



State of New Jersey
DEPARTMENT OF EDUCATION
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Governor

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Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

November 7, 2011

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

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

From: Peggy McDonald, Interim Director
Office of Special Education

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

As a recipient of federal funds under the *American Recovery and Reinvestment Act of 2009 (ARRA)*, your school district is subject to additional reporting requirements on the expenditure of these grant funds. According to the *ARRA* rules and regulations, districts must submit an IDEA-ARRA Final Expenditure Report that includes the accurate and complete disclosure of the expenditures associated with the budgeting of the *ARRA* funds following the two-year project period completion date of August 31, 2011.

The *IDEA-ARRA* Final Expenditure Report must be completed and submitted through the Electronic Web-Enabled Grant (EWEG) system located at: <http://njdoe.ewegp.mtwgms.org/NJDOEGMSWeb/logon.aspx>. In order to be in compliance with all financial reporting requirements, districts **must submit** their *IDEA-ARRA* Final Expenditure Reports through the EWEG system no later than **Friday, December 2, 2011**. For your convenience, instructions are attached for accessing this report (see Attachment A). Please read the attached instructions carefully as the process for the completion of the Final Expenditure Report is significantly different than that of the standard IDEA-B Final Report. **Delaying the completion of this report will jeopardize the district's funds and require substantial documentation from your district for the liquidation of funds not already drawn down through the system.**

Districts must have obligated their IDEA –ARRA funds by August 31, 2011 and liquidated these funds by October 15, 2011. **All reimbursement requests must have been submitted to EWEG by October 15, 2011.** Any *ARRA-IDEA* funds not obligated by August 31, 2011 and liquidated by October 15, 2011 must be released or refunded to the NJDOE as directed within Final Expenditure Report.

To assist your district in fully expending the *IDEA-ARRA* funds, guidance was provided so that districts were able to reclassify expenditures from their 2011 *IDEA-B* grants to the *IDEA-ARRA* grant. This must have been completed by October 15, 2011 and then reflected in draw downs.

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:phg

Attachment

c: Christopher D. Cerf	Beth Auerswald	New Jersey Lee Group
Senior Staff	Executive County Superintendent	New Jersey Charter Public School Association
David Joye	County Supervisors of Child Study	Nonpublic School Advisory Committee
Anne Corwell	Garden State Coalition of Schools	Constance Webster

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
2009-2011					
<input 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	06-17-2010	Final Approved	06-17-2010

TEST user ID: mfc...

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
2009-2011					
<input 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	06-17-2010	Final Approved	06-17-2010

TEST user ID: mfelicia133570

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

Payment Summary

Vendor

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 10/26/2011

	Basic-ARRA	Preschool-ARRA
Current Grant Year Allocation		
(+/-) Adjustments	\$13,252,885	\$475,845
(+/-) Consortiums	\$0	\$0
(+/-) Transfers	\$0	\$0
Total Funds Available	\$13,252,885	\$475,845
Anticipated Payments		
Auto-Scheduled	\$0	\$0
Reimbursements	\$13,252,885	\$475,845
Total	\$13,252,885	\$475,845
Pending Payments		
Auto-Scheduled	\$0	\$0
Approved Reimbursements	\$0	\$0
Total	\$0	\$0
Completed Payments		
Auto-Scheduled	\$0	\$0
Reimbursements	\$8,367,729	\$0
Total	\$8,367,729	\$0
Remaining Payments		
Auto-Scheduled	\$0	\$0
Reimbursements	\$4,885,156	\$475,845
Total	\$4,885,156	\$475,845
Final PER Status	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

Program: Select program...
 Basic-ARRA
 Preschool-ARRA

TEST user ID: mfelicia133570

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.

Program: Basic-ARRA

Reimbursement Requests:

Select an 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	Status Date
<input type="checkbox"/>	Reimbursement Request 6	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	11/15/2010	11/15/2010	11/19/2010	Approved	11/19/2010
<input type="checkbox"/>	Reimbursement Request 2	10/6/2010	10/6/2010	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:

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
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TEST user ID: mfelicia133570

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 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: 13 3570 NEWARK Essex County
 Application: 2009-2011 IDEA ARRA Consolidated - 00
 Cycle: Expenditure Report 1
 Program: Basic - ARRA
 Project Period: 7/1/2009 - 8/31/2011

Printer-Friendly
[Click to Return to Application Select](#)
[Click to Return to Reimb/Expend Menu](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / 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 3570 NEWARK Essex County
Application: 2009-2011 IDEA ARRA Consolidated - 00
Cycle: Expenditure Report 1
Program: Basic - ARRA
Project Period: 7/1/2009 - 8/31/2011
Printer-Friendly
Click to Return to Application Select
Click to Return to Reimb/Expend Menu
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

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

Submit Instructions

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: mfelicia133570

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.