



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 23, 2023
To: Local Educational Agency Leads, State Agency Office of Education and Directors and State Agency ESSER Project Directors
Route To: School Business Administrators, CRRSA-ESSER II & Non-Title IA Project Directors, Grant Directors
From: Martin Egan, Director
Office of Grants Management
Deadline: October 20, 2023

Coronavirus Response and Relief Supplemental Appropriations (CRRSA) & Non-Title IA CRRSA Final Expenditure Reports

The Fiscal Year (FY) 2021-2023 *Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and Non-Title IA CRRSA* Final Expenditure Reports (FERs) are available for local educational agency (LEA) input in the Electronic Web-Enabled Grant (EWEG) system. The due date for submission of all Fiscal Year (FY) 2021-2023 CRRSA and Non-Title I CRRSA FERs is **October 20, 2023**.

The FY 2021-2023 CRRSA and Non-Title IA CRRSA obligation period ends on September 30, 2023 and all funds are to be obligated by that date. The liquidation period for the FY 2021-2023 CRRSA and Non-Title IA CRRSA grant cycle is fifteen (15) days. Therefore, all funds encumbered by September 30, 2023 must be paid by October 18, 2023. In the event that a LEA has applied for Late Liquidation in accordance with the NJDOE [Late Liquidation Broadcast](#) dated June 8, 2023, the LEA is responsible to complete and submit the FERs in accordance with the deadline set forth in this memo. Any additional requirements will be communicated directly with LEAs approved for late liquidation.

The FER for all the CRRSA and Non-Title IA CRRSA grants are pre-populated with the funds previously requested and paid to the LEA as noted in the Paid to Date column on the FERs. Any difference between the funds previously paid and the actual expenditures reported in the FER will be calculated automatically. LEAs are reminded that the FER must include **all expenditures** for the entire grant cycle. Any funds due to an LEA will be automatically paid upon approval of the FERs. Because FERs serve as final reimbursement requests, amendments to approved FERs are not permitted. It is critical that all FERs be completed accurately and submitted by the deadline.

If funds were expended in an unopened (previously unbudgeted) line and/or if the total transfers exceed 10% of the allocation, enter an explanation in the text box at the bottom of the page. If no explanation is provided, the consistency check will have an error message to enter the explanation in the box provided.

Actions required

LEAs must submit a FER for all expenditures that are included in the CRRSA and Non-Title IA CRRSA application or the subsequent amendment(s). A final expenditure report is required even if all payments were previously requested and include any reconciliation of function-object codes if not noted on a previously submitted amendment. FERs may be created by logging into the EWEG system [through NJDOE Homeroom](#), 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 FY **2021** from the drop-down list;
- On the *CRRSA-ESSER II or Non-Title IA CRRSA-ESSER II* line, click the 'Payments' button;
- Click the 'View Reimbursement Requests/Expenditure Reports' button;
- Select a CRRSA sub-grant from the drop-down list;

- 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).

Carryover

Carryover does not apply to the *CRRSA or the Non-Title IA CRRSA* and therefore any monies not liquidated by October 18, 2023 will be released back to the NJDOE.

Technical Assistance

Workshops to support LEAs with the completion of the FER process will be held virtually by the Office of Grants Management. In addition, Office Hours with the NJDOE Office of Grants Management will be offered for LEAs to get real-time assistance with the completion of the FERs. Please register using the [NJDOE Events Calendar](#).

Contact information

Any questions concerning the completion and submission of the FY 2021-2023 CRRSA or Non-Title IA CRRSA FERs, please contact the Office of Grants Management at (609) 376-9089 or the ESSER Help Desk at ESSER@doe.nj.gov. For questions related to CRRSA ESSER late liquidation, please contact ESSER2LateLiquidation@doe.nj.gov. For general ESSER information and resources, please see the [ESSER webpage](#).

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group