

FY 2018 ESEA

Final Expenditure Report Instructions

Updated August 2018

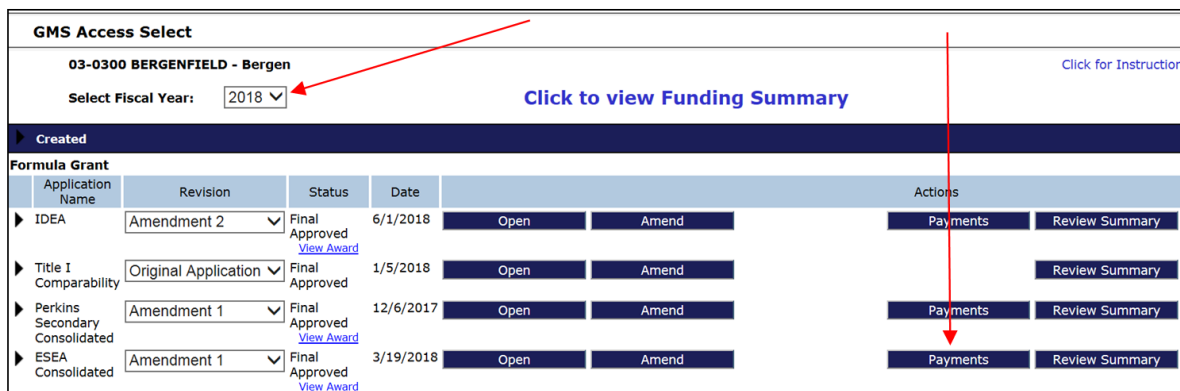
General Instructions

Login to the Electronic Web-Enabled Grant (EWEG) System and follow the steps below to access the FY 2018 *Elementary and Secondary Education Act (ESEA)* Final Expenditure Reports (FERs):

1. Click the 'GMS Access / Select' link on the EWEG Main Menu.



2. At the top left side of the page, Select Fiscal Year **2018** from the drop down list.



3. Then click the 'Payments' button on the line for ESEA Consolidated.

- The Payment Summary screen will open. Click ‘View Reimbursement Requests/Expenditure Reports.’

Payment Summary Instructions

Vendor

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 8/9/2018

	TitleIA	TitleIDSA	TitleIDLEA	TitleISIA	TitleIIA	TitleIII	TitleIIIImmigrant	TitleIV	TitleVRLIS
Current Grant Year Allocation	\$499,048	\$0	\$0	\$0	\$99,046	\$44,853	\$13,567	\$10,000	\$0
(+/-) Adjustments	\$34,386	\$0	\$0	\$0	\$4,835	\$4,090	\$6,375	\$0	\$0
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds Available	\$533,434	\$0	\$0	\$0	\$103,881	\$48,943	\$19,942	\$10,000	\$0

- The Reimbursement Request/Expenditure Report Menu will open. Select an *ESEA* title from the drop down list.

Reimbursement Request/Expenditure Report Menu Instructions

Program 00

Select program...
 TitleIA
 TitleIDSA
 TitleIDLEA
 TitleISIA
 TitleIIA
 TitleIII
 TitleIIIImmigrant
 TitleIV
 TitleVRLIS

New Jersey Department of Education
Send Questions to: eweghelp@doe.nj.gov

- Once a title is selected, the screen will display Reimbursement Requests for that title at the top of the page and Expenditure Reports for that title at the bottom of the page. Click ‘Create Expense Rep.’

Reimbursement Request/Expenditure Report Menu Instruction

Program TitleIA

Reimbursement Requests:

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

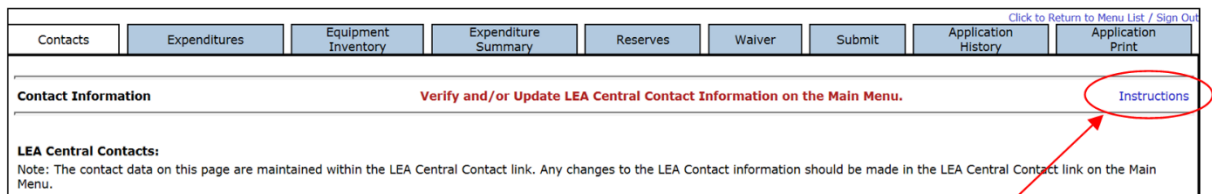
Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Reimbursement Request 2	6/15/2018	6/15/2018		Submitted to NJDOE	6/15/2018
<input type="checkbox"/>	Reimbursement Request 1	3/26/2018	4/11/2018	4/23/2018	Approved	4/23/2018

Expenditure Reports:

Select an Expenditure Report from the list(s) below and press one of the following buttons:

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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- The Expenditure Report will open and the Contacts page will appear. This is a read-only screen. To change the Contact information, return to the EWEG Main Menu and select **LEA Central Contacts**. Select the *most current year* and update the contact information. The information will automatically transfer to all current applications and reports.



- Enter information in the final expenditure report by working through the tabs from left to right and top to bottom. An instructions link is available on each page. Click on the link for further directions about completing that page. Enter expenditure amounts in whole dollars, with no cents and no dollar signs or commas.
- Once all required information has been entered in each tab, go to the Submit tab, run the Consistency Check to identify any errors or omissions, and then submit the report.
- Repeat the steps above for each *ESEA* title in which funds were budgeted for the 2017-2018 project period.

Review and Approval

The NJDOE will review each FY 2018 *ESEA* FER and contact the LEA if any revisions are required. The reports will be reviewed and approved in the order they are received, so it is best to submit as early as possible and not wait until the deadline.

Final Payments

Timely submission of the FERs is especially important if they include final payments. Any funds due to an LEA will be automatically generated upon approval of the FERs. Because FERs serve as final reimbursement requests, amendments to approved FERs are not permitted.

Carryover

Upon final approval of each FY18 FER, any carryover funds, identified in the FER as either overpayment and/or net carryover, will become available to budget in the LEA's FY19 *ESEA* grant year application. If the LEA's FY19 *ESEA* application does not have final NJDOE approval, the LEA will budget the carryover funds as part of the original application submission. If however the FY 2019 *ESEA* application has received final NJDOE approval, the LEA must budget the carryover funds by submitting an amendment to the FY 2019 *ESEA* application.

For further assistance, please contact the EWEG Help Desk at eweghelp@doe.nj.gov

Page Specific Instructions

Contacts

This is a read-only screen. Cells are populated with the information entered in the LEA Central Contact link.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
Contact Information		Verify and/or Update LEA Central Contact Information on the Main Menu.						Instructions

To change the contact information, return to the EWEG Main Menu and select ****LEA Central Contact-Required**.

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

Administrative

****LEA Central Contact-REQUIRED**

Consortium Administration

GMS Access / Select

Funded Applications

Non-Funded Data Collections

Select the most current year and open it.

Year Selection	
Open	
Select	Year(s)
2018-2019	
<input checked="" type="radio"/>	Opened

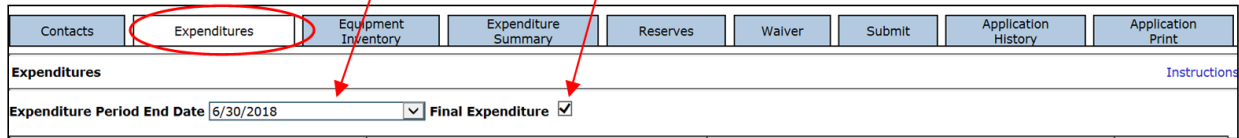
Update the contact information. The information you enter will automatically transfer to all current applications and reports.

Data Collection:		2018-2019 LEA Central Contacts					
Overview	Central Contacts	ESEA Contact	IDEA Contact	DUNS Number	General Assurances		

It is important to keep the contact information up-to-date because the EWEG system sends automated emails to these addresses and because NJDOE staff use the information to contact districts about their applications, reports, and reimbursement requests. Out-of-date information may delay approvals. Update contact information whenever there are changes.

Expenditures

At the top of the page, select the 'End Period Expense' date of 6/30/2018 from the drop-down list and place a checkmark in the 'Final Expenditure' checkbox.



The screenshot shows a navigation bar with buttons for 'Contacts', 'Expenditures', 'Equipment Inventory', 'Expenditure Summary', 'Reserves', 'Waiver', 'Submit', 'Application History', and 'Application Print'. The 'Expenditures' button is circled in red. Below the navigation bar, the 'Expenditure Period End Date' is set to '6/30/2018' and the 'Final Expenditure' checkbox is checked. Red arrows point from the 'Expenditures' button to the date field and from the 'Equipment Inventory' button to the 'Final Expenditure' checkbox.

In the middle of the page, the line item details for the last approved budget will be prepopulated in the **Budgeted** columns. Enter the total expenditures for the project year on the appropriate lines in the **Expended** columns under **Public** and, if applicable, **Nonpublic**. Enter whole numbers with no cents and no dollar signs or commas.

- All lines *except* equipment are enterable. Equipment costs are entered on the **Equipment Inventory** page. Once the equipment page is completed and saved, the equipment costs will automatically transfer to the Expenditures page. Come back to the Expenditures page and save it.
- The total Public expenditures entered cannot exceed the total Public Budget and the total Nonpublic expenditures entered cannot exceed the total Nonpublic Budget
- Once expenditures are entered, any differences between the budgets and the expenditures will be displayed in the **Difference** column on the right.
- Enter an explanation in the text box at the bottom of the page if funds were expended in an unopened (previously unbudgeted) line and/or if the total transfers exceed 10% of the allocation.
- Admin Costs may not exceed the specified percentage of **total expenditures**:
 - Title I-A, Title I-D, Title II-A, and Title V RLIS 5%
 - Title III, Title III Immigrant, and Title IV-A 2%
- Be sure to click 'Calculate Totals' and 'Save Page' at the bottom of the screen.

Equipment Inventory

This page is only required if funds were expended on equipment. If the LEA had no equipment expenditures, skip this page; do not save it.

Equipment is any instrument, machine, furniture, apparatus or set of articles, which meets **all** the following criteria:

1. It retains its original shape, appearance and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is nonexpendable, that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit;
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year; and
5. The item costs more than \$2,000. If items with lower unit costs were purchased, include them under supplies (100-600 and/or 200-600) on the Expenditures tab.

Instructional Equipment 400-731 is used by students and instructional staff for direct instruction.

Non-Instructional Equipment 400-732 is used for purposes other than direct instruction for students.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
400-731 Instructional Equipment			400-732 Non-Instructional Equipment					
Equipment Detail Instructions								
Delivery Date	Description	Manufacturer/Model	Serial/Inventory Number	Public Acquisition Cost	Nonpublic Acquisition Cost	Total Acquisition Cost	Location in LEA	Delete
2/1/2018	SmartBoard 885e IWB System	TELE-MEASUREMENT	KO13FFW61E0087	3999	0	3999	SCHOOL 12	<input type="checkbox"/>
Total Inventory Expenditures				3999	0	3999		

Enter information in each column for each piece of equipment purchased:

- Delivery date – must be before the end of the project period
- Description
- Manufacturer/Model
- Serial/Inventory Number
- Public Acquisition Cost
- Nonpublic Acquisition Cost
- Location of equipment in LEA

Click ‘Calculate Totals’ and ‘Save Page’ at the bottom of the screen. The total Acquisition Cost will calculate automatically. Once the equipment pages are completed and saved, the total equipment expenditures will automatically transfer to the Expenditures page. Go back to the Expenditures page and save it to update the information.

Expenditure Summary

First complete and save the Expenditures page and Equipment Inventory page, if applicable. Then complete and save the Expenditure Summary page. If you make changes to the Expenditures or Equipment pages, come back to the Expenditure Summary page, make revisions if necessary, and then save it again.

The top of the Expenditure Summary page shows the calculation of the Final Payment or Overpayment, if any. None of these fields is enterable.

Total Reported Expenditures – As reported by the LEA on the Expenditures tab.

Paid to Date – Reimbursements requested by and paid to the LEA.

Final Payment (positive difference) – If the expenditures exceed the paid to date amount, a final payment will be sent to the district automatically upon approval of the FER.

Overpayment (negative difference) – If the paid to date amount exceeds the expenditures, the LEA was paid more than they expended, resulting in an overpayment. See more on this below.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
Expenditure Summary								Instructions
Final Payment / Overpayment Calculation								
Function	Description	Total Reported Expenditures	Paid to Date	Difference				
100	Instruction	\$313,410	\$257,897	\$55,513				
200	Support Services	\$133,257	\$41,489	\$91,768				
400	FAC ACQ & CONSTRUCTION SERV	\$0	\$0	\$0				
520	Schoolwide	\$0	\$0	\$0				
Indirect Costs	Approved Rate 3.786% Derived Rate 0%	\$0	\$0	\$0				
PGM	Program Admin	\$0	\$0	\$0				
Totals		\$446,667	\$299,386	\$147,281				
		Final Payment/(Overpayment)		\$147,281				

The center of the Expenditure Summary page compares the expenditures to the budget and calculates any required refunds or releases. Only lines H and I are enterable.

A. Total Funds Available – Includes the allocation for the year being reported, any carryover and/or overpayments from the prior year, and any transfers in from other titles.

B. Final Approved Budget – The last approved budget either from the original application or a subsequent amendment. If the final approved budget does not match the funds available, the LEA must submit an amendment before the final report can be submitted.

C. Total Reported Expenditures – As reported by the district on the Expenditures tab.

D. Previous Year Overpayment to be Offset – The amount that was paid in the previous year but not expended is available to offset expenditures in the year being reported.

D1. Expenditures Applied as Offset – The amount of the expenditures being deducted from the overpayment as an offset.

E. Previous Year Overpayment funds not Offset (D - D1) – REFUND to NJDOE – If the expenditures for the year being reported are less than the previous year overpayment then the LEA must refund the amount indicated. This amount was paid in the previous year and not expended in either the previous or subsequent year and must be returned.

		Total
A.	Total Funds Available	\$533,434
B.	Final Approved Budget	\$533,434
Apply expenditures to prior year funds (D and G are included in A)		
C.	Total Reported Expenditures	\$446,667
D.	2016-2017 Overpayment to be offset	\$0
D1.	Expenditures (C) applied as Offset	\$0
E.	2016-2017 Overpayment funds not offset (D - D1) - REFUND to NJDOE	\$0

F. Expenditures remaining to apply to carryover (C - D1) – Reported expenditures minus the overpayment offset.

G. Prior Year Carryover – Unexpended and unpaid funds from the prior year that were carried forward and added to the current year budget.

H. Prior Year Carryover funds to be released (G - F) – LEAs have one year to expend carryover. If the carryover is not expended in that subsequent year it must be released.

I. Other Prior Year Funds to be released – Prior year funds not expended or released automatically.

J. Other funds in excess of H to be returned to NJDOE – Additional prior year funds to be refunded to NJDOE.

F.	Expenditures remaining to apply to carryover (C - D1)	\$446,667
G.	2016-2017 Carryover	\$34,386
H.	2016-2017 Carryover funds to be released (G-F)	0
I.	Other 2016-2017 funds to be released	0
J.	Other funds in excess of H to be returned to NJDOE	\$0

The bottom of the page shows the calculation of any overpayment and/or net carryover. Lines M and N are enterable.

K. Current Year Funds Available – The allocation for the year being reported.

L. Expenditures Remaining to apply to current year funds (F – G + H + I) – This is expenditures remaining after any prior year carryover has been applied and any overpayments have been offset.

M. 2017-2018 Overpayment – Enter the overpayment amount indicated, if any.

N. Other 2017-2018 funds to be released – If the district is not permitted to or chooses not to carry over all or part of the unexpended funds, enter the amount to be released on this line.

O. Net 2017-2018 Carryover to 2019 (K – L – M – N) – This is the total of the unexpended funds minus any overpayments or releases.

Current Year Fund Calculations		
K.	Current Year Funds Available	\$499,048
L.	Expenditures remaining to apply to current year funds (F - G + H + I)	\$412,281
M.	2017-2018 Overpayment (Enter total of \$0)	0
N.	Other 2017-2018 funds to be released	0
O.	Net 2017-2018 Carryover to 2019 (K-L-M-N)	\$86,767

The total FY 2018 carryover, if any, is identified in the FER as Overpayment and/or Net Carryover:

Overpayment – funds that were budgeted and *paid, but not expended* during the FY 2018 project period. These funds may be budgeted and expended in FY 2019, but will be deducted from the FY 2019 payments until they are completely offset.

Net carryover – funds that were budgeted but *not expended or paid* during the FY 2018 project period. These funds may be budgeted, expended, and paid in FY 2019.

If the LEA does not wish to carry over funds, they must indicate this on the FY 2018 FER by entering an amount in the release line. Once an FER is final approved with carryover, the funds can no longer be released and must be added to the FY 2019 year budget.

Reserves (Title I, Part A Only)

The budgeted amounts on this page are prepopulated from Title I, Part A, Eligibility Step 4 page in the last approved 2018 ESEA application or amendment. Reserves are a subset of the Title I expenditures. Any amounts reported on this page should also be included on the Expenditures page. Total reserve expenditures cannot exceed the total expenditures reported on the Expenditures page.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
Reserves								Instructions

Parent and Family Engagement (P&FE) is a required reserve for LEAs with allocations greater than \$500,000. It is also a restricted reserve. Any unexpended portion of the FY 2018 required amount must be carried forward and used for the same purpose in FY 2019. Any unexpended 2017 Carryover P&FE funds must be released on the Expenditure Summary tab. P&FE expenditures should be allocated and entered in this order:

1. Carryover – Unexpended reserves from 2017.
2. Transferability – One percent of 2018 funds transferred into Title I-A from Title II-A or Title IV-A
3. 2018 Requirement – One percent of the 2018 ESEA Allocation

Other Required Reserves – enter expenditures for any budgeted lines:

- Homeless Students Not Served
- Neglected

Optional Reserves – enter expenditures for any budgeted lines:

- Administration
- Additional LEA Parent and Family Engagement
- Preschool Programs
- District-wide Instructional Programs
- LEA Professional Development
- Teacher Incentives and Rewards
- Priority/Focus Interventions

Waiver (Title I, Part A Only)

LEAs that wish to carryover more than 15% of their FY 2018 Title I-A allocation and meet the following criteria must request a Waiver:

1. The Title I, Part A allocation for FY 2018 is greater than or equal to \$50,000 and
2. The LEA was not granted a Title I, Part A waiver for FY 2016 or FY 2017.

The Title I, Part A allocation includes the current year allocation plus the Title I, Part A Neglected allocation and any portion of the Title II, Part A or Title IV, Part A allocations that were transferred into Title I, Part A. It does not include the Title I SIA, Part A School Improvement allocation or any previous year Title I, Part A carryover.

New this year: The Title I, Part A Carryover Waiver request is included in the Title I, Part A FER. A separate waiver application is no longer required.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
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Title I Part A Waiver Instructions

Waiver Granted 2015-2016:

Waiver Granted 2016-2017:

	Allocation*	Carryover Amount	Carryover Percent
2017-2018	499,048	180,186	36.11

LEAs may request to carry forward more than 15% of the Title I, Part A Allocation only *once every three years*. If the LEA was granted a waiver in FY 2016 or FY 2017, as indicated by a “Y” in either of the Waiver Granted boxes, they are not eligible for a waiver in FY 2018.

If the LEA is eligible for a waiver and would like to request one, click ‘Yes.’ Then complete the bottom of the page.

If any of these situations apply:

- The LEA is eligible for a waiver, but prefers not to exercise the option;
- The LEA is not eligible for waiver because they were granted one in either of the two previous years;
- The LEA requested a waiver and it was denied

Return to the Expenditure Summary tab and release an amount of funds that results in total carryover (overpayment plus net carryover) of 15% or less. Then go back to the waiver tab, click ‘No,’ and save the page.

If the carryover shown above is more than 15%, but the allocation is less than \$50,000, a waiver is not required. The full amount may be carried over.

The NJDOE will review the request to determine if it is reasonable and necessary and then notify the LEA if the request was approved or denied.

Expenditure Targets (Title II, Part A and Title IV, Part A)

The top of this page shows the total expenditures for FY 2018 as reported by the LEA on the Expenditures tab. If the LEA had expenditures but the amount on the top of the page is zero, go back and complete the Expenditures tab and save it.

The rest of the page lists all the available FY 2018 Allowable Uses for this title. Refer back to your last approved FY 2018 ESEA approved application or amendment to see the allowable uses the LEA selected for this title and how much was budgeted for each Allowable Use. Come back to this page and enter amounts in the boxes next to each Allowable Use, indicating how much was actually expended in each category.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
Title IIA Expenditure Targets							Instructions
Total Expenditures - (from the Expenditures tab)						103881	

The total of the amounts entered must equal the total expenditures at the top of the page.

Submit

Once all required information has been entered into each tab in the report, go to the Submit tab and run the Consistency Check. Correct any errors or omissions and then run the check again.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
Submit								Instructions
The Consistency Check must be successfully processed before you can submit your application.								
CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).								
Consistency Check			Lock Application			Unlock Application		

Once the Consistency Check has been run successfully, the application will lock and will be ready for submission. If you wish to make additional changes before submitting, click ‘Unlock Application.’ Make any changes and then run the check again. When you are ready to submit, click ‘Submit to NJDOE.’

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Submit	Application History	Application Print
Submit						Instructions
Warning!						
You are about to make final submission of the budget information for NJDOE approval. In order to make changes to your institution's budget after clicking the submit button below you must contact NJDOE to change your application's status. The application has been locked by the consistency check process.						
CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
Lock Application			Unlock Application			
Consistency Check was run on:		8/13/2018		Submit to NJDOE		
Authorized Representative						
Title I Review						
OGM Review						

Application History

This is a read-only screen. It provides information on the current status of the grant application plus a listing of all previous activity and it allows the applicant LEA to track the status of the application through the review and approval process.

Contacts	Expenditures	Equipment Inventory	Reserves	Expenditure Summary	Waiver	Submit	Application History	Application Print
Application History (Read Only)								Instructions
Status Change			UserId			Action Date		

Status Change – Identifies the type of action step that occurred (e.g., Submitted to NJDOE, Returned for Changes, Final Application Approved).

User ID – Identifies the User ID of the person who performed the action step. Federal regulations require that each user have their own unique User ID.

Action Date – Identifies the date on which the action step was performed.

Application Print

Use this tab to print some or all pages in the report. Click the name of the grant to see the sub-tabs. Click in the white boxes next to the names of the tabs to indicate which pages you wish to print, and then click the “Request Print” button. Under “Requested Print Jobs,” you will see your login and the date of the print request.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Submit	Application History	Application Print
Selectable Application Print						
NOTE: Print requests do not process immediately. The process runs hourly at the top of the hour. If you need an immediate copy of a page, use the Printer Friendly view on the respective page and print using your browser's print function.						
Request Print Job						
<input type="checkbox"/> Title III						
<input type="checkbox"/> Contacts						
<input checked="" type="checkbox"/> Expenditures						
<input type="checkbox"/> Equipment Inventory						
<input checked="" type="checkbox"/> Expenditure Summary						
<input type="checkbox"/> Submit						
<input type="checkbox"/> Application History						
<input type="checkbox"/> Application Print						
Request Print						
Requested Print Jobs						
Requested by johndoe101234 on 8/15/2018 at 10:35:29 AM						
Completed Print Jobs						
Completed - johndoe101234 on 8/15/2018 at 11:03:17 AM						

Print jobs are processed in batches every hour on the hour. Once the hour has lapsed, go back to the print tab and you will see a link under “Completed Print Jobs.” Click the link and it will open a PDF file that you may print and/or save.

You may also print individual pages immediately by using the print function on your computer.