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DEPARTMENT OF EDUCATION
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September 11, 2012

TO: Chief School Administrator
Charter School Lead Person
State Agency Title I, Part D Project Director
School Business Administrator

FROM: Anne Corwell, Director 
Office of Grants Management

SUBJECT: FY 2012 *No Child Left Behind (NCLB)* Final Expenditure Reports

Please be advised that the FY 2012 *NCLB* Final Expenditure Reports will be available by Thursday, September 13, 2012 for district use in the Electronic Web-Enabled Grant (EWEG) system. At that time, your district may begin to complete its final expenditure reports on the EWEG system. The due date for submission of these final expenditure reports is **Monday, October 22, 2012**.

Due to the notification by the United States Department of Education (USDE) that an extension will not be granted to the FY 2012 *NCLB* liquidation period, districts will have a 45-day liquidation period until October 15, 2012, to liquidate all FY 2012 *NCLB* funds. This shortened liquidation period is being implemented in order to avoid jeopardizing payment of any remaining grant funds for the FY 2012 *NCLB* project year. Consequently, submission of all applicable FY 2012 *NCLB* Final Expenditure Reports by the October 22, 2012 due date is critical to ensuring that FY 2012 *NCLB* funds are not forfeited by any district.

As with the FY 2011 *NCLB* final report, districts will no longer submit a consolidated *NCLB* Final Report, but will submit one final expenditure report for each title in which FY 2012 *NCLB* funds were accepted and expended on allowable programs, activities, and/or services.

As such, this format will contain financial information including, but not limited to, total expenditures, funds paid to date, unexpended funds, overpayments, refunds, and releases of funds to the NJDOE for each applicable *NCLB* grant program. This integrated information will allow the EWEG system to close-out the FY 2012 grant period, per title, and provide districts with an exact accounting of the FY 2012 funds as these relate to: 1) the amount of funds that will be paid upon approval of each final expenditure report; 2) the amount of funds that were over paid and will need to be subtracted (offset) from unexpended balances; and 3) the amount of unexpended funds, per title, which can be carried over into the FY 2013 *NCLB* project period.

A critical element to the successful completion of each final expenditure report is the requirement that all amendments and prior-year final reports for the district have final NJDOE

approval. Only then, will districts be able to enter accurate information regarding the total amount of budgeted and expended FY 2012 funds (including FY 2011 overpayments/carryover funds), and complete and submit their final expenditure reports. Districts that have not obtained these approvals will not be able to submit the applicable FY 2012 final expenditure report until all amendments and prior-year final reports are approved.

Each final expenditure report may be accessed by logging onto the EWEG system and selecting the 'NCLB' link found on the main menu screen. After selecting the last, approved FY 2012 NCLB application (i.e., original or amendment), the user must click the 'Payments' button to access the Payment Summary screen from which the user will create and submit its final expenditure report for each applicable title. Please see Attachment A for further details on creating and submitting each applicable NCLB Final Expenditure Report. If the NCLB link is not displayed, please email the EWEG Help Desk at eweghelp@doe.state.nj.us to request assistance.

Upon final NJDOE approval of each applicable FY 2012 NCLB Final Expenditure Report, any funds identified as either overpayment or carryover funds will transfer into separate lines in the allocation section of the district's FY 2013 NCLB application. At this point, if the district's FY 2013 NCLB application **does not have** final NJDOE approval, the district must budget the overpayment and/or carryover funds as part of the original application submission (these overpayment and/or carryover funds will be reviewed as part of the FY 2013 application approval process). If, however, the FY 2012 NCLB application **has final** NJDOE approval, the district must budget the overpayment and/or carryover funds by submitting an amendment to the FY 2013 application.

Please note: Districts may spend FY 2012 carryover funds now on FY 2013 allowable costs, and may charge these costs retroactively to September 1, 2012. If a district funds programs, services, and activities that are not approved in the FY 2013 NCLB application, the district will be responsible for the incurred costs. Please see Attachment B for further details on carryover and overpayment funds.

If you have any questions concerning the information contained in this memo, please contact the Office of Grants Management (OGM) at (609) 633-6974.

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Attachments

c: Members, State Board of Education
 Christopher D. Cerf
 Senior Staff
 David Joye
 NCLB Directors
 Executive County Superintendents
 Executive Directors for Regional Achievement Centers
 Executive County School Business Administrators
 Garden State Coalition of Schools
 New Jersey LEE Group Members
 New Jersey Charter Public School Association
 Nonpublic School Advisory Committee
 Andrea Sunderville
 File

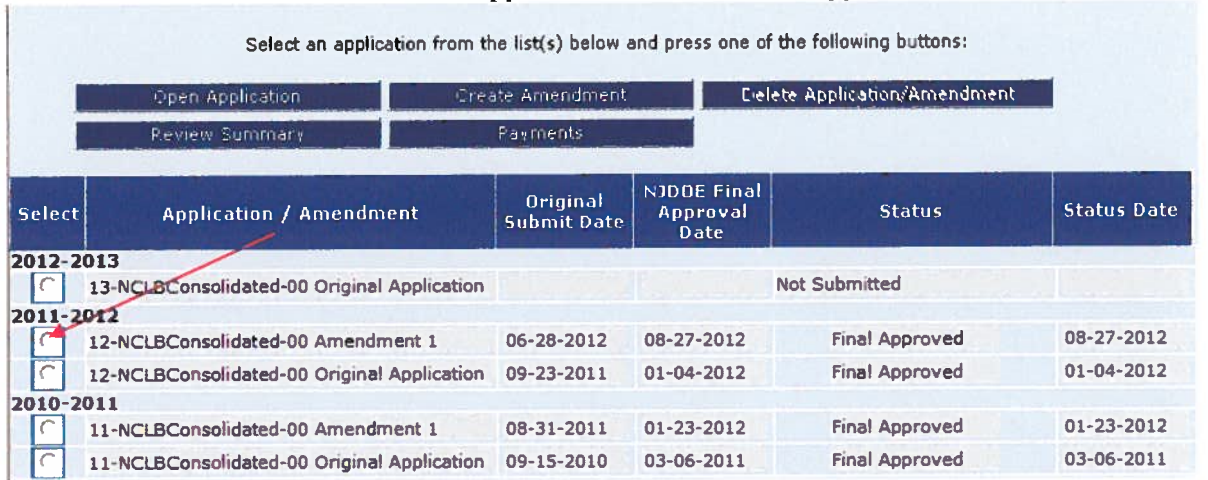
**FY 2012 NCLB FINAL EXPENDITURE REPORT
INSTRUCTIONS**

Follow the steps below to access the applicable, FY 2012 NCLB Final Expenditure Report:

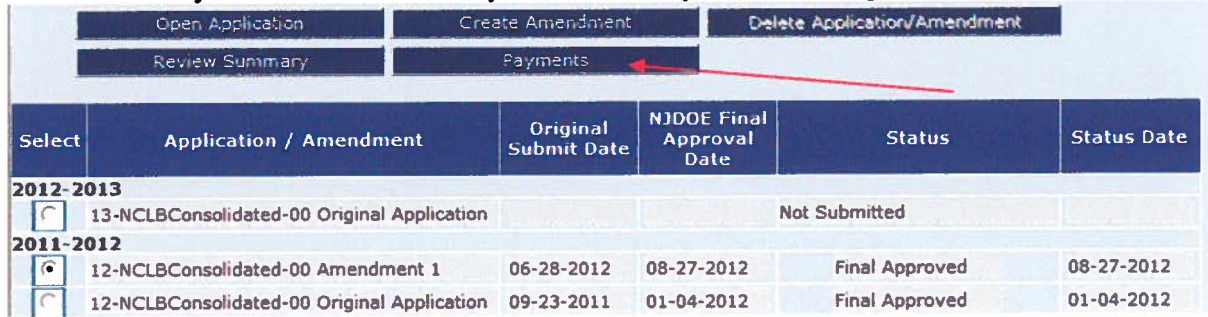
1. Click the NCLB Consolidated link on the main EWEG MENU



2. Select the radio button for the last approved FY 2012 NCLB application.



3. Click the Payments button. The Payment Summary screen will open.



4. Click the View Reimbursement Requests/Expenditure Reports button.

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 8/31/2012

	NCLBTitleI	NCLBTitleID	NCLBTitleISIA	NCLBTitleIIA	NCLBTitleIID	NCLBTitleIII	NCLBTitleIIIImmigrant	NCLBTitleVI
Current Grant Year Allocation	\$8,326,619	\$0	\$0	\$1,588,437	\$0	\$747,101	\$345,708	\$0
(+/-) Adjustments	\$505,025	\$0	\$64,980	\$12,370	\$1,314	\$6,377	\$14,294	\$0
(+/-) Consortiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds Available	\$8,831,644	\$0	\$64,980	\$1,600,807	\$1,314	\$753,478	\$360,002	\$0
Anticipated Payments								
Auto-Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

5. The Reimbursement Request/Expenditure Report Menu will open. In order for title specific information to be displayed, please click the drop-down arrow and select a title.

Reimbursement Request/Expenditure Report Menu Instructions

Program: Select program...

Select program...

NCLBTitleI

NCLBTitleID

NCLBTitleISIA

NCLBTitleIIA

NCLBTitleIID


NCLBTitleIII

NCLBTitleIIIImmigrant

NCLBTitleIV

NCLBTitleVI

TEST use


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

6. Once a Title is selected (such as Title I Part A) the screen will display information on both Reimbursement Requests and Expenditure Reports. Click the 'Create Expense Rep' button.

Open Request Create New Request Delete Request Review Summary

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Reimbursement Request 7	7/12/2012	7/12/2012		Submitted to NJDOE	7/12/2012
<input type="checkbox"/>	Reimbursement Request 6	6/20/2012	6/20/2012	6/29/2012	Approved	6/29/2012
<input type="checkbox"/>	Reimbursement Request 5	5/15/2012	5/15/2012	5/30/2012	Approved	5/30/2012
<input type="checkbox"/>	Reimbursement Request 4	4/11/2012	4/11/2012	4/26/2012	Approved	4/26/2012
<input type="checkbox"/>	Reimbursement Request 3	3/14/2012	3/14/2012	3/29/2012	Approved	3/29/2012
<input type="checkbox"/>	Reimbursement Request 2	2/14/2012	2/14/2012	2/27/2012	Approved	2/27/2012
<input type="checkbox"/>	Reimbursement Request 1	1/10/2012	1/10/2012	1/18/2012	Approved	1/18/2012

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

Open Expense Rep Create Expense Rep Delete Expense Rep Review Summary

7. Once the 'Create Expense Rep' button is clicked, the Expenditure Report 1 is created for the selected title.

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
<input type="checkbox"/>	Expenditure Report 1	N	8/27/2012			Not Submitted	

8. Click in the Select box, and then click the 'Open Expense Rep' button. The Expenditure Report for the specific title will display for the user to enter information.

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
<input type="checkbox"/>	Expenditure Report 1	N	8/27/2012			Not Submitted	

9. The final expenditure report for the selected title automatically opens with the standard tab strip structure. Enter information by working through the tabs from left to right and top to bottom. Instruction links can be accessed on each screen for further details related to the type of information to be entered. **Please note: changes to Contact information must be made by accessing the most current LEA Central Contact link.**

Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Waiver	Submit	Application History	Page Review Status	Application Print
Contact Information										Instructions
LEA Central Contacts:										
Note: The contact data on this page are maintained within the LEA Central Contact system. Any changes to the LEA Contact information should be made in the LEA Central Contact system.										
Administrative Offices:										

10. On the 'Expenditures' tab, please select an 'End Period Expense' date from the drop-down menu and place a checkmark in the 'Final Expenditure' checkbox.

Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Waiver	Submit	Application History	Page Review Status	App
Expenditures										Instructions
Expenditure Period End Date		8/31/2012			Final Expenditure		<input checked="" type="checkbox"/>			
Expenditure Category	Public	Budgeted Nonpublic	Total	Public	Expended Nonpublic	Total	Difference			
100-100 Salaries	409296	0	409296	0	0	0	-409296			
100-300 Purchased Services	0	89811	89811	89811	0	89811	0			
100-500 Other Purchased Services	1398811	0	1398811	1398811	0	1398811	0			
100-600 Instructional Supplies	216231	0	216231	216231	0	216231	0			
100-800 Other Objects	0	0	0	0	0	0	0			
200-100 Salaries	99105	0	99105	0	0	0	-99105			
200-200 Benefits	57791	0	57791	0	0	0	-57791			
200-300 Prof and Tech Services	1120175	0	1120175	110000	0	110000	-1010175			

PLEASE NOTE: A CHECKMARK MUST BE PLACED IN THE FINAL EXPENDITURE BOX IN ORDER TO SUBMIT THE FINAL EXPENDITURE REPORT.

11. Once all information is entered, click the 'Consistency Check' button under the Submit tab. Any detected error messages will display in red on the screen. If red error messages appear, return to the appropriate section of the final expenditure report and make all necessary revisions before running another Consistency Check.

Program: NCLB Title I Part A 07/31/2011 [Click to Return to Reimb/Expend Menu](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Waiver	Submit	Application History	Page Review Status	App P
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Submit

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

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

A successful Consistency Check will display the message – 'Passed Consistency Check' in each section of the applicable, *NCLB* Final Expenditure Report.

At this point, a red 'Warning' message and a 'Submit to NJDOE' button will appear on the screen. Please click the 'Submit to NJDOE' button in order to submit the Final Expenditure Report for the selected title.

Program: NCLB Title I Part A 07/31/2011 [Click to Return to Reimb/Expend Menu](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Waiver	Submit	Application History	Page Review Status	App P
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Submit

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.

[Lock Application](#) [Unlock Application](#)

Consistency Check was run on: 10/20/2011
 Subrecipient Data Entry
 Authorized Representative
 Final Application Review

[Submit to NJDOE](#)

12. Repeat the steps above for each title in which FY 2012 *NCLB* funds were expended during the 2011-2012 *NCLB* project period [i.e., Title I, Part A; Title I, Part D; Title I SIA (a); Title II, Part A; Title II, Part D; Title III; Title III Immigrant; and Title VI].

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

FY 2012 Unexpended NCLB Funds

Carryover Funds:

Although carryover is permitted with some restrictions, districts are encouraged to use their funds during the fiscal year for which they are approved. Please keep in mind the following restrictions regarding these unexpended funds in several *NCLB* programs:

Title I, Part A

- Not more than 15% of a district's Title I Part A allocation [excluding School Improvement Allocation (SIA) funds] may be carried over to the next fiscal year. This percentage may be waived and a larger percent allowed only once every three years if the NJDOE determines the request is reasonable and necessary. The 15 % limit applies to districts that receive \$50,000 or more in Title I Part A funds. All funds that a district cannot carry over must be released to the NJDOE to be reallocated.
- If Title I Part A funds for the following required reserves are carried forward, **these funds must be utilized for their original purpose or must be released to the NJDOE:**
 - Parental Involvement
- Unexpended DINI Professional Development and SINI Professional Development funds may be reallocated for any other allowable Title I, Part A use.

Title I Part D

- Not more than 15% of a district's Title I Part D allocation may be carried over to the next fiscal year. This percentage may be waived and a larger percentage allowed if the NJDOE determines the request is reasonable and necessary. All funds that a district cannot carry over must be released to the NJDOE to be reallocated.

Overpayment Funds:

Overpayment funds are those *NCLB* funds paid to a district based on approved reimbursement requests within a given project period, but not represented as expended funds in the final report for that same project period. When an overpayment occurs, a district is required to show how these funds were utilized by budgeting the overpayment amount(s) in the subsequent project period, either through the original application, if it does not have final NJDOE approval, or via an amendment.