

## COVID-19 Technology Funds for Nonpublic Schools / Nonpublic Digital Divide EWEG Processes and Instructions

- 1) The funds will be listed under Discretionary Grants as “Nonpublic Digital Divide.” Note: These funds are **not** related to the LEA Digital Divide application; rather, they are a separate program.
- 2) Click on the arrow button next to the name: “Nonpublic Digital Divide”.
- 3) Once clicked, the district will see a box with “Original Application” and “Final Approved” under the Status bar. This ‘application’ screen has been created by the NJDOE; ignore it as it will not open -- it is only there so the EWEG system can process payments. *This a payment only process.*
- 4) To draw down funds, the LEA clicks on “payment”. This page will list the total amount allocated to all nonpublic schools within the district’s boundary. To get the allocations for each nonpublic school, go to: [COVID-19 Technology Funds for Nonpublic Schools: FY2021 Allocations](#).
- 5) The LEA creates a reimbursement to draw down these funds. The LEA must rely on internal bookkeeping to ensure that each nonpublic school has used their total allocation.
- 6) There is only one function / object code: 100-600. This limits the expenditures to the identified allowable expenses.
- 7) These funds can be charged back to the beginning of the project period, which is July 16th, 2020.
- 8) Given the supply chain issues for 1:1 devices and the tight deadline, the Office of Grants Management will process reimbursements on encumbered funds and allow the district to “park” the funds until the devices are received and invoices are paid. Keep documentation on all transactions for accounting/monitoring purposes and in the event of backorders.
- 9) The funds must be encumbered or expended no later than October 31, 2020.