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

November 21, 2011

	Title I *ARRA* Expenditure Reports – Action Required

TO: Chief School Administrator
            Charter School Lead Person

FROM: Anne Corwell, Director
            Office of Grants Management

SUBJECT: Title I *American Recovery and Reinvestment Act (ARRA)* – Expenditure
            Reports

The Title I *American Recovery and Reinvestment Act (ARRA)* Expenditure Reports are available online through the Electronic Web-Enabled Grant (EWEG) system. **The due date for submission of the applicable expenditure report is Monday, December 19, 2011**.

Although, the Title I *ARRA* funds were awarded as supplemental funds under the FY 2010 *No Child Left Behind (NCLB)* project period, these funds covered a two-year project period that ended on August 31, 2011. As such, any district that accepted Title I *ARRA* funds was subject to financial reporting requirements on an interim and final basis during the two-year project period. Recently, the United States Department of Education (USDE) notified state departments of education of the opportunity to apply for a waiver to the grant period covered by the *Tydings Amendment*. The New Jersey Department of Education (NJDOE) has applied to the USDE for such a waiver in order to allow school districts additional time to encumber and liquidate any unexpended Title I *ARRA* funds. Additional information will be forthcoming regarding the status of our request.

If your district expended 100% of its Title I *ARRA* funds as of August 31, 2011, the district is required to submit a final expenditure report. If your district did not expend 100% of its Title I *ARRA* funds, the district will be required to submit a second interim expenditure report.

The Title I *ARRA* expenditure reports can be accessed and submitted through the EWEG system at: http://homeroom.state.nj.us/. **In order to be in compliance with all Title I *ARRA* financial reporting requirements, districts must submit the applicable Title I *ARRA* expenditure report through the EWEG system no later than Monday, December 19, 2011.** For your convenience, instructions are attached for accessing the appropriate report (see Attachment A).

If you have any questions, or require additional information regarding the Title I *ARRA* expenditure reports, please contact the Office of Grants Management at (609) 633-6974.

AC\ams:K:\ARRA\TitleIARRAExpenditureReportAnnouncement
Attachment
c: Christopher D. Cerf
    Senior Staff
    David Joye
    Karen Campbell
    County Superintendents
    Garden State Coalition of Schools
    New Jersey LEE Group Members
    New Jersey Charter Public School Association
    Nonpublic School Advisory Committee
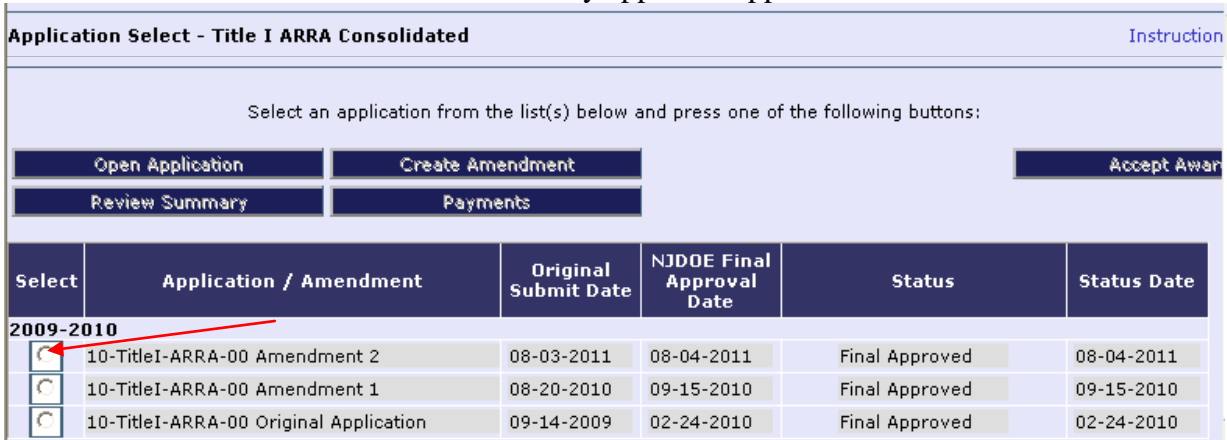   Andrea Sunderville
    File

Title I *ARRA* EXPENDITURE REPORT
INSTRUCTIONS

Follow the steps below to access the applicable, Title I ARRA Expenditure Report:

1. Click the Title I *ARRA* Consolidated link on the main EWEG MENU
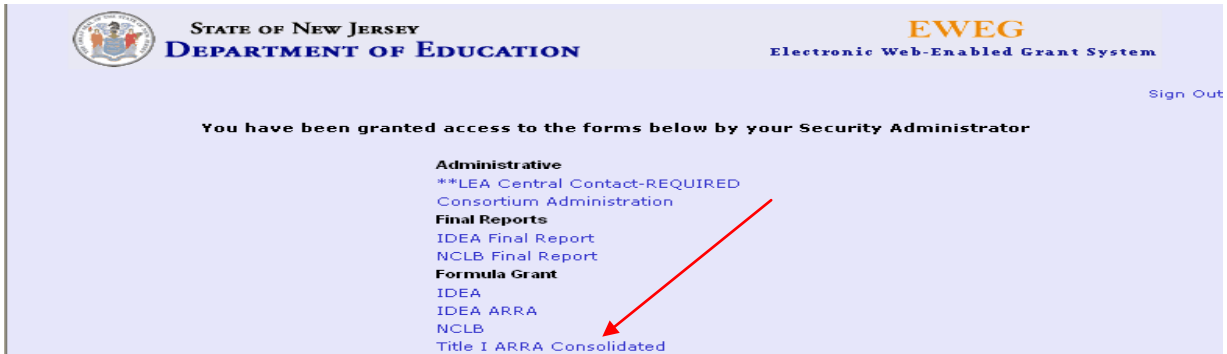
2. Select the radio button for the most recently approved application.

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

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

Payment Summary					Instructions

Vendor

View Reimbursement Requests/Expenditure Reports

Payment Summary as of 10/20/2011

	TitleIPartA-ARRA	TitleIPartD-ARRA	TitleISIAPartA-ARRA	TitleISIAPartG-ARRA
Current Grant Year Allocation	$5,000,807	$0	$280,378	$0
(+/-) Adjustments	$0	$0	$0	$0

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.

Reimbursement Request/Expenditure Report Menu	Instructions

Program Select program...

Select program...
TitleIPartA-ARRA
TitleIPartD-ARRA
TitleISIAPartA-ARRA

TEST user

6. Once a Title is selected (such as Title I Part A ARRA) the screen will display information on both Reimbursement Requests and Expenditure Reports.

Program TitleIPartA-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
○	Reimbursement Request 5	8/12/2011	8/16/2011	8/17/2011	Approved	8/17/2011
○	Reimbursement Request 4	9/14/2010	9/14/2010	9/18/2010	Approved	9/18/2010
○	Reimbursement Request 3	5/19/2010	5/19/2010	5/20/2010	Approved	5/20/2010
○	Reimbursement Request 2	3/3/2010	3/3/2010	4/16/2010	Approved	4/16/2010
○	Reimbursement Request 1	3/3/2010	3/3/2010	4/16/2010	Approved	4/16/2010

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
⦿	Expenditure Report 1	N	4/21/2011	4/21/2011	4/21/2011	Approved	4/21/2011

Select the radio button for the most recently Approved Expenditure Report.

7. Click the 'Create Expense Rep' button in order to create the next available expenditure report.

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
⦿	Expenditure Report 1	N	4/21/2011	4/21/2011	4/21/2011	Approved	4/21/2011

8. The Overview screen 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.

Application: 2009-2010 Title I ARRA Consolidated - 00
Cycle: Expenditure Report 1   **Project Period:** 7/1/2009 - 8/31/2011
Program: Title I Part A - ARRA

Printer-Friendl
Click to Return to Application Sele
Click to Return to Reimb/Expend Men
Click to Return to Payment Summar
Click to Return to Menu List / Sign Ou

Overview	Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Submit

Overview   Instructions

POST-AWARD REQUIREMENTS

The American Recovery and Reinvestment Act of 2009, abbreviated ARRA – (Public Law 111-5), was enacted as an economic stimulus package by the 111th United States Congress in February 2009. The ARRA appropriated funding under Title I that was supplemental to the FY 2010 Title I grant award under the No Child Left Behind Act of 2001 (NCLB). The ARRA Title I funds were connected to the FY 2010 Title I funds based on the purpose and allowable uses of the funds.

All applicable requirements as stipulated under the No Child Left Behind Act of 2001 (NCLB), the Title I regulations, U.S. Department of Education guidance, the Education Department General Administrative Regulations (EDGAR) related to grant accounting and financial management, other applicable laws and regulations, and OMB Circulars (such as OMB Circular A-87 related to cost principles and OMB Circular A-133 related to audits conducted under the Single Audit Act) apply to the use and accounting of these ARRA Title I funds.

PLEASE NOTE: *IF THE SUBMISSION IS AN INTERIM EXPENDITURE REPORT, DO NOT PLACE A CHECKMARK IN THE FINAL EXPENDITURE BOX*.

9. 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 expenditure report and make all necessary revisions before running another Consistency Check.

Overview	Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	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

Subrecipient Data Entry
Authorized Representative
Final Application Review

A successful Consistency Check will display the message – 'Passed Consistency Check' in each section of the Title I *ARRA* 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 *ARRA* Final Expenditure Report.

Overview	Contacts	Expenditures	Equipment Inventory	Salary Worksheet	Reserves	Expenditure Summary	Submit	Application Print

Submit   Instructions

Warning!
You are about to make final submission
of the budget information for NJDOE approval.
In order to make changes to your institution's budget after clicking the
submit button below you must contact NJDOE to change your application's status.
The application has been locked by the consistency check process.

Lock Application   Unlock Application

Consistency Check was run on: 10/20/2011
Subrecipient Data Entry
Authorized Representative   Submit to NJDOE
Final Application Review

10. Repeat the steps above for each title in which *ARRA* funds were expended during the two-year Title I *ARRA* project period (i.e., Title I Part A *ARRA*, Title I Part D *ARRA*, and Title I SIA Part A *ARRA*).

For further assistance, please contact the EWEG Help Desk at eweghelp@doe.state.nj.us.