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.
Accesing 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
1. Enter User ID

2. Enter Password

3. Click on GMS Access/Select

4. In upper left hand corner select fiscal year 2018.
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

• 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 (*)

Click to Return to Menu List / Sign Out
SAMS and DUNS

Required:

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

*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.
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 the navigate back to the main grant page.

- Then select the Submit tab.

- A consistency check must be successfully processed before the 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 Consld
  - Passed consistency check.
- Formula Transition - 8g
  - Budget Detail total must equal the Allocation Total ($200,000 = $201,000) for Formula Transition - 8g.
- Formula Transitn - IDEA
  - Passed consistency check.
- Formula Transitn - Title I
  - Passed consistency check.
- Formula Transitn - Title II
  - Passed consistency check.
- Formula Transitn - 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.

After saving, the popup will close and you will then Click “Submit to LDE”
Review Process

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

The page will update as it moves through the review process. You can also see the checklists for comments from this page.
When your application is approved, you will receive an email notification and the Access/Select page will update to say “Final Approved.”
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.

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

4. Select the Payments button
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*

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.
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.
Submitting a Periodic Expenditure Reports (PERs)

- PER’s are automatically populated from your RR data.
- You just need to select the date.
- If this is your final PER, check the box.
- Then Submit to LDE.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>BESE approves residency expansion awards</td>
</tr>
<tr>
<td>August 2017</td>
<td>BESE approves formula funding for preparation providers</td>
</tr>
<tr>
<td>October 2017</td>
<td>BESE approves high-cost need awards and formula funding for LEAs</td>
</tr>
<tr>
<td>June 15, 2018</td>
<td>Deadline to spend for 8(g) funds</td>
</tr>
<tr>
<td>June 22, 2018</td>
<td>Deadline to submit requests for reimbursement for 8(g) funds</td>
</tr>
<tr>
<td>July 15, 2018</td>
<td>6/30 periodic expenditure report (PER) Due</td>
</tr>
<tr>
<td>September 30, 2018</td>
<td>Deadline to spend federal funds (IDEA, TIF, Title I 1003(a) and Title II)</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>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)</td>
</tr>
</tbody>
</table>
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