

Louisiana Believes

Believe and Prepare Teacher Preparation
Programs

eGMS Applications

The Electronic Grants Management System (eGMS)

The electronic grants management system (eGMS) is used by the Louisiana Department of Education to collect budgetary information, process payment requests, and run funding reports for all external allocations, including the Believe and Prepare funding.

- eGMS houses the following:
 - Believe and Prepare Teacher Preparation Budgets
 - Public Funding Assurances
 - Periodic Expenditure Reports
- eGMS performs best within the Internet Explorer browser

Prerequisites to Accessing eGMS

- Complete Security Request form and send to Avery.Major@la.gov.
- Avery Major will be the Security Coordinator for this grant application. The Security Coordinator:
 - Assigns Passwords
 - Grants Access to Parts of Application
 - Assists in changing passwords
- If you already have security access from last year, email Avery.Major@la.gov to request access to this year's programs. No new form is required.

Accessing eGMS

eGMS website –

<https://egmsp.doe.louisiana.gov/LDEGMSWeb/Logon.aspx>

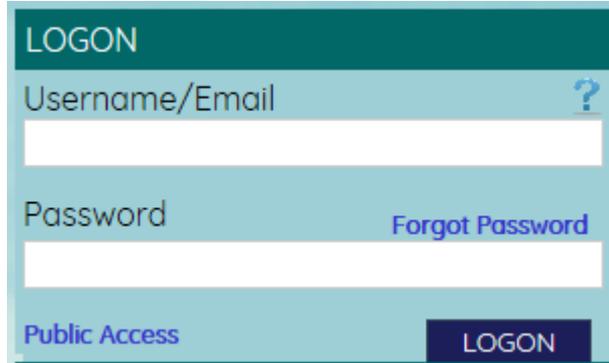
From the LDOE website –

1. Go to www.louisianabelieves.com
2. Click Funding from the top toolbar
3. Click the eGMS quick link in the Grants Management section in the bottom right corner



Log On Page

1. Enter User ID



A screenshot of a web form titled "LOGON". The form has a dark teal header with the word "LOGON" in white. Below the header, there are two input fields: "Username/Email" and "Password". The "Username/Email" field has a question mark icon to its right. Below the "Password" field, there is a link that says "Forgot Password". At the bottom left of the form, there is a link that says "Public Access". At the bottom right, there is a dark teal button with the word "LOGON" in white.

2. Enter Password

3. Click on [GMS Access/Se](#)

GMS Access / Select

4. In upper left hand corner s



A screenshot of a dropdown menu. The text "Select Fiscal Year:" is on the left. To its right is a dropdown box with "2018" selected and a downward arrow.

Central Data

Central Data

- The Central Data section of eGMS must be completed before any entity may complete a budget application in the system.
- Components of Central Data include Key Planning Decisions, Contact Information, and Assurances for anyone receiving LDOE public funds.
- eGMS opens every year in late April or early May but may be completed at anytime during the year.
- As the original and most common user of eGMS, Central Data is tailored to local school systems but we will discuss today how university users should navigate its submission.

Accessing Central Data

Sign into eGMS and click on the Access/Select Link.



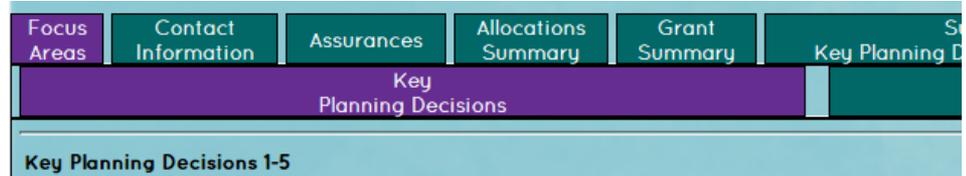
Click on the Create Button next to Central Data



Key Planning Decisions

- Indicate the total number of “Key Planning Decisions” in the box. It is likely that providers receiving Believe and Prepare funds will only have one planning decision.

SAVE PAGE



Focus Areas	Contact Information	Assurances	Allocations Summary	Grant Summary	Key Planning D
Key Planning Decisions					
Key Planning Decisions 1-5					

- Choose “professional development “ from the drop down menu
- Enter the objective that your university is planning to achieve as a result of the use of these funds.

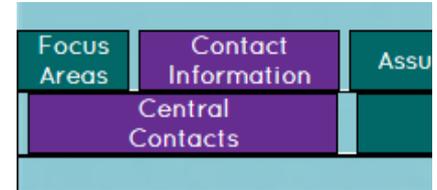
SAVE PAGE

- Check the boxes that identify the funding stream(s) that is included in your allocation (8g, IDEA Part B 611, Title II, 1003a and/or TIF)

Contact Information

There are two types of Contact information needed:

- Central Contacts
 - General Contact Information for your entity
- Program Contacts
 - Program Specific Contact information, entity must enter information for the specific person responsible for this program



All **required** fields are marked with an asterisk (*)

Focus Areas	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Key Planning Decisions by Program		Summary Key Planning Decisions by Object Code		Page Lock Control	Application Print
Central Contacts		Formula Program Contacts			Discretionary Contacts		Competitive Program Contacts		Site Level Contacts	
Accountability /SIG Contact	Carl Perkins - Secondary Contact			ESSA Program Contacts	IDEA Program Contacts	EEF Program Contact	Believe_and_Prepare Formula_Transition Contact			

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

Focus Areas	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Key Planning Decisions by Program		Summary Key Planning Decisions by Object Code		Page Lock Control	Application Print
Central Contacts		Formula Program Contacts			Discretionary Contacts		Competitive Program Contacts		Site Level Contacts	
Early_Childhood Program Contact	Early_Childhood RTT Contact	Early_Childhood CCR Contact	21st CCLC Program Contact	MSP Program Contact	High Cost Services Contact	Principal_Coaching TAP_Expansion_Contact	Charter_School_StartUp Program_Contact	Believe_and_Prepare Expansion Contact		

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

SAMS and DUNS

Required:

- SAMSM expiration date (System for Award Management sam.gov)
- DUNS[®] number (Data Universal Number System) mycredit.dnb.com/search-for-duns-number

Your SAM Registration can be confirmed or you can register if needed using the SAM website. If your LEA does not have a DUNS number you can request one through the federal Grants.Gov website.
Links:

[System for Award Management](#)

[Grants.Gov](#)

Administrative Offices:

Address 1*

DUNS Number*

SAM Expiration Date (MM/DD/YYYY) *

Assurances

All eGMS users must review assurances within Central Data and sign in agreement to receive funds.

- Common Assurances

- Select the checkbox at the top of the page
- Select **LEGAL ENTITY AGREES** to sign the assurances

- Program Assurances

- All Assurances for a program must be agreed to, even if you do not receive funding from that source.

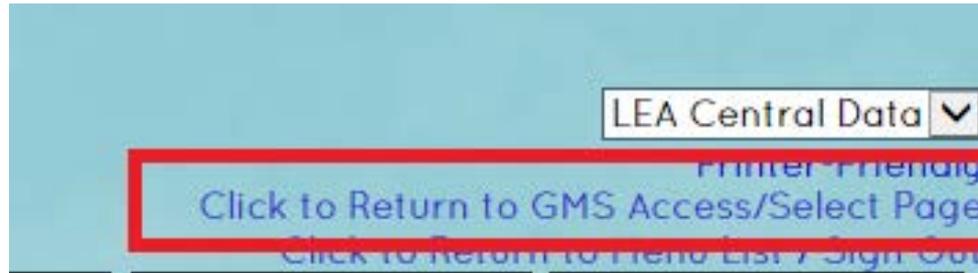
Focus Areas	Contact Information	Assurances
Common Assurances		

Focus Areas	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Key Planning Decisions by Program	Summary Key Planning Decisions by Object Code	Page Lock Control	Application Print
Common Assurances		Formula Program Assurances	Discretionary Assurances		Competitive Program Assurances	MOE Assurances		
IDEA Assurances	ESSA Assurances	Carl Perkins Secondary	EEF Program Assurances	Formula_Transition Assurances				
Formula_Transition 5g Assurances	Formula_Transition IDEA Assurances	Formula_Transition 1003a Assurances	Formula_Transition Title II Assurances	Formula_Transition TIF Assurances	Formula_Transition Assurance Agreement			

Focus Areas	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Key Planning Decisions by Program	Summary Key Planning Decisions by Object Code	Page Lock Control	Application Print
Common Assurances		Formula Program Assurances	Discretionary Assurances		Competitive Program Assurances	MOE Assurances		
Early_Childhood Assurance Agreement	EC_Network_Lead_Agency Assurance Agreement	Believe_and_Prepare_EC Assurance Agreement	21st_CCLC Assurance Agreement	MSP_Program Assurance Agreement	High Cost Services Assurances	Principal_Coaching_TAP Assurances	Charter_School_StartUp Assurances Agreement	Believe_and_Prepare Expansion
Expansion TIF Assurances		Expansion IDEA Assurances		Believe_and_Prepare Assurances Agreement				

GMS Access/Select

- Once the Key Planning Decisions, contact information, and assurances are done, the user has completed the Central Data section.
- Click on *Return to [GMS Access/Select](#)* at the **top right hand corner** of the screen.



Believe and Prepare Applications

GMS Access/Select Page

At this point, the Believe and Prepare application that you completed Central Data for should be ready to create at the bottom of the screen, under Available. After you select create they will move to the Created section and the top of the interface.

Available		
Central Data		
There currently aren't any Central Data applications available.		
Formula Grant		
▶ Education Excellence Fund	Submissions due by 9/15/2017	Create
▶ FormulaTrnsitn_BelievePrepare	Submissions due by 9/30/2017	Create
Discretionary Grant		
There currently aren't any Discretionary Grant applications available.		
Competitive Grant		
▶ IDEA Opportunity Grant	Submissions due by 9/30/2017	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.		

Believe and Prepare Applications

DEPARTMENT of EDUCATION
Louisiana Believes

Applicant: 013 Calcasieu Parish
Application Cycle: 2017-2018 Formula Transn - Believe and Prepare - 00- Original Application
Project Period: 7/1/2017 - 9/30/2018

Application Section: Believe and Prepare Formula Transition Consid
Formula Transition - 8g
Formula Transn - IDEA
Formula Transn - TitleI
Formula Transn - TIF
Formula Transn - 1003a

Overview | Allocations | Grant Summary | Submit | Amendment Description | Application History | Page Lock Control

Believe and Prepare Formula Transition Program Overview

Program: Believe and Prepare Formula Transition
***Please note that all 8g funds must be allocated and claims submitted by 6/15/2018.*

This section has the grant-wide functions. You can view your allocation, access information and documentation on the grant, and other functions. The drop-down menu in the upper right hand corner allows you to navigate to the individual budgets for each funding source.

Budget Entry

1. On the tab strip across the top, see the Budget Detail tab
2. For each line item, indicate the Object Code
3. Select the “**23-Professional Development**” for the Education Improvement Category (EIC) code
4. Select the “**Professional Development**” planning decision that you identified when completing Central Data
5. Provide a Description of each project expenditure
6. Select **CALCULATE** Totals to check that your full allocation has been budgeted.
7. When your budget is complete **SAVE** Page

Overview Budget Detail Budget Summary Budget Key Planning Decisions Summary Page Lock Control

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$25.56) [Click for Instructions](#)

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

Description of Educational Improvement Categories (EIC) and Object Codes

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.

Fiscal Year Amounts	2020	2021	2022	2023	2024	2025	2026	2027	2028	Indirect Cost
Current Budgeted Amounts by Object Code	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Object Code	EIC #	Key Planning Decisions	Expenditure Description and Remission	Formula Transition By Funds	Delete Row
100	11	Early Childhood			

Create Additional Entries

Total Allocation: 201,000.00

Grand Total Allocation Remaining: 201,000.00

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 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

Calculate Totals Save Page

*Click for Instructions in the top right hand corner has descriptions of all the Object Codes if you have any questions.

Additional Tabs Within the Application

- Budget Summary Tab
 - This view allows you to see all object codes, EIC codes and the percentage of costs for the entire budget.
- Budget Key Planning Decisions Summary Tab
 - This view allows you to see all costs by planning decisions.

The application has been submitted. No more updates will be saved for the application.
This page has been marked final by the state agency. You must contact the agency to have it unlocked if legitimate changes are needed.

Overview

Budget
Detail

Budget
Summary

Budget
Key Planning Decisions Summary

Page Lock
Control

Submitting the Application for Review

- After using the dropdown menu to complete all the budgets for all the funding sources you were allocated in, use it to navigate back to the main grant page.
- Then select the Submit tab.
- A consistency check must be successfully processed before the application

The screenshot displays a web application interface for grant management. At the top, there is a header with the following information: Applicant: 013 Catahoula Parish; Application Cycle: 2017-2018 Formula Transiti... Belvea and Prepare - 00 - Original Application; Project Period: 7/1/2017 - 9/30/2018; Application Sections: Believe and Prepare Formula Transition Consid... Formula Transition - 8g, Formula Transiti - IDEA, Formula Transiti - TitleII, Formula Transiti - TIF, Formula Transiti - 1003a. Below the header is a navigation menu with tabs: Overview, Allocations, Grant Summary, Submit (highlighted in purple), Amendment Description, Application History, Page Lock Control, and Print. A 'Submit' button is also visible in the bottom right corner. A red warning message is displayed: 'The Consistency Check must be successfully processed before you can submit your application.' Below the warning are three buttons: Consistency Check, Lock Application, and Unlock Application.

Applicant: 013 Catahoula Parish
Application Cycle: 2017-2018 Formula Transiti... Belvea and Prepare - 00 - Original Application
Project Period: 7/1/2017 - 9/30/2018
Application Sections: Believe and Prepare Formula Transition Consid...
Formula Transition - 8g
Formula Transiti - IDEA
Formula Transiti - TitleII
Formula Transiti - TIF
Formula Transiti - 1003a

Overview Allocations Grant Summary **Submit** Amendment Description Application History Page Lock Control Print

Submit [Click for Instructions](#)

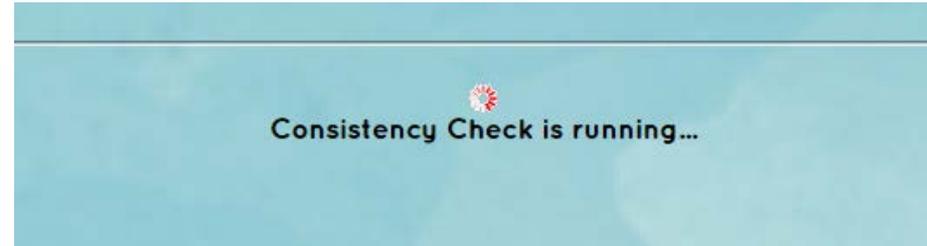
The Consistency Check must be successfully processed before you can submit your application.

Consistency Check Lock Application Unlock Application

Submitting the Application for Review

Click Consistency Check

Failed: fix the identified error (HINT: Print error page, correct and re-submit)



Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- Believe and Prepare Formula Transition Conslid
 - Passed consistency check.
- Formula Transition - 8g
 - Budget Detail total must equal the Allocation Total (\$200,000 = \$201,000) for Formula Transition - 8g.
- Formula Transiti - IDEA
 - Passed consistency check.
- Formula Transiti - Titlell
 - Passed consistency check.
- Formula Transiti - TIF
 - Passed consistency check.
- Formula Transiti - 1003a
 - Passed consistency check.

Submitting the Application for Review

Approved: certify key planning decisions by clicking the link.



A popup with a checkbox will come up, click the checkbox and save.

By checking this box and saving the page, the applicant hereby certifies that he/she has reviewed the Summary Key Planning Decisions by Program page prior to Submission of this application to LDE.

District Admin LEA TEST

[Save](#)

After saving, the popup will close and you will then Click “[Submit to LDE](#)”

[Submit to LDE](#)

Review Process

After submitting to the LDE for review you can check on the progress from the Access/ Select Page.

Believe and Prepare - Formula Transition

Original Application ▼ Submitted For Review view 9/12/2017
UAN

Open Amend Payments **Review Summary** Delete Application

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	District Admin LEA TEST	Submitted	9/12/2017
<input type="radio"/>	3	State Agency Grants Management Staff level 1 review	Avery Major	Not Started	9/12/2017
<input type="radio"/>	3	State Agency Program Staff level 1 review	Michelle Carter	Not Started	9/12/2017

[Review Checklist](#)

The page will update as it moves through the review process. You can also see the checklists for comments from this page.

Review Summary
Latest submission to LDE occurred on: 8/30/2017

[Instructions](#)

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	District Admin LEA TEST	Submitted	8/30/2017
	3	State Agency Program Staff level 1 review	Michelle Carter	Accepted	8/30/2017
	3	State Agency Grants Management Staff level 1 review	Avery Major	Accepted	8/30/2017
	4	State Agency Program Staff level 2 review	Nicole Bono	Accepted	8/30/2017
	4	State Agency Grants Management Staff level 2 review	Julie Cutrer	Accepted	8/30/2017
<input checked="" type="radio"/>	5	State Agency - Final Review	Catherine Pozniak	Accepted with Comments	8/31/2017

[Review Checklist](#)

Approval

When your application is approved, you will receive an email notification and the Access/Select page will update to say “Final Approved.”



A screenshot of a user interface element, likely a navigation bar or status bar, with a teal background. It contains the following text from left to right: a right-pointing triangle icon, the text "Believe and Prepare Expansion Consolidated", a dropdown menu with the text "Original Application" and a downward arrow, the text "Final Approved" followed by a blue link "View GAN", and the date "8/31/2017".

Grant Award Notifications

Accessing GAN's

On the front page there is a button labeled *Public Access* in the lower left corner of the Logon section:



Click on that button and on the next page there is a Link for *Grant Award Notifications*:



Accessing GAN's

Click through to the white page and select the correct *Budget Year*, *Funding Year* and *Fund Type* from the dropdowns for the program you are looking for.

Budget Year	<Select a Value> ▾	Fund Year	▾
Fund Type	▾	Program Title	▾
Recipient	▾		

Then you click the *View Report* Button on the far right:



Payments

Reimbursement Requests

- There must be an **approved** application before a reimbursement may be requested.
- To request a reimbursement
 1. Log-in
 2. Go to GMS Access/Select
 3. Find your Believe and Prepare approved application

Believe and Prepare Expansion Consolidated

Original Application ▼

Final Approved [View GMS](#)

8/31/2017

Open

Amend

Payments

Review Summary

Delete Application

4. Select the Payments button

Payments

Reimbursement Requests

When you click Payments, you will see Reimbursement Requests (RR) and Periodic Expenditure Reports (PER)



The bottom section is a read-only screen that shows the total allocation available to request reimbursements.

-Click the 'View' button at the top to Start a Request.

Requesting a Claim (RRs)

1. Select the Program Funds (the Budget that you want to get Reimbursed from)
2. Click *Create NEW Request*

Program
Expansion_TIF
Expansion_IDEA

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](#)

1. Requests are made by object codes and you cannot exceed the “budgeted” object amount
2. Once approved, a direct deposit will be made to the account provided. You can check on your RR’s approval through the review summary or through this page.

End of the Year Reporting - Periodic Expenditure Reports (PERs)

- Periodic Expenditure Reports (PERs) are reporting requirements for all eGMS users that allows the LDOE to determine expenditures against allocations.
- 6/30 and 9/30 PER's are required, regardless of your RR submissions.
- To create a PER, go through the same steps as to create a RR. Expenditure Reports are at the bottom of the screen.

Program 2018

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
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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	Status	Status Date
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TEST user ID: e013ar

For additional information please contact the Louisiana Department of Education
[Contact Us](#) or call 1-877-453-2721 (toll free)

Submitting a Periodic Expenditure Reports (PERs)

- PER's are automatically populated from your RR data.

- You just need to select the date.

Expenditure Period End Date

- If this is your

Final Expenditure

- Then Submit to LDE.

17-18 Believe and Prepare Timelines

June 2017	BESE approves residency expansion awards
August 2017	BESE approves formula funding for preparation providers
October 2017	BESE approves high-cost need awards and formula funding for LEAs
June 15, 2018	Deadline to spend for 8(g) funds
June 22, 2018	Deadline to submit requests for reimbursement for 8(g) funds
July 15, 2018	6/30 periodic expenditure report (PER) Due
September 30, 2018	Deadline to spend federal funds (IDEA, TIF, Title I 1003(a) and Title II)
November 15, 2018	Final deadline to submit requests for reimbursement and 9/30 periodic expenditure reports (PER) for federal funds (IDEA, TIF, Title I 1003(a) and Title II)

Contacts

- Teacher Preparation Program assistance –
 - Nicole Bono @ Nicole.Bono@la.gov or (225) 329-5958
- Budget development assistance –
 - LDOE.GrantsHelpdesk@la.gov
- eGMS assistance
 - Avery Major at Avery.Major@la.gov or (225) 342-7185