ACT 370 OF 2023 REGULAR SESSION
SCHOOL TRANSPARENCY PROJECT PORTAL
FREQUENTLY ASKED QUESTIONS
**UPDATED 1/10/25**

User Information and School Transparency Project Portal Navigation:

1. How do I create an account in the School Transparency Project Portal?
    - Navigate to https://la-treasurer.portal.opengov.com/sign-up.
    - Click the "Sign Up" button in the upper right-hand corner.
    - Enter your email address, select a password, and click "Sign Up."
    - After creating your account, you will be guided to the Louisiana Department of Treasury's School Transparency Project Portal homepage.
    - For more detailed step-by-step instructions on how to set up an account, see **(https://www.treasury.la.gov/)**

2. Can multiple people submit information on behalf of a school system/school to the School Transparency Project Portal?
    - Yes, but each user will need to create a separate user account in the portal. Follow the steps in Question 1 to create a second user account. The Louisiana Department of Treasury will combine both data submissions into one record for the school system/school.

3. After I create a user account, how do I log in to the School Transparency Project Portal?
    - Navigate to https://la-treasurer.portal.opengov.com/.
    - Click "Login" on the upper corner of the screen.
    - Click on "Login using Secure Portal."
    - Enter username and password, and click "Log in."

Reporting Deadlines:

4. What are the deadlines for uploading data to the School Transparency Project Portal?
    - **Friday, January 17, 2025 -** Deadline to create a user account and upload at least a portion of your data for the July 1, 2024, to December 31, 2024, reporting period.
    - **Monday, February 17, 2025 -** The Louisiana Department of Treasury will review data and communicate with you using the secure portal from Friday, January 17, 2025, until Monday, February 17, 2025. Users will have until Monday, February 17, 2025, to add data or make corrections. To add/edit data, delete the prior file upload and upload the new file.
    - **Monday, March 31, 2025 -** Data published on the School Transparency Project website for the reporting period of July 1, 2024, to December 31, 2024.

5. Are there additional reporting deadlines for Act 370?
    - No later than September 30th each year, each public school governing authority shall post on its website its most recent budget and general summary.
    - Within 30 days from approval and acceptance by the legislative auditor each year, each public school governing authority shall post on its website its most recent annual independent audit.
    - A link to Act 370 detailing those requirements, can be found here: https://www.legis.la.gov/legis/BillInfo.aspx?s=23RS&b=ACT370&sbi=y

6. What should I do if I cannot meet the reporting deadline of January 17, 2025?
   • The deadline for creating a user account in the School Transparency Project Portal and submitting at least a portion of your data is January 17, 2025. It is very important to at least create an account for your school system/school by January 17, 2025.
   • From January 17, 2025, to February 17 ,2025, the Department of Treasury will review data. **During that period, each user will be able to add/delete/edit data.** If you are unable to create an account by January 17, 2025, or need to add/delete/edit data after February 17, 2025, please request an extension through the School Transparency Project Portal. Requests to create an account after January 17, 2025, or upload/edit data after February 17, 2025, will be submitted to Dr. Fleming, Louisiana State Treasurer, for his consideration.

7. How can I ask a question about the data I submitted?
   • Each school system/school will be assigned a reviewer from the Department of Treasury. After you submit your data, you can submit a question in the box "Message the Reviewer." See screen shot below:
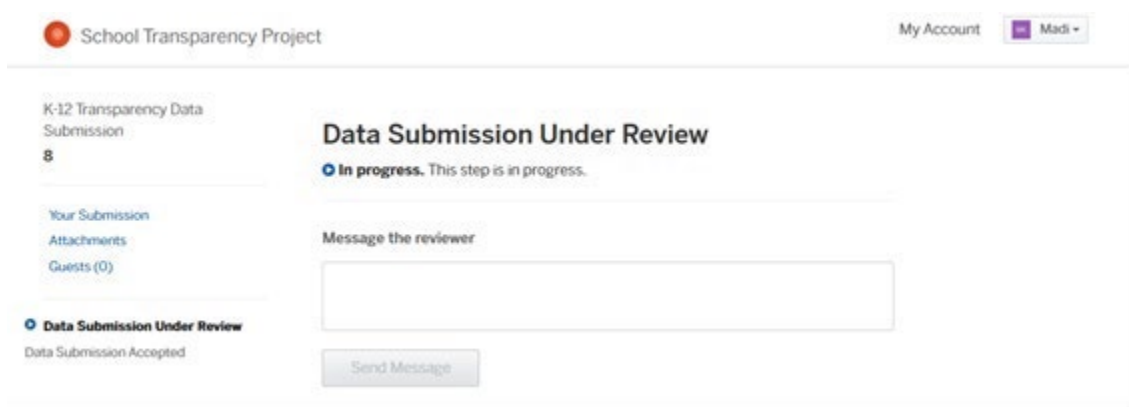
   • After the initial submission of data, users can continue to submit questions by clicking on your record from your Dashboard. See screenshot below:
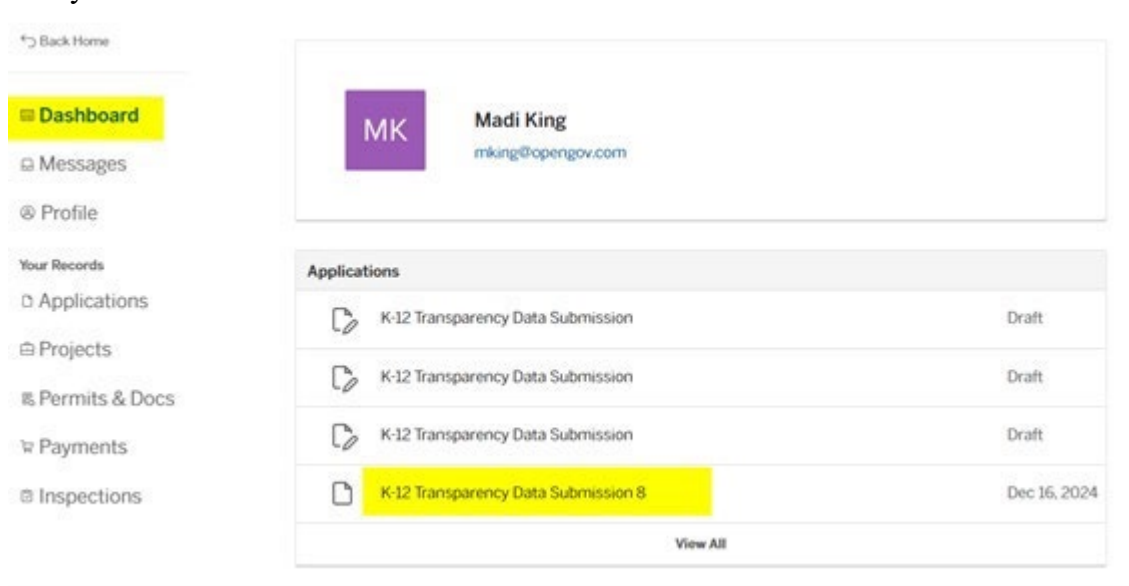
   • Then navigate from the submission to the current workflow step. See screenshot below:

- Answers to your questions will appear under the tab "Messages" on your Dashboard.

  General Data Requirements:

8. Who is required to submit data required by Act 370 of 2023 Regular Session?
    - The Louisiana Department of Education identified the list of systems/schools required to submit data in accordance with Act 370. **(See List of DOE Governing Authorities & Charters Required to Report).** This list also includes the names of individuals at each system/school who will be responsible for submitting data and DOE assigned site codes. If you would like to make a change to the list, please contact JT Sukits, Program Manager, at jsukits@treasury.la.gov or 225-219-2363.

9. What data is required to be uploaded to the School Transparency Project Portal for Act 370?
    - There are three categories of data which are required to be reported in the School Transparency Project Portal:
      1) Contracts – upload contracts using the provided template. **(See ACT 370 Contract Template).** Please note the Department of Education will now supply employee contract data; thus, users are not required to submit employee contract data.
      2) Expenditures – upload expenditures, including salaries and related benefits, using the provided template. **(See Act 370 Expenditure Template).**
      3) Budget – upload the budget data using the provided template. **(See Semi Annual Budget Form A & Annual General Budget Form A).**

10. What are the acceptable file formats for uploading data files?
    - The School Transparency Project Portal allows for uploading documents in a CSV or Excel file format.

11. Can I upload contract data, budgets, and expenditures in one file?
    - Contract data, budgets, and detailed expenditure data must be uploaded separately using the provided templates.

12. The provided templates require us to report a site code. Where can I find my school's site code, and how is it determined?
    - The Louisiana Department of Education assigns the site code. **(See List of DOE Governing Authorities & Charters Required to Report).**

13. What contract information must be reported in the School Transparency Project Portal?
    - According to La. R.S. 17:88.1 (E), a "contract" means all types of agreements, regardless of what an agreement may be called, of a public school governing authority, including orders, grants, and documents purporting to represent grants that are for the purchase or disposal of supplies, services, major repairs, or any other item.
    - "Contract" includes, to the extent applicable, awards and notices of award, contracts of a fixed-price, cost, cost-plus-a-fixed-fee, or incentive type; contracts providing for the issuance of job or task orders; leases; letter contracts; purchase orders; memoranda of understanding; cooperative endeavor agreements; and personal, professional, consulting, and social services contracts.
    - **As a result of feedback from the Department of Treasury's zoom call on data uploads, users will not be required to upload employee contract data.** The Department of Education will now provide information on employment contracts. While the employee contract data is not required to be uploaded, the actual salary and benefit expenditures must be reported in the expenditures template.

14. What is the format for uploading contract data to the School Transparency Project Portal?
    - The School Transparency Project Portal allows for uploading documents in a CSV or Excel file format using the provided contract template.

15. Should change orders and amendments be reported on the contracts template?
    - Yes, all change orders and amendment data should be uploaded to the School Transparency Project Portal using the provided contract template.

16. Is there a minimum amount of a contract that requires data reporting?
    - All contracts of any amount are required to be reported under Act 370.

17. If the contract does not have a maximum amount, how do I report that information?
    - In the event the contract does not have a maximum amount, please enter the total annual amount budgeted for the contract in the reporting year in Column H (Contract Max Amount). Under Column G, (Purpose (Contract Description), please indicate the details of the contact, such as "hourly", "as needed", etc.

18. If a contract spans multiple years, how do I report the expenditures?
    - Please report the contract expenditures during the relevant reporting period. For deadlines, please see Question #4. For the "contract begin date" and "contract end date" columns, please input the actual beginning and ending date, even if the contract begins or ends outside the reporting period.

Expenditure Data Requirements:

19. What is the format for uploading expenditure data to the School Transparency Project Portal?
    - The Louisiana Department of Treasury has provided a template for reporting contract, expenditure, and budget data in an Excel format. (**See Act 370 Contract Template, ACT 370 Expenditure Template, Semi Annual Budget Form A, and Annual General Budget Form A).** Please add more rows as needed in each attachment. Please note the names of the columns cannot be altered.

20. If an expenditure is split between multiple funding sources, object names, or function names in the accounting system, how should it be reported?

- To make it easier for the systems/schools to report information, you may list funding sources in two ways. The Department will be able to sort it both ways.
    - Report each entry as a separate row in the file for multiple funding sources; or report one entry and list multiple funding sources in the column "Funding Sources."

21. Is there a minimum amount for an expenditure that requires data reporting?
    - All expenditures of any amount are required to be reported under Act 370.

Budget Data Requirements and Submissions:

22. What is the format for uploading the budget data file?
    - The School Transparency Project Portal allows the user to upload data in a CSV or Excel file format.

Other Questions:

23. How will I know if my data has been accepted?
    - Once you upload your data, you will receive an email confirming receipt and stating your "Data Submission is Under Review." The Louisiana Department of Treasury will contact you via the portal if there are any questions about your data. Once the data has been reviewed and accepted, you will receive an email confirmation stating, "Data Submission Accepted."

24. Can I alter the template?
    - Users may add rows to the template for additional entries and/or alter the width of the columns. Any name changes to the template headings will result in an upload error.