EEF applications for the 2014-2015 school year will be accepted until **COB Friday, October 24, 2014**. Unexpended funds will carry over to next year, but to access the funds you must apply using LDOE’s eGMS system.

Schools may choose to use all, part or none of their allocation. We are encouraging you to apply (even if you do not intend to use EEF funds this year) so that you will be able to access your allocations.

**How to apply:**

Before Accessing eGMS

* Participants will need a username and password to access eGMS.
* Contact Tasha Anthony at Tasha.anthony@la.gov to receive a username/password
* All participants will need to have a Data Universal Number System (DUNS) and System for Award management (SAM) expiration date.
* Every LEA must provide their DUNS Number and SAM Expiration Date in order to create a grant application in eGMS.
	+ For DUNS, go to: <http://mycredit.dnb.com/search-for-duns-number/>
	+ For SAM, go to: <https://www.sam.gov/portal/SAM/#1>
	+ For technical assistance with DUNS or SAM, contact Loria Jackson Loria.Jackson@la.gov<mailto:Loria.Jackson@la.gov>.

*Note: As a temporary measure, you may use a date one year from now for your SAM expiration date.*

**Accessing eGMS**

* Go to the LDOE electronic grants management system (eGMS) to apply: <https://egmsp.doe.louisiana.gov/LDEGMSWeb/logon.aspx>
* To create your application, select LEA Central Data and fill out the following tabs:
	+ Focus Areas Planning
	+ Contact Information: Central Contacts and EEF Program Contact
	+ Assurances: Common Assurances and EEF Program Assurances
* Return to GMS Access/Select and choose Create (or Open).

**Technical Assistance**

* For technical assistance, please contact: Loria Jackson at Loria.jackson@la.gov or call 225-342-7374

**eGMS/EEF Application Webinar**

The link to the webinar is <https://itunes.apple.com/us/itunes-u/education-finance/id574845709?mt>

If you do not have iTunes you will need to download the program onto your computer.

You can also access the EEF PowerPoint by clicking [here](http://www.louisianabelieves.com/docs/default-source/links-for-newsletters/egms_eef-09-07-14-7.pdf?sfvrsn=2).