

Louisiana Believes

**2016-2017 eGMS Applications
University Program Training**

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

Accessing eGMS

eGMS website –

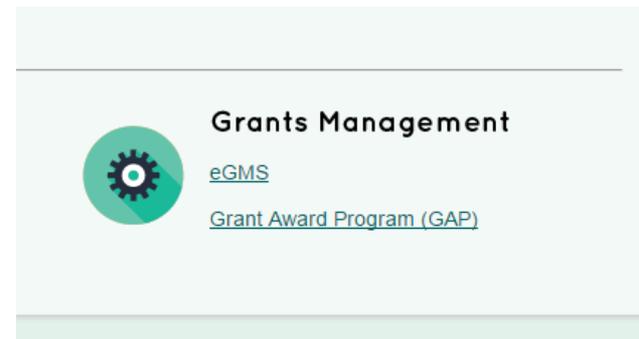
<https://egmsp.doe.louisiana.gov/LDEGMSWeb/Logon.aspx>

From the LDOE website –

1. Go to www.louisianabelieves.com
2. Click Funding from the top toolbar

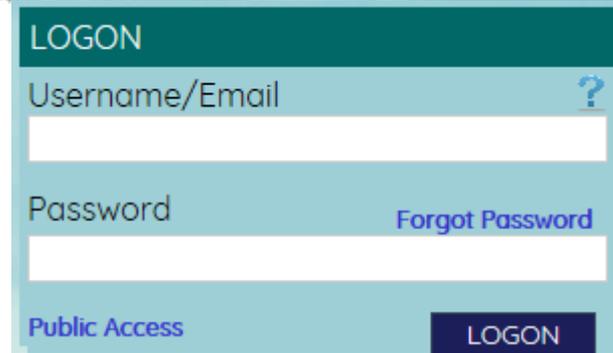


3. Click the eGMS quick link in the Grants Management section in the bottom right corner



Log On Page

1. Enter User ID



LOGON

Username/Email [?](#)

Password [Forgot Password](#)

[Public Access](#) **LOGON**

2. Enter Password

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

[GMS Access / Select](#)

4. In upper left hand corner select fiscal year 2017.



Select Fiscal Year: 2018 ▼

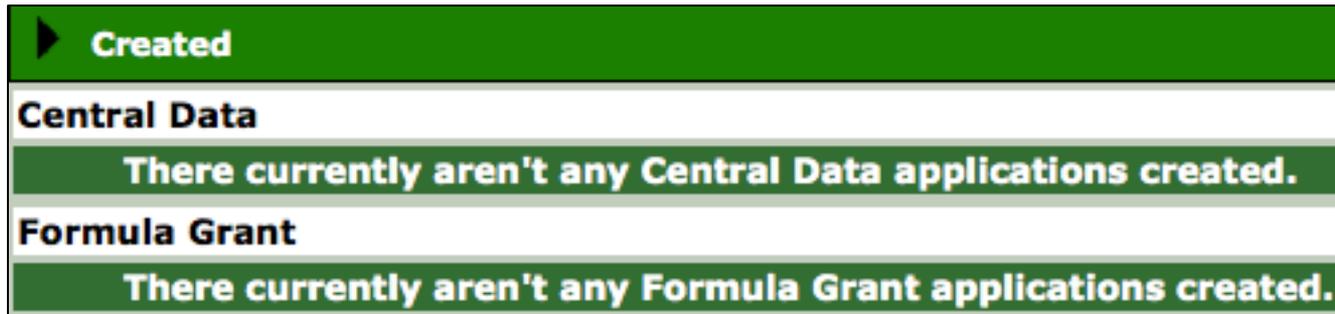
Central Data

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

- Click on the LEA Central Data link which will be visible after selecting GMS Access/Select.
- Click **CREATE**



▶ **Created**

Central Data

There currently aren't any Central Data applications created.

Formula Grant

There currently aren't any Formula Grant applications created.

Key Planning Decisions

- Open LEA Central Data
- 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 that is included in your allocation (8g, IDEA, Title II, 1003a and TIF)

SAVE PAGE

Contact Information

Central Contact

- Enter the contact information for the entity
- Complete all required fields as noted by the asterisk (*)

SAVE PAGE

Program Contacts

- University must enter information for the specific person responsible for this program

SAVE PAGE

Central Contacts

- Click on *Contact Information*
- Complete required information for *Central Contacts*
- **Save Page**



Focus Areas Planning	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Focus Areas by Program
Central Contacts	Accountability /SIG Contact	Carl Perkins - Secondary Contact	NCLB Program Contacts	IDEA Program Contacts	Race_To_The Program Cor

The Federal Funding Accountability and Transparency Act (FFATA) requires that all grant awardees create and/or validate existing Data U be eligible for federal funds. Every LEA must provide their DUNS Number and SAM Expiration Date below. Your SAM Registration can be 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*

Address 2

City* State*

Phone* Extension Fax*

Superintendent:

Last Name* First Name*

Phone* Extension Fax*

Summer Phone Extension Email*

Business Manager:

Last Name* First Name*

Phone* Extension Fax*

Summer Phone Extension Email*

* Denotes required field

SAM 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

Focus Areas Planning	Contact Information	Assurances	Allocations Summary	Grant Summary	Summary Focus Areas by Program
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Links:	System for Award Management			Grants.Gov	
Administrative Offices:					
Address 1*	<input type="text"/>			DUNS Number*	<input type="text"/>
Address 2	<input type="text"/>				
City*	<input type="text"/>			State*	<input type="text"/>
Phone*	<input type="text"/>	<input type="text"/>	Extension <input type="text"/>	Fax*	<input type="text"/>
Superintendent:					
Last Name*	<input type="text"/>			First Name*	<input type="text"/>
Phone*	<input type="text"/>	<input type="text"/>	Extension <input type="text"/>	Fax*	<input type="text"/>
Summer Phone	<input type="text"/>	<input type="text"/>	Extension <input type="text"/>	Email*	<input type="text"/>
Business Manager:					
Last Name*	<input type="text"/>			First Name*	<input type="text"/>
Phone*	<input type="text"/>	<input type="text"/>	Extension <input type="text"/>	Fax*	<input type="text"/>
Summer Phone	<input type="text"/>	<input type="text"/>	Extension <input type="text"/>	Email*	<input type="text"/>
* Denotes required field					

Assurances

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

Common Assurances

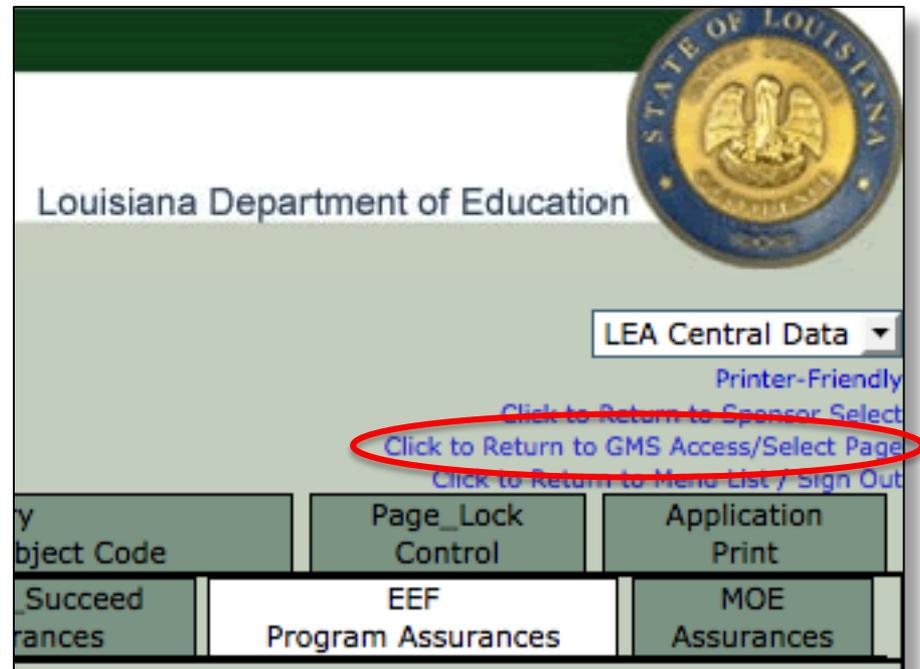
- Select the checkbox at the top of the page
- Select **LEGAL ENTITY AGREES** to sign the assurances

Program Assurances

- Select the checkbox at the top of the page
- Select **SAVE PAGE** to sign the assurances

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 Transition Support Application

GMS Access/Select

At this point, the Believe and Prepare Transition Support application should be ready to create at the bottom of the screen (scroll down to the bottom to view)

Discretionary Grant

Application Name	Revision	Status	Date	Actions	
▶ Believe and Prepare - Transition Support	Original Application ▼	Final Approved View GAN	3/8/2017	Open	Payments Review Summary

Competitive Grant

- Click

CREATE

Believe and Prepare Transition Support Application

- Now, you're in the Believe and Prepare Transition Support application

Applicant: 012 Cameron Parish

Application: 2016-2017 BelievePrepareTrnsitnSprt - 00-Original Application

Project Period: 10/1/2016 - 9/30/2017

Application Sections: Believe and Prepare - Transition Support

Click to Return to Sponsor Selection
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

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	Allocations	Grant Summary	Submit	Amendment Description	Application History	Page_Lock Control	Application Print
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- You may move across tab strips and along the dropdown to the far right hand side (*different funding sources*).

Applicant: 012 Cameron Parish

Application: 2016-2017 BelievePrepareTrnsitnSprt - 00-Original Application

Project Period: 10/1/2016 - 9/30/2017

Application Sections: IDEA Transition Support

Click to Return to Sponsor Selection
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

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
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Budget Detail Steps

1. On the tab strip, click Budget Detail
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
- 7. SAVE** Page
8. Click on the **SUBMIT** tab to run the consistency check

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.

Submission of the Budget Application

- Click on Submit tab - A consistency check must be successfully processed before the application can be submitted.
- Click Consistency Check
 - **Approved** → certify key planning decisions by checking the box and then “[Click Submit to LDE](#)”
 - **Rejected** → fix the identified error (HINT: Print error page, correct and re-submit)

Amending your budget

- Logon to eGMS.
- On the GMS Access page, click the “Amend” button to the right of (NAME of Grant). This will create and open an amendment to the application.
- At this point, you can click on the “Allocations” tab to view the additional funding.
- Navigate to the “Page Lock Control” Tab, click the Expand All checkbox, then select the page that you will need to edit(TIF or IDEA)Click the save button
- You will need to go to the “Budget Detail” tab, and budget the additional funding.
 - You can leave the line items that are already in here that are for any other TIF funds that you have previously been awarded.
 - You should not combine the TIF allocations for high cost needs with your TIF allocation for residency expansion, instead create new lines to add the budget details for your residency expansion award.
 - In the line items for residency expansion write the word “expansion” before writing your description of how the funds are being used in the expenditure description and itemization column.
 - Remember to “Save” the page once you have completed the necessary adjustments to the Budget Detail.
- Next, click on the “Amendment Description” tab, and provide a summary of the changes made to the “Budget Detail.” Remember to “Save” the page.
- Click the “Submit” Tab. You will need to run the “Consistency Check.” Once this is complete, you will be able to submit the application to LDE for review.

Allocation Process

Allocation Process

- 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 Believe and Prepare Transition Support application
 4. Select **PAYMENTS**

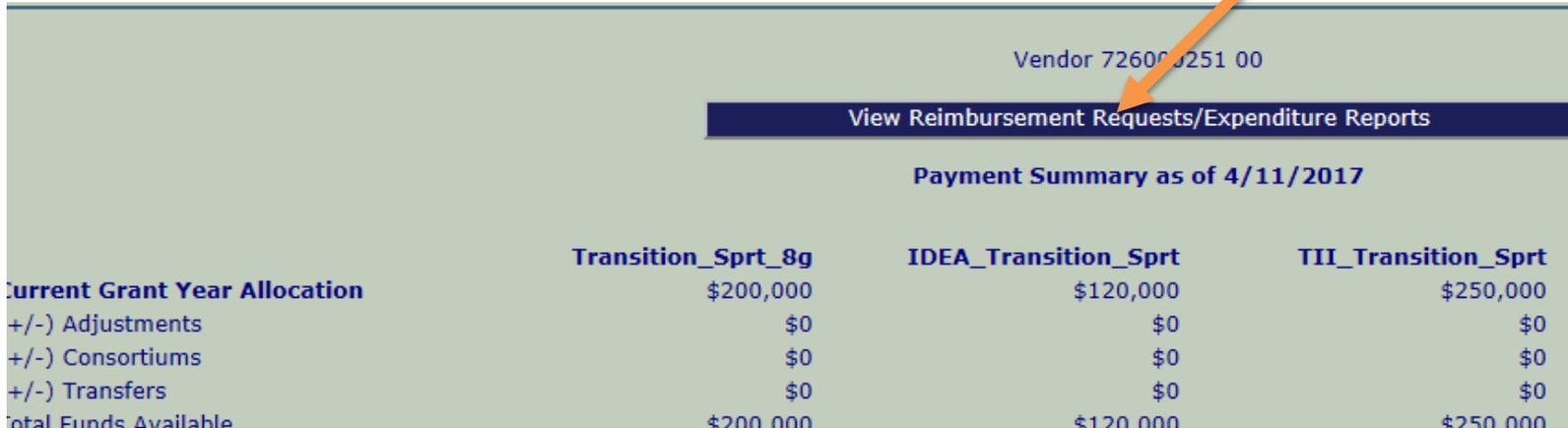
Discretionary Grant

Application Name	Revision	Status	Date	Actions		
▶ Believe and Prepare - Transition Support	Original Application ▼	Final Approved View GAN	3/8/2017	Open	Payments	Review Summary

Competitive Grant

Reimbursement Requests

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



Vendor 72600251 00

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 4/11/2017

	Transition_Sprt_8g	IDEA_Transition_Sprt	TII_Transition_Sprt
Current Grant Year Allocation	\$200,000	\$120,000	\$250,000
+/-) Adjustments	\$0	\$0	\$0
+/-) Consortiums	\$0	\$0	\$0
+/-) Transfers	\$0	\$0	\$0
Total Funds Available	\$200,000	\$120,000	\$250,000

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

1. After selecting the View Reimbursement Requests button to make a request for a claim
2. Select the Program Funds
3. Click *Create NEW Request*
4. Requests are made by object codes and you cannot exceed the “budgeted” object amount
5. Once approved, a direct deposit will be made to the account provided

Reimbursement Request/Expenditure Report Menu

Program 2017

Reimbursement Requests: Select an Reimbursement Request from the list(s) below and press one of t

Select	Reimbursement Request	Date Created	Date Submitted	Final App
<input type="checkbox"/>	Reimbursement Request 1	3/16/2017	3/16/2017	

2016-2017 Believe and Prepare Application Timeline

Date	Action Step
September 30th, 2017	Deadline for 2016-2017 claims
October 22, 2017	9/20 Periodic Expense Report (PER) due

Contacts

- Teacher Prep Program assistance –
 - Jennifer Tuttleton at Jennifer.Tuttleton@la.gov
- Budget development assistance –
 - Sara Carr at Sara.S.Carr@la.gov
- eGMS assistance –
 - Avery Major at Avery.Major@la.gov