

Date: June 22, 2017

To: Louisiana College of Education Deans and Directors

From: Hannah Dietsch
Assistant Superintendent, Talent

Subject: 2016-17 and 2017-18 Teacher Preparation Transitional Funding Grant Awards

In October 2016, BESE approved a [transitional funding plan](#) for undergraduate teacher preparation providers, including a formula for awarding funds to universities and school districts. As part of this plan, BESE-approved undergraduate teacher preparation providers receive an annual allocation for university coordination costs through 2018-2019. These formula-based funds are to cover expenses associated with program transition. This allocation amount is based on the number of program completers. The amounts awarded for 2016-17 and the projected amounts for 2017-18 are included in this letter.

This letter offers updated guidance regarding the use of these formula-based funds, and should be shared with university fiscal officers.

Universities' grant award notices (GAN) for 2016-2017 teacher preparation transition funds are available using the Grants Management System (eGMS) web site. All 8(g) funds must be claimed by the June deadlines, as previously communicated, and all IDEA funds must be claimed by the September deadlines.

The Louisiana Department of Education (LDE) will approve expenditures if funds are used for salaries or stipends, professional development for faculty, professional consulting services, and/or supplies associated with program transition.

School systems receive separate funding to pay stipends to undergraduate teacher candidates serving in yearlong residencies and their mentor teachers.

Universities access their funds by completing an electronic grant application in eGMS, the LDE's electronic grants management system. Each year, universities must submit a budget as a part of the application process. Upon approval of the grant application, recipients may submit claims for reimbursement for expenses included within the approved budget.

When submitting a claim (reimbursement request) in eGMS, no supporting documentation is required. However, for auditing purposes, the university must be able to substantiate that the reimbursement request was not an advance payment. A paid invoice or cancelled check may be requested as part of such an audit. Items should be paid for and received before a reimbursement is requested. In light of this year's timeline, the LDE will allow universities to submit claims by June 22, 2017 if items have not been received but the university can ensure proof of delivery by June 30, 2017.

LDE staff sent guidance for access and use of eGMS to each university's primary point of contact in April 2017, including:

- eGMS training materials, including slides 21-24 for instructions on how to submit a claim for reimbursement (<http://www.louisianabelieves.com/docs/default-source/teaching/egms-training---spring-2017-webinar.pdf?sfvrsn=2>)

- Teacher Preparation Transition Guide, including guidance on allowable expenditures (<http://www.louisianabelieves.com/docs/default-source/teaching/teacher-preparation-transition-guide-february-2017.pdf?sfvrsn=14>)

As previously communicated, BESE and the LDE developed a plan to ensure that universities will have access to unspent 8(g) funds awarded for use in the 2016-2017 academic year. Those funds will be available for use during the 2018-19 academic year. Please see the timelines on the following pages to further assist with budgetary planning.

Please contact Jennifer Tuttleton (Jennifer.Tuttleton@la.gov) with questions about transitional funding and contact Avery.Major@la.gov with questions about eGMS.

2016-17 Funding Timeline. This timeline is provided to assist with budgetary planning for 2016-17.

Teacher Preparation Transitional Funding: Formula-Based Funding Timelines for 2016-17	
January 2017	Approval by BESE for Formula-Based Funding Allocations
April 2017	Believe and Prepare transition funding application available in eGMS: <ul style="list-style-type: none"> • Universities submit budget as part of application • LDE approves budget • LDE provides Grant Award Notification (GAN) in EGMS
June 2017	Deadline to request that unused 2016-17 8(g) funds be used during the 2018-19 funding cycle: June 7, 2017
	Deadline for 8(g) expenditures: June 22, 2017 (<i>Please note this is an extension from the June 15, 2017 deadline for LEAs</i>)
	Deadline for submission of 8(g) claims (e.g., receipt, proof of payment) in eGMS for reimbursement: June 22, 2017
	Deadline to have proof that purchased items were received: June 30, 2017
July 2017	Periodic Expense Report (PER) due: July 22, 2017
September 2017	Deadline for IDEA expenditures: September 30, 2017
	Deadline for obtainment of purchases and submission of IDEA claims (e.g., receipt, proof of payment) in eGMS for reimbursement: September 30, 2017
October 2017	Periodic Expense Report (PER) due: October 22, 2017

2017-18 Funding Timeline. The timeline is provided to assist with budgetary planning for 2017-18.

Teacher Preparation Transitional Funding: Formula-Based Funding Timelines for 2017-18	
July 2017	Data on mentors and resident collected
August 2017	Approval by BESE for Formula-Based Funding Allocations (August 15-16, 2017) - Funding sources: Once the LDOE approves the 2017-18 program budget, 8(g) expenses incurred starting July 1, 2017 may be submitted for reimbursement and IDEA expenses incurred starting October 1, 2017 may be submitted for reimbursement.
	Believe and Prepare transition funding application available in eGMS (August 21, 2017): <ul style="list-style-type: none"> • Universities submit budget as part of application • LDE approves budget (2-3 week window) • LDE provides Grant Award Notification (GAN) in EGMS
January 2018	Mid-year reporting collected
June 2018	Deadline for 8(g) expenditures: June 15, 2018
	Deadline for receipt of purchases and submission of 8(g) claims (e.g., receipt, proof of payment) in eGMS for reimbursement: June 22, 2018
July 2018	End of year reporting collected (e.g., Periodic Expense Report (PER) due) July 22, 2018
September 2018	Deadline for IDEA expenditures: September 30, 2018
	Deadline for obtainment of purchases and submission of IDEA claims (e.g., receipt, proof of payment) in eGMS for reimbursement September 30, 2018
October 2018	Periodic Expense Report (PER) due October 22, 2018

Projected 2018-19 Funding Timeline. A projected timeline is provided to assist with budgetary planning for 2018-19.

Teacher Preparation Transitional Funding: Formula-Based Funding Timelines for 2018-19	
July 2018	Data on mentors and resident collected
August 2018	<p>Approval by BESE for Formula-Based Funding Allocations - Funding sources: Once the LDOE approves the 2018-19 program budget, 8(g) expenses incurred starting July 1, 2018 may be submitted for reimbursement and IDEA expenses incurred starting October 1, 2018 may be submitted for reimbursement.</p> <p>Believe and Prepare transition funding application available in eGMS:</p> <ul style="list-style-type: none"> • Universities submit budget as part of application • LDE approves budget (2-3 week window) • LDE provides Grant Award Notification (GAN) in EGMS
January 2019	Mid-year reporting collected
June 2019	Deadline for 8(g) expenditures
	Deadline for submitting 8(g) claims (e.g., receipt, proof of payment) in eGMS for reimbursement
July 2019	End of year reporting collected (e.g., Periodic Expense Report (PER) due)
September 2019	Deadline for IDEA expenditures
	Deadline for receipt of purchases and submission of 8(g) claims (e.g., receipt, proof of payment) in eGMS for reimbursement
October 2019	Periodic Expense Report (PER) due

FORMULA FUNDING ALLOCATIONS FOR 2016-17 APPROVED BY BESE IN JANUARY 2017

Recipients	8(g) Funds (Must be claimed by June 22, 2017)	IDEA (Must be claimed by September 30, 2017)	Total Allocation
Grambling State University	\$20,000	\$12,500	\$32,500
University of Holy Cross	\$32,500	\$0	\$32,500
Louisiana College	\$32,500	\$0	\$32,500
Louisiana State University - Alexandria	\$20,000	\$12,500	\$32,500
Louisiana State University - Baton Rouge	\$97,500	\$0	\$97,500
Louisiana State University - Shreveport	\$50,000	\$15,000	\$65,000
Louisiana Tech University	\$50,000	\$15,000	\$65,000
Loyola University	\$32,500	\$0	\$32,500
McNeese State University	\$50,000	\$15,000	\$65,000
Nicholls State University	\$50,000	\$15,000	\$65,000
Northwestern State University	\$50,000	\$15,000	\$65,000
Southeastern Louisiana University	\$97,500	\$0	\$97,500
Southern University - New Orleans	\$20,000	\$12,500	\$32,500
Southern University A and M College	\$20,000	\$12,500	\$32,500
University of Louisiana at Lafayette	\$97,500	\$0	\$97,500
University of Louisiana at Monroe	\$50,000	\$15,000	\$65,000
University of New Orleans	\$50,000	\$15,000	\$65,000
Xavier University of Louisiana	\$32,500	\$0	\$32,500

FORMULA FUNDING ALLOCATIONS FOR 2017-18

Recipients	8(g) Funds	IDEA and TIF	Total Allocation
Grambling State University	<p>Must be claimed by June 22, 2018</p> <p><i>Exact amount of 8(g) funds to be determined.</i></p>	<p>Must be claimed by September 30, 2018</p> <p><i>Exact amount of IDEA and TIF funds to be determined.</i></p>	\$32,500
University of Holy Cross			\$32,500
Louisiana College			\$32,500
Louisiana State University - Alexandria			\$32,500
Louisiana State University - Baton Rouge			\$97,500
Louisiana State University - Shreveport			\$65,000
Louisiana Tech University			\$65,000
Loyola University			\$32,500
McNeese State University			\$65,000
Nicholls State University			\$65,000
Northwestern State University			\$65,000
Southeastern Louisiana University			\$97,500
Southern University - New Orleans			\$32,500
Southern University A and M College			\$32,500
University of Louisiana at Lafayette			\$97,500
University of Louisiana at Monroe			\$65,000
University of New Orleans			\$65,000
Xavier University of Louisiana			\$32,500