GAINS Training and System Navigation

Final Expenditure Report (FER) for State Grants to Libraries

This training will assist LEA Fiscal Representatives in starting and completing, and LEA Authorized Representatives in approving and submitting the Final Expenditure Reports (FER) for a Funding Application in GAINS.

Start on Sections Page of the Funding Application. Ensure that all fund requests have been submitted and the status is at "Released for Payment" before starting the FER.

1) Click on **FER Draft Started** to open the FER. The LEA Fiscal Representative is the only role that is able to open the FER.
2) Click the assurance acknowledging no further revisions may be submitted and confirm selection. If something has changed and the funds expended no longer align to the budget, the applicant will want to submit a revision **before** starting the FER. Additionally, as stated previously, the FER will not be able to be opened if there are any outstanding fund requests. The FER will only show the approved object code and function code combinations from the budget.
3) New pages will appear on the sections page: **Final Reporting Questions, Final Expenditures, FER Related Documents**, and **Final Expenditure Report**
    a. Final Reporting Questions
        i. Answer questions about the program closeout on this page. All fields marked with an "*" must be completed to submit
        ii. Preview of questions available at end of these instructions
    b. Final Expenditures
        i. For reimbursement grants, these cells will be pre-populated to match the amounts within previously completed fund requests by object code and function code.
    c. FER Related Documents
        i. Upload any optional documents.
        ii. There are not any required documents to submit because documentation has been submitted with previous fund requests.
    d. Final Expenditure Report
        i. This is a system generated report based on user input in the Final Expenditures page. There is no further action for the applicant on this page. This page will not be able to be edited by applicants.
4) Submit the FER
    a. Clear any validation messages in the validation column. Please be aware of the following:
        i. The FER can't be submitted if the amount expended exceeds the allocation amount.
    b. Move the application to **FER Draft Completed**
        i. LEA All Funding Application Director, LEA State Grants to Libraries Director, LEA Fiscal Representative, or LEA Authorized Representative may make this status change
    c. LEA Fiscal Representative moves to **FER LEA Fiscal Representative Approved**
    d. LEA Authorized Representative moves to **FER LEA Authorized Representative Approved**
        i. The FER is officially submitted once it is in FER LEA Authorized Representative Approved

What if I started my Final Expenditure Report and noticed that I need to make a change to the budget or create a new fund request?

- Notify CDE staff that FER needs to be cancelled. CDE staff will change the status to **FER Cancelled**. Once cancelled, the option to start a Revision will appear.
- Click on the **Revision Started** link and make changes to the budget.
    - *All budget revisions must go through the approval process before the changes show up in the Final Expenditure Report.*
    - Once the revisions have been approved, applicants can then start the FER.
    - *All fund requests must be at the status "Released for Payment" before the Final Expenditure Report can be opened.*

Final Reporting Questions:

1) Please select all that apply for how the grant funds were spent:
    a. Books – Print
    b. Books – E-books
    c. Books – Audio Books
    d. Books – Audio E-Books
    e. Electronic Database
    f. DVDs/Blu-Rays
    g. Magazine/Periodical Subscriptions
    h. Technology
    i. Other (*If Other is selected, please describe your purchase (e.g. print-audio books))
2) Please indicate how important the State Grants to Libraries funding was to your library in doing the following: *(Drop down answer options: Essential, Important, Somewhat Important, Not Important/Don't Know)*
    a. Purchasing materials targeted to fill unmet need
    b. Updating the library's collection
    c. Launching a new type of program or service
    d. Increasing attendance at storytime or other programs
    e. Increasing materials circulation
    f. Purchasing items to increase library/library website visits
3) Please describe any benefits or other ways that the State Grants to Libraries funding impacted your community, students, services, or staff. This may include a story about someone who benefited from the grant-funded items, or any data you may have collected.