TO: Chief School Administrator  
Charter School Lead Person  
State Agency Office of Education Director  
School Business Administrator  

FROM: Anne Corwell, Director  
Office of Grants Management  

SUBJECT: FY 2014 No Child Left Behind (NCLB) Final Expenditure Reports  

Please be advised that the FY 2014 NCLB Final Expenditure Reports will be available for LEA/agency use in the Electronic Web-Enabled Grant (EWEG) system on Friday, August 29, 2014. The due date for submission of all FY 2014 NCLB Final Expenditure Reports is Tuesday, September 30, 2014.

The liquidation period for the FY 2014 NCLB grant year ended on August 15, 2014. As you are aware, in order to accommodate the release of these final expenditure reports, all payments of FY 2014 NCLB funds processed after July 1, 2014, will be made through the approval of the associated final expenditure reports. Since we have been informed by the United States Department of Education (USDE) that no extension of the liquidation period for these FY 2014 funds will be granted, it is critical that all final expenditure reports be submitted by the September 30, 2014 due date.

LEAs/agencies will continue to submit individual final expenditure reports for each title in which FY 2014 NCLB funds were accepted and expended on allowable programs, activities, and/or services. All FY 2014 NCLB amendment applications must have final NJDOE approval in order for LEAs/agencies to submit the applicable FY 2014 final expenditure report.

Each final expenditure report may be accessed by logging onto the EWEG system and selecting the ‘NCLB’ link found on the main menu screen. After selecting the last approved FY 2014 NCLB application (i.e., original or amendment), the user must click the ‘Payments’ button to access the Payment Summary screen from which the user will create and submit its final expenditure report for each applicable title.

**New this year:** LEAs/agencies with Title I allocations greater than or equal to $50,000 wishing to carry over more than 15% of their FY 2014 Title I funds and that have not been granted waivers for FY 2012 or FY 2013 must also complete a Title I Waiver Application in the EWEG system. LEAs/agencies may access the Title I Waiver Application through the ‘Title I Waiver Application’ link found on the main menu screen in the EWEG system. Please note: This applies only to those LEAs/agencies in this situation.
Please see Attachment A for further details on creating and submitting each applicable NCLB Final Expenditure Report and the Title I Waiver Application, as appropriate. If the appropriate link is not displayed, please email the EWEG Help Desk at eweghelp@doe.state.nj.us to request assistance. Attachment B provides details on carryover and overpayment funds.

Upon final NJDOE approval of each applicable FY 2014 NCLB Final Expenditure Report, any funds identified as either overpayment or carryover funds will become available to budget in the LEA’s/agency’s FY 2015 NCLB grant year. If, at this point, the FY 2015 NCLB application has final NJDOE approval, the LEA/agency must budget the overpayment and/or carryover funds by submitting an amendment to the FY 2015 NCLB application. If, however, the LEA’s/agency’s FY 2015 NCLB application does not have final NJDOE approval, the LEA/agency must budget the overpayment and/or carryover funds as part of the original application submission.

If you have any questions concerning the completion and submission of the FY 2014 NCLB Final Expenditure Reports, please contact the Office of Grants Management (OGM) at (609) 633-6974. Questions regarding the Title I Waiver Application should be addressed to Titleone@doe.state.nj.us.

AC\mof:K:\broadcasts\FY 2014 NCLB FER Announcement_8_26-14.docx

Attachments

c: Members, State Board of Education
  David Hespe
  Senior Staff
  David Joye
  Vanessa Davenport
  ESEA-NCLB Advisory Council
  ESEA-NCLB Directors
  Executive County Superintendents
  Executive Directors for Regional Achievement Centers
  Executive County School Business Administrators
  County Education Specialists
  Garden State Coalition of Schools
  New Jersey LEE Group Members
  New Jersey Public Charter Schools Association
  Advisory Committee for Nonpublic Schools
  File
Follow the steps below to access the applicable, FY 2014 NCLB Final Expenditure Report:

1. Click the NCLB Consolidated link on the main EWEG MENU

2. Select the radio button for the most recently approved FY 2014 NCLB application.

3. Click the Payments button. The Payment Summary screen will open.
4. Click the View Reimbursement Requests/Expenditure Reports button.

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 a title.

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.
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 Contact 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, 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 title in which FY 2014 NCLB funds were expended during the 2013-2014 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 Waiver Requests:

**Title I 15% Waiver Tab**

*New this year:* LEAs that wish to carry forward more than 15% 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 Carryover Waiver Application in the EWEG system.

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% of the district’s total allocation.
3. **Click** the “Save Page” button.

EXPENDITURE REPORT – **Assurances Tab**

1. Click the ‘Assurances’ tab.
2. **Check each assurance** to confirm the district understands and assures each statement as specified in the Final Expenditure Report and/or Title I Waiver Application (as applicable).
3. Click the “Organization Certifies” button.
4. Complete the final report and submit it.
New for 2014-2015 Title I Final Expenditure Report – LEAs requesting a Title I Carryover waiver must also complete a separate Title I Waiver Application in EWEG.

TITLE I WAIVER APPLICATION

1. Go to the EWEG main menu page and select “Title I Waiver Application.”

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

2. Check the “Overview” tab for Title I Waiver requirements and messages.

3. Click the “Waiver” tab.

4. Complete and submit the Title I Waiver Application.

LEAs will receive notification from the Office of Supplemental Educational Programs once they have reviewed the waiver request.

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.
**Title I, Part D Waiver Requests:**
Requests to carry forward more than 15% of the Title I, Part D grant awards must be completed under the **Waiver tab** in the Title I, Part D final expenditure report.

To request a waiver under this title, follow the steps below:

5. Click the ‘Waiver’ tab.
6. Select the **Yes** radio box if the LEA would like to request a waiver to carry forward more than 15% of the Title I, Part D grant award.
7. Enter an explanation in the textbox at the bottom of the screen to detail why more than 15% of the Title I, Part D grant award was not expended as planned.
8. Click the ‘Save Page’ button at the bottom of the screen.

**Title I, Part D: Waiver tab screen view –**

For further assistance, please contact the EWEG Help Desk at eweghelp@doe.state.nj.us.
FY 2014 Unexpended 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 2014 carryover funds will be budgeted in the FY 2015 NCLB application, LEAs/agencies will be able to charge allowable costs retroactively to July 1, 2014. Please keep in mind the following NCLB program restrictions regarding these unexpended funds:

Title I Part A
- LEAs/agencies may request to carry forward more than 15% 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% 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 2012 or FY 2013 is eligible to apply to the NJDOE for a FY 2014 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 following required reserves are carried forward, these funds must be utilized for their original purpose or must be released to the NJDOE:
  - Parental Involvement
  - Priority/Focus Interventions

Title I Part D
- Not more than 15% of the Title I Part D allocation may be carried over to the next fiscal year. This percentage may be waived and a larger percentage allowed if the NJDOE determines the request is reasonable and necessary. All funds that LEAs/agencies cannot carry forward must be released to the NJDOE to be reallocated.

Overpayment Funds:
Overpayment funds are those 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.