

# FY2023-2024 ESEA Final Expenditure Reports

Updated August 2024

## General Instructions

Login to the Electronic Web-Enabled Grant (EWEG) System and follow the steps below to access the FY 2024 *Elementary and Secondary Education Act (ESEA)* Final Expenditure Reports (FER):

1. Click the 'GMS Access Select' link on the EWEG Main Menu.



2. At the top left side of the page, Select Fiscal Year **2024** from the drop-down list.

Select Fiscal Year:  [Click to view Funding Summary](#)

Created						
General						
Application Name	Revision	Status	Date	Actions		
▶ SAM System for Award Management	Amendment 1	Final Approved	1/12/2023	Open	Review Summary	
Formula Grant						
Application Name	Revision	Status	Date	Actions		
▶ IDEA	Amendment 1	Final Approved	7/21/2023	Open	Payments	Review Summary
▶ Title I Comparability	Original Application	Final Approved	12/6/2022	Open	Amend	Review Summary Delete Application
▶ Perkins Secondary Consolidated	Amendment 1	Not Submitted		Open	Payments	Review Summary
▶ ESEA Consolidated	Amendment 1	Final Approved	3/20/2023	Open	Amend	Payments Review Summary Delete Application

3. Then click the '**Payments**' button on the line for *ESEA* Consolidated.
4. The Payment Summary screen will open. Click 'View Reimbursement Requests/Expenditure Reports.'

## View Reimbursement Requests/Expenditure Reports

### Payment Summary as of 8/26/2024

- The Reimbursement Request/Expenditure Report Menu will open. Select an *ESEA* title from the drop-down list.

**Reimbursement Request/Expenditure Report Menu** [Instruction](#)

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Program Select program...

- TitleIA
- TitleIReallocated
- TitleISIA
- TitleIIA
- TitleIII
- TitleIIIImmigrant
- TitleIV
- TitleVRLIS

New Jersey Department of Education  
Send Questions to: [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov)

- Once a title is selected, the screen will display Reimbursement Requests for that title at the top of the page and Expenditure Reports for that title at the bottom of the page. Click 'Create Expense Rep.'

**Reimbursement Request/Expenditure Report Menu** [Instructions](#)

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Program TitleIA

**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="radio"/>	Reimbursement Request 4	6/7/2023	6/7/2023	6/9/2023	Approved	6/9/2023
<input type="radio"/>	Reimbursement Request 3	5/2/2023	5/11/2023	5/12/2023	Approved	5/12/2023
<input type="radio"/>	Reimbursement Request 2	4/5/2023	4/6/2023	4/6/2023	Approved	4/6/2023
<input type="radio"/>	Reimbursement Request 1	3/2/2023	3/6/2023	3/8/2023	Approved	3/8/2023

**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

- The Expenditure Report will open and the Contacts page will appear. This is a read-only screen. To change the Contact information, return to the EWEG Main Menu and select **LEA Central Contacts**. Select the **most current year** and update the contact information. The information will automatically transfer to all current applications and reports.
- Enter information in the final expenditure report by working through the tabs from left to right and top to bottom. An instruction link is available on each page. Click on the link for further directions about completing that page. Enter expenditure amounts in whole dollars, with *no cents, no dollar signs and no commas*.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Submit	Application History	Application Print
<b>Contact Information</b> <b>Verify and/or Update LEA Central Contact Information on the Main Menu.</b>							Instructions
<b>LEA Central Contacts:</b> Note: The contact data on this page are maintained within the LEA Central Contact link. Any changes to the LEA Contact information should be made in the LEA Central Contact link on the Main Menu.							

9. Once all required information has been entered in each tab, go to the Submit tab, run the Consistency Check to identify any errors or omissions, and then submit the report.
10. Repeat the steps above for each *ESEA* Title in which funds were budgeted for the 2023-2024 project period. A final report is required even if the local educational agency (LEA) has requested and received reimbursement for the total allocation in a title.

## Review and Approval

The NJDOE will review each FY 2024 ESEA FER and contact the LEA if any revisions are required. The reports will be reviewed and approved in the order they are received, so it is best to submit as early as possible and not wait until the deadline.

## Final Payments

Timely submission of the FER is especially important if the LEA has not yet requested reimbursement for all funds expended. A final payment of any funds due will be generated automatically upon approval of an FER. Because FER serve as final reimbursement requests, amendments to approved FER are not permitted.

## Carryover

Upon final approval of each FY2024 FER, any carryover funds, identified in the FER as either overpayment and/or net carryover, will become available to budget in the LEA's FY2025 *ESEA* grant year application. If the LEA's FY2025 *ESEA* application does not have final New Jersey Department of Education (NJDOE) approval, the LEA will budget the carryover funds as part of the original application. If, however, the FY2025 *ESEA* application has received final NJDOE approval, the LEA must submit an amendment to the FY2025 *ESEA* application to budget the carryover funds.

For further assistance, please contact [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov)

# Waiver Page Instructions

The Title I, Part A allocation includes the current year allocation plus the Title I, Part A Neglected allocation, if applicable, and any portion of the Title II, Part A or Title IV, Part A allocations that were transferred into Title I, Part A. It does not include the Title I SIA, Part A (School Improvement) allocation or any previous year Title I, Part A carryover funds.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
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<b>Title I Part A Waiver</b>		<a href="#">Instructions</a>						
		Waiver Granted 2020-2021:	<input type="text"/>					
		Waiver Granted 2021-2022:	<input type="text"/>					
<b>Total Available</b>	<input type="text" value="15,963,756"/>	<b>Public Allocation</b>	<input type="text" value="15,963,756"/>	<b>Nonpublic Allocation</b>	<input type="text"/>			
Total Expenditures	<input type="text"/>	Public Expenditures	<input type="text"/>	Nonpublic Expenditures	<input type="text"/>			
Total Carryover	<input type="text" value="0"/>	Public Carryover	<input type="text"/>	Nonpublic Carryover	<input type="text"/>			
		<b>Carryover Percent</b>	<input type="text" value="0.00"/>					

1. The Total Available, Public Allocation, Nonpublic Allocation and Carryover Percent will be pre-loaded and cannot be changed by the LEA.
2. Read and agree to the Conditions set forth by the Elementary and Secondary Education Act.

[begin text from EWEG]

The Title I, Part A allocation includes the current year allocation plus the Title I, Part A Neglected allocation, if applicable, and any portion of the Title II, Part A or Title IV, Part A allocations that were transferred into Title I, Part A. It does not include the Title I SIA, Part A (School Improvement) allocation or any previous year Title I, Part A carryover funds.,

A. If the LEA elects to carry over more than 15.00% of its FY 2024 Title I, Part A allocation AND meets both below listed conditions, the LEA must request a Title I, Part A carryover waiver.

1. The Title I, Part A allocation for FY2023 is greater than or equal to \$50,000; AND
2. The LEA was not granted a Title I, Part A carryover waiver for FY2022 or FY2023.

B. If the carryover amount shown above is greater than 15.00% of the FY 2024 Title I, Part A allocation, but the Title I, Part A allocation is less than \$50,000, a Title I, Part A carryover waiver is not required. The total amount of Title I, Part A carryover funds may be carried over into the subsequent project period.

C. If the carryover amount shown above is greater than 15.00% of the FY 2024 Title I, Part A allocation, AND at least one of the below listed conditions apply, the LEA MUST return to the Expenditure Summary tab and release an amount of Title I, Part A funds that results in total carryover (overpayment plus net carryover) of 15.00% or less. Upon completion of this step, the LEA MUST return to the Waiver tab, click the 'No' radio button, and 'Save' the page:

- The LEA is eligible for a Title I, Part A carryover waiver, but prefers not to exercise this option; OR
- The LEA is not eligible for a Title I, Part A carryover waiver, because it was granted a Title I, Part A carryover waiver in either FY2022 or FY2023.

**Based on the above conditions, make the applicable selection for the following statement:**

The LEA requests a Title I, Part A carryover waiver: Yes  No

[end text from EWEG]

3. Provide a clear and concise explanation for the Waiver request, agree to the certification, and save the page.

**Explanation and Certification for Title I Carryover greater than 15.00%.**

Provide explicit details to explain why Title I, Part A programs and services were not implemented as planned, resulting in an unexpended balance of Title I, Part A funds in excess of 15.00% of the LEA's Title I, Part A allocation. List specific actions the LEA will take to increase the expenditure of ALL Title I, Part A funds, including these carryover funds, in the subsequent project period.

([count] of 2000 maximum characters used)

**The district certifies that the Title I, Part A programs, services, and/or activities funded with FY2023 Title I, Part A carryover funds are:**

- a. Reflected in the FY2024 ESEA Consolidated Subgrant Application or subsequent ESEA Consolidated Subgrant Application Amendment(s), if needed: and
- b. Comply with the applicable statutory and regulatory requirements as specified in the Elementary and Secondary Education Act of 1965 [as amended by the Every Student Succeeds Act (ESSA) P.L. 115-224], Section 1127 (Carryover and Waiver) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200).

Save Page



[begin text from EWEG]

**Explanation and Certification for Title I Carryover Greater than 15.00%.**

Provide explicit details to explain why Title I, Part A programs, services, and/or activities were not implemented as planned, resulting in an expended balance of Title I, Part A funds to exceed 15.00% of the Title I, Part A allocation.

([count] of 2000 maximum characters used)

The district certifies that the Title I, Part A programs, services, and/or activities funded with FY2024 Title I, Part A carryover funds are:

- a. Reflected in the FY204 ESEA Consolidated Subgrant Application or subsequent ESEA Consolidated Subgrant Application Amendments(s), if needed: and
- b. Comply with the applicable statutory and regulatory requirements as specified in the Elementary and Secondary Education Act of 1865 [as amended by the Every Student Succeeds Act (ESSA) P.L. 115-224], Section 1127 (Carryover and Waiver) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200).

[end text from EWEG]

# Page Specific Instructions

## Contacts

This is a read-only screen. Cells are populated with the information entered in the LEA Central Contact link and the AWARD Management SAM application.



Contacts Expenditures Equipment Inventory Expenditure Summary Reserves Waiver Submit Application History Application Print

Contact Information **Verify and/or Update LEA Central Contact Information on the Main Menu.** Final Report Instructions

To change the contact information, return to the EWEG Main Menu and select **\*\*LEA Central Contact-Required**.



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

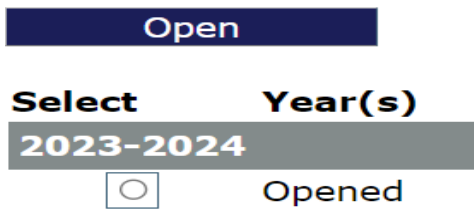
Administrative

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

**GMS Access / Select**

- Funded Applications
- Non-Funded Data Collections

Select the most current year and click the dark blue button above to open it.



**Open**

**Select Year(s)**

**2023-2024**

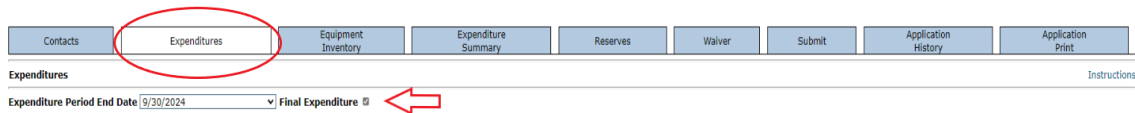
Opened

Update and save the contact information. This information will transfer automatically to all current applications and reports. Return to the final report to continue entering data.

It is important to keep the contact information up-to-date because the EWEG system sends automated emails to these addresses and because NJDOE staff use the information to contact districts about their applications, reports, and reimbursement requests. Out-of-date information may delay approvals. Update contact information whenever there are changes.

## Expenditures

At the top of the page, select the 'End Period Expense' date of 9/30/2023 from the drop-down list and place a checkmark in the 'Final Expenditure' checkbox.



In the middle of the page, the **Budgeted** columns will be prepopulated with the last approved budget. Enter the total expenditures for the project period on the appropriate lines in the **Expended** columns under **Public** and, if applicable, **Nonpublic**. Enter whole numbers with no cents, no dollar signs and no commas.

- All lines **except** equipment are enterable. Enter equipment costs on the **Equipment Inventory** page. Once the equipment page is completed and saved, the equipment costs will automatically transfer to the Expenditures page.
- The total Public expenditures entered cannot exceed the total Public Budget and the total Nonpublic expenditures entered cannot exceed the total Nonpublic Budget
- Once expenditures are entered, any differences between the budgets and the expenditures will be displayed in the **Difference** column on the right.
- If funds were expended in an unopened (previously unbudgeted) line and/or if the total transfers exceed 10% of the allocation, enter an explanation in the text box at the bottom of the page.
- Admin Costs may not exceed the specified percentage of total **expenditures**:

ESEA Title	Max Admin
Title I-A, Title I Reallocated, Title II-A, & Title V RLIS	5%
Title III, Title III Immigrant, and Title IV-A	2%
Title I SIA A	zero

- Be sure to click 'Calculate Totals' and 'Save Page' at the bottom of the screen.

## **Title I-A Only — Nonpublic Carryover**

For Title I only, the nonpublic carryover is calculated at the bottom of the page. In most cases, the unexpended funds for any nonpublic students will be carried over and allocated to these students in the subsequent year. If however, a nonpublic school refuses any budgeted services for these students after the budget is approved, the refused amount will go back to the public-school district. Enter the amount of any refused nonpublic services at the bottom of the page. For all other titles, unexpended nonpublic funds are carried over and redistributed equitably between the public and nonpublic schools.



# Equipment Inventory

Equipment is any instrument, machine, furniture, apparatus or set of articles, which meets **all** the following criteria:

1. It retains its original shape, appearance and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is nonexpendable, that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit;
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year; and
5. The item costs more than \$2,000. If items with lower unit costs were purchased, include them under supplies (100-600 and/or 200-600) on the Expenditures tab.

Instructional Equipment 400-731 is used by students and instructional staff for direct instruction.

Non-Instructional Equipment 400-732 is used for support services, anything other than direct instruction for students.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
400-731 Instructional Equipment			400-732 Non-Instructional Equipment					
Equipment Detail								<a href="#">Instructions</a>
Delivery Date	Description	Manufacturer/Model	Serial/Inventory Number	Public Acquisition Cost	Nonpublic Acquisition Cost	Total Acquisition Cost	Location in LEA	Delete
6/30/2022	SmartBoard	Tele-Measurement	KQ13FFW61E0087	3999	0	3999	School 1	<input type="checkbox"/>
<b>Total Inventory Expenditures</b>				3999	0	3999		

Enter information in each column for each piece of equipment purchased:

- Delivery date — must be before the end of the project period
- Description
- Manufacturer/Model
- Serial/Inventory Number
- Public Acquisition Cost
- Nonpublic Acquisition Cost
- Location of equipment in LEA

Click ‘Calculate Totals’ and ‘Save Page’ at the bottom of the screen. The total Acquisition Cost will calculate automatically. Once the equipment pages are completed and saved, the total equipment expenditures will automatically transfer to the Expenditures page. Go back to the Expenditures page and save it.

## Expenditure Summary

First complete and save the Expenditures and Equipment Inventory pages, if applicable. Then complete and save the Expenditure Summary page. If you make changes to the Expenditures or Equipment pages, come back to the Expenditure Summary page, make revisions if necessary, and then save it again.

The top of the Expenditure Summary page shows the calculation of the Final Payment or Overpayment, if any. None of these fields are enterable.

### Total Reported Expenditures

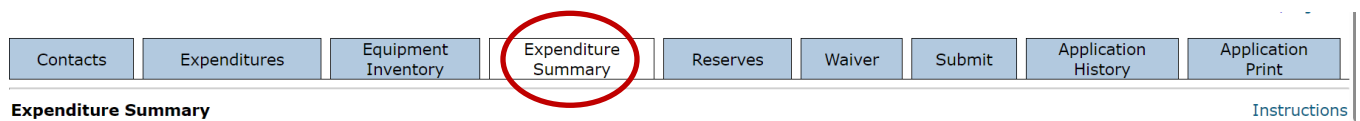
As reported by the LEA on the Expenditures tab. Paid to Date — Reimbursements requested by and paid to the LEA.

### Final Payment (positive difference)

If the expenditures exceed the paid to date amount, a final payment will be sent to the district automatically upon approval of the FER.

### Overpayment (negative difference)

If the paid to date amount exceeds the expenditures, the LEA was paid more than they expended, resulting in an overpayment.



The center of the Expenditure Summary page compares the expenditures to the budget and calculates any required refunds or releases. Only lines H and I are enterable.

**A. Total Funds Available**—Includes the allocation for the year being reported, plus any carryover and/or overpayments from the prior year and any transfers in from other titles.

**B. Final Approved Budget**—The last approved budget either from the original application or a subsequent amendment. If the final approved budget does not match the funds available, the LEA must submit an amendment before the final report can be submitted.

**C. Total Reported Expenditures**—As reported by the district on the Expenditures tab.

**D. Previous Year Overpayment to be Offset** — The amount that was paid in the previous year but not expended is available to offset expenditures in the year being reported.

**D1. Expenditures Applied as Offset**—The amount of the expenditures being deducted from the overpayment as an offset.

**E. Previous Year Overpayment funds not Offset (D - D1)**—Refund to NJDOE—If the expenditures for the year being reported are less than the previous year overpayment then the LEA must refund the amount indicated. This amount was paid in the previous year and not expended in either the previous or subsequent year and must be returned.

**[note for screen reader users: in the application system, the column headers are blank]**

**Carryover Determination**

		<b>Total</b>
A.	Total Funds Available	\$609,494
B.	Final Approved Budget	\$609,494

**Apply expenditures in prior year funds (D and G are included in A)**

C.	Total Reported Expenditures	\$0
D.	2022-2023 Overpayment to be offset	\$0
D1.	Expenditures (C) applied as offset	\$0
E.	202-2023 Overpayment funds not offset (D–D1) — Refund to NJDOE	\$0

**F. Expenditures remaining to apply to carryover (C - D1)**—Reported expenditures minus the overpayment offset.

**G. Prior Year Carryover**—Unexpended and unpaid funds from the prior year that were carried forward and added to the current year budget.

**G1. Transfers into another program**—Funds that were transferred out of this title into another title thereby reducing the amount available in this title and increasing the amount available in the other title.

**H. Prior Year Carryover (G - F)**—If the amount on line H is greater than zero, the LEA has unexpended prior year carryover.

**I. Prior Year Carryover Funds to be released**—If the LEA has unexpended prior year carryover on line H and does not wish to carry it over, they may release some or all of it on this line. The release amount on this line must be equal to or less the amount on line H.

**[note for screen reader users: in the application system, the column headers are blank]**

F.	Expenditures remaining to apply to carryover C – D1	\$0
G.	2022-23 Carryover	\$111,468
G1.	Transfer into another program	\$0
H.	2022-2023 Carryover (G - F)	\$111,468
I.	2022-2023 Carryover funds to be released	0

The bottom of the Expenditure Summary page shows the calculation of any overpayment and/or net carryover. Lines M and N are enterable.

- J. Current Year Funds Available**—The current year allocation.
- K. Expenditures Remaining to apply to current year funds (F – G + H)** — These are expenditures remaining after any prior year carryover has been applied and any overpayments have been offset.
- L. 2022-2023 Overpayment**—Enter the overpayment amount indicated, if any.
- M. Other 2022-2023 funds to be released**—If the district is not permitted to or chooses not to carry over all or part of the unexpended funds, enter the amount to be released on this line.

**[note for screen reader users: in the application system, the column headers are blank]**

Current Year Fund Calculations		
J.	Current Year Funds Available	\$498,026
K.	Expenditures remaining to apply to current year funds (F – G + H)	\$0
L.	2023-2024 Overpayment (Enter total of \$286,070)	0
M.	Other 2023-24 funds to be released	0
N.	Net 2023-2024 Carryover to 2025 (J – K – L – M)	\$498,026

The total FY 2024 carryover, if any, is identified in the FER as Overpayment and/or Net Carryover:

- **Overpayment**—funds that were budgeted and **paid, but not expended** during the FY 2023 project period. These funds may be budgeted and expended in FY 2025 but will be deducted from the FY 2025 payments until they are completely offset.
- **Net carryover**—funds that were budgeted but **not expended or paid** during the FY 2024 project period. These funds may be budgeted, expended, and paid in FY 2025.

**Important:** If the LEA does *not* wish to carry over funds, they must indicate this on the FY 2024 FER by entering an amount on the release line. Once an FER is final approved with carryover, the funds can no longer be released and must be added to the FY 2025 budget.

## Reserves (Title I, Part A Only)

The budgeted amounts on this page are prepopulated from Title I, Part A, Eligibility Step 4 page in the last approved 2024 *ESEA* application or amendment. Reserves are a subset of the Title I expenditures. Any amounts reported on this page should also be included on the Expenditures page. Only enter expenditures for lines in which there are budgets. Expenditures may not exceed the budgeted amount for any line.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Reserves	Waiver	Submit	Application History	Application Print
Reserves								Instructions

### Parent and Family Engagement

Parent and Family Engagement is a required reserve for LEAs with allocations greater than \$500,000. It is also a restricted reserve. Any unexpended funds must be carried forward and used for the same purpose. Any FY 2024 unexpended Parent and Family Engagement required funds will automatically be carried forward to FY 2025. Enter expenditures in this order:

1. Carryover — Unexpended reserves from 2024.
2. Transferability — One percent of 2025 funds transferred into Title I-A from Title II-A or Title IV-A.

### Other Required Reserves

Enter expenditures for any budgeted lines:

- Homeless Students
- Neglected

### Optional Reserves

Enter expenditures for any budgeted lines:

- Administration
- Additional LEA Parent and Family Engagement
- Preschool Programs
- District-wide Instructional Programs
- LEA Professional Development
- Teacher Incentives and Rewards
- School Improvement

## Expenditure Targets (Title II, Part A and Title IV, Part A only)

The top of this page shows the total expenditures for FY 2024 as reported by the LEA on the Expenditures tab. If the LEA had expenditures but the amount on the top of the page is zero, go back and complete the Expenditures tab.

The rest of the page lists all the available Allowable Uses for FY 2024 in this *ESEA* title. Refer to your last approved FY 2024 ESEA approved application or amendment to see the allowable uses the LEA selected for this title and how much was budgeted for each Allowable Use. Come back to this page and enter amounts in the boxes next to each Allowable Use, indicating how much was expended in each category.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
<b>Expenditure Targets</b>							Instructions

The total of the amounts entered must equal the total expenditures at the top of the page.

# Submit

Once all required information has been entered into each tab in the report, go to the Submit tab and run the Consistency Check. Correct any errors or omissions and then run the check again.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	<b>Submit</b>	Application History	Application Print
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**Submit** [Instructions](#)

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

**CERTIFICATION:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

[Consistency Check](#) [Lock Application](#) [Unlock Application](#)

Once the Consistency Check has been run successfully, the application will lock and you will be ready to submit. If you wish to make additional changes before submitting, click 'Unlock Application.' Make any changes and then run the check again. When you are ready to submit, click 'Submit to NJDOE.'

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditure Targets	Submit	Application History	Application Print
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**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.

**CERTIFICATION:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

[Lock Application](#) [Unlock Application](#)

Consistency Check was run on: 8/14/2020  
Authorized Representative [Submit to NJDOE](#)



## Application History

This is a read-only screen. It provides information on the current status of the grant application plus a listing of all previous activity and it allows the applicant LEA to track the status of the application through the review and approval process.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Expenditures By Building	Submit	Application History	Application Print
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Application History (Read Only) [Instructions](#)

Status Change	UserId	Action Date
Submitted to NJDOE	USER012345	08-07-2020

### Status Change

Identifies the type of action step that occurred (e.g., Submitted to NJDOE, Returned for Changes, Final Application Approved).

### User ID

Identifies the User ID of the person who performed the action step. Federal regulations require that each user have their own unique User ID.

### Action Date

Identifies the date on which the action step was performed.

## Application Print

Use this tab to print some or all pages in the report. Click the name of the grant to see the sub- tabs. Click in the white boxes next to the names of the tabs to indicate which pages you wish to print, and then click the "Request Print" button. Under "Requested Print Jobs," you will see your login and the date of the print request.

Contacts	Expenditures	Equipment Inventory	Expenditure Summary	Submit	Application History	Application Print
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Selectable Application Print [Instructions](#)

**NOTE: Print requests do not process immediately. The process runs hourly at the top of the hour. If you need an immediate copy of a page, use the Printer Friendly view on the respective page and print using your browser's print function.**

**NOTE: If an allocation is zero, please do not print that particular application's pages.**

**Request Print Job**

Title III

- Contacts
- Expenditures
  - Equipment Inventory
    - 400-731 Instructional Equipment
    - 400-732 Non-Instructional Equipment
- Expenditure Summary
- Submit
- Application History
- Application Print

**Request Print**

Requested Print Jobs
Completed Print Jobs

Print jobs are processed in batches every hour on the hour. Once the hour has lapsed, go back to the print tab and you will see a link under “Completed Print Jobs.” Click the link and it will open a PDF file that you may print and/or save.

You may also print individual pages immediately by using the print function on your computer.

For further assistance, please contact [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).