

# New Jersey Department of Education



## Completing the CARES Act Performance Report (March 13, 2020–September 30, 2020)



# Completing the CARES Act Performance Report



This PowerPoint presentation will cover the following:

1. Purpose of the report;
2. What data districts need to complete the report;
3. How to log on to the Electronic Web-Enabled Grant (EWEG) system;
4. Navigating EWEG and creating the report;
5. Completing the different report tabs;
6. Submission of the report; and
7. Contact information.



# Purpose of the CARES Act Performance Report



- The United States Department of Education (USDE) created an online transparency portal which shows how states, local education agencies (LEAs) and institutions of higher education (IHEs) are using the CARES Act funds.
- The portal captures awards and expenditures and provides an interactive data map.
- Data collected through the CARES Act Performance Report will be submitted to the USDE as part of the State's ongoing obligation to report data under the CARES Act.
- It is critical that the Performance Report is completed so that data for New Jersey is reported accurately on the USDE website.



# Districts Required to Submit the Report



All districts that received CARES Act Elementary and Secondary School Emergency Relief (ESSER) Funds in the 2019-2020 regular school year must complete and submit a report.

Note: The submission due date is **Wednesday, February 24, 2021.**



# EWEG Login



- The report is accessed via the Electronic Web-Enabled Grant (EWEG) system at: [EWEG Logon Page](#).
- On the EWEG Logon Page, enter your EWEG user ID, password, and county district code and hit the “LOGON” button.



Welcome to the EWEG System		
<b>ANNOUNCEMENTS</b> <ul style="list-style-type: none"><li>9/8/20 - FY20 IDEA Final Report is <b>TEMPORARILY UNAVAILABLE</b> pending an application fix. We expect the application to be back and operational shortly. Thanks for your patience</li><li>9/3/20 - FY20 IDEA Final Report is now available. <b>The Final Report must be submitted no later than Friday, October 2, 2020</b> to ensure timely year end close out.</li><li>9/3/20 - The FY20 ESEA Final Expenditure Reports are now available for input <b>The deadline is September 30, 2020.</b> Final payments, if any, will be processed upon FER approval. <a href="#">Instructions</a></li><li>8/31/20 - <b>EWEG Help</b>- In your email messages to the Help desk, please include the name of your district, your county, and the grant on which you are working. Thank you.</li><li>8/31/20 - <b>FY20 ESEA and IDEA Reimbursement deadline is 8/31/20</b> After 8/31/20, you will be able to receive your final year-end reimbursements upon completion of the FY20 Final report. FY20 Final reports will be available soon</li><li>7/16/2020 - <b>FY21 Digital Divide Application is now available. Please click link to view guidance documents.</b> - <a href="#">More Information</a></li></ul>		<b>LOGON</b> <div>Username <input type="text"/></div> <div>Password <input type="password"/></div> <div>County District <input type="text"/></div> <div><a href="#">Forgot Password/New User</a> <input type="button" value="LOGON"/></div>
<b>INFORMATION</b> <ul style="list-style-type: none"><li>Please be reminded as part of Uniformed Grant Guidance <b>\$ 200.305 Payment</b> districts are required to draw down every month. Please see <a href="#">More Information</a></li><li><b>FY21 ESEA Quick Start Guide</b></li></ul>	<b>TECHNICAL ASSISTANCE</b> <ul style="list-style-type: none"><li><b>EWEG Help</b>- In your email messages to the Help desk, please include the name of your district, your county, and the grant on which you are working. Thank you.</li><li><b>ESEA FERs versus IDEA FER:</b> The ESEA final reports</li></ul>	<b>UPCOMING EVENTS</b> <div>2020</div> <div>No events found.</div>



# How to Create the CARES Act Performance Report

- On the GMS Access Select Screen, you will need to select 2020 from the drop-down box labeled **“Select Fiscal Year.”**
- This screen will list the **“CARES – Performance Report”** and you will need to select the report and create it by clicking the button labeled **“Create.”**

GMS Access Select

13-2330 IRVINGTON TOWNSHIP - Essex

Select Fiscal Year:

[Click to view Funding Summary](#)

[Click for Instructions](#)

**Created**

**Formula Grant**

Application Name	Revision	Status	Date	Actions
▶ Title I Comparability	Amendment 1	Not Submitted		<a href="#">Open</a> <a href="#">Amend</a> <a href="#">Review Summary</a> <a href="#">Delete Application</a>
▶ ESEA Consolidated	Amendment 2	Final Approved <a href="#">View Award</a>	5/2/2019	<a href="#">Open</a> <a href="#">Amend</a> <a href="#">Payments</a> <a href="#">Review Summary</a> <a href="#">Delete Application</a>

**Discretionary Grant**

Application Name	Revision	Status	Date	Actions
▶ Reallocated Title I	Original Application	Final Approved <a href="#">View Award</a>	3/21/2019	<a href="#">Open</a> <a href="#">Amend</a> <a href="#">Accept Award</a> <a href="#">Payments</a> <a href="#">Review Summary</a> <a href="#">Delete Application</a> <a href="#">Print All</a>

**Competitive Grant**  
There currently aren't any Competitive Grant applications created.

**Performance Reports**  
There currently aren't any Performance Reports applications created.

**Final Reports**  
There currently aren't any Final Reports applications created.

**Available**

**Formula Grant**  
There currently aren't any Formula Grant applications available.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications available.

**Competitive Grant**

▶ Adv Computer Science Comp	Submissions due by 1/1/1900	<a href="#">Create</a>
▶ Diversify Teach Pipeline Comp	Submissions due by 10/11/2018	<a href="#">Create</a>

**Performance Reports**

▶ Title I - Performance Report	Submissions due by 12/7/2019	<a href="#">Create</a>
--------------------------------	------------------------------	------------------------





# Selecting & Navigating the CARES Act Performance Report in EWEG

- Once the 2020 report is created, select the CARES Act – Performance Report and hit the “Open” button for data input.
- The EWEG system has a tabbed interface available for navigating throughout the system. A link for the corresponding **instructions** is located in the upper right hand corner of each screen.

Contact Information	CARES Performance	Participation	FTE	Submit
---------------------	-------------------	---------------	-----	--------

---

CARES Performance

Amount expended by:      Amount expended by the LEA for:





# Helpful Hints for Navigating EWEG

- Do not use the browser “Back” button when you are working in the EWEG system. This will cause errors and may log you out of the system. All necessary navigation within the system can be accomplished by clicking on the different tabs.
- White cells are available for entering data, and gray cells are calculated cells.
- The “Save Page” button must be clicked before you leave each tab or you will lose the data entered.
- The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.





# Contact Information Tab (1 of 2)

- The Contact Information tab does not require any data input in the CARES Act Performance Report, because the data are maintained within the LEA Central Contact system.
- Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions. Any changes to the LEA Contact information should be made in the LEA Central Contact system. NJDOE staff use this information to contact district personnel.



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



# Contact Information Tab (2 of 2)

This tab provides a list of the current contact information for the district. No data input is required.

Contact Information	CARES Performance	Participation
<b>LEA Contact Information</b>		
<small>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.</small>		
<small>The Contact Information provided must be CURRENT. NJDOE Staff use this information frequently to contact district personnel.</small>		
<b>Administrative Offices:</b>		
Address 1*	910 Fourth Ave.	
Address 2		
City*	Asbury Park	State* NJ
Phone*	732 776 2606 Extension	
<b>Chief School Administrator/College President/Agency Head:</b>		
Last Name*	Gray	First Name* Sancha
Phone*	732 776 2606 Extension 2423	Email* grays@asburypark.k12.nj.us
Summer Phone	732 776 2606 Extension 2423	Confirm Email* grays@asburypark.k12.nj.us
<b>Business Manager/Financial Officer:</b>		
Last Name*	Hastings	First Name* Geoffery
Phone*	732 776 2606 Extension 2426	Email* hastingsg@asburypark.k12.nj.us
Summer Phone	732 776 2606 Extension 2426	Confirm Email* hastingsg@asburypark.k12.nj.us
<b>ESEA Project Director:</b>		
Last Name*	Bernyk	First Name* John
Phone*	732 776 2606 Extension 2456	Email* bernykj@asburypark.k12.nj.us
Summer Phone	732 776 2606 Extension 2456	Confirm Email* bernykj@asburypark.k12.nj.us



# CARES Performance Tab (1 of 4)



Who is the LEA serving with these funds?

- Select a, b, or c
  - a. Students and teachers in Title I and non-Title I schools
  - b. Only students and teachers in Title I schools
  - c. Only students and teachers in non-Title I schools

Amount expended by the LEA for Public Schools and the amount expended by the LEA for equitable services for non-public schools.



# CARES Performance Tab (2 of 4)

The Performance Report asks for expenditure data by specific activity categories:

- Purchasing educational technology (including hardware, software, and connectivity), which may include assistive technology or adaptive equipment.
- If the LEA used CARES Act funds to provide home internet access for any students then:

☒ Yes      ☐ No      Did this LEA use CARES Act funds to provide home internet access for any students?

If yes, what types of home internet service were provided by the district?	Yes	No
Mobile hotspots with paid data plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Internet connected devices with paid data plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
District pays for the cost of home internet subscription for student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
District provides home internet access through a district-managed wireless network	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: If yes, please specify	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# CARES Performance Tab (3 of 4)

The Performance Report asks for expenditure data by specific activity categories:

- If the LEA used CARES Act funds to provide dedicated learning devices to any student then:

☒ Yes ☐ No Did the LEA use CARES Act funds to provide dedicated learning devices to any students?

If yes, among students enrolled on September 30, 2020, what proportion of students had a dedicated LEA-provided device funded by CARES Act for the following grade bands? For the purpose of this survey, include desktop, laptop, and tablet computers (including Chromebooks and iPads). Do not include smart phone devices.

Elementary: a school classified as an elementary by state and local practice and composed of any span of grades not above grade 8. Include preschool students in the Elementary grade band.

Secondary: a school comprising of any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included.

For LEA that serve just one of the grade bands: Please enter zero (0) in each column below for the grade band the LEA does not serve.

Grade Level	Students with dedicated device provided by the LEA	Students enrolled on September 30, 2020
Elementary	132	132
Secondary	500	500



# CARES Performance Tab (4 of 4)



The Performance Report asks for expenditure data by specific activity categories:

- Activities focused specifically to address the unique needs of low-income children or students, children with disabilities, English language learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth.
- Providing mental health services and supports.
- Sanitization and minimizing the spread of infectious diseases, including cleaning supplies and staff training to address sanitization and minimizing the spread of infectious disease.
- Summer learning and supplemental afterschool programs.
- Other (uses of funds not included above).



# CARES Participation Tab

LEA that used CARES funds to develop, initiate and/or implement remote learning must complete the following regarding the methods used for 50% or more students within each grade band to document student participation and engagement during remote learning:

**Please mark all methods used to document student participation and engagement during remote learning (mark yes for methods used for 50% or more of the students within the grade band in the LEA).**

Elementary is defined as a school classified as an elementary by state and local practice and composed of any span of grades not above grade 8. Include preschool students in in this grade band.

Secondary is defined as a school comprising of any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included.

For LEA that serve just one of the grade bands: Please select No on all methods for grade bands the LEA does not serve.

	Elementary			Secondary	
	Yes	No		Yes	No
Submission of Assignments	<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Participation in assessments	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Tracking students' logins to online learning platforms	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Participation in individual coaching or check ins	<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Participation in email, text or other electronic communication	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Participation in help lines or hot lines for help with remote learning	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Participation in synchronous online classes	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input type="radio"/>



# CARES FTE Tab



The district must provide the number of full-time equivalent (FTE) staff as of March 13, 2020. All other fields will be pre-populated using NJSMART data.

Contact Information	CARES Performance	Participation	FTE	
FTE				
Provide the number of full-time equivalent (FTE) staff for the LEA as of the listed reporting dates. (The number of FTE positions includes all staff regardless of whether the position is funded by Federal, State, local or other funds - and equals the sum of the number of full-time staff plus the full-time equivalent of the number of part-time staff.)				
	Full-time equivalent (FTE) staff as of September 30, 2018	Full-time equivalent (FTE) staff as of September 30, 2019	Full-time equivalent (FTE) staff as of March 13, 2020	Full-time equivalent (FTE) staff as of September 30, 2020
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div>Save Page</div>				





# Submit Tab – Information



- Prior to submission, a consistency check must be performed by clicking the “Consistency Check” button. A consistency check validates the data entered into the EWEG system based on programmed edits. If any errors are detected, corresponding error messages will appear on the tab in red. All errors must be corrected on the applicable tabs. To ensure all errors have been rectified prior to submission, a consistency check must be conducted again. The EWEG system will not allow the submission of the report with any remaining unresolved errors.
- Once the consistency check is successful, the report is locked but not submitted to the Department.
- If revisions need to be made, the report can be unlocked by selecting the “Unlock Application” button. After unlocking the report and revising any data, a consistency check will need to be re-run to verify that the data passes the programmed edits.
- If the consistency check is successful, the “Submit to NJDOE” button should appear on the tab and needs to be clicked for the reported to be considered submitted to the Department.



# Submit Tab



Application:  
Cycler:

Title 1 Perf Rpt - 00-  
Original Final Report

Project Period: 7/1/2018 - 6/30/2019

[Print-Friend](#)  
[Click to Return to GMS Access/Select Pay](#)  
[Click to Return to Menu List / Sign O](#)

Overview

Contact  
Information

Student  
Participation

Type  
of Service

Special  
Service Group

FTE  
Staff

Submit

Submit

[Instruction](#)

The application has been submitted.

Consistency check is completed but the application has not been submitted. Submission of the application requires an authorized user to select the SUBMIT to NJDOE button.

If after running a successful consistency check a submit button does not appear, you are not authorized to submit the application. Please check with your technology administrator for users who are authorized to submit the application.

Consistency Check

Lock Application

Unlock Application

Consistency Check was run on:10/15/2019

Authorized Representative submitted the application to NJDOE on:10/15/2019

Final Application Review





# Questions Regarding the CARES Act Performance Report and EWEG System

For questions regarding the CARES Act Performance Report please contact the Office of Fiscal and Data Services (OFDS):

OFDS

[OFDS@doe.nj.gov](mailto:OFDS@doe.nj.gov)

(609) 376-9101

For EWEG or authorization questions, please contact the EWEG Help Desk at:

[eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov)



# Thank You!



[New Jersey Department of Education Website](http://nj.gov/education)  
**[nj.gov/education](http://nj.gov/education)**

Office of Fiscal and Data Services  
(609) 376-9101

**Follow Us!**



[Facebook:](https://www.facebook.com/njdeptofed)  
[@njdeptofed](https://www.facebook.com/njdeptofed)



[Twitter:](https://twitter.com/NewJerseyDOE)  
[@NewJerseyDOE](https://twitter.com/NewJerseyDOE)



[Instagram:](https://www.instagram.com/NewJerseyDoe)  
[@NewJerseyDoe](https://www.instagram.com/NewJerseyDoe)

