

Overview of EEF Funds

- “Tobacco Money”
- Louisiana Revised Statute (LRS) 39:98.1 - 39.98.5
 - Subpart E: Tobacco Settlement Proceeds
- Part of Millennium Trust created in 1999
- Purpose: to support “excellence in educational practice”

About the Money

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

Use of Funds

- Once the legislature approves the applications, recipients are “paid” the full amount “up front.”
- No reimbursement requests (RRs) are required. *One Final periodic expenditure report (PER), also referred to as the 6/30 PER is required.*
- Recipients can expend EEF funds throughout the year on the activities described in their plan.

Program Requirements

Pre-kindergarten - 12th Grade instructional enhancements for students, including:

- Early childhood education programs focused on enhancing the preparation of at-risk;
- Remedial instruction and assistance to children who fail to achieve required scores on any tests required for advancement to a succeeding grade; and
- Other educational programs approved by the legislature

The Big Picture

1. Recipients login to eGMS to create, complete and submit their applications
2. LDOE staff reviews completed applications and submits request to Legislature for approval of applications
3. Legislature approves release of EEF funds to recipients
4. LDOE informs recipients that their applications have received final approval and makes payments directly to recipients for amount requested
5. Recipients carry out activities
6. Recipients report on those activities in the following year's application using the Evaluation Report form in eGMS

Acceptable Uses of EEF Funds

- Benchmark Assessment
- Curriculum Development/Alignment
- Early Childhood
- Educational Technology
- Family Involvement
- Instructional Supplies
- Teacher Quality
- Positive Behavior Support
- Remediation

Prohibited Use of Funds

EEF funds **cannot** be used for:

- Expenditures for maintenance or renovation of buildings
- Capital improvements
- Increases in employees' salaries
- Supplanting any state general fund or locally generated revenue
- Sectarian/religious purpose

Open EEF Application

Under Formula Grant
open the 2020-2021
EEF Application

Created

Central Data **NOTE: Before a new year application will be available, you MUST complete the contact information (LEA Central and related pro**

Application Name	Revision	Status	Date	
LEA Central Data	Original Application	Created		

Formula Grant

Application Name	Revision	Status	Date	
Carl Perkins Secondary Grant Application	Original Application	Final Approved View GAN	6/24/2020	
IDEA Consolidated Application	Original Application	Final Approved View GAN	6/24/2020	
Education Excellence Fund	Original Application	Final Approved View GAN	9/15/2020	Open
ESSA Consolidated Application	Original Application	Final Approved View GAN	6/24/2020	
Super App	Amendment 1	Returned for Changes View GAN	8/26/2020	Open

Parts of the EEF Application

1. Allocations
2. Program Specific
 - Expenditure Plan
 - Evaluation Report- Pg. 1&2
3. Budget Pages
 - Budget Detail
 - Budget Summary

The screenshot displays the EEF Application interface. At the top, it shows the applicant's name (redacted), the application name '2020-2021 Education Excellence Fund - 00', and the cycle 'Original Application'. The project period is '7/1/2020 - 6/30/2021'. A red message states: 'The application has been submitted. No more updates will be saved for this application.' Below this is a navigation bar with tabs: Overview, Allocations, Program Specific, Budget Pages, Submit, Amendment Description, and Application History. The 'Allocations', 'Program Specific', and 'Budget Pages' tabs are circled in red. The main content area is titled 'Education Excellence Fund (EEF) Overview' and contains the following information:

Program: Education Excellence Fund (EEF)

Introduction and Background: Introduction
The Louisiana Department of Education is accepting applications for the Education Excellence Fund to support education opportunities for at-risk students, as authorized by Millennium Trust of 1999.

Background:
In 1999, the Louisiana State Legislature created the Millennium Trust to provide for the disposition of proceeds from the tobacco settlement. The same legislation that created Revised Statute (LRS) 39:98.1 - 39:98.5, also established the Education Excellence Fund (EEF) as a component of the Millennium Trust. The Louisiana Department of Education provides the appropriations and oversight of monies from the Education Excellence Fund with the specific purpose of ensuring that all expenditures are used to support the program.

Program Requirements: 1. Monies appropriated shall be restricted to expenditures for pre-kindergarten through twelfth grade instructional enhancements for students, including:

- Early childhood education programs focused on enhancing the preparation of at-risk children for school.
- Remedial instruction and assistance to children who fail to achieve the required scores on any tests, passage of which

Allocations Tab

Regular Account Funds

[\$automatic]

Reallocated Funds

Unbudgeted Prior Year Funds

[\$automatic]

Cash on Hand

[\$-----]

Investment Account Funds

(School System only)

[\$automatic]

Investment Funds Transfer

Amount To Transfer into Regular EEF Account

(School Systems only)

[\$-----]

School system chooses not to submit an expenditure plan at the current time. *[If using, check box only once.]*

Enter a Reason.

Expenditure Plan - Narrative

- Each recipient must submit a plan that outlines how they will use their EEF funds for the school year. The plan should include performance expectations to ensure accountability in the expenditure of such funds. All applicants will describe how EEF funds will be used to support the LEA's priorities in one or more of the following areas:
 - Curriculum/PD/Assessments,
 - Workforce
 - Early Childhood
 - College and Career Pathways
 - Special Education
 - School Improvement
 - Direct Student Services

Evaluation Report

- The Evaluation Report is completed by applicants to report how Prior Year budgeted EEF funds were used.
- Completion and submission of the Evaluation Report is required if choosing to apply for EEF funds in current year
- Uploading supporting information files is optional

Evaluation Report

“Old Money”

- If the recipient has “cash on hand” from the previous year, an Evaluation Report must be submitted in the current application.

“New Money”

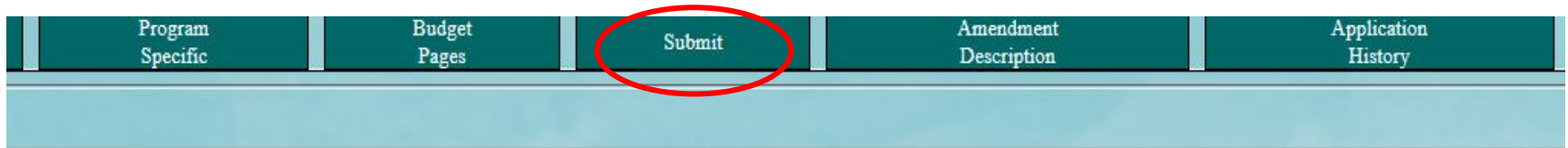
- If the recipient will be using funds in the current year, then an Evaluation Report must be submitted in the following year’s application.

EEF Budget

- Align items in budget with Expenditure Plan/Narrative
- Provide detailed information (per unit cost and total number) when purchasing laptops, ipads, computers
- Use the correct EIC codes

Submit Application

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



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

EEF Timeline*

FY 20-21 EEF Application Release	Week of September 28
FY 20-21 EEF Application Due Date	Friday, October 16, 2020
Legislative Approval - Education Excellence Fund Expenditure Plans	December 2020
LDOE Preparation for payments processing	December - January
Disbursement of funds to EEF recipients	February
6/30 Periodic Expense Report (PER) Due	July 15, 2021

**Timeline subject to change*

Questions

Please place all questions in the chat box



EEF Contacts

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

Julia DeSimone - Education Information Consultant - Julia.DeSimone@la.gov

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