

# Educational Excellence Fund (EEF)

FY 2024-2025



# Agenda

- Welcome and Introductions
- Housekeeping
- EEF Funding Overview
- Accessing eGMS – Security and Grantee Requirements
- EEF Application Overview
- EEF Reporting
- Questions



# Introductions and Housekeeping

## ❑ **Introductions**

- EEF Team

## ❑ **Housekeeping**

- Please mute all phone lines
- Please mute all computer mics
- Place all questions in the chat box



# EEF Funding Overview



# Background

- ❑ In 1999, the Louisiana State Legislature created the Millennium Trust to provide for the disposition of proceeds from the tobacco settlement. The same legislation that created the Millennium Trust, Louisiana Revised Statute (LRS) 39:98.1 - 39:98.5, also established the Education Excellence Fund (EEF) as a component of the Millennium Trust. The Louisiana Department of Education (LDOE) is responsible for providing the appropriations and oversight of monies from the Education Excellence Fund with the specific purpose of ensuring that all expenditures are used to support “excellence in educational practice.”
- ❑ State law (LRS) 39:98.1 - 39:98.5 outlines that EEF funds are to be used for:
  - Early childhood education programs (birth to four years);
  - Remedial instruction and assistance to students who perform poorly on state assessments; or
  - Other educational programs approved by the legislature.



# Types of EEF Funds

- ❑ **EEF Regular Account**
- ❑ **EEF Investment Account**



# Regular Account

- The law provides that the annual EEF allocation be distributed according to this formula:
  - 85% of the allocation is distributed to city and parish school systems and charter schools based on the number of students in the most recent MFP Budget Letter.
  - 15% of the appropriation is distributed to approved non-public schools based on the number of students as reported for the previous school year.
  - A Constitutional amendment passed in October 2019 added Thrive Boarding School, LSU Lab School, Southern University Lab School, and the Louisiana Educational Television Authority as eligible entities.



# EEF Investment Account

- ❑ When the settlement with the tobacco companies was first received, the legislature established investment accounts for each school district. Today, each of the 69 city and parish school systems have investment accounts.
- ❑ These accounts are viewed as savings accounts. The law provided that the school systems had sole authority over the use of these funds.
- ❑ These funds accrue interest and are disbursed upon the request of the school system to supplement their annual EEF allocation.





# About EEF Funds

- ❑ Funds never expire.
- ❑ Unspent funds carry over to the following year.
- ❑ Recipients can choose to:
  - Apply for all funds available.
  - Apply for only some of the funds available.
  - Not apply for any of the funds and allow funds to rollover to the following year.



# About EEF Funds

- ❑ Once the legislature approves the applications, recipients are “paid” the full amount “up front.”
- ❑ No reimbursement requests (RRs) are required. *One Final periodic expenditure report (PER), also referred to as the 6/30 PER, is required.*
- ❑ Recipients can expend EEF funds throughout the year on the activities described in their plan.



# About EEF Funds

- NOTE:** EEF funding is dependent on interest earned; therefore, the allocations that will be visible in the EEF application on September 18, 2024 may not be final.
- The potential exists for an adjustment to the EEF allocation in January 2025 and January annually thereafter.
- The Revenue Estimating Conference (REC) examines proceeds from interest, and provides the total amount of EEF revenue available. This occurs in December of each year.
- If adjustments to the 2024-25 EEF Allocations are needed, the Agency will notify schools systems of the change and the amendment process.



# Who is Eligible for EEF?

## □ Eligible recipients of EEF funds are:

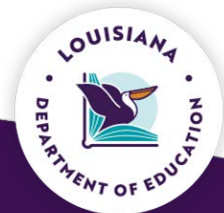
- Local Educational Agencies (public school districts, including city school districts)
- Louisiana Special Schools
- [Brumfield vs. Dodd](#) - approved non-public schools and dioceses
- Charter LEA schools (Type 2, Type 3, Type 3B and Type 5)



# EEF Approval Process

## □ The Millennium Trust statutes specifically establish that:

- Each recipient shall annually prepare and submit to the LDOE a prioritized plan for the expenditure of funds it expects to receive in the coming year from EEF.
- This plan shall include performance expectations that ensure accountability in the expenditure of such monies.
- LDOE has the responsibility of ensuring that the plans comply with the aforementioned requirements and that the expenditure plans support “excellence in education.”
- No funds may be distributed to any school system until its plan has been approved by the Department and by the appropriate standing committees of the legislature.



# EEF Program Requirements

- ❑ **Monies appropriated shall be restricted to expenditures for pre-kindergarten through 12th grade instructional enhancements for students, including:**
  - Early childhood education programs focused on enhancing the preparation of at-risk children for school.
  - Remedial instruction and assistance to children who fail to achieve the required scores on any tests, passage of which are required pursuant to state law or rule for advancement to a succeeding grade.
  - Other educational programs approved by the legislature.



# Acceptable Uses of EEF Funds

- Benchmark Assessment (**Priority 3**)
- Curriculum Development/Alignment (**Priority 3**)
- Early Childhood (**Priorities 2, and/or 5**)
- Educational Technology (**Priority 3**)
- Family Involvement (**Priority 5**)
- Instructional Supplies (**Priority 3**)
- Teacher Quality (**Priority 4**)
- Positive Behavior Support (**Priority 2**)
- Remediation (**Priorities 2, 3, and/or 5**)



# Prohibited Use of EEF Funds

- ❑ **The legislation prohibits the use of any monies from the Education Excellence Fund for the following purposes:**
  - Expenditures for maintenance or renovation of buildings
  - Capital improvements
  - Increases in employees' salaries
  - Sectarian/religious purposes

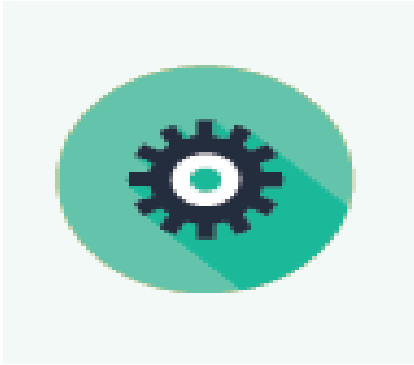
**Recipients are prohibited from using EEF funds to supplant any state general fund or locally generated revenue.**





# Accessing eGMS

- ❑ Electronic Grants Management System (eGMS)
- ❑ Education Excellence Fund (EEF) Application



# eGMS Requirements

- Security Coordinator
- SAM/UEI
- DUNS



# Security Coordinator

## Nonpublic Responsibility:

You must request the SC form from Claiborne Crockett

[Claiborne.Crockett@la.gov](mailto:Claiborne.Crockett@la.gov)

- ❑ **The Security Coordinator:**
  - **Assigns passwords**
  - **Grants access to parts of the application**
  - **Assist in changing passwords**



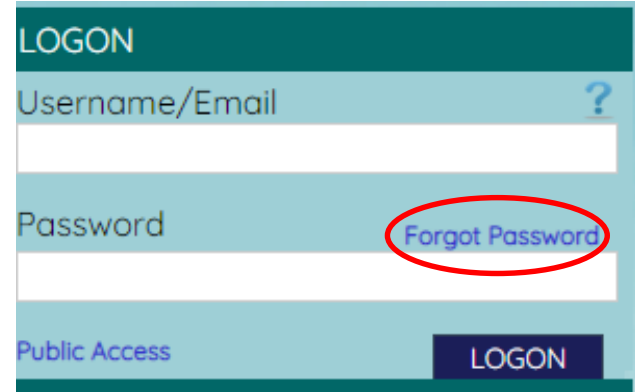
# eGMS Access Security Request

## School Systems should:

- Have an assigned Security Coordinator
- Contact Security Coordinator if additional staff needs access

## To find out who your Security Coordinator is:

- Click on Forgot Password on the Logon Page



# eGMS Access Security Request

- This will prompt you to the Password Reset System
- You will then click on the dropdown menu and select your site
- Then select “Help”
- Your Security Coordinator’s name and contact information will then appear on the right in the yellow box

User ID:

OR

If you don't know your User ID or if you need to contact your local security coordinator please select your Site, District, or Agency from the dropdown list below then click the Help button. Your security Coordinators contact information will be displayed in the yellow box on the right side of the screen:

Enter your User ID in the box to the left labeled User ID and then click the Next button.



# eGMS Access Security Request

- ❑ School Systems/Charters will have to request access from their Security Coordinator listed in the yellow box from the previous slide.
- ❑ Non-LEAs will need to send a request to [Claiborne.Crockett@la.gov](mailto:Claiborne.Crockett@la.gov) and request the eGMS Security Access form. Once the form has been filled out appropriately, Claiborne Crockett will set the required access and forward that person their username and temporary password.
- ❑ Once you receive your credentials, you will login and change your temporary password.
- ❑ Your password expires every 30 days. After three (3) failed attempts, your account will be locked and you will need to request an unlock from your Security Coordinator.



# SAM and DUNS Information

Central Data: Information to Have Ready

- DUNS Number
- SAM Expiration Date
- UEI Number

UEI Number\* [Redacted]

DUNS Number\* [Redacted]

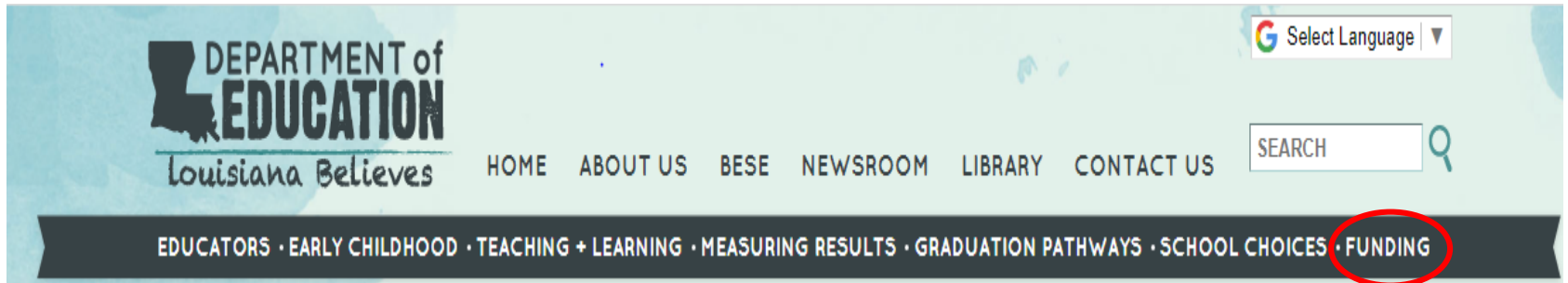
SAM Expiration Date (MM/DD/YYYY)\*

1/24/2025



# Accessing the eGrant Management System (eGMS)

- Go to <https://www.louisianabelieves.com>
- Click the “Funding” tab at the top on the right





# Accessing the eGrant Management System (eGMS)

- ❑ At the bottom of the page under Grants Management, click eGMS
- ❑ Bookmark eGrant or save it as a shortcut



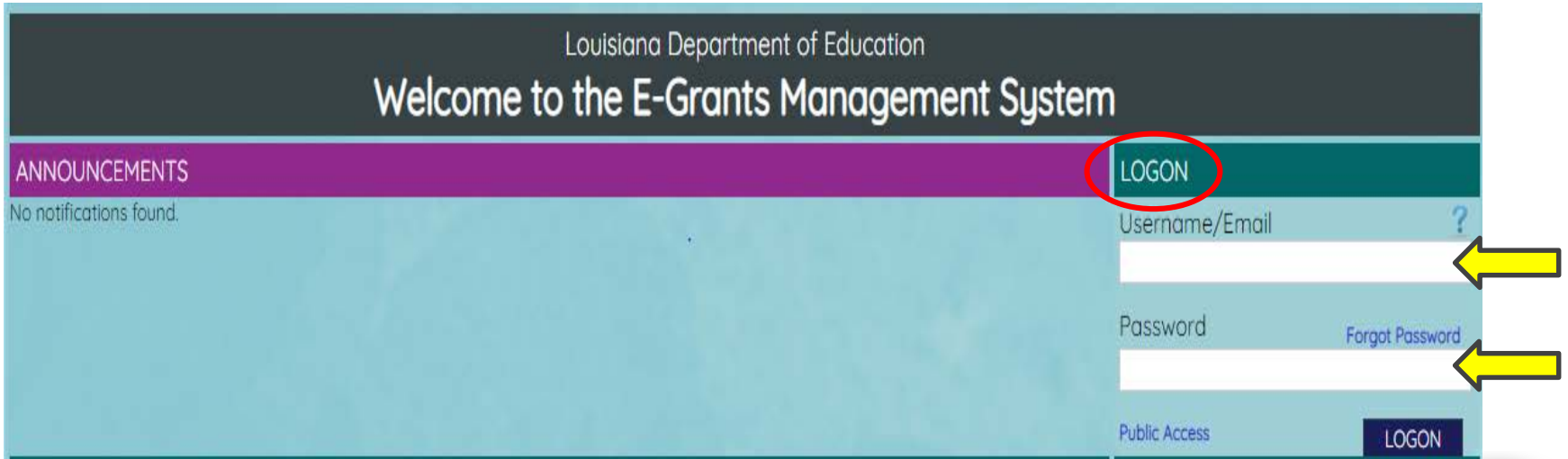
eGrant Management System (eGMS)

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

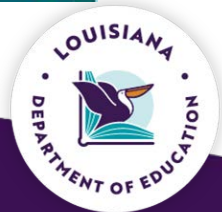


# eGMS - Logon Page

- Enter User Name
- Enter Password



The screenshot shows the eGMS Logon Page. At the top, it says "Louisiana Department of Education" and "Welcome to the E-Grants Management System". Below this is a purple banner for "ANNOUNCEMENTS" with the text "No notifications found." To the right, there is a "LOGON" button circled in red. Below the button are two input fields: "Username/Email" and "Password". A yellow arrow points to the "Username/Email" field, and another yellow arrow points to the "Password" field. To the right of the "Password" field is a link for "Forgot Password". At the bottom right, there is a "Public Access" link and a "LOGON" button.



# eGMS – Main Menu

- ❑ Main Menu shows page(s) that you have been given access to
- ❑ Click on **GMS Access/Select**

Menu List

You have been granted access to the forms below by your Security Administrator

**LEA Reports**

- [Achieve Budget by Program](#)
- [Super App Budget by Program](#)

**Monitoring**

- [Fiscal Monitoring](#)
- [Program Monitoring](#)
- [GMS Access / Select](#)**
- [LEA Central Data](#)
- [Funded Applications](#)
- [Non-Funded Data Collections](#)

If the form you need is not listed, contact your Security Coordinator :



# eGMS – LEA Central Data

- Go to LEA Central Data
- Click **Create** or **Open**

The screenshot shows the eGMS interface. At the top right, there is a button labeled "Click for Instructions". Below this, on the left, is a "Select Fiscal Year:" dropdown menu currently set to "2025". In the center, there is a link that says "Click to view Funding Summary". Below these elements is a dark grey bar with a right-pointing arrow and the text "Created".

A red text notice reads: "Central Data NOTE: Before a new year application will be available, you MUST complete the contact information (LEA Central and related program), and agree to assurances (Common and related program)."

Application Name	Revision	Status	Date	Actions
LEA Central Data	Original Application ▼	Created		<b>Open</b>

A yellow arrow points to the "LEA Central Data" entry in the table. A red circle highlights the "Open" button in the "Actions" column.



# eGMS – Contact Information

- ❑ Click on Contact Information and complete the information under these tabs:
  - Central Contacts
  - EEF Program Contact

Applicant: 012 [REDACTED]  
Application: 2024-2025 I.E.A Central Data - 00-  
Cycle: Original Application

Project Period: 10/1/2023 - 6/30/2025

IEA Central Data ▾  
Printer-Friendly  
Click to Return to GMS Access Select Page  
Click to Return to Menu List / Sign Out

Contact Information (circled in red)

Assurances

Central Contacts

Super App Contacts

Formula Program Contacts (circled in red)

Competitive Program Contacts

Discretionary Program Contacts

McKinney Vento Homeless Contact

EEF Program Contact (circled in red)

Contact Information - McKinney Vento

Click for Instructions

This page was last saved on this date: 6/27/2024



# eGMS - Assurances

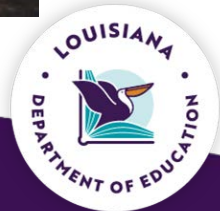
- ☐ Click on Assurances and complete the forms under these tabs:
  - Common Assurances
  - EEF Program Assurances

Applicant: 012 [redacted] LEA Central Data ▾  
Application: 2024-2025 LEA Central Data - 00-  
Cycle: Original Application Project Period: 10/1/2023 - 6/30/2025  
Click to Return to GMS Access Select Page  
Click to Return to Menu List / Sign Out

Contact Information	Assurances				
Common Assurances	Super App Assurances	Formula Program Assurances	Competitive Program Assurances	Discretionary Program Assurances	MOE Assurances
McKinney_Vento Homeless Assurances			EEF Program Assurances		



# eGMS – Education Excellence Fund (EEF) Application



# EEF – The Big Picture

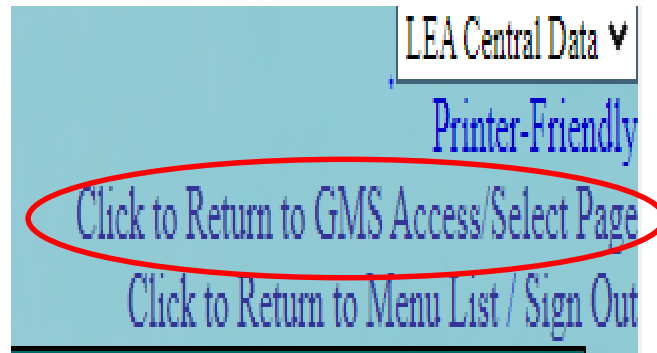
- Recipients login to eGMS to create, complete and submit their applications.
- LDOE staff reviews completed applications and submits request to Legislature for approval of applications.
- Legislature approves release of EEF funds to recipients.
- LDOE informs recipients that their applications have received final approval and makes payments directly to recipients for amount requested.
- Recipients carry out activities.
- Recipients report on those activities in the following year's application using the Evaluation Report form in eGMS.





# eGMS – EEF Application

- ❑ Click Return to GMS Access/Select Page
- ❑ Click on Education Excellence Fund



# eGMS – EEF Application

- ❑ The FY 2024-2025 Education Excellence Fund (EEF) Application will be included under the Formula Grant section of the GMS Access Select page.
- ❑ Click **Create** or **Open**

Formula Grant					
	Application Name	Revision	Status	Date	
	Education Excellence Fund	Original Application ▼	Final Approved	8/27/2024	 Open



# Open EEF Application

Created

Central Data NOTE: Before a new year application will be available, you MUST complete the contact information (LEA Central and related program), and agree to assurances (Common and related program).

Application Name	Revision	Status	Date	
LEA Central Data	Original Application ▼	Created		Open

Formula Grant

Application Name	Revision	Status	Date	
Education Excellence Fund	Original Application ▼	Final Approved	8/27/2024	Open
Super App	Amendment 1 ▼	Submitted For Review	6/27/2024	Open
Title I Part A and Part D	Amendment 1 ▼	Not Submitted		Open



# Parts of the EEF Application

- ❑ **Allocations**
- ❑ **Program Specific**
  - Expenditure Plan
  - Evaluation Report
- ❑ **Budget Pages**



# Allocations Tab

	EEF
Regular Account Funds - If the District chooses to withdraw funds from its Regular EEF account for the current application year, they will need to go to the Budget Detail page in this application and enter the amount of funds they wish to withdraw. The Expenditure Plan is required and will provide details for how the Recipient will expend its EEF Funds.	\$0
Reallocated Funds	\$0
Unbudgeted and Carryover Prior Year Funds	\$0
Cash on Hand	\$0
Investment Account Funds - Current Balance: <u>\$0</u> If Recipient chooses to withdraw from its Treasury Investment account balance, they will need to enter the amount to withdraw in this field. The amount transferred will be available for budgeting.	\$0
School system chooses not to submit an expenditure plan at the current time. As indicated in the Attorney General's ruling, these funds " shall remain to the credit of each recipient entity at the close of each fiscal year " (Louisiana Revised Statute 39:98.3).	<input checked="" type="checkbox"/>
Enter a Reason (48 of 2000 maximum characters used) The district will save and use in another year.	
Total Available for Budgeting	\$0
	EEF



# Expenditure Plan - Narrative

- **Each applicant must submit a plan that outlines how they will use their EEF funds for the school year. The plan should include performance expectations to ensure accountability in the expenditure of such funds. All applicants will describe how EEF funds will be used to support the LEAs priorities in one or more of the following areas:**
  - Ensure every student is on track to a professional career, college degree, or service;
  - Remove barriers and create equitable, inclusive learning experiences for all children;
  - Provide the highest quality teaching and learning environment;
  - Develop and retain a diverse, highly effective educator workforce; and
  - Cultivate high-impact systems, structures, and partnerships.



# Expenditure Plan Narrative

**Expenditure Plan** [Click for Instructions](#)

**Reporting Requirements:**  
 Each recipient school or school system will prepare and submit to the Louisiana Department of Education a prioritized plan for expenditure of funds it expects to receive in the coming year from the Education Excellence Fund. Recipients include Local Education Agencies (public school districts including 'city' school districts); Louisiana Special Schools, Brumfield-Dodd approved non-public schools, dioceses, and Type 2, Type 3, Type 3B and Type 5 Charter Schools. The plan should include performance expectations to ensure accountability in the expenditure of such funds. LDOE will review such plans for compliance with the requirements of this subsection and assure that the expenditure plans will provide excellence in educational practice.

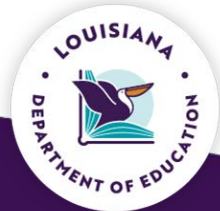
**How will EEF funds be used to support the LEA's priorities?**

Priority	Focus Area(s)	Description of Activities (4 of 500 maximum characters used)	Method of Evaluation (4 of 500 maximum characters used)
Ensure every student is on track to a professional career, college degree, or service.	<input checked="" type="checkbox"/> ACT scores <input type="checkbox"/> Associate's degrees <input type="checkbox"/> Cohort tracking <input type="checkbox"/> Community Service Diploma Endorsement <input type="checkbox"/> Credentials <input checked="" type="checkbox"/> Dual enrollment <input type="checkbox"/> FAFSA completion <input type="checkbox"/> High-demand apprenticeships <input type="checkbox"/> Individualized Graduation Plans	Test	Test
Remove barriers and create equitable, inclusive learning experiences for all children.	<input checked="" type="checkbox"/> PBIS <input type="checkbox"/> Access to high-quality early childhood education <input type="checkbox"/> Mental and behavioral health, social emotional learning. <input type="checkbox"/> Proven, evidence-based strategies for diverse learners <input type="checkbox"/> School choice for students and families <input type="checkbox"/> Supports and services for English Learners	Test	Test
Provide the highest quality teaching and learning environment.	<input checked="" type="checkbox"/> 1:1 device to student ratio <input type="checkbox"/> Academic standards <input type="checkbox"/> Accelerated learning recovery <input type="checkbox"/> Aligned instructional materials and resources <input type="checkbox"/> Arts and humanities <input type="checkbox"/> Assessments to inform instruction <input type="checkbox"/> Comprehensive, equitable accountability system <input type="checkbox"/> Healthy child development and play <input checked="" type="checkbox"/> Literacy <input checked="" type="checkbox"/> STEM	Test	Test



# Evaluation Report

Overview	Allocations	Program Specific	Budget Pages	Submit	Amendment Description	Application History	Page Lock Control	Application Print																									
Expenditure Plan			Evaluation Report																														
<p>           Name of Applicant: <span style="background-color: black; color: black;">[REDACTED]</span> <span style="margin-left: 100px;">FY 2023-2024</span> <span style="margin-left: 20px;">Prior Year Budgeted Amount: \$ 90,000</span> <span style="margin-left: 20px;">Funding Period: 7/1/2023 - 6/30/2024</span> </p> <p>           1. Provide the number of students impacted by EEF funds in the prior year: <input type="text" value="110"/> </p> <p>           2. Please indicate the grade level(s) impacted by EEF funds in the prior year:             <input type="checkbox"/> PreK/Early Childhood             <input type="checkbox"/> 1st             <input type="checkbox"/> 3rd             <input type="checkbox"/> 5th             <input type="checkbox"/> 7th             <input type="checkbox"/> 9th             <input checked="" type="checkbox"/> 11th             <input type="checkbox"/> Kindergarten             <input type="checkbox"/> 2nd             <input type="checkbox"/> 4th             <input type="checkbox"/> 6th             <input type="checkbox"/> 8th             <input checked="" type="checkbox"/> 10th             <input checked="" type="checkbox"/> 12th                       3. Provide the number of schools impacted by EEF funds in the prior year: <input type="text" value="11"/> </p> <table border="1"> <thead> <tr> <th>Project Goal</th> <th>Project Activity</th> <th>Summary of the district's progress toward meeting the established goal.</th> <th>Describe the process used to determine the progress toward the goal. Please provide supporting evidence.</th> <th>If you did not accomplish your goal, how did you adjust your EEF narrative to ensure goals will be met for the 2024-2023 school year?</th> </tr> </thead> <tbody> <tr> <td>(4 of 1000 maximum characters used)</td> <td>(4 of 1000 maximum characters used)</td> <td>(4 of 1000 maximum characters used)</td> <td>(4 of 1000 maximum characters used)</td> <td>(4 of 1000 maximum characters used)</td> </tr> <tr> <td>TEST</td> <td>TEST</td> <td>TEST</td> <td>TEST</td> <td>TEST</td> </tr> <tr> <td>(0 of 1000 maximum characters used)</td> <td>(0 of 1000 maximum characters used)</td> <td>(0 of 1000 maximum characters used)</td> <td>(0 of 1000 maximum characters used)</td> <td>(0 of 1000 maximum characters used)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>									Project Goal	Project Activity	Summary of the district's progress toward meeting the established goal.	Describe the process used to determine the progress toward the goal. Please provide supporting evidence.	If you did not accomplish your goal, how did you adjust your EEF narrative to ensure goals will be met for the 2024-2023 school year?	(4 of 1000 maximum characters used)	(4 of 1000 maximum characters used)	(4 of 1000 maximum characters used)	(4 of 1000 maximum characters used)	(4 of 1000 maximum characters used)	TEST	TEST	TEST	TEST	TEST	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)					
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(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)	(0 of 1000 maximum characters used)																													





# Evaluation Report

- ❑ The Evaluation Report is completed by applicants to report how Prior Year budgeted EEF funds were used.
- ❑ If a recipient has “cash on hand” from the previous year, an Evaluation Report must be submitted in the current application.
- ❑ If a recipient will be using EEF funds in the current year, then an Evaluation Report must be submitted in the following year’s application.



# EEF Budget

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536)

[Click for Instructions](#)

The application has been approved. No more updates will be saved for the application.

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

	EEF	Total
Total Allocated	\$0	\$0
Unbudgeted	\$0	\$0

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.

	100	200	300	400	500	600	700	800	Indirect Cost
Paid to Date Amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Budgeted Amounts by Object Code	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Object Code	Exclude from MTDC	EIC	Expenditure Description and Itemization	Amount	Delete Row
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>



# EEF Budget

- Align items in budget with Expenditure Plan/Narrative.
- Provide detailed information (per unit cost and total number) when purchasing laptops, ipads, and computers.
- Use the correct EIC codes.



# EEF EIC Codes

- ❑ INS – Instruction, Remediation, and Extended Instruction
- ❑ EC – Early Childhood
- ❑ AEP – Approved Educational Program (Other)

Fiscal Review Guidance

[https://louisianabelieves.com/docs/default-source/district-support/fiscal-review-guidance.pdf?sfvrsn=3cdc6218\\_2](https://louisianabelieves.com/docs/default-source/district-support/fiscal-review-guidance.pdf?sfvrsn=3cdc6218_2)

Detailed Object Code and Education Improvement Category Descriptions

<https://egmsp.doe.louisiana.gov/LDEGMSWeb/PageRefDocs/EEF%20Object%20and%20EIC%20Codes.pdf>



# Submit Application

- Review the application for completeness and accuracy.
- Go to Submit Tab.
- Run consistency check and fix any errors.
- Submit application.



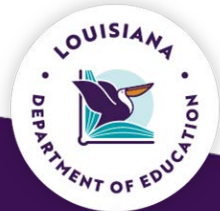
The Consistency Check must be successfully processed before you can submit the application.



# 2024-2025 EEF Timeline

FY 2024-2025 EEF Application Release Date	Week of September 16 <sup>th</sup> , 2024
FY 2024-2025 EEF Application Due Date	Thursday, October 10 <sup>th</sup> , 2024
Legislative Approval – Education Excellence Fund Expenditure Plans	November – December 2024
LDOE Preparation for Payments/Disbursements	December 2024 – February 2025
6/30 Periodic Expense Report (PER) due date	July 15 <sup>th</sup> , 2025





# Contact Information

For more information or questions contact:

Grants Management Help Desk

[LDOE.GrantsHelpdesk@la.gov](mailto:LDOE.GrantsHelpdesk@la.gov)

