



LDOE Grant Portal User Guide

Version 1.5

Updated to reflect the Early Childhood Grant Assessment Program

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I. DISCLOSURES

The purpose of this user guide is to provide guidance in usage of the LDOE Grant Portal. Screenshots in this user guide may differ slightly from the LDOE Grant Portal.

If you need technical assistance that is not addressed within the [technical assistance section](#), please contact info@ldoe-grantprogram.com

II. ACCESSING THE LDOE GRANT PORTAL**A. How to Access the LDOE Grant Portal**

If you are a new user, you are required to register an account as shown below in B.1 New Users. To register, you **must click the unique link that was sent in the survey email**.

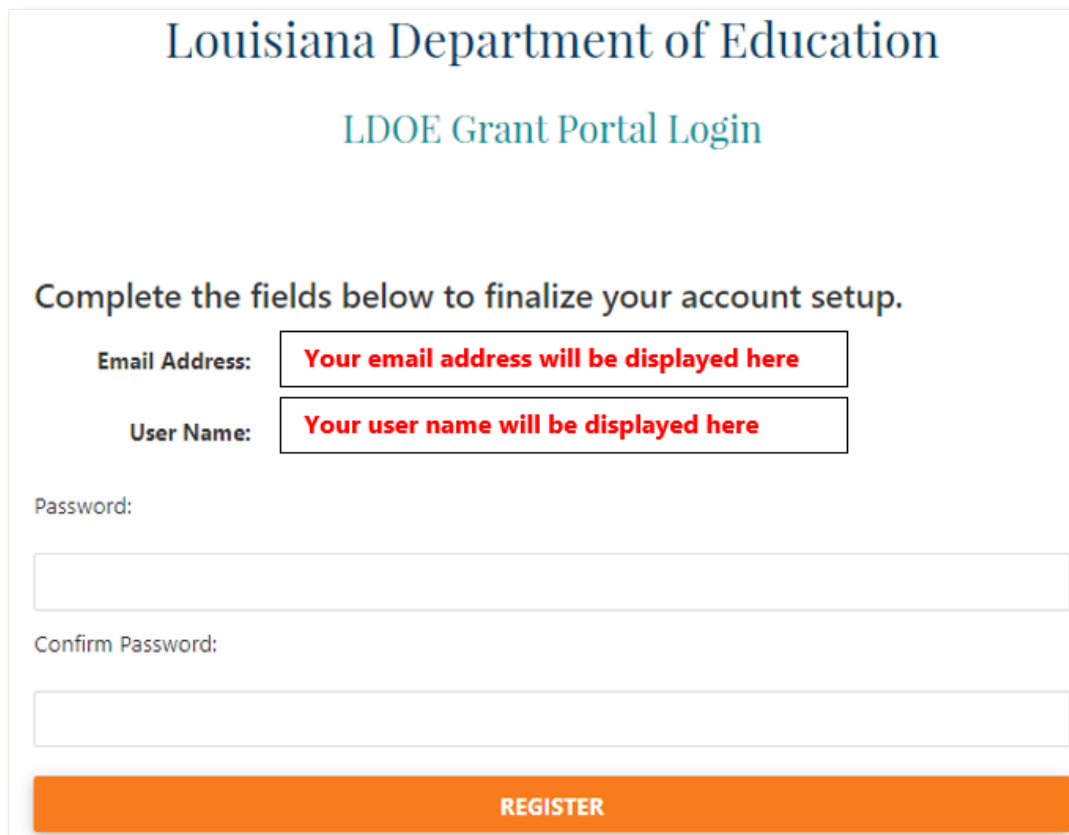
After registration, access the LDOE Grant Portal, by navigating to the following link:

<https://ldoe-grantprogram.com>

The features of the LDOE Grant Portal, including the survey and grant assessment, if applicable, must be completed on a desktop browser. Mobile devices are not supported.

B. How to Login to Your Account**B.1 New Users:**

To register your account, create and confirm a password. The password must be greater than or equal to 8 characters. Click “REGISTER”.

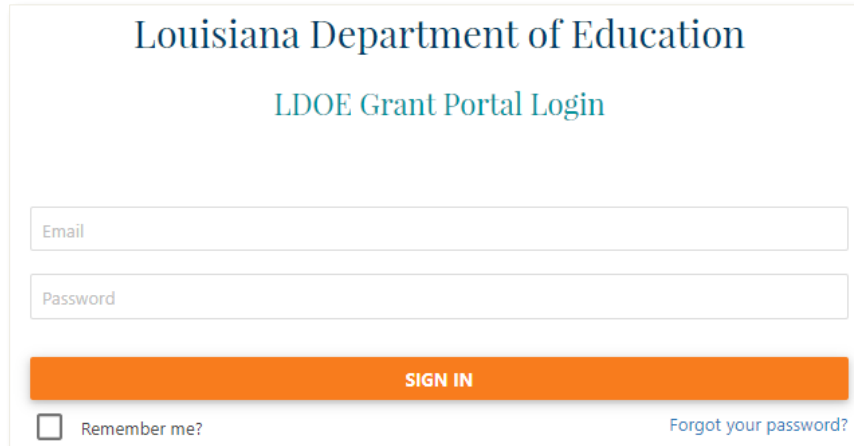


The screenshot shows a registration form titled "Louisiana Department of Education LDOE Grant Portal Login". The form includes the following fields and elements:

- Header: "Louisiana Department of Education" and "LDOE Grant Portal Login"
- Instruction: "Complete the fields below to finalize your account setup."
- Email Address field: A text input field with a red placeholder text "Your email address will be displayed here".
- User Name field: A text input field with a red placeholder text "Your user name will be displayed here".
- Password field: A text input field with the label "Password:" above it.
- Confirm Password field: A text input field with the label "Confirm Password:" above it.
- REGISTER button: A large orange button at the bottom of the form.

B.2 Returning Users: Logging in After You Have Already Created Your Account

To access your account after you have registered or after you have logged out, return to the website <https://ldoe-grantprogram.com>, enter your email and password, and click “SIGN IN”



The screenshot shows the login page for the Louisiana Department of Education. At the top, it says "Louisiana Department of Education" and "LDOE Grant Portal Login". Below this are two input fields: "Email" and "Password". A large orange button labeled "SIGN IN" is centered below the fields. At the bottom left, there is a checkbox labeled "Remember me?". At the bottom right, there is a link that says "Forgot your password?".

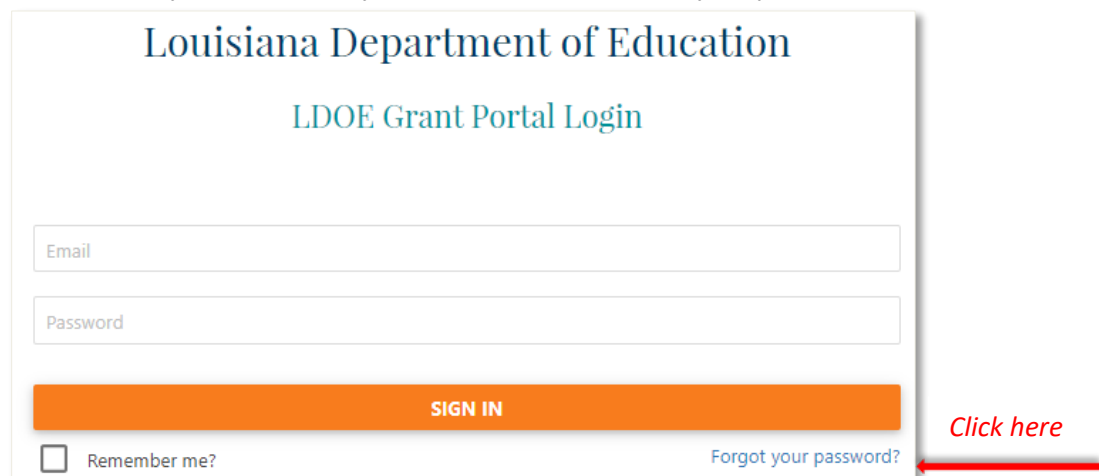
B.3 Multi-Factor Authentication for Users in the Grant Assessment

The LDOE Grant Portal requires multi-factor authentication (MFA) for providers who have been selected for the grant assessment. MFA is when a user must provide two or more pieces of evidence to verify their identity to gain access to a computer or application. When you login to the LDOE Grant Portal you will be prompted to verify your login via Duo. You will be prompted for MFA every time you access the LDOE Grant Portal.

Refer to [Section XIII. Multi-Factor Authentication](#) of this guide for detailed instructions related to the initial enrollment and continued use of MFA. Authentication by smart phone is the recommended method.

C. How to Reset your Password

To reset your password, click “Forgot your password?” on the LDOE Grant Portal login page. You will be asked to enter the email address associated with your account. Once you click “send email”, a notification will be sent to your inbox, and you will be allowed to reset your password.



This screenshot is identical to the one above, but it includes a red arrow pointing to the "Forgot your password?" link at the bottom right of the form. The text "Click here" is written in red next to the arrow.

III. COMPLETING THE SURVEY

A. How to View Available Surveys

There are six surveys. The surveys shown in “Your Providers” is dependent on the provider type and grant funding received by the provider:

Survey Type	Grant Type	Provider Population
CCAP, Round 1 - 5	Louisiana Child Care Assistance Program (LaCAP)	Type III, Family Child Care and In Home Providers
CCAP, Round 6		Type III, Family Child Care and In Home Providers
Non-CCAP, Type I/II		Type I and II early learning centers
ARPA, Rounds 1-2	American Rescue Plan Act (ARPA)	Type III, Family Child Care and In Home Providers
ARPA, Rounds 3-4		Type III, Family Child Care and In Home Providers
ARPA, Rounds 3-4, Type I/II		Type I and II early learning centers

For any child care facilities (providers) that share the same email address, a separate survey will appear within the “Your Providers” section. **You are required to complete a separate survey for each facility listed that has a Provider Status of Not Submitted.**

Click “**View**” to open each survey.

Your Providers

Please click the “View” button in the grid below to start submission of a new survey or to reference back to a prior submission.

	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status	Last Updated
View	CCAP, Round 1-5	00000	09/08/2021	Example Provider	Submitted	
View	ARPA, Rounds 1-2	00000	01/27/2023	Example Provider	Submitted	
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Not Submitted	

B. Overview of Survey Sections

Each survey has four sections, which are shown on the left-side navigation menu:

A. Overview and Background
B. Grant Funds Distributed
C. Grant Funds Expended
D. Provider Survey Submission

A. Overview and Background

The Louisiana Department of Education (LDOE) has provided information regarding the child care facility. Review the information and complete the required confirmation section.

Once complete, click “Save Form” and then “Next Page”

B. Grant Funds Distributed

LDOE has provided data related to the ARPA grant funds distributed to the specific child care facility. This section is informational.

Click “Next Page”

C. Grant Funds Expended

In this section you are required to respond to each question with a red asterisk (*).

For question C4 there is a link to a PDF that contains additional examples of the allowable use of ARPA grant funds. This information is provided as a reference and is not comprehensive.

If the response to any questions in this section is a zero amount, please enter 0.00, if applicable. You must provide a response to each question.

Once you have responded to each question, click “Save Form”. If you choose to come back to the survey later, click “Save Form” to save your progress.

Once complete, click “Next Page”

D. Provider Survey Submission

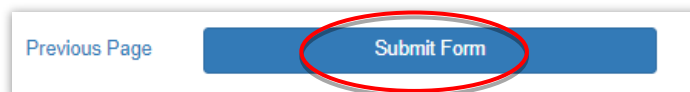
If applicable, this section will show all questions that were not answered in red, which are preventing the survey submission. Each survey question must have a response to submit the survey. The amount entered in response to C1. and the amount shown in C4.ix. must equal.

If you navigate to a prior screen to make a change, click “Save Form” at the bottom of each page so that the changes are saved.



Once all items are resolved, you will be required to certify the information is true and accurate to the best of your knowledge, enter your name, title, and submit the form.

Once “Submit Form” is selected you will be unable to make changes.



Upon successful survey submission the Provider Status will be “Submitted”.

IV. COMPLETING THE GRANT EXPENDITURES

Following the survey, certain providers will be chosen to participate in the grant assessment process. If the child care facility has been selected, an email will be sent from the following:

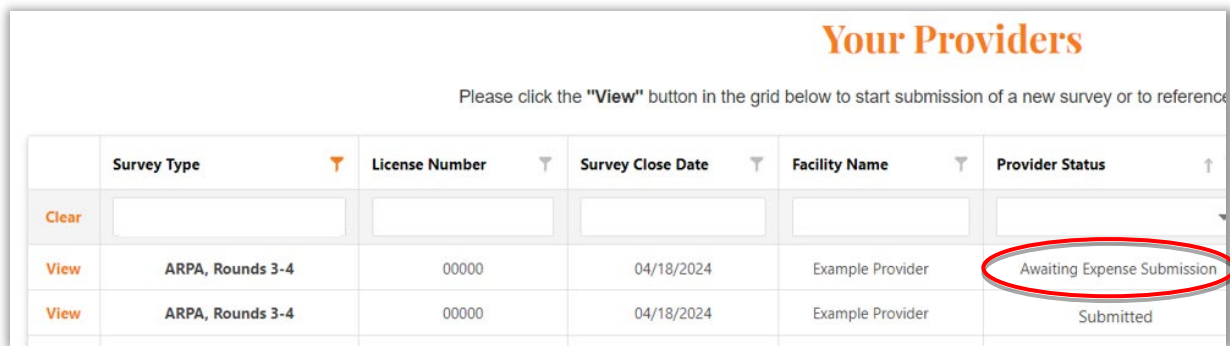
Sender: Early Childhood Grant Assessment Program
Email Address: info@ldoe-grantprogram.com
Subject Line: LDOE ARPA Grant Assessment

You must login to the LDOE Grant Portal to view any deadline or time sensitive requests.

A. How to View Your Providers

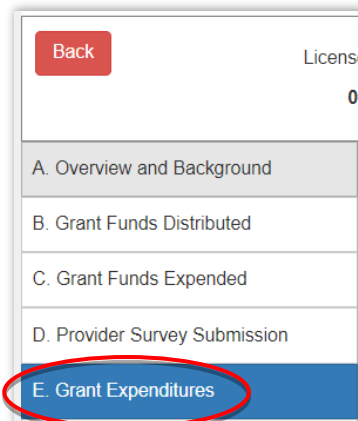
After you have logged in, you will be brought to the Provider Search Page where you can view Your Providers. The provider(s) chosen for the grant assessment will have a Provider Status of “Awaiting Expense Submission”.

If the provider was not chosen for the grant assessment the Provider Status will be “Submitted”.



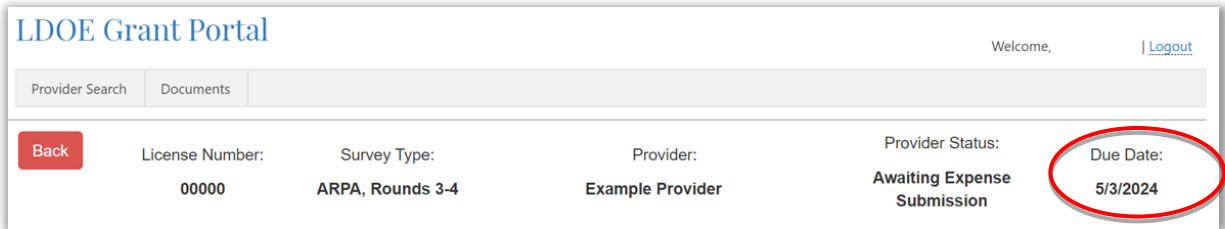
Your Providers					
Please click the "View" button in the grid below to start submission of a new survey or to reference					
	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Awaiting Expense Submission
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Submitted

Click “View” and then click on E. Grant Expenditures from the left-side navigation menu



B. How to View Your Due Date/Deadline

The due date to provide the itemized expenses paid for with ARPA grant funds is in the header section.



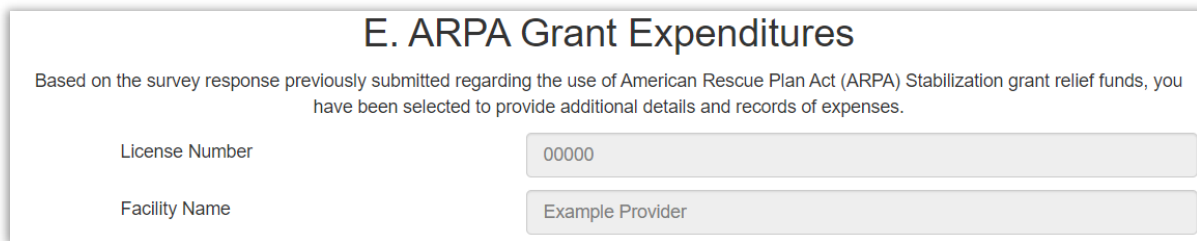
LDOE Grant Portal Welcome, | [Logout](#)

Provider Search Documents

Back	License Number: 00000	Survey Type: ARPA, Rounds 3-4	Provider: Example Provider	Provider Status: Awaiting Expense Submission	Due Date: 5/3/2024
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C. Section Overview

At the top of the E. ARPA Grant Expenditures, the license number and facility name are shown. This information cannot be edited.



E. ARPA Grant Expenditures

Based on the survey response previously submitted regarding the use of American Rescue Plan Act (ARPA) Stabilization grant relief funds, you have been selected to provide additional details and records of expenses.

License Number	00000
Facility Name	Example Provider

There are three sections within Section E. ARPA Grant Expenditures:

- [Part I. Expenditure Summary](#)
- [Part II. Grant Expenditures](#)
- [Part III. Submission](#)

D. How to Complete Part I. Expenditure Summary

D.1 Select Option 1 or Option 2

Within Part I. Expenditure Summary, there are two options presented. Select the radio button based on how the child care facility tracks and records expenditures.

- Select Option 1 if the child care facility does not account for expenditures with an accounting system.

Note: If there are some expenditure categories tracked or recorded with an accounting system and some expenses that are not accounted for with an accounting system, select Option 1.

- Select Option 2 if the child care facility accounts for expenditures with an accounting system.

Select one of the following options:

Option 1: Child Care Facility does not account for expenditures with an accounting system.

Enter each expense on a separate row, populating each provided column, as applicable. The table must detail expenditures at the individual transaction level.

If there are specific expenditure categories tracked or recorded with an accounting system, you may enter the subtotal for the category of expenses paid for with ARPA grant funds. You must upload the report generated from the accounting system that supports the totals reported in the table. If an accounting system is not used, you must enter detailed expenditures at the individual transaction level.

Option 2: Child Care Facility accounts for expenditures with an accounting system.

Enter the subtotal by category of expenses paid for with ARPA grant funds. You are required to upload the report generated from your accounting system that supports the totals reported in the table below.

D.2 Review Additional Guidance

There is additional guidance available which contains important information for reference as you enter the child care facility’s expenses paid for with ARPA grant funds. View this information prior to completing the information in Part II. Grant Expenditures.

Click on the link “attached PDF” to open each PDF.

Additional Guidance:

- Do not provide any social security numbers, protected health information, or personally identifiable information related to the information requested. As necessary, please redact this data.
- Refer to the [attached PDF](#) for examples of the allowable/eligible use of ARPA grant funds. This information is provided as a reference, and is not comprehensive.
- Refer to the [attached PDF](#) for column descriptions and examples for Option 1 and Option 2.

E. How to Complete Part II. Grant Expenditures – OPTION 1 SELECTED

E.1 Review Summary Table

The total expenses per expenditure category, as entered in the ARPA Grant Survey, are shown in the summary table. The amounts entered during the survey phase are shown in the Survey Amount column and cannot be edited.

As expense transaction amounts are entered in Part II. Grant Expenditures, the totals in the Amount Expended column within the summary table will auto-populate.

EXAMPLE

EXPENDITURES SHOULD BE REPORTED THROUGH MARCH 31, 2024

Summary		
Expenditure Category	Survey Amount	Amount Expended
I. Personnel Costs - Payroll	\$200,000.00	\$0.00
II. Other Personnel Costs	\$110,700.00	\$0.00
III. Facility Costs	\$18,000.00	\$0.00
IV. COVID-19 Personal Protective Equipment	\$2,500.00	\$0.00
V. COVID-19 Equipment and Supplies	\$10,000.00	\$0.00
VI. Operating Materials and Services	\$7,500.00	\$0.00
VII. Mental Health Services	\$1,300.00	\$0.00
VIII. Other	\$0.00	\$0.00
TOTAL EXPENDITURES	\$350,000.00	\$0.00

E.2 Variance Explanation

If the total expenditures from the previously submitted ARPA Grant survey do not equal the total amount expended, you will be required to provide an explanation of the variance.

After you have entered all expense transactions in Part II. Grant Expenditures, review the amounts for accuracy and provide an explanation of the variance, if required.

The total expenditures from the previously submitted ARPA Grant survey do not equal the total amount expended. Please review the accuracy of the transactions entered below, and if necessary, provide a reason for the variance.*

E.3 How to Add a New Expense – OPTION 1 SELECTED

If you have selected Option 1, indicating that the child care facility does not account for expenditures with an accounting system, **you are required to enter expense information at the individual transaction level. Expense information must include all details of the actual expenses (e.g., rounded amounts or estimates should NOT be entered).**

To add an individual expense transaction, navigate to each expenditure category section and click “New” to add an expense.

There are eight expenditure categories:

- | | |
|--|--------------------------------------|
| I. Personnel Costs – Payroll | V. COVID-19 Equipment and Supplies |
| II. Other Personnel Costs | VI. Operating Materials and Services |
| III. Facility Costs | VII. Mental Health Services |
| IV. COVID-19 Personal Protective Equipment | VIII. Other |

I. Personnel Costs – Payroll

New	Cost Description	Invoice Number	Date Paid	Check Number / Transaction Number	Payee / Vendor	Amount Expended
No data to display						

Total: \$0.00

Once you click “New” the table will expand and you can enter the information. All required fields are marked with an asterisk (*).

I. Personnel Costs – Payroll

New	Cost Description	Invoice Number	Date Paid	Check Number / Transaction Number	Payee / Vendor	Amount Expended
Cost Description:*	<input type="text"/>	Invoice Number:	<input type="text"/>	Check Number / Transaction Number:	<input type="text"/>	<input type="text"/>
Date Paid:*	<input type="text"/>	Payee / Vendor:*	<input type="text"/>	Amount Expended:*	<input type="text"/>	<input type="text"/>

Update **Cancel**

Total: \$0.00

Click “Update” once all fields are entered.
If you click “Cancel” the information entered will not be saved.

The following is an example transaction entered for expenditure category I. Personnel Costs – Payroll.

I. Personnel Costs – Payroll **EXAMPLE**

New	Cost Description	Invoice Number	Date Paid	Check Number / Transaction Number	Payee / Vendor	Amount Expended
Cost Description:*	Salaries - teacher - John Doe	Invoice Number:	EX-00001	Check Number / Transaction Number:	123	\$1,300.88
Date Paid:*	7/6/2022	Payee / Vendor:*	John Doe	Amount Expended:*	<input type="text"/>	<input type="text"/>

Update **Cancel**

To add an individual expense transaction, navigate to each expenditure category section and click “New” to add an expense.

If you have selected Option 1, because some expenditures are tracked or recorded with an accounting system and some expenditures are not tracked in an accounting system, you must enter expenses based on how the records are maintained:

- For expenditure categories tracked or recorded with an accounting system, enter the cost description of the account, the subtotal by category, and the other required fields.
 - You must upload the report generated from the accounting system that supports the totals reported.
- For expenditure categories not tracked or recorded with an accounting system, you must enter the expenses at the individual transaction level.
 - You are not required to upload supporting documents for each individual expense during Section E. ARPA Grant Expenditures.

E.4 How to Edit or Delete a New Expense – OPTION 1 SELECTED

If needed, you can add, edit, or delete an individual expense transaction.

Click “New” to add an individual expense transaction

Click “Edit” to update the fields for the individual expense transaction

Click “Delete” to remove the individual expense transaction

I. Personnel Costs – Payroll **EXAMPLE**

New	Cost Description	Invoice Number	Date Paid ▾	Check Number / Transaction Number	Payee / Vendor	Amount Expended
Edit Delete	Salaries - teacher - John Doe	EX-00001	07/06/22	123	John Doe	\$1,300.88
Total: \$1,300.88						

E.5 How to Export Expenses – OPTION 1 SELECTED

Once you have entered expenses into an expenditure category you can view the entries in excel, if needed. Click “Export Expenses” to export the entries into an excel file.

Any changes to the excel file will not be reflected in the LDOE Grant Portal. All changes must be made in the portal and saved.

EXAMPLE

I. Personnel Costs – Payroll						
New	Cost Description	Invoice Number	Date Paid ▾	Check Number / Transaction Number	Payee / Vendor	Amount Expended
Edit Delete	Salaries - Teacher - John Doe	EX-00001	07/06/22	123	John Doe	\$1,300.88

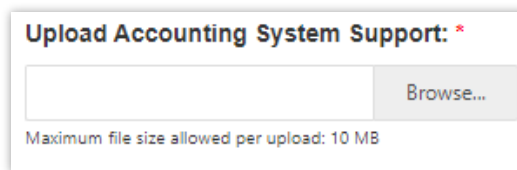
EXPORT EXPENSES


E.6 How to Upload Documents – OPTION 1 SELECTED

If you have selected Option 1, because the child care facility accounts for some expenditures with an accounting system, you must upload the report generated from the accounting system that supports the totals reported for each expenditure category.

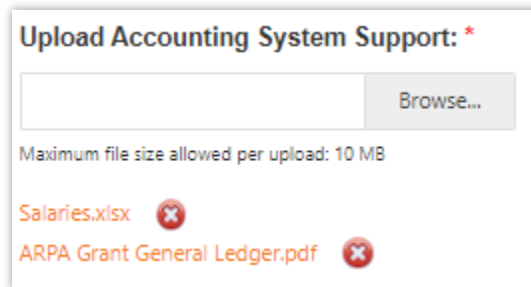
If the report generated from the accounting system includes transactions paid for with non-ARPA grant funds, please denote (e.g., highlight or markup) only those transactions that support the expenditure amounts listed in Part II (transactions paid for with ARPA grant funds).

Click “Browse” to view your desktop and upload the file(s).



The files uploaded are visible and can be opened if the link is selected. If you need to delete a file, select 

Note: You cannot make edits or delete files once you have clicked “Submit Expenses”



F. How to Complete Part II. Grant Expenditures – OPTION 2 SELECTED

F.1 Review Summary Table

The total expenses per expenditure category, as entered in the ARPA Grant Survey, are shown in the summary table. The amounts entered during the survey phase are shown in the Survey Amount column and cannot be edited.

As expense transaction amounts are entered in Part II. Grant Expenditures, the totals in the Amount Expended column within the summary table will auto-populate.

EXPENDITURES SHOULD BE REPORTED THROUGH MARCH 31, 2024

Summary		
Expenditure Category	Survey Amount	Amount Expended
I. Personnel Costs - Payroll	\$200,000.00	\$0.00
II. Other Personnel Costs	\$110,700.00	\$0.00
III. Facility Costs	\$18,000.00	\$0.00
IV. COVID-19 Personal Protective Equipment	\$2,500.00	\$0.00
V. COVID-19 Equipment and Supplies	\$10,000.00	\$0.00
VI. Operating Materials and Services	\$7,500.00	\$0.00
VII. Mental Health Services	\$1,300.00	\$0.00
VIII. Other	\$0.00	\$0.00
TOTAL EXPENDITURES	\$350,000.00	\$0.00

EXAMPLE

F.2 Variance Explanation

If the total expenditures from the previously submitted ARPA Grant survey do not equal the total amount expended, you will be required to provide an explanation of the variance.

After you have entered all expense transactions in Part II. Grant Expenditures, review the amounts for accuracy and provide an explanation of the variance, if required.

The total expenditures from the previously submitted ARPA Grant survey do not equal the total amount expended. Please review the accuracy of the transactions entered below, and if necessary, provide a reason for the variance.*

F.3 How to Add a New Expense – OPTION 2 SELECTED

If you have selected Option 2, indicating that the child care facility accounts for expenditures with an accounting system, you are required to enter the subtotals per category and upload support that shows the individual transaction level data.

To add a subtotal category, navigate to each expenditure category section and click “New” to add an expense.

There are eight expenditure categories:

- | | |
|--|--|
| <ul style="list-style-type: none"> I. Personnel Costs – Payroll II. Other Personnel Costs III. Facility Costs IV. COVID-19 Personal Protective Equipment | <ul style="list-style-type: none"> V. COVID-19 Equipment and Supplies VI. Operating Materials and Services VII. Mental Health Services VIII. Other |
|--|--|

III. Facility Costs

New	Cost Description	Amount Expended
No data to display		

Total: \$0.00

III. Facility Costs

New	Cost Description	Amount Expended
Cost Description:*	<input type="text"/>	Amount Expended:* <input type="text"/>

Update Cancel

Total: \$0.00

Once you click “New” the table will expand and you can enter the information. All required fields are marked with an asterisk (*).
Click “Update” once all fields are entered.
If you click “Cancel” the information entered will not be saved.

The following is an example subtotal category entered for expenditure category III. Facility Costs.

III. Facility Costs

New	Cost Description	Amount Expended
Cost Description:*	Repairs and Maintenance (July - December 2023)	Amount Expended:* \$15,986.31

Update Cancel

Total: \$0.00

EXAMPLE

EXPORT EXPENSES

F.4 How to Edit or Delete a New Expense – OPTION 2 SELECTED

If needed, you can add, edit, or delete an expense transaction.

- Click “New” to add the subtotal category
- Click “Edit” to update the subtotal category
- Click “Delete” to remove the subtotal category

III. Facility Costs

New	Cost Description	Amount Expended
Edit Delete	Repairs and Maintenance (July - December 2023)	\$15,986.31
Edit Delete	Utilities (January - March 2024)	\$8,025.68

Total: \$24,011.99

EXAMPLE

EXPORT EXPENSES

F.5 How to Export Expenses – OPTION 2 SELECTED

Once you have entered expenses into an expenditure category you can view the entries in excel, if needed. Click “Export Expenses” to export the entries into an excel file.

Any changes to the excel file will not be reflected in the LDOE Grant Portal. All changes must be made in the portal and saved.

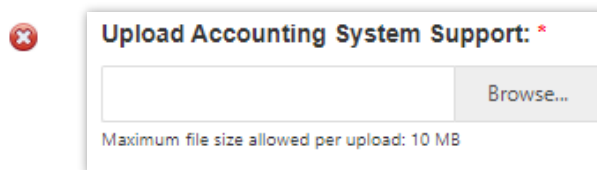
III. Facility Costs		EXAMPLE	EXPORT EXPENSES
New	Cost Description	Amount Expended	
Edit Delete	Repairs and Maintenance (July - December 2023)	\$15,986.31	
Edit Delete	Utilities (January - March 2024)	\$8,025.68	
Total: \$24,011.99			

F.6 How to Upload Documents – OPTION 2 SELECTED

If you entered transactions for Option 2, you are required to upload the report generated from the accounting system (i.e., general ledger or check register), which gives a detailed transaction listing and supports the totals reported for each expenditure category.

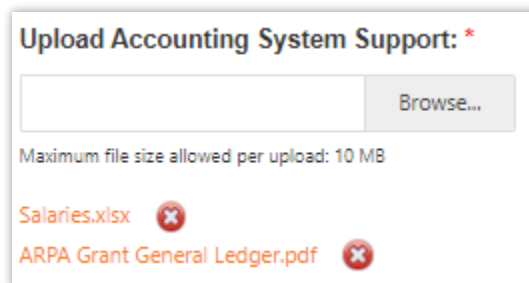
If the report generated from the accounting system includes transactions paid for with non-ARPA grant funds, please denote (e.g., highlight or markup) only those transactions that support the expenditure amounts listed in Part II (transactions paid for with ARPA grant funds).

Click “Browse” to view your desktop and upload the file(s).



The files uploaded are visible and can be opened if the link is selected. If you need to delete a file, select

Note: You cannot make edits or delete files once you have clicked “Submit Expenses”



G. How to Complete Part III. Submission

G.1 Review Summary Table

After you have entered all expense transaction information in Part II. Grant Expenditures, return to the summary table at the top of Part II. Grant Expenditures.

If the total expenditures from the previously submitted ARPA Grant survey do not equal the total amount expended, you will be required to provide an explanation of the variance. Enter a detailed reason for the variance, if required.

G.2 Enter Submission Information

Once you have reviewed and completed Part I. Expenditure Summary and Part II. Grant Expenditures, check the box for the statement, "I confirm the aforementioned responses are accurate."

Enter the name and title of the individual who is submitting the expense information.

You cannot make edits or delete files once you have clicked "Submit Expenses"

Once the sample is selected, updates to the expenditure listing will not be accepted.

Click "Submit Expenses"

Part III. Submission

By entering your name below, you are signing this form electronically and certifying that the information submitted within the form is true and accurate to the best of your knowledge. Providing false, misleading, or incomplete information may result in recoupment of prior grant funds, ineligibility to participate in future grant funding, or prosecution.

You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies that all information contained in any document is true and correct to the best of your knowledge.

I confirm the aforementioned responses are accurate.*

Prepared By*	Title*	Submission Date*
Enter First Name Last Name	Enter Title	05/07/2024

Please ensure that expenditures paid for with ARPA grant funds as of March 31, 2024 are complete and accurate.

After the submission of this form and review by the Early Childhood Grant Assessment Program, a sample of grant expenditures will be selected. You will be provided with a list of grant expenditures identified in the sample and requested to provide supporting documentation.

Once the sample is selected, updates to the expenditure listing will **not** be accepted.

[Previous Page](#)
[Save Expenses](#)
[Submit Expenses](#)

G.3 Items Preventing Submission

If there are any required fields that have not been completed, they will be shown at the bottom of the screen in red.

Please select an option that accurately describes your use of accounting system.
 Please provide a reason for the grant expenditure variance.
 Please check the confirmation box above to submit.
 Please sign this form by entering your name above to submit.
 Please enter your title above to submit.

Update the fields as needed, and select “Save Expenses”

You cannot make edits or delete files once you have clicked “Submit Expenses”

Once all required fields are complete, click “Submit Expenses”

V. RESPONDING TO THE SAMPLE SELECTION

Upon review of the detailed expenditure transactions submitted, a sample of expenditures will be selected. The child care facility will receive a notification email that the sample selection of ARPA grant expenditures has been chosen.

Sender: Early Childhood Grant Assessment Program
Email Address: info@ldoe-grantprogram.com
Subject Line: LDOE ARPA Expense Sample Selection

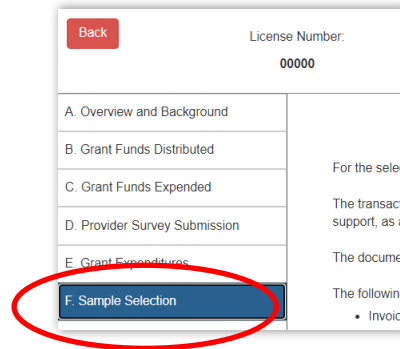
You must login to the LDOE Grant Portal to view any deadline or time sensitive requests.

A. How to Access the Sample Selection

After you have logged in, you will be brought to the Provider Search Page where you can view Your Providers. The provider(s) with the sample selection will have a Provider Status of “Awaiting Supporting Documents”.

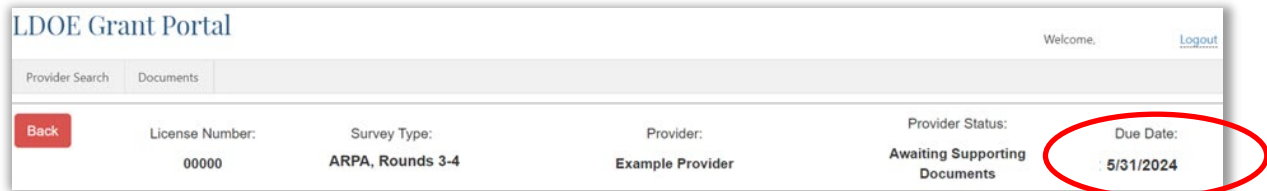
Your Providers					
Please click the "View" button in the grid below to start submission of a new survey or to reference back to a					
	Survey Type	License Number	Survey Close Date	Facility Name	Provider Status
View	ARPA, Rounds 3-4	00000	04/18/2024	Example Provider	Awaiting Supporting Documents

Click “View” and then click on F. Sample Selection from the left-side navigation menu



B. How to View the Deadline to Provide Supporting Documents

The due date to provide the supporting documentation for all expense transactions selected for the sample is shown in the header section.



C. How to View the Sample Selection

The list of transactions selected for the sample will be shown in the Sample Selection table within F. Sample Selection.

Review the examples of supporting documentation and examples of proof of payment.

F. Grant Expenditure Sample Selection

EXAMPLE

For the selected sample of expenses identified below, please upload supporting documentation.

The transactions listed in the sample selection table below are based on details that you previously included in Section E. Grant Expenditures and the accounting system support, as applicable (i.e., accounting system or check register).

The documents that you provide as support for each transaction should be the records you maintained.

The following are examples of supporting documentation:

- Invoice from the vendor identifying items or services purchased and a proof of payment
- Lease or use agreement for the facilities and a proof of payment
- Payroll register, earnings statement, or check copy identifying the payroll transaction
- For payroll transactions, employee roster, payroll register that includes employee title/position, or class/room schedule or roster

The following are examples of proof of payment:

- Copies of cleared checks
- Credit card statements
- Bank statements

Sample Selection

#	Expenditure Category	Cost Description	Date Paid	Check Number / Transaction Number	Payee / Vendor	Amount Expended
1	I. Personnel Costs – Payroll	Salaries - John Doe	07/06/22	123	John Doe	\$1,300.88
2	II. Other Personnel Costs	Bonus - John Doe	08/31/22	124	John Doe	\$2,200.82
3	III. Facility Costs	Repairs July	07/18/22	14428	Example Rent Company Name	\$1,478.55
4	III. Facility Costs	Utilities	11/22/22	12588	Example Utility Company Name	\$745.66
5	IV. COVID-19 Personal Protective Equipment	Touchless Hand Sanitizer	01/31/22	1268	Example Company Name	\$1,210.88

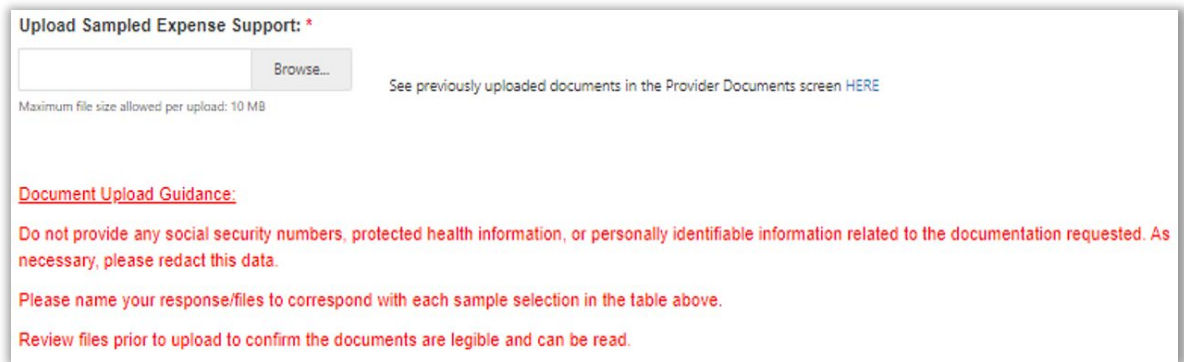
Total: \$6,936.79

D. How to Upload Documents

You are required to upload supporting documentation for each transaction included in the sample selection. The documents that you provide as support for each transaction should be the records you maintained.

Click “Browse” to view your desktop and upload the files.

Note: Once a file is uploaded it cannot be deleted.



Upload Sampled Expense Support: *

See previously uploaded documents in the Provider Documents screen [HERE](#)

Maximum file size allowed per upload: 10 MB

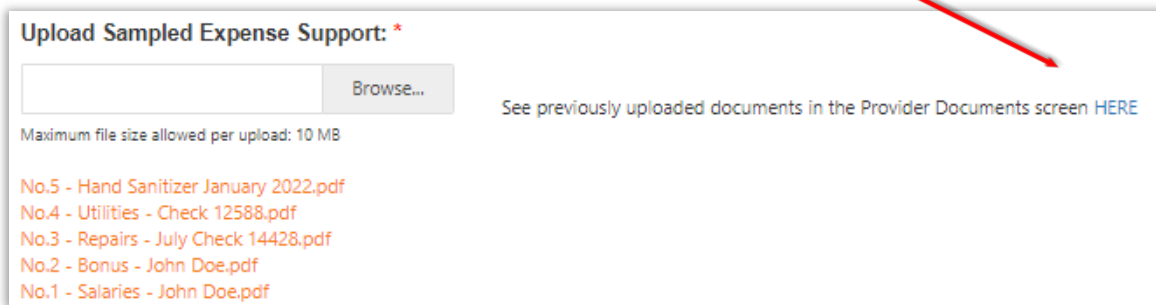
Document Upload Guidance:

Do not provide any social security numbers, protected health information, or personally identifiable information related to the documentation requested. As necessary, please redact this data.

Please name your response/files to correspond with each sample selection in the table above.

Review files prior to upload to confirm the documents are legible and can be read.

Once a file is uploaded, it will show in orange on Section F. Sample Selection. All uploaded documents are also visible from [Provider Documents](#) or by clicking the [HERE](#) button in blue, which will take you to Provider Documents.



Upload Sampled Expense Support: *

See previously uploaded documents in the Provider Documents screen [HERE](#)

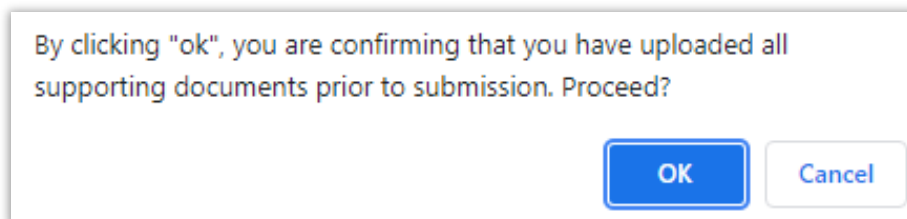
Maximum file size allowed per upload: 10 MB

No.5 - Hand Sanitizer January 2022.pdf
 No.4 - Utilities - Check 12588.pdf
 No.3 - Repairs - July Check 14428.pdf
 No.2 - Bonus - John Doe.pdf
 No.1 - Salaries - John Doe.pdf

E. How to Submit Documents for Sample Selection

Once you have uploaded supporting documents, including proof of payment, for each sampled expense transaction, click “Submit Form”.

A prompt will appear to confirm the submission. Click “OK”.



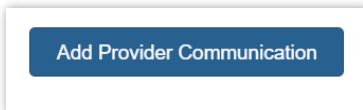
By clicking "ok", you are confirming that you have uploaded all supporting documents prior to submission. Proceed?

VI. PROVIDER COMMUNICATIONS

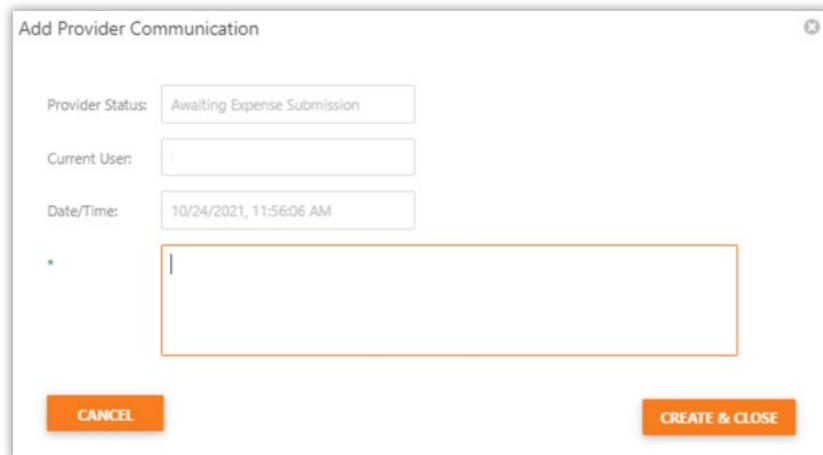
A. How to Add a Provider Communication

The LDOE Grant Portal provides a mechanism for child care facilities to communicate directly with the reviewer during the grant assessment. Child care facilities that were not selected for the grant assessment will not have this communication method available in the LDOE Grant Portal.

To add a communication, click within section E. Grant Expenditures or F. Sample Selection and then click the “Add Provider Communication” button, which is located on the right side of the screen.

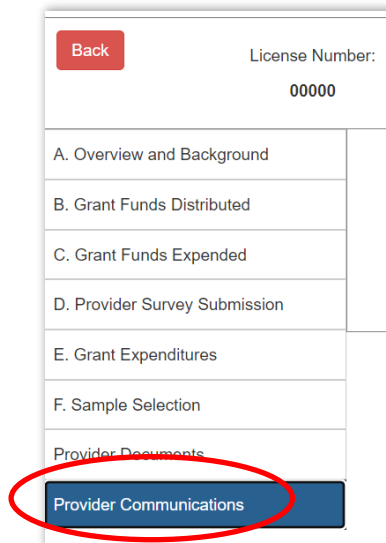


A prompt will appear. Enter your communication in the text box provided and click “CREATE & CLOSE”. The communication cannot be edited or deleted once added.



B. How to View a Provider Communication – Added by the Provider

To view a provider communication that was previously added, navigate to the Provider Communication screen from the left-side menu.



Click the downward arrow to expand section E. Grant Expenditures or Section F. Sample Selection



Click here to expand

C. How to View and Respond to a Communication – Added by the Reviewer

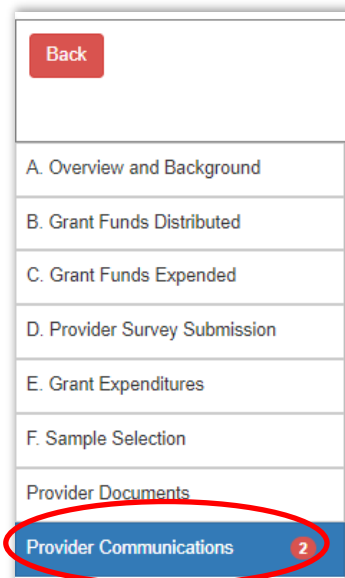
During the grant assessment phase, reviewers will send communications via the Provider Communication mechanism in the LDOE Grant Portal. You will be sent an email notification when you have a new communication.

Sender: Early Childhood Grant Assessment Program
Email Address: info@ldoe-grantprogram.com
Subject Line: LDOE Grant Portal – New Communication

You must login to the LDOE Grant Portal to view any deadline or time sensitive requests.

C.1 Review Unread Communications

If there are any unread communications, a notification number in red will show on the left-side menu. Click Provider Communications to view the communication.



The documents can be opened by clicking on the link in orange. All other fields are stored based on the upload location, date, and user data.

Provider Documents			
Document Name	Document Section	Upload Date	Uploaded By
ARPA Grant General Ledger.pdf	Accounting System Support	Date and time displayed	Email displayed
No.5 - Hand Sanitizer January 2022.pdf	Sampled Expense Support	Date and time displayed	Email displayed
No.4 - Utilities - Check 12588.pdf	Sampled Expense Support	Date and time displayed	Email displayed
No.3 - Repairs - July Check 14428.pdf	Sampled Expense Support	Date and time displayed	Email displayed
No.2 - Bonus - John Doe.pdf	Sampled Expense Support	Date and time displayed	Email displayed
No.1 - Salaries - John Doe.pdf	Sampled Expense Support	Date and time displayed	Email displayed

VIII. YOUR PROVIDER STATUS

The following is a summary of the Provider Status that is visible in the Provider Search Page and the header of the LDOE Grant Portal.

Provider Status	Description
Not Submitted	Survey is open and has not been submitted.
Submitted	Survey has been submitted.
Awaiting Expense Submission	Provider has been selected for the grant assessment and must complete Section E. Grant Expenditures.
Expenses Submitted	Section E. Grant Expenditures has been submitted.
Awaiting Supporting Documents	Provider must upload supporting documents for each sampled transaction in Section F. Sample Selection.
Support Documents Submitted	Provider has uploaded documents and submitted form in Section F. Sample Selection.
In Review	Supporting documentation uploaded for the sample expense transactions is under review.
Assessment Complete	Grant assessment is complete.

IX. PORTAL DOCUMENTS

Within the LDOE Grant Portal there is a “Documents” section at the top of the screen that contains various reference material. Please check back frequently for updated guidance.

Click the “Document Name” of the file in orange to open the document in a separate browser window. All other fields are stored based on the document type and document date.

Child care facilities (providers) are unable to upload files to Portal Documents.

LDOE Grant Portal

Provider Search Documents

Portal Documents

The documents below include Grant Portal Navigation and Survey resources for all users. Please check back frequently for updated guidance.

Document Name	Document Type	Document Date
LDOE Grant Portal Terms and Conditions.pdf	Policy	02/28/2024 12:00 AM
LDOE Grant Portal User Guide.pdf	User Guide	02/28/2024 12:00 AM
LDOE ARPA Grant Survey Webinar.pdf	Webinar	02/28/2024 12:00 AM
LDOE ARPA Grant Survey - Frequently Asked Questions.pdf	User Guide	02/29/2024 12:00 AM
Allowable Use of Grant Funds.pdf	User Guide	02/29/2024 12:00 AM
Grant Assessment_Section E, PartIII - Grant Expenditure Reference.pdf	User Guide	03/01/2024 12:00 AM
LDOE ARPA Grant Assessment - Webinar.pdf	Webinar	03/01/2024 12:00 AM
LDOE ARPA Grant Assessment - Frequently Asked Questions.pdf	User Guide	03/01/2024 12:00 AM

X. FREQUENTLY ASKED QUESTIONS
A. Survey Phase
A.1 How do I confirm my survey submission?

Once you have submitted your survey the Provider Status will show as “Submitted”. If you have not submitted the survey, the status will show as “Not Submitted.”

License Number: 00000	Survey Type: ARPA, Rounds 3-4	Provider: Example Provider	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Provider Status: Submitted </div>
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A.2 How do I view my survey submission?

Log into your account and click “View” next to the survey you wish to view. This will allow you the ability to view all sections of your completed survey. Surveys cannot be edited after submission.

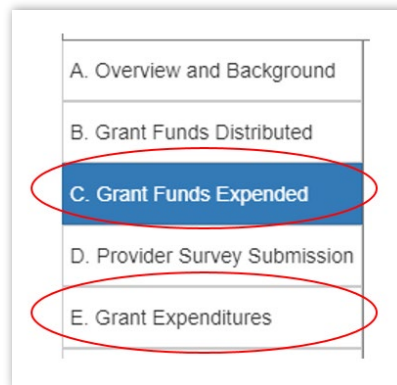
You can navigate between each section from the left-side menu or by clicking “Next Page” or “Previous Page” at the bottom of the screen.

B. Grant Assessment Phase

B.1 How do I view my submitted survey response to see what expense categories and total amounts were previously submitted?

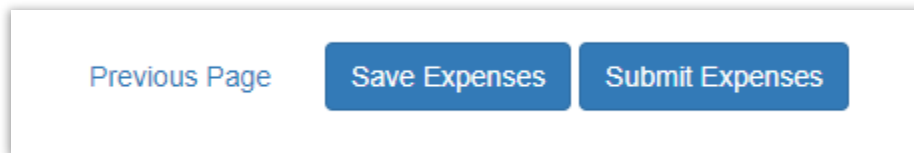
Within the LDOE Grant Portal, navigate to each screen and view responses provided during the survey by using the left-side menu.

The survey response of the expense categories and total amount expended can also be viewed in the summary table on E. Grant Expenditures.



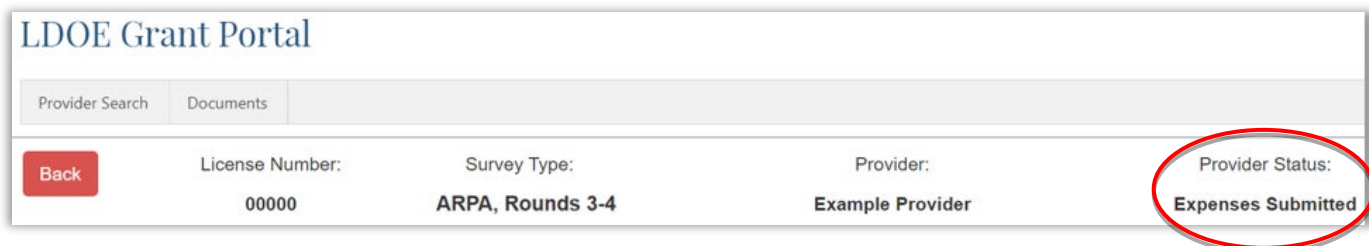
B.2 Can I save my expenses and come back before submitting the expenditure information?

Yes, click “Save Expenses” function each time you enter the LDOE Grant Portal to save your progress.



B.3 How can I confirm submission of the grant expenditures?

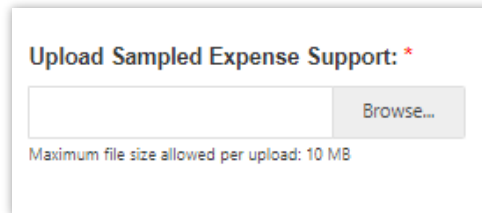
Upon the successful completion and submission of the information in E. ARPA Grant Expenditures, the Provider Status will be “Expenses Submitted”. This status is shown in both the Provider Search Page and in the header section.



B.4 How do I upload additional supporting documents for the sampled transactions?

If you are requested to upload additional supporting documents for the expenses selected for the sample after you have submitted the form, you must navigate to Section F. Sample Selection. From this section, click “Browse” and upload the files from your desktop.

Once files are uploaded, they cannot be deleted.

**B.5 How do I remove files after I have uploaded it?**

Once files are uploaded, they cannot be deleted by the child care center. However, if a file was uploaded in error, you may submit a request through Provider Communications. In the comment, please include the file name and reason for request.

XI. TECHNICAL ASSISTANCE

The following are common solutions if you are experiencing issues interacting with the LDOE Grant Portal. If you continue to experience issues that are not resolved by one of the following, please take a screen shot of the issue/error message and contact info@ldoe-grantprogram.com

- Access the LDOE Grant Portal from a desktop browser. Mobile devices are not supported.
- Check your browser settings and confirm that pop-up notifications are enabled for the site.
- Clear browsing history and cached files or cookies directly from the desktop browser.
- Copy the link (URL) in the email received and paste the link directly into your browser address bar.
- If you are unable to locate an email, check the spam/junk folders in your email account. All emails associated with the survey and grant assessment are sent from those listed below.
 - Add the following emails to your safe sender list, if available.
 - info@ldoe-grantprogram.com
 - info@ldoe-pnsurvey.com

XII. CONTACT INFORMATION & RESOURCES

For questions regarding the requirement to participate in the survey and/or grant assessment: Contact LDOE Provider Help Desk at (225) 250-7635 or email CCAPPHD@la.gov

Technical assistance questions regarding how to use the online LDOE Grant Portal should be directed to the Early Childhood Grant Assessment Program at info@ldoe-grantprogram.com

Please do not call Early Childhood Grant Assessment Program phone lines, as the operator is unable to assist. Email the Early Childhood Grant Assessment Program at info@ldoe-grantprogram.com and a team member will contact you via email or phone within 1-2 business days.

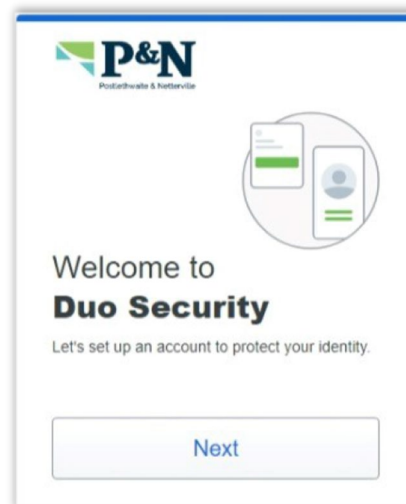
XIII. MULTI-FACTOR AUTHENTICATION (MFA) INSTRUCTIONS**A. MFA Enrollment and Initial Setup – Mobile (smart phone) Method**

The following steps should be taken to enroll and setup multi-factor authentication. Setup with the Duo Mobile Application is the recommended method.

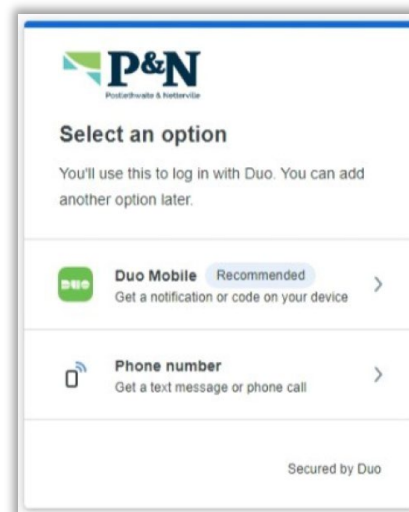
Refer to [Section XIII.C](#) for instructions related to use of a landline phone number for MFA.

A.1 Start Setup

From your pc (desktop or laptop), access the LDOE Grant Portal and enter your login credentials. The following setup page will be shown. Click “Next” to begin.

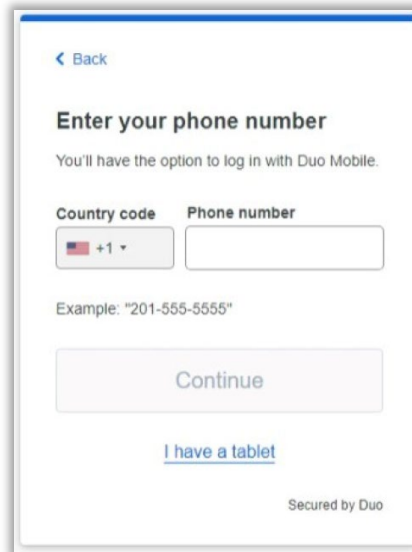
**A.2 Select a Log In Option**

If you are currently using a mobile phone, select “Duo Mobile”.

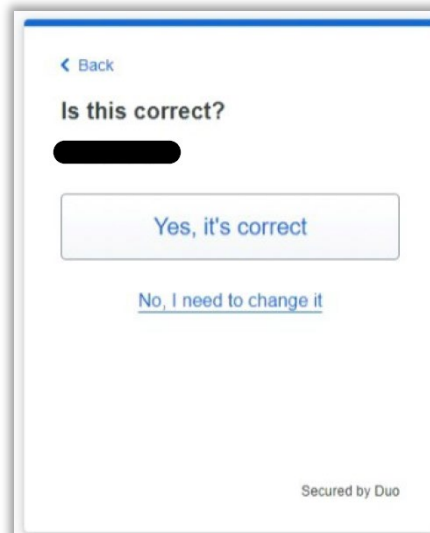


A.3 Add Your Mobile Phone Number

Enter your 10-digit mobile phone number and select “Continue”.

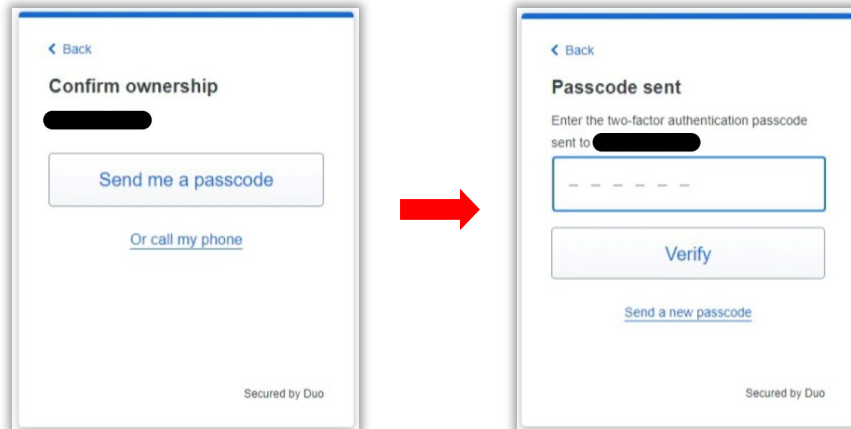
**A.4 Confirm Your Mobile Phone Number**

A confirmation page will appear. If correct, click “Yes, it’s correct”. If the mobile phone number is not correct, select “No, I need to change it” and enter the correct phone number.



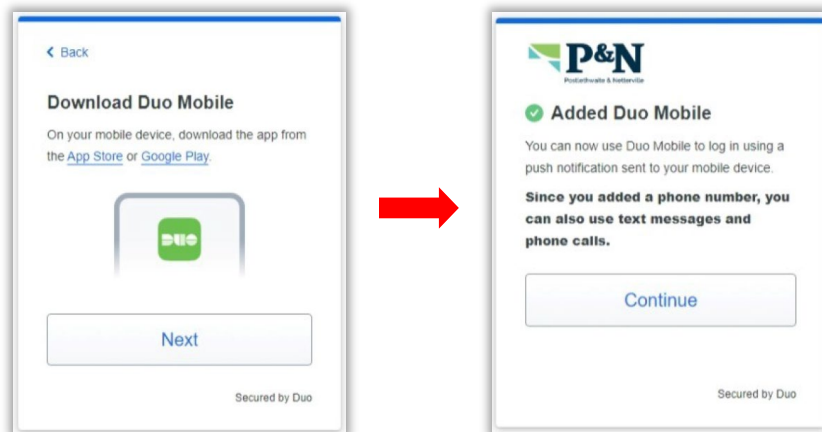
A.5 Confirm Ownership

After confirming that the phone number is correct, you will be prompted to confirm phone ownership. Press “Send me a passcode”. The passcode will be sent via text. Enter the code in the space provided and select “Verify”.



A.6 Download the Duo Mobile Application

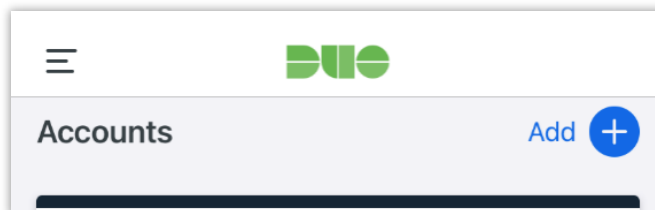
Download the Duo Mobile application to your smart phone via the App Store or Google Play Store. Select “Next” and “Continue”.



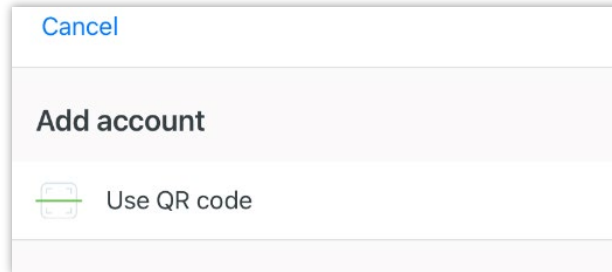
A.7 Scan QR Code on Your Browser with Your Duo Mobile App

You will be prompted to scan the QR via your Duo Mobile Application. Follow these steps:

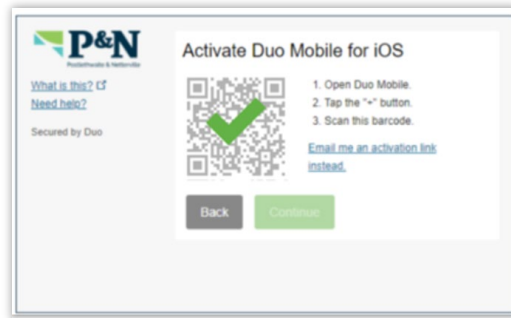
1. Open the Duo Mobile app on your smartphone.
2. Tap the “Add +” button in the upper right corner of your screen.



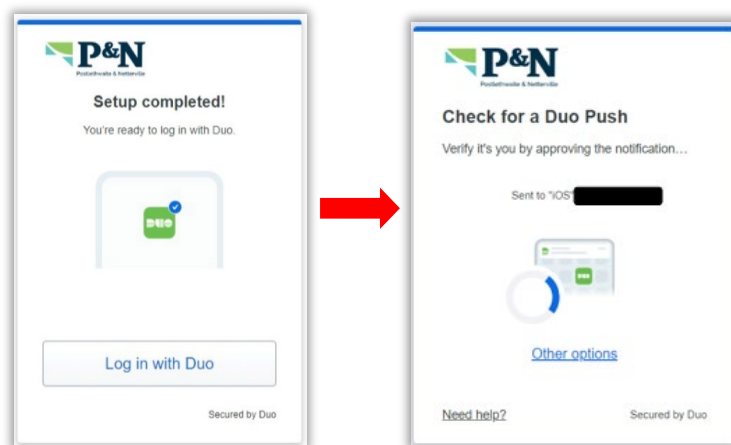
3. If prompted, choose option “Use QR code”.



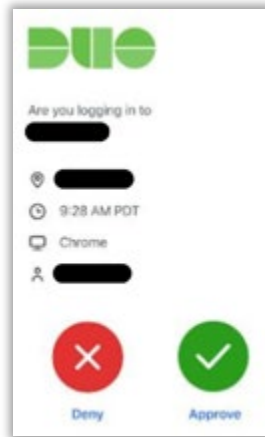
4. Scan the barcode on your computer screen’s browser via the Duo Mobile application.
- If prompted, allow Duo to access your phone’s camera to scan the QR code.



5. You should receive the following screen that states your Duo setup was successful.
- Select “Log in with Duo” and check your mobile phone for a notification.



- On your mobile phone notification, select “Approve”.



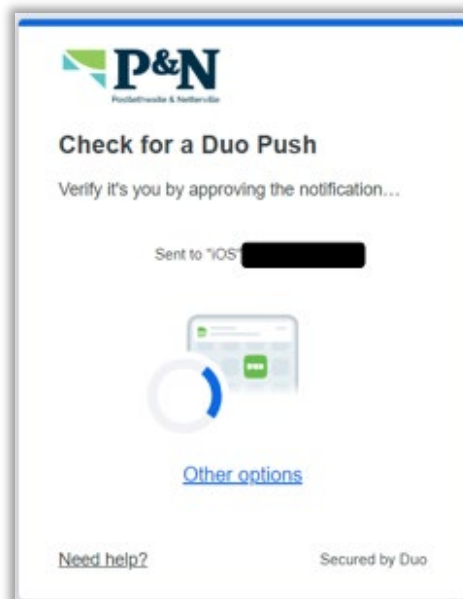
B. Using MFA – After Enrollment and Setup – Mobile (smart phone) Method

Each user who has previously registered their email address and setup multi-factor authentication can login to the LDOE Grant Portal at <https://ldoe-grantprogram.com>.

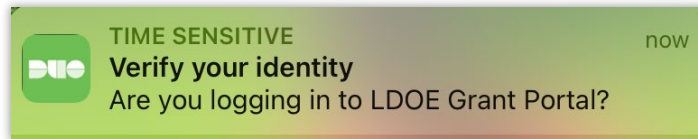
Each time you login to the LDOE Grant Portal you will be prompted to verify your login via Duo MFA.

B.1 Check for a Duo Push

After you have entered your login credentials on the LDOE Grant Portal, you will receive the page prompt from your computer browser screen.



If you have set up alerts by mobile phone, you will receive the following notification on your smartphone. Duo Push authentication attempts sent to your mobile device will expire after 60 seconds if you do not respond.



When you click the notification, your Duo app will open to an authentication page to either Approve or Deny access. Click the “Approve” button and your computer will complete the login process.

NOTE: Never click APPROVE unless you are in the process of logging into the LDOE Grant Portal. Authentication request popups that occur when you are NOT logging into your LDOE Grant Portal session are indicative of a hacker’s attempt to use your credentials.

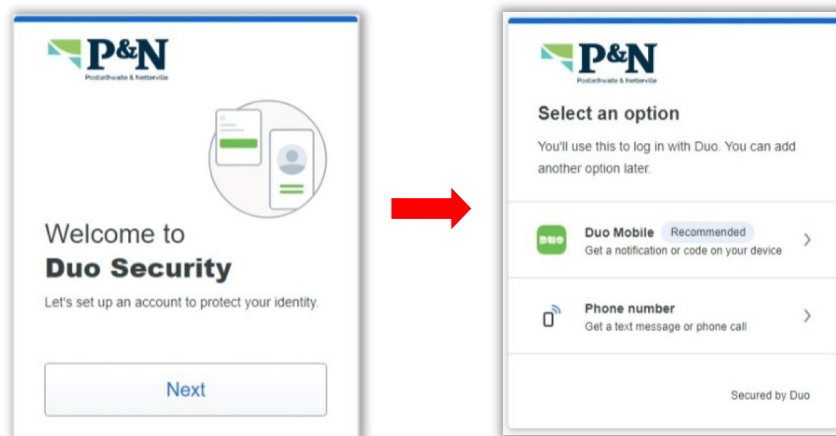
C. MFA Enrollment and Initial Setup – Landline Method

The following steps should be taken to enroll and setup multi-factor authentication using a landline phone number.

C.1 Start Setup

From your pc (desktop or laptop), access the LDOE Grant Portal and enter your login credentials. The following welcome page will be shown.

Click “Next” and select “Phone Number” from the following page.

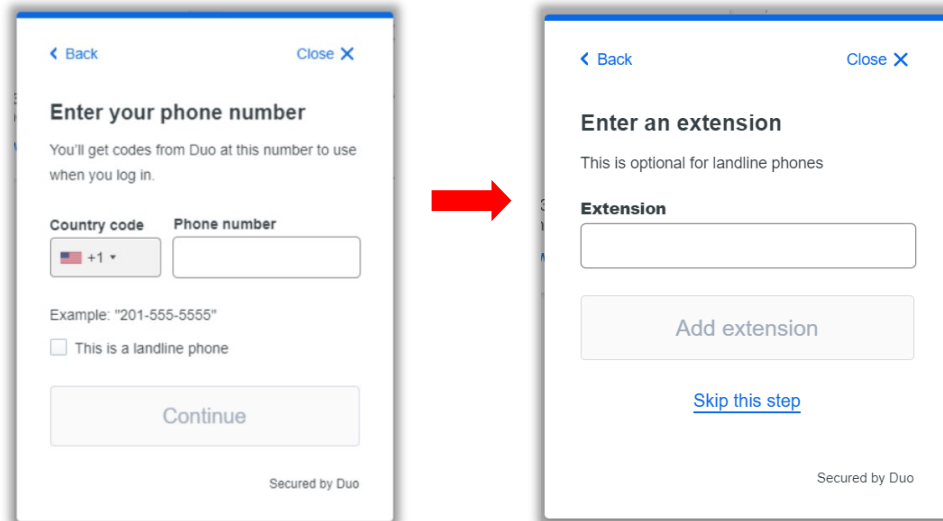


C.2 Enter Phone Number

Enter your phone number, and if you do not have a mobile phone and are currently using a landline, select check box for “Landline” and click “Continue”.

If your phone number includes an extension, enter it in the Extension field.

If your landline phone number does not include an extension, select “Skip this step”.

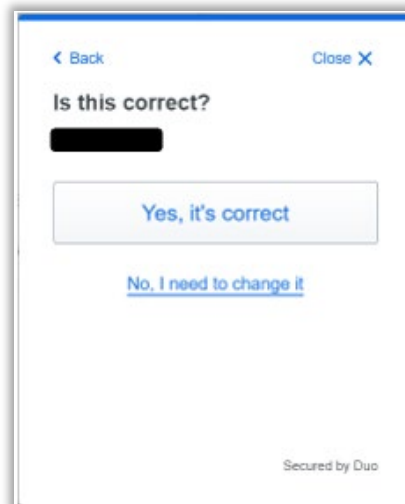


The image shows two sequential screenshots of a mobile application interface. The first screenshot is titled "Enter your phone number" and contains the following elements: a "Back" button and a "Close X" button at the top; a sub-header "Enter your phone number"; a note "You'll get codes from Duo at this number to use when you log in."; two input fields labeled "Country code" (with a dropdown menu showing "+1") and "Phone number"; an example "Example: '201-555-5555'"; a checkbox labeled "This is a landline phone"; a "Continue" button; and "Secured by Duo" at the bottom. A red arrow points to the right, leading to the second screenshot. The second screenshot is titled "Enter an extension" and contains: a "Back" button and a "Close X" button at the top; a sub-header "Enter an extension"; a note "This is optional for landline phones"; an "Extension" input field; an "Add extension" button; a "Skip this step" link; and "Secured by Duo" at the bottom.

C.3 Confirm Your Landline Phone Number

After keying in your landline phone number, a confirmation page will appear.

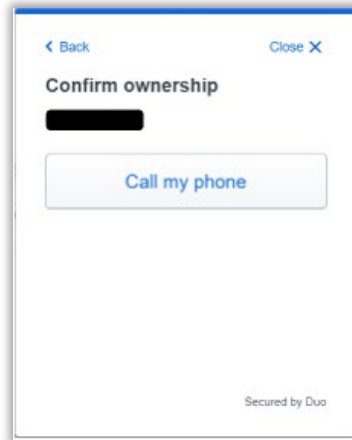
Click the “Yes, it’s correct” button to confirm the number you have entered is correct.



The image shows a single screenshot of a mobile application interface. It is titled "Is this correct?" and contains the following elements: a "Back" button and a "Close X" button at the top; a redacted phone number (represented by a black box); a "Yes, it's correct" button; a "No, I need to change it" link; and "Secured by Duo" at the bottom.

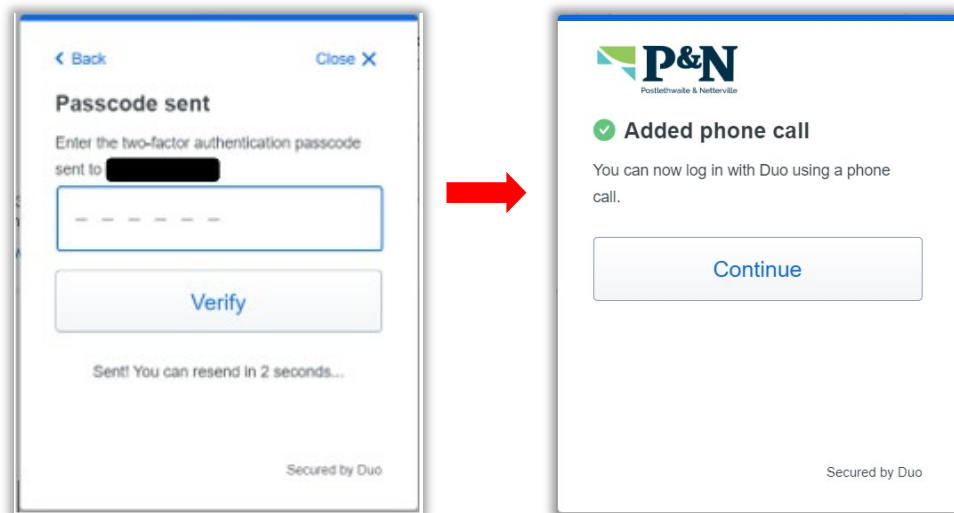
C.4 Confirm ownership

On the “Confirm ownership” page, click the “Call my phone” button. The button will prompt an automated phone call.



Enter the passcode provided by the automated phone call in the next page and select the “Verify” button.

If the code is entered correctly, you will receive a confirmation page.

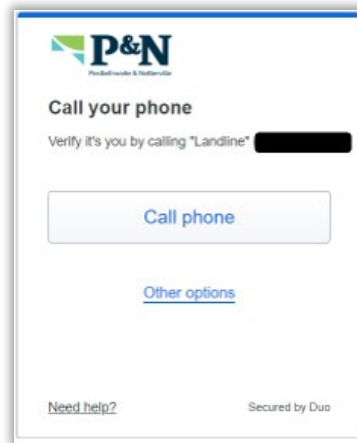


D. Using MFA – After Enrollment and Setup – Landline Method

Each user who has previously registered their email address and setup multi-factor authentication can login to the LDOE Grant Portal at <https://ldoe-grantprogram.com>. Each time you login to the LDOE Grant Port you will be prompted to verify your login via Duo MFA.

D.1 Call Phone

After you have entered your login credentials on the LDOE Grant Portal, you will see the following page. Select “Call phone”.

**D.2 Answer Call**

You will see the following page and you will receive a phone call from an automated service and be requested to press any key on your phone to log in.

If you did not request a phone call, hang-up without pressing any key.

