

School Maintenance Project Grant Program

Instructions for the Quarterly Report Process

April 2024

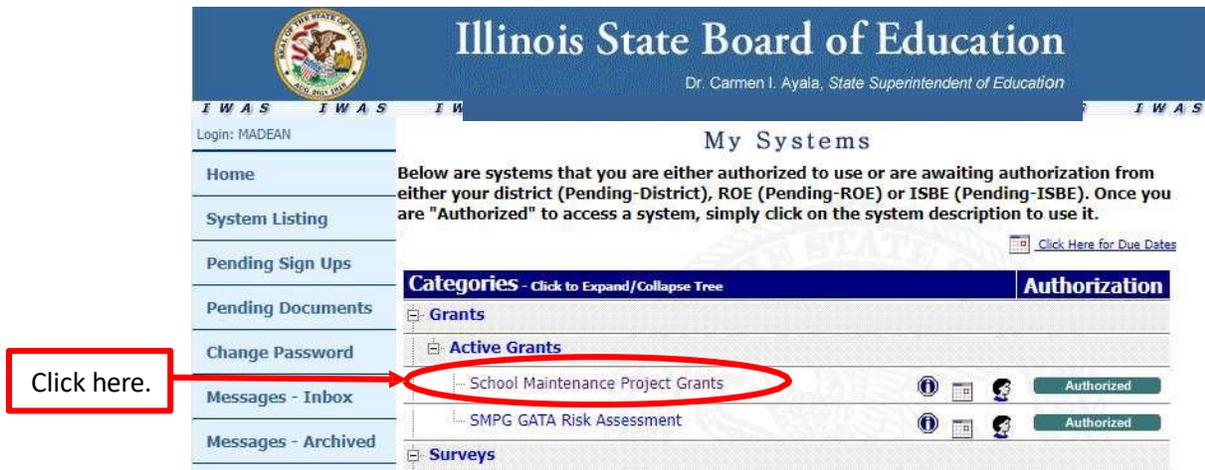
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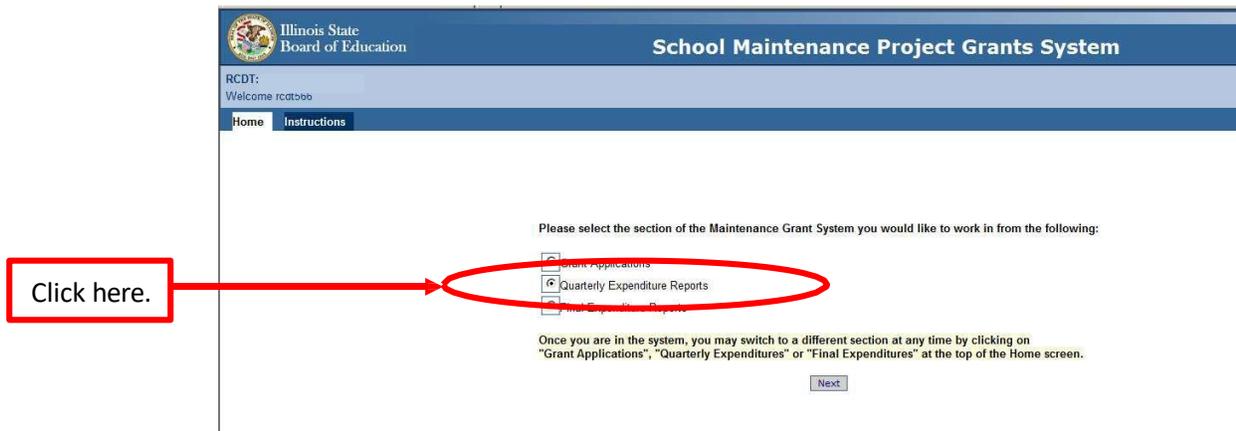
I. Completing the Quarterly Expenditure Reports within the School Maintenance Grant System in IWAS

A. Step 1: Creating the Quarterly Expenditure Base Report

1. Create a Base Report for each grant. This Base Report will be used every quarter to report the current quarter's expenditures and obligations for the grant until the grant can be closed out by submitting the final expenditure report in IWAS.
2. To create the Base Report, log in to [IWAS](#) and go to System Listing. Click **School Maintenance Project Grants** located under Active Grants.



3. Click on **Quarterly Expenditure Reports** from the screen below.



- Click **Quarterly Expenditure Report** under Create Documents in the upper left-hand corner of the screen to create the Base Report for an awarded Maintenance Grant.

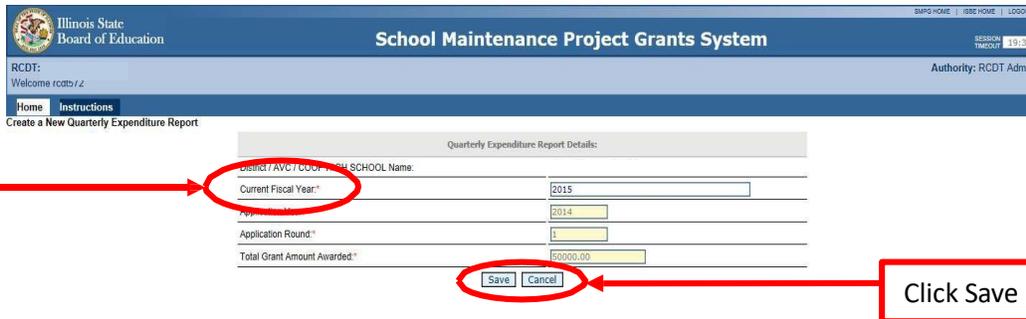


- Find and select the Grant Application for which you are creating a Base Report to report your quarterly expenditures and obligations.



Electronic Quarterly expenditure reports may only be created for applications accepted from FY 2014 application cycle and beyond.

- Input the Current Fiscal Year and click **Save**. This indicates the fiscal year the Base Report was created.



7. Your Base Report has now been created. You should see the **Quarterly Expenditure Report Header Information** page as shown below. Proceed to the following section (Section B) to complete your first Quarterly Report. If you are already at the screen below, skip to No. 2 in Section B.

The screenshot displays the 'School Maintenance Project Grants System' interface. At the top, the Illinois State Board of Education logo is on the left, and the system title 'School Maintenance Project Grants System' is centered. On the right, there are links for 'SMPG HOME', 'SBS HOME', and 'LOGOUT', along with a 'SESSION TIMEOUT' indicator showing '16:43'. Below the header, the user is identified as 'RCDT: : Authority: RCDT Admin' and 'Welcome rcdtb/2'. A navigation menu includes 'Home', 'Application Instructions', 'Quarterly Expenditure Rpt. Instructions', and 'Final Expenditure Rpt. Instructions'. The main content area is titled 'Quarterly Expenditure Report Header Information' and contains a list of report details: 'Created in FY: 2015', 'District:', 'RCDT#:', 'County: Jefferson', 'District Superintendent', 'Application Year: 2014', 'Application Round: 1', 'Total Requested Grant Amount: \$50,000.00', 'Total Awarded Grant Amount: \$50,000.00', 'Total Project Costs expended to date: \$0.00', 'Quarterly Expenditure Report submitted through:', 'Total expended this quarter: \$0.00', 'Date Created: 08/18/2014', 'Current Status: In Progress', 'Last Updated By:', and 'Created By: rcdt572'. A 'Submit Quarterly Report' button is located below this list. Below the main information box is a section titled 'Quarterly Expenditure Report Data' with links for 'Quarterly Work Items' and 'District Data'.

B. Step 2: Completing/Submitting your first Quarterly Expenditure Report

1. Log in to [IWAS](#) and go to **School Maintenance Project Grants** located under Surveys. Click **Quarterly Expenditure Reports** from the options presented and click **Next**.
2. Your Base Report will be located under in-progress Quarterly Reports. Click **Edit/View Details** to access the Base Report. *Note: If the Base report is not shown, go back and complete Section A - Step 1: Creating the Quarterly Expenditure Base Report.*

The screenshot shows the 'School Maintenance Project Grants System' interface. The user is logged in as RCDT Admin. The main navigation bar includes 'Home' and 'Instructions'. The 'Quarterly Expenditures' tab is active. The 'In-Progress Quarterly Expenditure Reports' section shows a table with one item found. The table has columns for RCDTS, DistrictName, Application Year, Application Round, Status, and Date Last Modified. The 'Edit/View Details' link is circled in red, and a red box labeled 'Click here.' points to it.

RCDTS	DistrictName	Application Year	Application Round	Status	Date Last Modified
		2014	2	In Progress	6/12/2014 2:50:27 PM

3. You should now see the **Quarterly Expenditure Report Header Information** page as shown below. Click **Quarterly Work Items** under **Quarterly Expenditure Report Data**.

The screenshot shows the 'Quarterly Expenditure Report Header Information' page. The user is logged in as RCDT Admin. The main navigation bar includes 'Home', 'Application Instructions', 'Quarterly Expenditure Rpt. Instructions', and 'Final Expenditure Rpt. Instructions'. The 'Quarterly Expenditure Report' section is active. The 'Quarterly Expenditure Report Header Information' section displays the following details:

- Created In FY: 2015
- District: .
- RCDT#: .
- County: Jefferson
- District Superintendent: .
- Application Year: 2014
- Application Round: 1
- Total Requested Grant Amount: \$50,000.00
- Total Awarded Grant Amount: \$50,000.00
- Total Project Costs expended to date: \$0.00
- Quarterly Expenditure Report submitted through: .
- Total expended this quarter: \$0.00
- Date Created: 08/18/2014
- Current Status: In Progress
- Last Updated By: .
- Created By: rcdt572

The 'Submit Quarterly Report' button is visible. Below this, the 'Quarterly Expenditure Report Data' section is shown, with the 'Quarterly Work Items' link circled in red. A red box labeled 'Click here.' points to this link.

- Click **Add/View quarterly expenditures** to input expenditures and obligations for the current quarter. *Please note: This must be done for all work items. Each work item is inputted separately.*

Click here to input expenditures and obligations for the first work item.

The screenshot shows the 'School Maintenance Project Grants System' interface. At the top, it displays the Illinois State Board of Education logo and the user's role as RCDT Admin. Below the navigation menu, there are fields for 'COUNTY CODE' (041, Jefferson), 'DISTRICT CODENAME', and 'APPLICATION YEAR/ROUND' (2014, 1). A table lists two work items with columns for Item I.D., Facility Name, Facility Address, Facility Description, Project Description, Priority Code, Category Code, Unit of Measure, Quantity, Est. cost, Est. Start Date, and Est. Completion Dt. Below this is a 'Quarterly Costs' table with columns for 'Work Item is 100% Complete', and quarterly periods from Jun 30 2014 to Mar 31 2016, plus a 'Total' column. At the bottom, a summary box shows: Total Estimated Project Cost: \$197,000.00; Total Project Costs: \$45,000.00; Total Requested Grant Amount: \$50,000.00; Total Reserved Local Funds: \$147,000.00.

- Enter the expenditures and obligations for each work item in the current quarter (round to the nearest whole dollar) and click **Save Item** when done. If a work item is 100% complete, please place a **check mark** in the column on the furthest right-hand side. *Please note: Only report expenditures and obligations for the current quarter, not cumulative expenses.*

Enter expenditures and obligations for the current quarter. Amounts must be rounded to the nearest whole dollar. **Repeat for all work items on the grant.**

The screenshot shows the 'Edit Quarterly Work Item' form. It includes fields for 'Category Code' (HVAC/Boilers), 'Units Of Measure' (per unit), 'Quantity' (0), 'Total Est Work Cost: (0000)' (\$110000), 'Estimated Start Date: (MM/DD/YYYY)' (06/01/2014), and 'Estimated Completion Date: (MM/DD/YYYY)' (06/15/2014). Below these is a table for 'Amount expended or obligated in CURRENT quarter ending on' with columns for quarterly periods from Jun 30 2014 to Mar 31 2016, and a 'Total cumulative expenditures to date' row. A 'Save Item' button is located at the bottom. A 'Work Item 100% Complete' checkbox is also visible on the right side.

Check here when **this work item** is 100% completed.

Click **Save Item** when completed with this work item.

- Once you click **Save Item**, the system will take you back to the Quarterly Work Item Listing. You should see the quarterly amounts that were entered for that work item, along with the cumulative costs (the total of all quarterly expenditures and obligations) for that work item.

Quarterly expenses reported for each work item will be shown here. This must be done for all work items.

Quarterly Costs

Item I.D.	Work Item is 100% Complete	Jun 30 2014	Sep 30 2014	Dec 31 2014	Mar 31 2015	Jun 30 2015	Sep 30 2015	Dec 31 2015	Mar 31 2016	Total
1	No		\$35,000.00							\$35,000.00
2	No	\$13,000.00								\$13,000.00

Total Estimated Project Cost: \$197,000.00
 Total Requested Grant Amount: \$50,000.00
 Total Reserved Local Funds: \$147,000.00

- Repeat steps 3-6 to report the current quarter's expenditures and obligations for each work item. (Once a work item is shown as 100% complete, quarterly expenses no longer need to be reported for that item.)**
- Once all work items have been updated, return to the Quarterly Expenditure Report Header Information by clicking Quarterly Expenditure Report.

Click here.

Quarterly Expenditure Report

Item I.D.	Work Item is 100% Complete	Jun 30 2014	Sep 30 2014	Dec 31 2014	Mar 31 2015	Jun 30 2015	Sep 30 2015	Dec 31 2015	Mar 31 2016	Total
1	No		\$35,000.00							\$35,000.00
2	No	\$13,000.00								\$13,000.00

Total Estimated Project Cost: \$197,000.00
 Total Requested Grant Amount: \$50,000.00
 Total Reserved Local Funds: \$147,000.00

9. Click **Submit Quarterly Report** to submit the Quarterly Report to ISBE.

Illinois State Board of Education
School Maintenance Project Grants System
RCDT
Welcome rcdt572
Authority: RCDT Admin

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Home > Quarterly Expenditure Report

Quarterly Expenditure Report Header Information

- Created in FY: 2015
- District:
- RCDT:
- County: Jefferson
- District Superintendent:
- Application Year: 2014
- Application Round: 1
- Total Requested Grant Amount: \$50,000.00
- Total Awarded Grant Amount: \$50,000.00
- Total Project Costs expended to date: \$48,000.00
- Quarterly Expenditure Report submitted through:
- Total expended this quarter: \$48,000.00
- Date Created: 08/18/2014
- Current Status: In Progress
- Last Updated By: rcdt572
- Created By: rcdt572

Click here.

10. Please **check the box** for the Quarterly Report being submitted (*it should be bold and in green*) and click **District Submission of Selected Quarter**.

Illinois State Board of Education
School Maintenance Project Grants System
RCDT
Welcome rcdt00000
Authority: RCDT Admin

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Home > Quarterly Expenditure Report > Quarters

Please check the box of the quarterly report you are submitting.

- Quarterly Expenditure Report Year: 2015
- District:
- RCDT:
- Application year: 2014
- Application Round: 2
- Quarter: 1

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 30 2014	Sep 30 2014	Dec 31 2014	Mar 31 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 30 2015	Sep 30 2015	Dec 31 2015	Mar 31 2016

Check the box for the quarter that is being submitted.

Click here to submit to ISBE.

11. Before clicking **OK**, please note the message shown on the screen. Verify that costs have been entered for all work items on the grant, even if work has not begun on a specific work item. Only work items previously reported as 100% completed in a previous quarter do not need to have expenses listed for the current quarter. If all work items have been updated, click **OK**.

Illinois State Board of Education
School Maintenance Project Grants System
RCDT
Welcome rcdt00050
Authority: RCDT Admin

Home Application Instructions Quarterly Expenditure Rpt.Instructions Final Expenditure Rpt. Instructions

Home > Quarterly Expenditure Report > Quarters

Please check the box of the quarterly report you are submitting.

- Quarterly Expenditure Report Year: 2015
- District:
- RCDT:
- Application year: 2014
- Application Round: 2
- Quarter: 1

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 30 2014	Sep 30 2014	Dec 31 2014	Mar 31 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jun 30 2015	Sep 30 2015	Dec 31 2015	Mar 31 2016

Ensure that all work items have been updated before submitting.

Message from webpage
Are you sure you want to submit the Quarterly Expenditure Report? Before submitting, please ensure that you have entered the quarterly costs for each work item completed on the application. Click OK to submit if you are sure that all quarterly work items and amounts are accurate.

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
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12. Once approved, a green box will appear at the top of the screen that states **Quarterly Expenditure Report has been submitted to ISBE**. Return to the home screen by clicking **Home** in the upper left-hand corner of the screen.

Click here to return to main page of grant.

Verifies the Quarterly Report was submitted to ISBE.

The screenshot shows the 'School Maintenance Project Grants System' interface. At the top, there is a navigation bar with 'Home' highlighted. Below the navigation bar, a green message box states 'Quarterly Expenditure Report has been submitted to the ISBE.' Below this, there is a form titled 'Please check the box of the quarterly report you are submitting.' The form contains a list of metadata: Quarterly Expenditure Report Year: 2015, District: [blank], RCDT#: [blank], Application Year: 2014, Application Round: 2, and Quarter: 1. Below the form is a grid of date selection buttons for quarters from Jun 30 2014 to Mar 31 2016. At the bottom, there are buttons for 'District Submission of Selected Quarter' and 'Cancel'.

13. The Quarterly Report will be listed under **District Submitted Quarterly Expenditure Reports** after it has been submitted.

The submitted report will be shown under District Submitted Quarterly Expenditure Reports.

The screenshot shows the 'School Maintenance Project Grants System' interface with a list of reports. The 'District Submitted Quarterly Expenditure Reports' section is active, showing 1 item found. The table below lists the submitted report:

RCDT#	District	Application Year	Application Round	Status	Date Submitted
510840050260000	Ball Chatham CUSD 5	2014	2	District Submitted	7/11/2014 11:02:42 AM

14. The Quarterly Report will be listed under **ISBE Submitted Quarterly Expenditure Reports** after it has been reviewed by ISBE.

Illinois State Board of Education
School Maintenance Project Grants System

RCDT: : Authority: RCDT Admin
Welcome rcdt0050

Home Instructions

Create Documents
Grant Application
Quarterly Expenditure Report
Final Expenditure Report

Grant Applications Final Expenditures Quarterly Expenditures

In-Progress Quarterly Expenditure Reports Filter By FY: Go 0 Items Found
No items were found.

District Submitted Quarterly Expenditure Reports Filter By FY: Go 0 Items Found
No items were found.

ISBE Submitted Quarterly Expenditure Reports Filter By FY: Go 1 Item Found

	Application Year	Application Round	Status	Date Submitted
Edit/View Details 510840050260000 Ball Chatham CUSD 5	2014	2	ISBE Submitted	7/11/2014 11:31:57 AM

After ISBE review, the report will be found under ISBE Submitted Quarterly Expenditure Reports.

C. Step 3: Completing/Submitting Subsequent Quarterly Expenditure Reports

1. Log in to [IWAS](#) and go to **School Maintenance Project Grants** located under Surveys. Click **Quarterly Expenditure Reports** from the options presented and click **Next**.
2. If your previous Quarterly Report has been reviewed by ISBE, your Base Report will be located under ISBE Submitted Quarterly Expenditure Reports. Click **Edit/View Details** to access the Base Report.

Note: Once the district begins work on the subsequent quarter's report, the Base report will move from **ISBE Submitted Quarterly Expenditure Reports** to **In Progress Quarterly Expenditure Reports**.

The screenshot shows the 'School Maintenance Project Grants System' interface. The user is logged in as RCDT Admin. The 'ISBE Submitted Quarterly Expenditure Reports' section is active, showing a table with one report found. The 'Edit/View Details' link for the report is circled in red, with a red box and arrow pointing to it from the text 'Click here.'

RCDTS	DistrictName	Application Year	Application Round	Status	Date Submitted
		2014	2	ISBE Submitted	7/11/2014 11:31:57 AM

3. You should now see the **Quarterly Expenditure Report Header Information** page as shown below. Click **Quarterly work items** under **Quarterly Expenditure Report Data**.

The screenshot shows the 'Quarterly Expenditure Report Header Information' page. The report details are as follows:

- Created in FY: 2015
- District:
- RCDT#:
- County: Jefferson
- District Superintendent:
- Application Year: 2014
- Application Round: 1
- Total Requested Grant Amount: \$50,000.00
- Total Awarded Grant Amount: \$50,000.00
- Total Project Costs expended to date: \$48,000.00
- Quarterly Expenditure Report submitted through: Jun 30 2014
- Total expended this quarter: \$0.00
- Date Created: 08/18/2014
- Current Status: ISBE Submitted
- Last Updated By: hlsisbeadm
- Created By: rcdt572

The 'Quarterly Expenditure Report Data' section is visible below, with the 'Quarterly Work Items' link circled in red, and a red box and arrow pointing to it from the text 'Click here.'

- Click **Add/ View quarterly expenditures** to input expenditures and obligations for the current quarter. *Please note: This must be done for all work items. Each work item is inputted separately.*

Click here.

Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Dt
Add/View quarterly expenditures	1		Elementary facility built in 1969 Houses about 360 students, building is 40,220 square feet.	Replacing HVAC units with high efficiency units.	B	HVAC	per unit	3	\$110,000.00	06/01/2014	06/15/2014
Add/View quarterly expenditures	2		Elementary facility built in 2001 Houses about 650 students, the building is 67,200 square feet.	Replace HVAC with energy efficiency equipment	B	HVAC	per unit	2	\$87,000.00	06/01/2014	07/30/2014

Item I.D.	Work Item is 100% Complete	Jun 30 2014	Sep 30 2014	Dec 31 2014	Mar 31 2015	Jun 30 2015	Sep 30 2015	Dec 31 2015	Mar 31 2016	Total
1	No	\$35,000.00								\$35,000.00
2	No	\$13,000.00								\$13,000.00

Total Estimated Project Cost	\$197,000.00	Total Project Costs	\$48,000.00
Total Requested Grant Amount	\$50,000.00		
Total Reserved Local Funds	\$147,000.00		

- Enter the expenditures and obligations for each work item in the current quarter (round to the nearest whole dollar) and click **Save Item** when done. If the work item is 100% complete, please place a **checkmark** in the column on the furthest right-hand side. *Please note: Only report expenditures and obligations for the current quarter, not cumulative expenses.*

Enter expenditures and obligations for the current quarter. Amounts must be rounded to the nearest whole dollar. **Repeat for all work items on the grant.**

Check here when **this work item** is 100% Completed.

Click **Save Item** when completed with this work item.

Category Code*	Units Of Measure*	Quantity*	Total Est. Work Cost: [0000]*	Estimated Start Date: [MM/DD/YYYY]*	Estimated Completion Date: [MM/DD/YYYY]*
HVAC/Boilers	per unit	3	\$110000	06/01/2014	06/15/2014

Amount expended or obligated in CURRENT quarter ending on		Work Item 100% Completed
Jun 30 2014	\$35000	<input type="checkbox"/>
Sep 30 2014	\$4500	<input type="checkbox"/>
Dec 31 2014	\$	<input type="checkbox"/>
Mar 31 2015	\$	<input type="checkbox"/>
Jun 30 2015	\$	<input type="checkbox"/>
Sep 30 2015	\$	<input type="checkbox"/>
Dec 31 2015	\$	<input type="checkbox"/>
Mar 31 2016	\$	<input type="checkbox"/>
Total cumulative expenditures to date		
\$35000		

- Once you click **Save Item**, the system will take you back to the Quarterly Work Item Listing. You should see the quarterly amounts that were entered for that work item, along with the cumulative costs (the total of all quarterly expenditures and obligations) for that work item.

Quarterly expenses reported for each work item will be shown here. This must be done for all work items.

The screenshot shows the 'School Maintenance Project Grants System' interface. At the top, there are navigation links: Home, Application Instructions, Quarterly Expenditure Rpt. Instructions, and Final Expenditure Rpt. Instructions. Below this, there are search filters for County Code (041 - Jefferson), District Code/Name, and Application Year/Round (2014, 1). The main table lists two work items with details on facility name, address, description, project description, priority, category, unit of measure, quantity, estimated cost, start date, and completion date. Below the main table is a 'Quarterly Costs' table with columns for 'Work Item in 100% Complete', 'Jun 30 2014', 'Sep 30 2014', 'Dec 31 2014', 'Mar 31 2015', 'Jun 30 2015', 'Sep 30 2015', 'Dec 31 2015', 'Mar 31 2016', and 'Total'. A red circle highlights the 'Sep 30 2014' column for item 1, which shows a value of \$0.00. Below the table are summary boxes for 'Total Estimated Project Cost' (\$197,000.00), 'Total Requested Grant Amount' (\$50,000.00), and 'Total Reserved Local Funds' (\$147,000.00).

- Repeat steps 3-6** to report the current quarter's expenditures and obligations for each work item. (Once a work item is shown as 100% complete, quarterly expenses no longer need to be reported for that item.)
- Once all work items have been updated, return to the Quarterly Expenditure Report Header Information by clicking **Quarterly Expenditure Report**.

Click here.

The screenshot shows the 'School Maintenance Project Grants System' interface. At the top, there are navigation links: Home, Application Instructions, Quarterly Expenditure Rpt. Instructions, and Final Expenditure Rpt. Instructions. Below this, there are search filters for County Code (041 - Jefferson), District Code/Name, and Application Year/Round (2014, 1). The main table lists two work items with details on facility name, address, description, project description, priority, category, unit of measure, quantity, estimated cost, start date, and completion date. Below the main table is a 'Quarterly Costs' table with columns for 'Work Item in 100% Complete', 'Jun 30 2014', 'Sep 30 2014', 'Dec 31 2014', 'Mar 31 2015', 'Jun 30 2015', 'Sep 30 2015', 'Dec 31 2015', 'Mar 31 2016', and 'Total'. Below the table are summary boxes for 'Total Estimated Project Cost' (\$197,000.00), 'Total Requested Grant Amount' (\$50,000.00), and 'Total Reserved Local Funds' (\$147,000.00). A red box highlights the 'Quarterly Expenditure Report' link in the navigation menu, and a red arrow points from the text box on the left to it.

9. Click **Submit Quarterly Report** to submit the Quarterly Report to ISBE.

Quarterly Expenditure Report Header Information

- Created in FY: 2015
- District:
- RCDT#:
- County: Jefferson
- District Superintendent:
- Application Year: 2014
- Application Round: 1
- Total Requested Grant Amount: \$50,000.00
- Total Awarded Grant Amount: \$50,000.00
- Total Project Costs expended to date: \$52,500.00
- Quarterly Expenditure Report submitted through: Jun 30 2014
- Total expended this quarter: \$4,500.00
- Date Created: 08/18/2014
- Current Status: In Progress
- Last Updated By: rcdt572
- Created By: rcdt572

Click here. →

10. Please **check the box** for the Quarterly Report being submitted (**it should be Bold and in Green**) and click **District Submission of Selected Quarter**.

Please check the box of the quarterly report you are submitting.

<input type="checkbox"/>	Sep 30 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Jun 30 2015	<input type="checkbox"/>	Dec 31 2015	<input type="checkbox"/>

Check the box for the Quarterly Report that is being submitted. →

Then click here to submit to ISBE. →

11. Before clicking **OK**, please note the message shown on the screen. Verify that costs have been entered for all work items on the grant, even if work has not begun on a specific work item. Only work items previously reported as 100% completed in a previous quarter do not need to have expenses listed for the current quarter. If all work items have been updated, click **OK**.

Ensure that amounts have been inputted on all work items before submitting. →

Please check the box of the quarterly report you are submitting.

Message from webpage

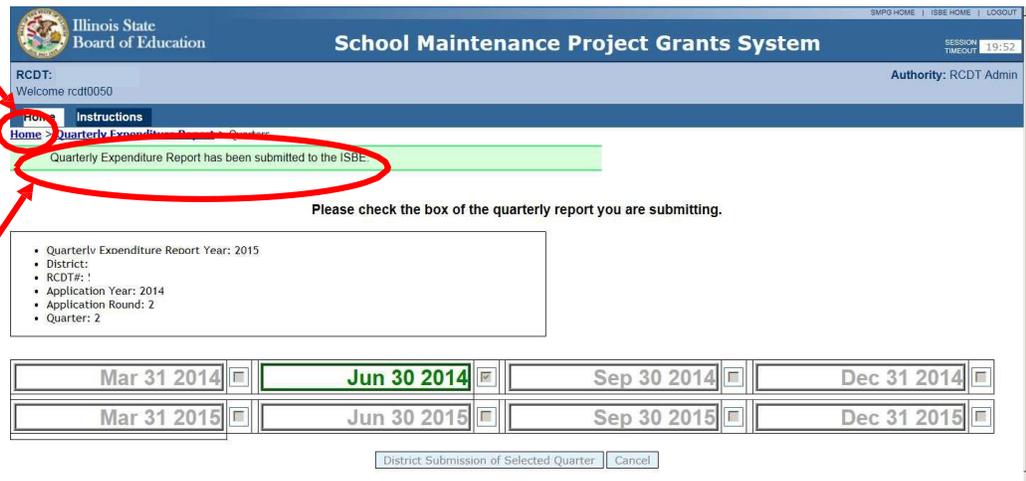
Are you sure you want to submit the Quarterly Expenditure Report? Before submitting, please ensure that you have entered the quarterly costs for each work item completed on the application. Click OK to submit if you are sure that all quarterly work items and amounts are accurate.

<input type="checkbox"/>	Sep 30 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Jun 30 2015	<input type="checkbox"/>	Dec 31 2015	<input type="checkbox"/>

12. Once approved, a green box will appear at the top of the screen that states **Quarterly Expenditure Report has been submitted to ISBE**. Return to the home screen by clicking **Home** in the upper left-hand corner of the screen.

Click here to return to main page of grant.

Verifies the Quarterly Report was submitted to ISBE.



13. The Quarterly Report will be listed under District Submitted Quarterly Expenditure Reports after it has been submitted.

The submitted report will be shown under District Submitted Quarterly Expenditure Reports.



14. The Quarterly Report will be listed under ISBE Submitted Quarterly Expenditure Reports after it has been reviewed by ISBE.

After ISBE review, the report will be found under ISBE Submitted Quarterly Expenditure Reports.

