



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 14, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: LEA Staff Responsible for Completing ESEA Final Expenditure Reports
From: Martin Egan, Director
Office of Grants Management
Deadline: September 30, 2019

FY 2019 Elementary and Secondary Education Act (ESEA) Final Expenditure Reports

The Fiscal Year 2019 *Elementary and Secondary Education Act* Final Expenditure Reports (FERs) will be available for Local Education Agency (LEA) input in the Electronic Web-Enabled Grant (EWEG) system on or about **August 15, 2019**. The due date for submission of all FY 2018 ESEA FERs is **September 30, 2019**.

The FY 2019 ESEA project period ends on September 30, 2019 and all funds are to be encumbered by that date. The liquidation period for the FY 2019 ESEA grant year is 15 days. Therefore, all funds encumbered by September 30, 2019 must be paid by October 15, 2019. The FER for each ESEA title will indicate the funds previously requested and paid to the LEA. Any difference between the funds previously paid and the actual expenditures reported in the FER will be calculated. Any funds due to an LEA will be automatically generated upon approval of the FER. Because FERs serve as final reimbursement requests, amendments to approved FERs are not permitted. It is critical that all final expenditure reports be completed accurately and submitted by the deadline.

Actions required

LEAs will submit an individual FY 2019 ESEA FER for *each title* in which funds were budgeted for FY 2019 allocations and/or FY 2018 carryover. FERs may be created by logging into the [EWEG system](#), selecting the GMS Access/Select link found on the main menu screen, and completing the following steps:

- At the top left side of the page, Select Fiscal Year **2019** from the drop-down list;
- On the *ESEA Consolidated* line, click the 'Payments' button;
- Click the 'View Reimbursement Requests/Expenditure Reports' button;
- Select an ESEA title from the drop-down list; and
- In the lower section of the page click 'Create Expense Report;'
- Enter the requested information in each tab;
- Run the Consistency Check to identify any errors or omissions; and
- Submit the report to the New Jersey Department of Education (NJDOE).

Repeat the steps above for *each title* in which funds were budgeted for the 2018-2019 ESEA project period: Title I, Part A; Title I SIA A; Title II, Part A; Title III; Title III Immigrant; Title IV, Part A, and Title V RLIS. Please go to the NJDOE's [Entitlement Grants](#) webpage for detailed instructions on creating and submitting ESEA FERs.

Carryover

The total FY 2019 carryover, if any, is identified in the FER as Net Carryover and/or Overpayment:

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.

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.

If the LEA does not wish to carry over funds, it must indicate this on the FY 2019 FER by entering an amount in the release line. Once a FER is final approved with carryover, the funds can no longer be released and must be added to the FY 2020 budget.

Title I, Part A Carryover Waiver

LEAs must complete a **Title I, Part A Carryover Waiver** request if they meet *all three* of the following criteria:

1. The Title I, Part A allocation is greater than or equal to \$50,000;
2. The LEA intends to carry over more than 15 percent of its FY 2019 Title I, Part A funds; and
3. The LEA did not receive a Title I, Part A waiver for FY 2017 or FY 2018.

Note: The Title I, Part A Carryover Waiver request is included in the Title I, Part A FER. No separate application is required.

An LEA that has unexpended Title I, Part A funds exceeding 15 percent, but is not eligible for a waiver or requested a waiver and was denied, must reduce the carryover amount to 15 percent or less by releasing funds on the Expenditure Summary in the FER.

Note: There is no limit on carryover in any of the other *ESEA* titles. Waivers are not required for: Title I SIA A, Title II-A, Title III, Title III Immigrant, Title IV-A or Title V RLIS.

Budgeting Carryover

Upon final NJDOE approval of each FY 2019 *ESEA* FER, any unexpended funds identified as either overpayment and/or net carryover, will become available to budget in the LEA's FY 2020 *ESEA* grant year application. If the LEA's FY 2020 *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 2020 *ESEA* application has received final NJDOE approval, the LEA must budget the carryover funds by submitting an amendment to the FY 2020 *ESEA* application.

Contact information

If you have questions concerning the completion and submission of the FY 2019 *ESEA* FERs, please contact the Office of Grants Management at (609) 376-9089 or the EWEG Help Desk at EWEGHelp@doe.nj.gov. Questions regarding Title I, Part A Waiver requests should be addressed to TitleOne@doe.nj.gov.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff
Statewide Parent Advocacy Network

Garden State Coalition of Schools
NJ LEE Group
New Jersey Charter Schools Association
Advisory Committee for Nonpublic Schools