



State of New Jersey  
 DEPARTMENT OF EDUCATION  
 PO Box 500  
 TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
 Governor

KIM GUADAGNO  
 Lt. Governor

CHRISTOPHER D. CERF  
 Acting Commissioner

December 5, 2011

TO: Chief School Administrators  
 Charter School Lead Persons  
 State Agency Directors

FROM: Peggy McDonald, Interim Director  
 Office of Special Education

*PM/CPW*

**URGENT- TIME SENSITIVE  
 Distribute to IDEA-ARRA  
 Grant Project Managers**

SUBJECT: *Individuals with Disabilities Education Act - American Recovery and Reinvestment Act of 2009*  
 (IDEA-ARRA) Final Expenditure Report

On November 7, 2011, districts and agencies received a broadcast indicating that the *IDEA-ARRA* Final Expenditure Report must be completed and submitted through the Electronic Web-Enabled Grant (EWEG) system in order to be in compliance with all financial reporting requirements. The due date for submission of the reports was **Friday, December 2, 2011**.

If your district has submitted the ARRA IDEA Basic and/or Preschool Final Expenditure report(s), no further action is needed. Your cooperation is appreciated.

**If your district has not yet submitted the ARRA IDEA Final Expenditure report(s), please ensure that the reports are submitted as soon as possible, but no later than December 9, 2011.** Failure to submit the reports in a timely manner will result in the need for the state to request late liquidation of ARRA IDEA funds from the United States Office of Special Education Programs (USOSEP). We have been informed by USOSEP that this process will require submission of substantial documentation in the form of purchase orders and salary backup for all expenditures for each district without a final report approved. It will be in the best interest of both the state and your district if the state can avoid the late liquidation process.

As a reminder, the instructions on accessing the Final Expenditure Reports are attached to this memo.

If you have any questions concerning the completion and submission of the *ARRA – IDEA* Final Expenditure Report, please contact your county supervisor of child study or Patricia Holcomb-Gray at (609) 984-4953.

PMD/JW:phg

Attachment

- |                        |  |                                     |
|------------------------|--|-------------------------------------|
| c: Christopher D. Cerf | Executive County Superintendent              | Nonpublic School Advisory Committee |
| Senior Staff           | County Supervisors of Child Study            | John Worthington                    |
| David Joye             | Garden State Coalition of Schools            | Patricia Holcomb-Gray               |
| Anne Corwell           | New Jersey LEE Group Members                 | Constance Webster                   |
| Beth Auerswald         | New Jersey Charter Public School Association |                                     |

# ATTACHMENT A

## ARRA FINAL EXPENDITURE REPORT INSTRUCTIONS

Follow the steps below to access the *ARRA* FINAL Expenditure Report.

1. Click the *IDEA ARRA* link on the main EWEG MENU

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

EWEG  
Electronic Web-Enabled Grant System

Sign Out

You have been granted access to the forms below by your Security Administrator

**Administrative**  
\*\*LEA Central Contact-REQUIRED Consortium Administration

**Final Reports**  
IDEA Final Report  
NCLB Final Report

**Formula Grant**  
IDEA  
IDEA ARRA  
NCLB  
Title I ARRA Consolidated

2. Select the radio button for the most recently approved application/amendment.

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

Open Application  
Review Summary  
Payments

Select	Application / Amendment	Original Submit Date	NJDOE Final Approval Date	Status	Status Date
<input checked="" type="radio"/>	10-IDEA-ARRA-00 Amendment 1	07-29-2011		Submitted to NJDOE	08-24-2011
<input type="radio"/>	10-IDEA-ARRA-00 Original Application	09-18-2009	09-17-2010	Final Approved	06-17-2010

TEST user ID: none

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

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

Open Application  
Review Summary  
Create Amendment  
Payments  
Delete Application/Amendment

Select	Application / Amendment	Original Submit Date	NJDOE Final Approval Date	Status	Status Date
<input checked="" type="radio"/>	10-IDEA-ARRA-00 Amendment 1	07-29-2011		Submitted to NJDOE	08-24-2011
<input type="radio"/>	10-IDEA-ARRA-00 Original Application	09-18-2009	09-17-2010	Final Approved	06-17-2010

TEST user ID: mfelein:33570

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

Payment Summary

Click to Return to Application Select  
Click to Return to Menu List Sign Out  
Instructions

Vendor

**View Reimbursement Requests/Expenditure Reports**

Payment Summary as of 10/26/2011

	Basic-ARRA	Preschool-ARRA
<b>Current Grant Year Allocation</b>		
(+/-) Adjustments	\$13,252,885	\$475,845
(+/-) Consortiums	\$0	\$0
(+/-) Transfers	\$0	\$0
<b>Total Funds Available</b>	<b>\$13,252,885</b>	<b>\$475,845</b>
<b>Anticipated Payments</b>		
Auto-Scheduled	\$0	\$0
Reimbursements	\$13,252,885	\$475,845
<b>Total</b>	<b>\$13,252,885</b>	<b>\$475,845</b>
<b>Pending Payments</b>		
Auto-Scheduled	\$0	\$0
Approved Reimbursements	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Completed Payments</b>		
Auto-Scheduled	\$0	\$0
Reimbursements	\$8,267,729	\$0
<b>Total</b>	<b>\$8,267,729</b>	<b>\$0</b>
<b>Remaining Payments</b>		
Auto-Scheduled	\$0	\$0
Reimbursements	\$4,885,156	\$475,845
<b>Total</b>	<b>\$4,885,156</b>	<b>\$475,845</b>
<b>Final PER Status</b>	Created	Created

5. The Reimbursement Request/Expenditure Report Menu will display. In order for title specific information to be displayed, please select a title (Basic or Preschool). Each report is separate; each district is required to file for each grant received. This is similar to requesting reimbursement.

Reimbursement Request/Expenditure Report Menu

Click to Return to Payment Summary  
Click to Return to Menu List Sign Out  
Instructions

Program: **Select program**

Basic-ARRA  
 Preschool-ARRA

TEST user ID: mfelecia13397c

6. Once a Title is selected (such as Basic-ARRA) the screen will display information on both Reimbursement Requests and Expenditure Reports. Click the 'Create Expense Rep' button.

REIMBURSEMENT REQUEST/EXPENDITURE REPORT MENU

Click to Return to Payment Summary  
Click to Return to Menu List Sign Out  
Instructions

Program: **Basic-ARRA**

**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	Status	Status Date
<input type="checkbox"/>	Reimbursement Request 5	6/21/2011	6/21/2011	7/8/2011	Approved	7/8/2011
<input type="checkbox"/>	Reimbursement Request 5	3/28/2011	3/28/2011	4/21/2011	Approved	4/21/2011
<input type="checkbox"/>	Reimbursement Request 4	12/17/2010	12/17/2010	1/16/2011	Approved	1/16/2011
<input type="checkbox"/>	Reimbursement Request 3	11/19/2010	11/19/2010	11/19/2010	Approved	11/19/2010
<input type="checkbox"/>	Reimbursement Request 2	10/19/2010	10/19/2010	10/21/2010	Approved	10/21/2010
<input type="checkbox"/>	Reimbursement Request 1	8/13/2010			Not Submitted	

**Expenditure Reports:**

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

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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TEST user ID: mfelecia13397c

The first time you create the expense report the report will open up for entry.



7. Once the 'Create Expense Rep' has been clicked, the Expenditure Report 1 is created and you can get into it by selecting the Expenditure report 1.

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

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Expenditure Report 1	N	2/27/2011			Not Submitted	

8. Click in the Select box, and then click the 'Open Expense Rep' button. The Expense Report will display for the user to enter information.

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

Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input checked="" type="checkbox"/>	Expenditure Report 1	N	2/27/2011			Not Submitted	

9. The standard tab strip structure will appear on the screen. 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 information related to the type of information to be entered.

Applicant: 12 3870 NEWARK Essex County  
 Application: 2009-2011 LEA ARRA Consolidated - 00  
 Cycle: Expenditure Report 1  
 Program: Basic - ARRA

Project Period: 7/1/2009 - 6/30/2011

[Print Friendly](#)  
[Click to Return to Application Select](#)  
[Click to Return to Items/Expense Menu](#)  
[Click to Return to Payments Summary](#)  
[Click to Return to Main Menu / Sign Out](#)

**Contact Information** [Instructions](#)

**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:**

Address 1\*   
 Address 2   
 City\*  State\*  Zip+4\*   
 Phone\*  Extension  Fax\*

**Chief School Administrator/College President/Agency Head:**

Last Name\*  First Name\*   
 Phone\*  Extension  Fax\*   
 Summer Phone  Extension  Email\*   
 Confirm Email\*

**Contact Information** is pulled from the ARRA Contacts as entered in the LEA Contact Information from the Main Menu. **VIEW ONLY!**

**Early Intervening Services** must be completed by all districts. Indicate either Yes or No depending on whether or not the district ran a program. All required districts must have expended the identified amount or will be required to refund/release the unexpended amounts on the Expenditure Summary Tab.

**Nonpublic** must be completed if the district had a nonpublic share.

**Expenditures** must be completed to reflect all expenditures including any 2011 expenditures transferred in. If the amount expended is more than the budget (in the case of transfers) the district should enter the reason and amounts transferred in the required text box).

**Salary Worksheets** are for the entry of salaries paid from IDEA ARRA. The amounts transfer to the Expenditures Tab. Do this before you complete Expenditures.

**Equipment** is for the entry of renovation and equipment paid from IDEA ARRA. The amounts transfer to the Expenditures Tab. Do this before you complete Expenditures.

**On the Expenditures Tab you must select the End date and check Final, before you SAVE.**

**Expenditure Summary** is the last step before Submit. If the district had unexpended Nonpublic expenditures that offset Public expenditures they are required to check the Assurances box indicating that they have followed all requirements. If the district has a refund amount (Line D) they are required to check the refund check box. A Grant refund form and check with a copy of the expenditure summary page must be forwarded to Budget and Accounting. If the district has a release amount in Line E it must check the box for that.

10. Once all information is entered, please run a Consistency Check found under the Submit tab. Any detected error messages will display in red on the screen. These errors must be corrected prior to running another Consistency Check. A successful Consistency Check will display the message – ‘Passed Consistency Check’ in each section of the *ARRA* Final Expenditure Report. At this point, a ‘Submit’ button will appear on the screen. Please click the ‘Submit’ button in order to submit the *ARRA* Final Expenditure Report.

Applicant: 13 3576 BERKAMP Essex County  
Application: 2009-2011 IDEA ARRA Consolidated - 00  
Cycle: Expenditure Report 1  
Program: Basic - ARRA

Project Period: 7/1/2009 - 6/30/2011

Print Friendly  
Click to Return to Application Select  
Click to Return to Fields Expenditure Detail  
Click to Return to Payment Summary  
Click to Return to the next Step Sign Out

Contact Information Early Intervention Services Nonpublic Expenditures Equipment Inventory Salary Worksheet Expenditure Summary **Submit** Application Print

Submit

The Consistency Check must be successfully processed before you can submit your application.

Consistency Check Lock Application Unlock Application

District Authorized Representative  
County CS  
Office of Grant Management

TEST user ID: infelicia133576

11. Please repeat the steps above for each grant in which *ARRA* funds were expended (i.e., Basic, Preschool).

For further assistance, please contact your county supervisor of child study or Patricia Holcomb-Gray at [patricia.gray@doe.state.nj.us](mailto:patricia.gray@doe.state.nj.us).