

Final Expenditure Reports

1) Open your most recent completed Consolidated Application. If you completed a funding adjustment or amendment you will want to choose that project.

	Project No.	Type	Status	Workflow Step			
7602	FA-999-15-0483	Original Application	Closed	DFP Approval Complete			
12753	FA-999-15-0483 A	Funding Adjustment	Completed	DFP Review Complete (FA)			

The project status of the Consolidated and the Sub Grant must be Completed for you to create the FER. Click on the subgrant for which you want to create a FER.

	Grant Consolidated Application	Total Allocation Amount \$1,130,898.00
	Agency Aliquippa SD	Awarded Amount \$1,130,898.00
	Project No FA-999-14-0004 A	Awarded Date 7/1/2013
	Type Consolidated Amendment (Increase)	Award Status Approved
	Status Completed	
	Workflow Step DFP Review Complete (AU)	

Application for one or more Federal grant programs, available to approved Agencies. Complete the individual programs before submitting the consolidated application. The grant agreement for the consolidated application may govern one or more of the following programs: Title I, Parts A and D Title II, Part A Title III

Required Instructions

- Content
- Narratives
- Consolidated Application**

Authorized Signoff

Contract Signoff

Administrative Functions

- Contact Information**
- Grant Funding Worksheet**
- Routing / Workflow**
- Related Grant Applications**

Documents

- Guidelines**
- Reporting**

Sub Grant Applications

Add Sub Grant Application

Grant Title	Project No.	Status	Workflow Step	Allocation	
Title I, Part A - Improving Basic Programs	FA-013-14-0004 A	Closed	Receipt / Verification	\$942,048.00	
Title II, Part A - Improving Teacher Quality	FA-020-14-0004 A	Completed	Receipt / Verification	\$188,860.00	
Title I, Part A - Improving Basic Programs	FA-013-14-00041A	In Process	Revision Data Entry	\$942,048.00	

2) Click on Supporting Grants.

	Grant	Title II, Part A - Improving Teacher Quality	Total Allocation Amount	\$188,850.00
	Agency	Aliquippa SD	Awarded Amount	\$0.00
	Project No	FA-020-14-0004 A	Status	Completed
	Type	Title II-A Amendment	Workflow Step	Receipt / Verification
			Awarded Date	Award Status

Title II, Part A, is a 100% federally funded supplemental educational program that provides financial assistance to improve the skills of teachers and the quality of instruction in core academic subjects in public and private elementary and secondary schools. Of the state allocation, 95% is used for basic education in local educational agencies, 2.5% is used for higher education competitive grants, and 2.5% is used for state activities. Title II, Part A, combines the Eisenhower and Class-Size Reduction programs into one program that focuses on preparing, training, and recruiting and hiring highly qualified teachers.

Back to Consolidated Apps Menu

Required Instructions

Content

Narratives

- Needs Assessment
- Assurances
- Highly Qualified Staff
- Program Description

Carryover

- Carryover

Budget

- Instruction Expenditures
- Equipment Expenditures
- Other Expenditures
- Budget Summary

Authorized Signoff

Contract Signoff

Administrative Functions

- Contact Information**
- Grant Funding Worksheet**
- Routing / Workflow**
- Related Grant Applications**

Supporting Grants

- Supporting Grants**

Documents

- Guidelines**
- Reporting**

Revisions

- Create Revision**

3) Choose the FER from the dropdown and then click Create.

Grant Title II, Part A - Improving Teacher Quality **Total Allocation Amount** \$188,850.00
Agency Aliquippa SD **Awarded Amount** \$0.00
Project No FA-020-14-0004 A **Status** Completed **Awarded Date**
Type Title II-A Amendment **Workflow Step** **Receipt / Verification** **Award Status**

Title II, Part A, is a 100% federally funded supplemental educational program that provides financial assistance to improve the skills of teachers and the quality of instruction in core academic subjects in public and private elementary and secondary schools. Of the state allocation, 95% is used for basic education in local educational agencies, 2.5% is used for higher education competitive grants, and 2.5% is used for state activities. Title II, Part A, combines the Eisenhower and Class-Size Reduction programs into one program that focuses on preparing, training, and recruiting and hiring highly qualified teachers.

[Back to Consolidated Apps Menu](#)

Required Instructions

Content

Narratives

- ✓ Needs Assessment
- ✓ Assurances
- ✓ Highly Qualified Staff
- ✓ Program Description

Carryover

- ✓ Carryover

Budget

- ✓ Instruction Expenditures
- ✓ Equipment Expenditures
- ✓ Other Expenditures
- ✓ Budget Summary

Supporting Grants

- Supporting Grants

Documents

- Guidelines
- Reporting

Revisions

- Create Revision

Create Supporting Program CLOSE X

Select a supporting program type and a project type from the drop-down lists, then click the Create button.

Supporting Program Type: Title IIA Final Expenditure Report

Project Type: Title IIA FER

Create

4) You will see your FER is now created and In Process.

	Grant	Title IIA Final Expenditure Report [Final Expenditure Report]	Status	In Process	Total Allocation Amount	\$188,850.00
	Agency	Aliquippa SD	Workflow Step	Data Entry	Awarded Amount	\$0.00
	Project No	FA-020-14-0004			Awarded Date	
	Type	Title IIA FER			Award Status	

Required Instructions

Content

Budget

Final Report Details

- Actual Instruction Expenditures
- Actual Equipment Expenditures
- Actual Other Expenditures
- Budget Summary
- Budget/Expenditures Comparison

Authorized Signoff

Contract Signoff

Administrative Functions

- Contact Information
- Grant Funding Worksheet
- Routing / Workflow
- Related Grant Applications

Documents

- Guidelines
- Reporting

Complete

5) Click on the first section, Final Report Details and complete the Total Receipts and Total Expenditures **with the information from FAI**. Then click on Mark Section Complete.

This screenshot shows the main grant application interface. At the top, a header bar displays the following information:

Grant	Title IIA Final Expenditure Report [Final Expenditure Report]	Total Allocation Amount	\$188,850.00
Agency	Aliquippa SD	Awarded Amount	\$0.00
Project No	FA-020-14-0004	Status	In Process
Type	Title IIA FER	Workflow Step	Data Entry

Below the header, there are several navigation panels. The 'Required Instructions' panel is highlighted in yellow. The 'Content' panel on the left contains a list of sections, with 'Final Report Details' circled in red. Other sections include 'Actual Instruction Expenditures', 'Actual Equipment Expenditures', 'Actual Other Expenditures', 'Budget Summary', and 'Budget/Expenditures Comparison'. The right-hand side features three panels: 'Authorized Signoff' (with 'Contract Signoff'), 'Administrative Functions' (with 'Contact Information', 'Grant Funding Worksheet', 'Routing / Workflow', and 'Related Grant Applications'), and 'Documents' (with 'Guidelines' and 'Reporting').

This screenshot shows the 'Final Report Details' section in more detail. The header bar is identical to the previous screenshot. Below it, a sub-header indicates 'Section Final Report Details' and 'Status: In Process'. The main content area is titled 'Final Report Details' and contains a table with the following data:

	Completed by LEA	Completed by PDE
Total Receipts	0.0000	
Total Expenditures	0.0000	
Funds Due LEA	0.0000	
Funds Due PDE	0.0000	

The table rows are circled in red. At the bottom of the interface, there is a navigation bar with several buttons: 'Back to Grant Application Detail', 'Check Rules', 'Mark Section Complete' (circled in red), 'Save & Continue', and 'Save'.

6) Click on the rest of the sections, complete the information, and then click on Mark Section Complete for each. Review the Budget Summary and Budget/Expenditures Comparison for accuracy.

	Grant	Title IIA Final Expenditure Report [Final Expenditure Report]		Total Allocation Amount	\$188,850.00
	Agency	Aliquippa SD		Awarded Amount	\$0.00
	Project No	FA-020-14-0004	Status	In Process	Awarded Date
	Type	Title IIA FER	Workflow Step	Data Entry	Award Status

Required Instructions

- Content
- Budget
- Final Report Details
- Actual Instruction Expenditures
- Actual Equipment Expenditures
- Actual Other Expenditures**
- Budget Summary
- Budget/Expenditures Comparison

Authorized Signoff

Contract Signoff

Administrative Functions

Contact Information

Grant Funding Worksheet

Routing / Workflow

Related Grant Applications

Documents

Guidelines

Reporting

Complete

7) In the Budget/Expenditures Comparison section, make sure that the **Function Code** totals do not show an **increase** of more than 20%. If they do, this will require a budget revision.

As you can see in the screenshot below the Object Code – Object code 700 Equipment must be within \$1.00. Other Object Code changes may be disregarded.

	Grant	Title IIA Final Expenditure Report [Final Expenditure Report]	Total Allocation Amount	\$188,850.00
	Agency	Aliquippa SD	Awarded Amount	\$0.00
	Project No	FA-020-14-0004	Status	In Process
	Type	Title IIA FER	Workflow Step	Data Entry
			Awarded Date	
			Award Status	

Section Budget/Expenditures Comparison **Status:** In Process

Budget Comparison

Spending by Object Code Total

Object Codes	Budget Total	Actual Total	Change Amount	%
▶ 100 - Salaries	\$129,664.00	\$100,000.00	\$29,664.00	22.88%
▶ 200 - Benefits	\$59,186.00	\$88,850.00	\$29,664.00	50.12%

Spending by Function Code Total

Function Codes	Budget Total	Actual Total	Change Amount	%
1190 - FEDERALLY FUNDED REGULAR PROGRAMS	\$188,850.00	\$188,850.00	\$0.00	0%

[Back to Grant Application Detail](#)
[Check Rules](#)
[Mark Section Complete](#)
[Save & Continue](#)
[Save](#)

8) Once all sections are accurate and marked as complete (blue checkmark next to each section), click the Complete Step button.

Grant	Title I, Part A Final Expenditure Report [Final Expenditure Report]	Total Allocation Amount	\$45,248.00
Agency	Austin Area SD	Awarded Amount	\$0.00
Project No	FA-013-16-0015	Status	In Process
Type	Final Expenditure Report	Workflow Step	Data Entry
		Awarded Date	Award Status

Required Instructions

- Content
- Budget
- Final Report Details
- Actual Instruction Expenditures
- Actual Equipment Expenditures
- Actual Other Expenditures
- Budget Summary
- Budget/ Expenditures Comparison
- Certification of Expenditures

Authorized Signoff

- Final Expenditure Signoff

Reporting/Documents

- Reporting
- Guidelines

Administrative Functions

- Contact Information
- Grant Funding Worksheet
- Routing / Workflow
- Related Grant Applications

Complete Step

9) After clicking the Complete button, go to the Final Expenditure Signoff link and signoff. (A signoff can be completed by anyone with the signoff role in eGrants. It does not have to be your Authorized Representative (Executive Director, CEO, or Superintendent.)

The screenshot displays the eGrants system interface for a grant titled "Title I, Part A Final Expenditure Report [Final Expenditure Report]". The grant details include Agency: Austin Area SD, Project No: FA-013-16-0015, and Total Allocation Amount: \$45,248.00. The current status is "In Process" and the workflow step is "Review and Submit".

Grant	Title I, Part A Final Expenditure Report [Final Expenditure Report]	Total Allocation Amount	\$45,248.00
Agency	Austin Area SD	Awarded Amount	\$0.00
Project No	FA-013-16-0015	Status	In Process
Type	Final Expenditure Report	Workflow Step	Review and Submit

The interface includes several sections:

- Required Instructions:** A yellow highlighted section.
- Content:** A section with a dropdown arrow.
- Budget:** A section with a dropdown arrow.
- Final Report Details:** A list of items with checkmarks: Final Report Details, Actual Instruction Expenditures, Actual Equipment Expenditures, Actual Other Expenditures, Budget Summary, Budget/ Expenditures Comparison, and Certification of Expenditures.
- Authorized Signoff:** A section with a dropdown arrow, containing a link for "Final Expenditure Signoff" which is circled in red.
- Reporting/Documents:** A section with a dropdown arrow, containing links for "Reporting" and "Guidelines".
- Administrative Functions:** A section with a dropdown arrow, containing links for "Contact Information", "Grant Funding Worksheet", "Routing / Workflow", and "Related Grant Applications".

At the bottom of the interface, there are two buttons: "Previous Step" and "Submit".

10) After signing off, click the Submit button.

This screenshot is identical to the one above, showing the same grant details and interface elements. The primary difference is that the "Final Expenditure Signoff" link is no longer circled. Instead, the "Submit" button at the bottom right of the interface is circled in red.

11) Your FER has now been submitted to PDE for review and approval. There is no need to print and mail in to PDE.

✓ The Grant application step was successfully submitted!

	Grant	Title IIA Final Expenditure Report [Final Expenditure Report]	Total Allocation Amount	\$188,850.00
	Agency	Aliquippa SD	Awarded Amount	\$188,850.00
	Project No	FA-020-14-0004	Awarded Date	
	Type	Title IIA FER	Award Status	

Status Submitted
Workflow Step DFP Technical FER Review

Required Instructions

Content

Budget

- ✓ Final Report Details
- ✓ Actual Instruction Expenditures
- ✓ Actual Equipment Expenditures
- ✓ Actual Other Expenditures
- ✓ Budget Summary
- ✓ Budget/Expenditures Comparison

Authorized Signoff

- Contract Signoff

Administrative Functions

- Contact Information
- Grant Funding Worksheet
- Routing / Workflow
- Related Grant Applications

Documents

- Guidelines
- Reporting

Complete

Note: If you need to create a budget revision this must be done before the FER is created, otherwise the FER will need to be deleted by DFP. Contact your Fiscal Technician in DFP for assistance.