

Fiscal Year 2017 ESEA/NCLB Final Expenditure Report Instructions

Follow the steps below to access the applicable, FY 2017 ESEA/NCLB Final Expenditure Report:

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



2. Select the drop down button for Fiscal Year 2017:



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



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

Vendor

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 8/19/2014

	NCLBTitleI	NCLBTitleID	NCLBTitleISIA	NCLBTitleIIA
Current Grant Year Allocation	\$522,721	\$0	\$0	\$146,524
(+/-) Adjustments	\$168,348	\$0	\$0	\$71,812
(+/-) Consortiums	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0
Total Funds Available	\$691,069	\$0	\$0	\$218,336
Anticipated Payments				
Auto-Scheduled	\$0	\$0	\$0	\$0
Reimbursements	\$691,069	\$0	\$0	\$218,336
Total	\$691,069	\$0	\$0	\$218,336

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 an NCLB Title.

Reimbursement Request/Expenditure Report Menu Instructions

Program Select program...

- Select program...
- NCLBTitleI
- NCLBTitleID
- NCLBTitleISIA
- NCLBTitleIIA
- NCLBTitleIII
- NCLBTitleIIIImmigrant
- NCLBTitleVI

TEST use



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:

Reimbursement Request/Expenditure Report Menu

Program NCLBTitleI

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	
<input type="checkbox"/>	Reimbursement Request 3	6/12/2014	6/12/2014	6/13/2014	Approved
<input type="checkbox"/>	Reimbursement Request 2	5/15/2014	5/15/2014	5/16/2014	Approved
<input type="checkbox"/>	Reimbursement Request 1	3/19/2014	3/19/2014	3/24/2014	Approved

Expenditure Reports:

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

- 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:

Open Expense Rep Create Expense Rep Delete Expense Rep Review Summary

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Expenditure Report 1		7/26/2013			Not Submitted	

- 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.

Reimbursement Request/Expenditure Report Menu

Program: NCLBTitle

Reimbursement Requests:

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

Open Request Create New Request Delete Request Review Summary

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status
<input type="checkbox"/>	Reimbursement Request 3	6/12/2014	6/12/2014	6/13/2014	Approved
<input type="checkbox"/>	Reimbursement Request 2	5/15/2014	5/15/2014	5/16/2014	Approved
<input type="checkbox"/>	Reimbursement Request 1	3/19/2014	3/19/2014	3/24/2014	Approved

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

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status
<input type="checkbox"/>	Expenditure Report 1	Y	8/12/2014			Not Submitted

- 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 LEA Central Contacts link.

Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Waiver	Submit	Application History	Page Review Status	Application Print
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Contact Information

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:

[Instructions](#)

- 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:

Click to Return to

Contacts	Expenditures	Equipment Inventory	Reserves	Expenditure Summary	Waiver	Assurances	Submit	Application History	Page Review Status
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Expenditures

Expenditure Period End Date: 6/30/2014 Final Expenditure

Expenditure Category	Budgeted			Expended			Difference
	Public	Nonpublic	Total	Public	Nonpublic	Total	
100-100 Salaries	53866	0	53866	50000	0	50000	-3866

Please note: A checkmark must be placed in the "Final Expenditure" box in order to submit the Final Expenditure Report.

- 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.

The screenshot shows a web application interface for 'Program: NCLB Title I Part A' dated 10/20/2011. At the top right, there are links: 'Click to Return to Reimbursement Menu', 'Click to Return to Payment Summary', and 'Click to Return to Menu List / Sign Out'. A navigation bar contains buttons for 'Contacts', 'Expenditures', 'Equipment Inventory', 'Salary Worksheet', 'Reserves', 'Expenditure Summary', 'Waiver', 'Submit', 'Application History', 'Page Review Status', and 'App P'. Below this is a 'Submit' section with a red error message: 'The Consistency Check must be successfully processed before you can submit your application.' At the bottom of this section are three buttons: 'Consistency Check', 'Lock Application', and 'Unlock Application'.

A successful Consistency Check will display the message ‘Passed Consistency Check’ in each section of the applicable *ESEA/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.

The screenshot shows the same application interface as above. The 'Submit' section now displays a red 'Warning!' message: '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.' Below the warning are 'Lock Application' and 'Unlock Application' buttons. At the bottom, it shows 'Consistency Check was run on: 10/20/2011' and 'Subrecipient Data Entry Authorized Representative' with a 'Submit to NJDOE' button.

- Repeat the steps above for each *NCLB* Title in which FY 2017 *NCLB* funds were expended during the 2016-2017 *NCLB* project period [i.e., Title I, Part A; Title I, Part D; Title I SIA (a); Title II, Part A; Title III; Title III Immigrant; and Title VI].

Title I, Part A Carryover Waiver Requests:

Title I, Part A 15 Percent Waiver Tab

Local Education Agencies (LEAs) that wish to carry forward more than 15 percent of the Title I, Part A grant award must first complete the **Waiver tab** in the Title I, Part A Final Expenditure Report and then complete the Title I Part A Carryover Waiver Application in the EWEG system. (**Note:** LEAs may request a carryover waiver only if their Title I, Part A allocation is greater than or equal to \$50,000 **and** if they were not granted a waiver for FY 2015 or FY 2016.)

Final Expenditure Report – Waiver Tab

Program: INCL Title I Part A

Click to Return to Search/Expand Menu
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

Contracts Expenditures Equipment Inventory Reserves Expenditure Summary **Waiver** Assurances Submit Application History Page Review Status Application Print

Title I Part A Waiver Instructions

Title I Part A carryover cannot exceed more than 15% of the Title I Part A allocation without a Waiver request.

Waiver Granted 2011-2012:
Waiver Granted 2012-2013:

Would you like to request a waiver? Yes No

By checking the Yes box, you are requesting a waiver from the Title I Office. Please complete this Final Report and submit it. After submission, you must go to the menu page and select "Title I Waiver Application", then complete and submit the waiver application. You will receive notification from the Title I Office once they have reviewed the waiver request.
Note that the submitted Title I Final Report will not be reviewed and approved for payment until the waiver request has been approved/denied by the Title I Office.

Allocation	Carryover Amount	Carryover Percent
354,527	0	0

1. Click the **‘Waiver’** tab.
2. Click the **“Yes”** radio box to indicate the district would like to request a waiver to carry over more than 15 percent of the district’s total FY 2017 allocation. Once the Final Expenditure Report is submitted, a Title I, Part Carryover Waiver Application must be completed by going to the ‘GMS Access/Select’ link in EWEG. Select ‘Title I Part A Carryover Waiver’ under 2017 Performance Reports and click the ‘Create’ button.

Click the **“No”** button if:

- LEA is not requesting carryover of more than 15 percent of FY 2017 Title I, Part A allocation; or
- LEA was granted a waiver in FY 2015 or FY 2016; or
- LEA’s Title I, Part A allocation is less than \$50,000.

3. Click the **“Save Page”** button to save the selection.
4. Complete the Final Expenditure Report and submit it.

Title I Part A Carryover Waiver Application

LEAs requesting a Title I Carryover waiver must also complete a separate Title I, Part A Carryover Waiver Application in EWEG, as follows:

1. Log onto the **EWEG** system, select the ‘GMS Access/Select’ link, and then select ‘Title I Carryover Waiver App’ under ‘Performance Reports.’

Select Fiscal Year: 2015

Created

Formula Grant

Application Name	Revision	Status	Date	Actions
NCLB	Amendment 1	Final Approved	1/2/2015	Open Amend Accept Award Payments Review Summary Delete Application CC Override
Title I Comparability	Original Application	Final Approved	12/22/2014	Open Accept Award

Discretionary Grant

There currently aren't any Discretionary Grant applications created.

Competitive Grant

There currently aren't any Competitive Grant applications created.

Performance Reports

Application Name	Revision	Status	Date	Actions
Title I Carryover Waiver App	Original Application	Submitted for Review	9/4/2015	Open Review Summary Delete Application

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

There currently aren't any Competitive Grant applications available.

Performance Reports

There currently aren't any Performance Reports applications available.

Final Reports

There currently aren't any Final Reports applications available.

Specific tab instructions can be found on each screen by clicking on the **“Instructions”** link in the upper right-hand corner.

2. Click the **“Create”** button.
3. Check the **“Overview”** tab for Title I Waiver requirements and messages.
4. Click the **“Waiver”** tab.
5. Complete and submit the Title I Waiver Application.

LEAs will receive an automated notification once the waiver request review has been completed.

Note: The submitted Title I Final Expenditure Report will not be reviewed and approved for payment until the waiver request has been approved or denied by the Office of Supplemental Educational Programs.

FY 2017 Unexpended *ESEA/NCLB* Funds

Carryover Funds:

Although carryover is permitted with some restrictions, LEAs/agencies are encouraged to use their funds during the fiscal year for which they are approved. Since FY 2017 carryover funds will be budgeted in the FY 2018 *ESEA* application, LEAs/agencies will be able to charge allowable costs retroactively to July 1, 2017. Please keep in mind the following *ESEA/NCLB* program restrictions regarding these unexpended funds:

Title I, Part A

- LEAs/agencies may request to carry forward more than 15 percent of the Title I, Part A Allocation [excluding School Improvement Allocation (SIA) funds] only once every three years as long as the NJDOE determines the request is reasonable and necessary. This 15-percent limit applies to LEAs/agencies that receive \$50,000 or more in Title I, Part A funds. **Please note:** An LEA/agency that did not receive a carryover waiver for either FY 2015 or FY 2016 is eligible to apply to the NJDOE for a FY 2017 carryover waiver. The district's waiver application is subject to the NJDOE's review and approval process. The NJDOE may disallow costs and recover funds on the basis of further review or a later audit. In addition, the applicant has an obligation to return any funds due as a result of later refunds, corrections, or other transactions. (EDGAR §80.51) All funds that LEAs/agencies cannot carry forward into the next grant year must be released to the NJDOE to be reallocated.
- If Title I, Part A funds for the Parental Involvement required reserves are carried forward, *these funds must be utilized for their original purpose or must be released to the NJDOE.*

Overpayment Funds:

Overpayment funds are those *ESEA/NCLB* funds paid to LEAs based on approved reimbursement requests within a given project period, but not represented as expended funds in the final expenditure report for that same project period. When an overpayment occurs, the LEA 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.