

FY17 Completion Report Reporting

Completion Reports &
Data Collection

FY2017 Title I Completion Reports

- All completion reports for grants processed through the Arizona Department of Education are now in the GME system accessed via ADE Connect on the ADE Home Page.



- Once you have signed into GME, go to the **Sections** page of the ESEA Consolidated Application. Scroll down to Title I LEA.
- If you cannot access GME, contact ADE Support or grants@azed.gov

Sections – Completion Report Pages

Sections

Mcrary Elementary District (010323000) Public District - FY 2014 - ESEA Consolidated - Rev 2

Application Status: CR County Business Manager Approved

Change Status To: [CR Grants Management Final Approved](#)
or
[CR Grants Management Primary Approved](#)
or
[CR Grants Management Returned Not Approved](#)

[View ADE History Log](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	
	All
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	Private Schools
	Administration
	Related Documents
<input type="checkbox"/>	Title I LEA
	Completion Report
	CR Program Details
	CR Related Documents

15% Carryover Limit

Click on or open Allocations Page

Find the Original Allocation for Title 1 in the Title I Column.

If the Original Allocation for Title I is less than \$50000, the 15% carryover requirement does not apply.

If the Original Allocation for Title I is more than \$50000 than the 15% Carryover Limit applies.

15% Allowable Carryover

For Example LEA Original Allocation is \$300,000.

Multiply this amount by 15% or “.15.”

For example LEA this allowable carryover is:
\$45,000.

Title II Carryover

Go To Title II Completion Report

Title II does not have a carryover limit but if the carryover is substantial as determined by the ADE reviewing specialist, an explanation as to why the carryover was not expended will be requested. This explanation needs to be posted in history log (create a comment) on sections page of the GME system.

Title II Completion Report

If the LEA set aside funds for recruitment and retention the LEA must submit the Title II Retention Stipends Chart showing whom received stipends and what position. This is found in the Title II CR Related Documents and FY17 Document Library.

Per Title II Request, The LEA must also submit the Board policy on Recruitment and Retention here at Title II CR Related Documents.

Title I CR Program Details Page

Important Note: Typically this is where most revisions or corrections will be requested. Please double check completion of this page.

Please complete the entire page which includes scrolling to the bottom and completing the Targeted Assistance, Schoolwide Programs and Title I A Neglected Students Tables.

Title I Set Aside Page

The Budget Amount column should be automatically prepopulated by GME system and align to the most recently approved ESEA Application. Please do not revise this column. If there is a discrepancy please contact your assigned specialist.

The LEA completes the Actual Expenses Column from their budget ledger sheets.

The third column is automatically tabulated when first two columns are uploaded.

Title I Set Aside Page

Review the Budgeted Amounts Column, the Actual Expenses Column and Balance Column.

When there is a difference exceeding 10%, the LEA needs to provide an explanation in the Justification, Explanation and/or Discrepancies Textbox found immediately below the Set Aside table. (see next slide for further explanation.)

The explanation should address each item separately. There is no one acceptable answer. Explanation must be reasonable.

Justification, Explanation, and/or Discrepancies: Budgeted vs. Actual

- In the text box below, explain any discrepancies/variances plus or minus between **Budget Amounts** and **Actual Expenses** in the Set-Asides table above.
- As applicable, clearly identify each set aside by its name and, in particular, why *required* set asides were not fully expended.
- Be as succinct as possible while providing a full explanation.

Discrepancies: Budgeted vs. Actual

If applicable, please explain any discrepancies between the Budget Amount figures and the Actual Expenses figures in the Set-Asides table above.

Principal was first year principal and needed additional training. We were able to meet the needs of the homeless students with the \$406.98 that we spent.

Review Steps

Services to Private Schools Table

Title I Services to Private Schools

For each category in the table below, indicate the amount set aside from Title I for services to eligible private schools. Columns 1 and 2 should align to Set Aside Table above, items 3a, 3b, 3c. Enter zeroes, if no amount was set aside. NOTE: Column 5 pertains only to professional development (row 2).

If LEA had private schools but did not set aside Title I funds for private schools, complete the justification that follows Private School Student Participation by Grade below.

	1. Amount Set Aside	2. Actual Expenses	3. Carryover	4. # of Schools Served	5. # of Teachers Receiving PD
1. Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. Professional Development	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Parent Involvement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructional Support for Private Schools – From PPA List Page

- Column 1 will be pre-populated from the PPA page on the last approved budget.
- In column 2, enter the Actual Expenses by your district for instruction at private school(s).
- Column 3 will be calculated for you.
- In column 4, enter the number of private schools that received instructional support, including summer school, from your district.

Instructional Support for Private Schools - From PPA List Page

Total Allocations to Private Schools	Actual Expenses for Instruction	Unexpended Funds for Private Schools	# of Schools Served
25,089.00			

Private School Student Participation by Grade (This is for private schools only not local schools.)

Complete the following table, providing the total number of **private school students only** served by the LEA in each category. Please do not record number of students served by the LEA in this chart. If your LEA does not have any private schools please leave blank or record "0."

Student Participation by Grade

	# of Students
Age 0-2	<input type="text"/>
Age 3-5 (not kindergarten)	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>

Justification - No Set Aside for Private Schools

If the full Title I set aside amount for Private Schools was not expended, complete the justification. Please indicate if you do not have participating private schools.

Justification - No Set Aside for Private Schools

If the full Title I set aside amount for Private Schools was not expended, complete the justification. Please indicate if you do not have participating private schools.

* Justification for not spending total amount set aside for Private Schools:

Review Steps

Parent Involvement

1% Obligation: The following is an example of obligated amounts for the parent involvement set aside (\$500,000+ allocation) – Prepopulated.

Parent Involvement 1% Set Aside Distribution

1. 1% obligation of Title I allocation only	2. 5% of 1% set aside for LEA Activities	3. 95% of 1% set aside for School Activities
56,108.55	2,805.43	53,303.13

Parent Involvement Carryover

Parent Involvement set aside funds must be tracked separately and any unused funds that are carried over must be spent within that program in the following year.

Column 1: The 1% obligation of your FY17 Title I allocation is prepopulated.

Column 2: Amount budgeted for parent/family involvement (may be more than the 1% required).

Column 3: is the amount actually expended for parent/family involvement.

Column 4: The difference between the amount in column 1 (1% Obligation Amount) and the amount in column 3 (Actual Expenses) will be calculated.

If the amount in column 3 is less than the amount in column 1, the amount in column 4 (Carryover), must be carried forward to FY18 and used for parent/family involvement activities.

Parental Involvement Carryover

	1. 1% Obligation Amount	2. Budget Amount	3. Actual Expenses	4. Carryover
Parent/Family Involvement	56,108.55	[]	[]	[]

Parent Involvement Activities - 1% Obligation

This should align to #8 in the Title I Set Aside Table above. On this table if an LEA receives less than \$500,000 the LEA may reserve most if not all funds for activity at the LEA. If more than \$500,000 than the LEA may only reserve 5% of the required set aside (not necessarily the total amount for parent involvement) for LEA Activities. The other 95% should be for school level PI activities.

The total under column 1 (district/charter holder expenditures) plus the total under column 2 (school-level expenditures) should equal the required 1% set aside amount.

Enter any other federal, state, or local funds that were used in column 3. "Other Funds". Enter zeroes if none.

In column 4, enter the name of the school(s) that received services.

Parent Involvement Activities

Parent Involvement Activities

	1. Enter Title I amount spent on activity at LEA	2. Enter Title I amount spent on school activities	3. Other Funds	4. Name of schools using funds for the activity
1. Communication of Title I program information	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Annual Title I meeting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Parent education-family literacy/numeracy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Parent education-School Improvement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Parent education-curriculum related	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Parent education-use of technology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Parent education-English as a second language	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Parents as partners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Policy and program review by Title I parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Student learning - supportive home environment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Student transition - assistance for parents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Volunteer programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Parent/teacher conferences	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Other (describe in column 4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Review Steps

Public School Choice

Public School Choice Set Aside for Priority or Focus Schools

In the table below, review the amount set aside for **Public School Choice** for *each* of your schools.

Public School Choice Set Aside for Priority or Focus Schools

	School Name	# of Students Eligible for Each Service	# of Students That Applied for Services	# of Students Served	Amount Expended
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Review Steps

Targeted Assistance
or
Schoolwide

Review Steps

LEAs with Schoolwide schools

Staff – Schoolwide Program Schools

Complete the following table for Schoolwide program schools, if any, including summer school. Include ALL instructional paraprofessionals whether or not they are being paid out of Title I funds. This needs to be compared to the Title I Budget Line Item Descriptions. For some, the LEA only pays salaries of teachers, so this may be left blank.

- The first cell is for FTEs for instructional paraprofessionals (may be partial).
- The second cell is for the # of paraprofessionals the first cell represents *who are highly qualified* (whole numbers indicating people).

Staff - Schoolwide Program Schools	
# of FTEs - Instructional Paraprofessionals	# of Instructional Paras who Meet HQ Requirements
<input type="text" value="1"/>	<input type="text" value="1"/>

Review Steps

Neglected Students Counts

Complete the following table, providing the total number of local neglected students served by the LEA with Title I-A funding in each category.

Title I-A Neglected Students Served

	# of Students
Age 0-2	<input type="text"/>
Age 3-5 (not kindergarten)	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
Total	<input type="text"/>

Carryover Less Than Amount Remaining

If the “Amount to Carry Over” is less than remaining funds, the system will not let you submit the completion report, *if you have not checked* the “Acknowledge Carryover Less Than Amount Remaining” box. (See example below.)

Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	
0.00	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input type="checkbox"/>	<input type="checkbox"/>

Completion Report

Completion Report Adjustments

<u>Amount to carry over for the Title I LEA grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.</u>	Error
<u>Amount to carry over for the Title II Improving Teacher Quality grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.</u>	Error
<u>Amount to carry over for the Rural and Low-Income Schools grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.</u>	Error

Completion Report

Actual Expenses – Overview

- On the Sections page, click on “**Completion Report**” to enter actual expenses for the following:
- Salaries
- Employee Benefits
- Purchased Professional Services
- Supplies
- Indirect Cost Recovery

Title I LEA

[Completion Report](#)

The page will calculate the Total for each row and for each column.

Completion Report (Actual Expenses)

You will enter the actual expenditures in the appropriate categories. To see the budgeted amount, hover over the actual amount entered. A box will appear with the “Approved Budget” figure. In the example below: Actual Employee Benefits equal \$17,894.14; Approved

Completion Report

McNary Elementary District (010323000) Public District - FY 2014 - ESEA Consolidated - Rev 2 - Title I LEA

Go To ▶

Function Code	Instruction	Support Services (Students, Instr., Operation, Transport.)	Other	Total
Salaries 6100	93,246.68			93,246.68
Employee Benefits 6200	17,894.14			17,894.14
Purchased Professional Services 6300		0.00		0.00
Supplies 6600	18,852.20	0.00		18,852.20
Indirect Cost Recovery 6910			0.00	0.00
Total	129,993.02	0.00	0.00	129,993.02

Approved Budget: 17,872.42

CR Related Documents: Capital Outlay

If you budgeted for Capital Outlay out of Title I, use the “Capital Outlay Worksheet” to indicate actual expenditures for Capital Outlay.

From the Sections page, click on CR Related Documents.

Title I LEA

[Completion Report](#)

[CR Program Details](#)

[CR Related Documents](#)

CR Related Documents

Deer Valley Unified District (070297000) Public District - FY 2014 - ESEA Consolidated - Rev 6 - Title I LEA

Go To ▶

Optional Documents	
Type	Document Template
Capital Outlay Worksheet	 Capital Outlay Worksheet

CR Related Documents

Click on the document template to download the Capital Outlay



The image shows a screenshot of an Excel spreadsheet titled "a0d004b0-c1d8-47fd-9702-da5586b679eb.xlsx [Read-Only]". The spreadsheet is set to a grid view with columns A through E and rows 1 through 16. The title "CAPITAL OUTLAY" is centered in row 1. The table structure is as follows:

	A	B	C	D	E
1	CAPITAL OUTLAY				
2	Quantity	Cost Per Unit	Description	Purpose	Total
3					0.00
4					0.00
5					0.00
6					0.00
7					0.00
8					0.00
9					0.00
10					0.00
11					0.00
12					0.00
13					0.00
14					0.00
15					0.00
16					0.00

CR Related Documents – Capital Outlay Worksheet

- Save the Capital Outlay Worksheet to your computer.
- Complete the worksheet and save.
- Upload the completed worksheet under CR Related Documents using Document/Link.

CR Related Documents


Deer Valley Unified District (070297000) Public District - FY 2014 - ESEA Consolidated - Rev 6 - Title I LEA

Go To ▶

Optional Documents		
Type	Document Template	Document/Link
Capital Outlay Worksheet	 Capital Outlay Worksheet	

Completion Report Adjustments

On the Sections page, scroll down to the bottom of the screen and click on “Completion Report Adjustments.”

	ESEA Consolidated Checklist
	Completion Report
	Completion Report Adjustments
	All

This page is where you indicate the amount of TI funds to be carried over into FY18. It has all of the funding sources under the ESEA Consolidated Application. **NOTE:** You may only carry over **15%** of available Title I funds from FY17 to FY18.

Exception:

The cells in the “Allocation” column through “Pending Transaction Amount” column below are pre-populated. In the “Amount to Carry Over” column, you will enter 15% or less of available Title I funds in the Title I row.
 (See exceptions on previous slide.)

Completion Report Adjustments

Mcrary Elementary District (010323000) Public District - FY 2014 - ESEA Consolidated - Rev 2 - Completion R

Go To <input type="text"/>						
Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Pending Transaction Amount	Amount to Carry Over
Title I LEA	\$134,110.39	\$129,993.02	\$129,993.02	\$4,117.37	\$0.00	<input type="text" value="4,117.37"/>
Title I-D Delinquent LEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="0.00"/>
Title II Improving Teacher Quality	\$10,299.00	\$9,124.44	\$9,124.44	\$1,174.56	\$0.00	<input type="text" value="1,174.56"/>
Rural and						

Carryover Less Than Amount Remaining

If the “Amount to Carry Over” is less than remaining funds, the system will not let you submit the completion report, *if you have not checked* the “Acknowledge Carryover Less Than Amount Remaining” box. (See example below.)

Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	
0.00	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input type="checkbox"/>	<input type="checkbox"/>
0.00	<input type="checkbox"/>	<input type="checkbox"/>

Completion Report

Completion Report Adjustments

<u>Amount to carry over for the Title I LEA grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.</u>	Error
<u>Amount to carry over for the Title II Improving Teacher Quality grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.</u>	Error
<u>Amount to carry over for the Rural and Low-Income Schools grant is less than the amount remaining. Either increase the amount to carry over to equal the amount remaining or check the box acknowledging the intention not to carry over the entire remaining amount.</u>	Error

Exceeding 15% Carryover Limit

The system will let you submit the Completion Report if you have entered a carryover amount exceeding 15%. *However, the report will be rejected by your specialist* and you will be provided three options from which to choose. These options and directions will be communicated to you via a comment in the GME History Log which will generate an e-mail to you.

Questions?

Contact the Title I Education Program Specialist if you have questions.

If you have technical issues please contact Grants Management for fiscal questions at grants [@azed.gov](mailto:grants@azed.gov) or 602-542-3901.