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 reimbursement screen]

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]

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 with Reimbursement Requests and Expenditure Reports listed]
7. Once the ‘Create Expense Rep’ button is clicked, the Expenditure Report 1 is created for the selected Title.

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.

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 LEA Central Contacts link.

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:

**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.

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.

12. 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

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 FY 2017 Title I, Part A 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.’

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.