Course Materials

Completion Reports
LEA/External Users

Arizona
Department of Education
Grants Management Division
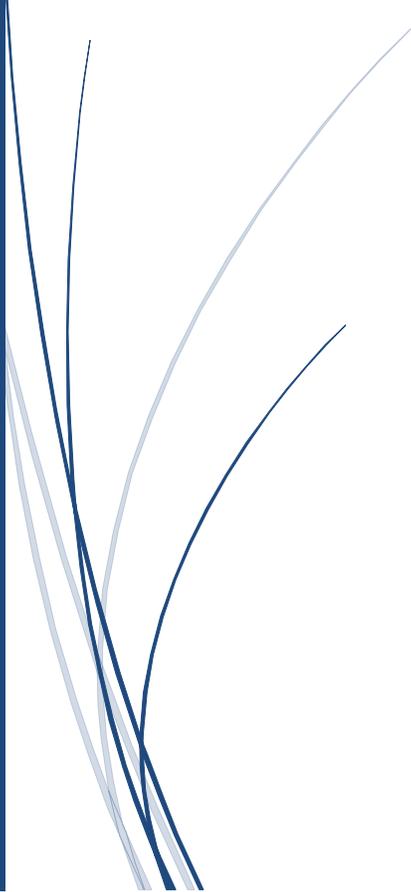
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User Role Requirements

- **LEA Business Manager**: initiates, updates, and submits Completion Reports.
- **LEA User Access Administrator**: assigns the proper GME roles; users who are unable to work with Completion Reports should check with this individual to ensure the correct role has been assigned.

Pre-Completion Report Checklist

☐ Are all Reimbursement Requests in paid status?

- If no, contact Grants Management for assistance.

☐ Are current budget line items reflecting final year-end expenditures?

- If no, a revision may be required first; otherwise, contact Grants Management.

☐ Are Revisions completed and in Director Approved status?

- If no, complete and submit all incomplete revisions and/or follow up with the Program Specialist for those pending approval.

Where is the Completion Report?

Access to the Completion Report is through approved Funding Application. Once the Funding Application is in Director Approved status, you should see the option to change the status to CR Draft Started.

Initiating the Completion Report

Completion Reports cannot be initiated until after the project end date (keep in mind that some grants, you can start the Completion Report sooner, but you'll need to check with the Program Area).

1. Application Status must be Director Approved.
2. **LEA Business Manager** selects **Change Status To** CR Draft Started to initiate/edit the Completion Report.

Note: once you start a Completion Report, revisions cannot be made to the Funding Application. Additionally, Reimbursement Requests cannot be created for the grants in the Funding Application.

Completion Report Sections

Completion Reports are comprised of various pages or "Sections" that must be completed prior to submitting for approval.

Note: some grants require additional year-end reporting, as stipulated by the Program Area; this may result in additional Completion Reports Sections.
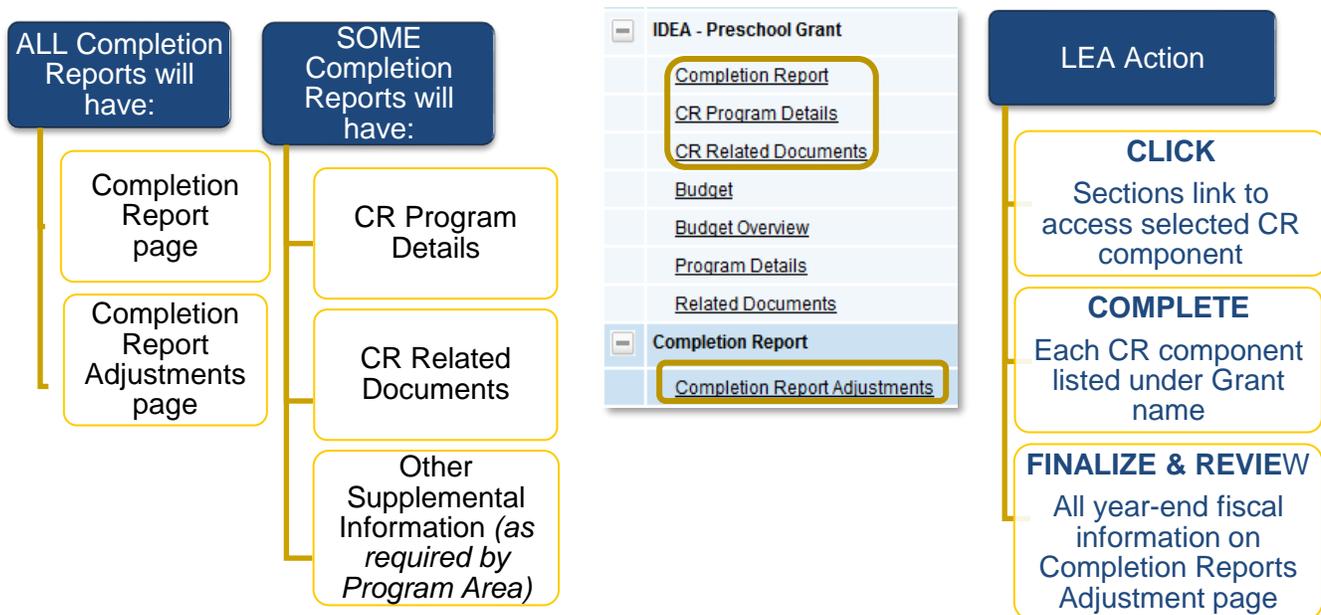
Completion Report

The Completion Report page displays all of the expenditures reported thus far (year-to-date) in the Reimbursement Requests. The **LEA Business Manager** updates the page with the total year-end expenditures.

Tip: Hover over the line item to see the approved budget.

Completion Report

Camp Verde Unified District (130228000) - FY 2014 - ESEA Consolidated - Rev 7 - Title I LEA

Save And Go To ▸

Object Code / Function Code	Instruction	Support Services (Students, Instr., Operation, Transport.)	Support Serv Central
Salaries 6100	216,378.53	40,076.80	
		Approved Budget: 58,888.31	
Employee Benefits 6200	49,169.02	12,167.78	
Purchased Professional Services 6300	4,203.40		
Other Purchased Services 6500	192.63		
Supplies 6600	27,095.95	121.04	
Property (Capital Outlay) 6700			
Indirect Cost Recovery 6910			
Total	297,039.53	52,365.62	

LEA Action

UPDATE
Budget line items with final YTD expenditures

REVIEW
Expenditures vs Approved Budget

VERIFY
Expenditures are both cumulative and accurate

CR Program Details

The CR Program Details page includes supplemental information required by the Program Areas. All questions and fields on this page must be completed to avoid submission validation errors and/or prevent the Completion Report to be returned as unapproved by Grants Management.

Tip: Narrative questions that do not apply must include "N/A"; numeric fields must include a zero (0).

CR Program Details

Santa Cruz Valley Opportunities in Education, Inc. (128726000) Charter District - FY 2015 - IDEA -

Save And Go To ▸

Describe any significant discrepancies in fund expenditures from the latest approved budget (e.g., larg budget balance of 15% or greater, please explain in detail the reason you were unable to spend the fu

NOTE: Proportionate Share Expenditures (applies to DISTRICTS ONLY) – IDEA funds are subject to Special Education Census report, you must provide detailed expenditure information regarding costs education services, please make this notation in the narrative section of this completion report.

*

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N/A

Identify the number of regular education students K-12 who were served or affected during this grant period by CEIS services as well as the type of service they were provided. For example: tutoring, enrichment, professional development to teachers. (Unduplicated) —— * [0]

Do you have a system in place to track those students served with CEIS funds for the next two years in order to determine whether they are ultimately referred for Special Education services? You are required —— * ○ Yes

CR Related Documents

The CR Related Documents page is another method by which the Program Areas obtain supplemental information needed for year-end reporting. Document types may include both Required and Optional Documents that are to be uploaded. Optional Documents may not apply to all LEAs, but verify that they are not applicable to ensure the Completion Report is not returned by Grants Management.

Completion Report Adjustments

The Completion Report Adjustments page summarizes the grant fiscal data for the project period and allows for any needed adjustments.

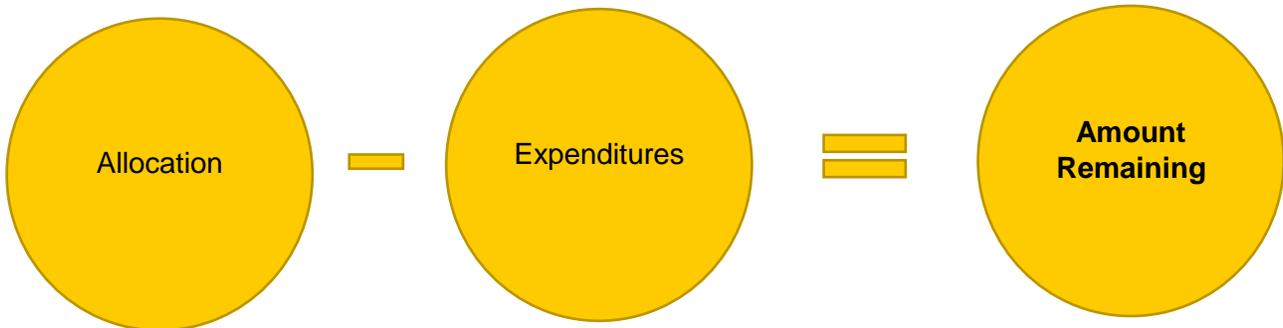| Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned
Title I LEA	$24,887,220.12	$14,007,503.19	$14,007,503.19	$10,879,716.93	$10,879,716.93	0.00	☐	0.00
Title I-D Delinquent LEA	$117,202.94	$46,815.50	$46,815.50	$70,387.44	$0.00			0.00
Title II Improving Teacher Quality	$2,401,220.97	$1,317,378.98	$1,317,378.98	$1,083,841.99	$1,083,841.99	0.00	☐	0.00
Rural and Low-Income Schools	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	☐	0.00

- **Grant**: All grant names within a consolidated application will be listed individually
- **Allocation**: Total allocation of Funding Application
- **Expenditures**: Final expenditures year-to-date as updated on Completion Report page
- **Cash Received**: Total monies received prior to Completion Report via Reimbursement Request
- **Amount Remaining**: Monies left over from Expenditures/Cash received minus Allocation
- **Amount Eligible for Carryover**: Monies eligible to be carried over for the next fiscal year
- **Amount to Carry Over**: LEA enters amount of carryover based on remaining balance (if applicable)
- **Acknowledge Carryover Less Than Amount Eligible**: LEA checks this box if carryover amount entered is less than Amount Remaining

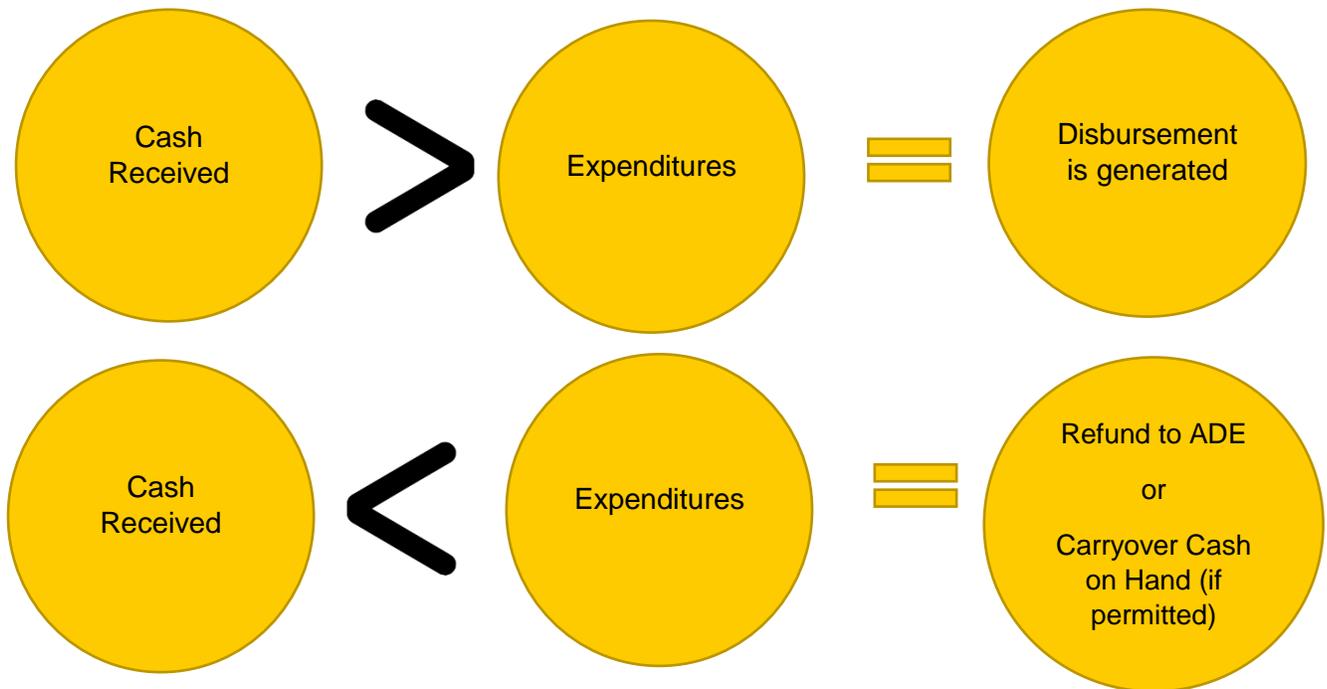- Interest Earned: LEA enters the applicable amounts

Amount Remaining

In most cases, the Amount Remaining will be the amount to carry over when Carryover is allowed.

Note: Carryover rules vary by grant; contact Grants Management for additional information prior to submitting the Completion Report.

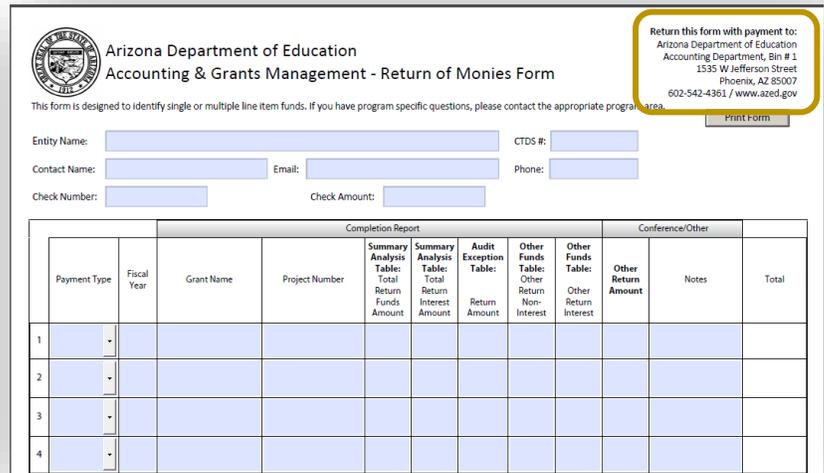Allocation — Expenditures = **Amount Remaining**

Expenditures and Cash Received

The relationship between the Allocation, Expenditures, and Cash Received amounts determine the action to be taken by the Grants Management Enterprise (GME) system or by the LEA.

Cash Received > Expenditures = Disbursement is generated

Cash Received < Expenditures = Refund to ADE or Carryover Cash on Hand (if permitted)

Refunds Due to ADE

The Refund process requires action outside of GME.

Completion Report approval is **not** finalized until Refund payment is received and recorded by ADE.

Refund Expected > CR Grants Management Primary Approval

Refund Received > Grants Management makes an adjustment for the amount of refund

Refund Recorded > CR Grants Management Final Approval
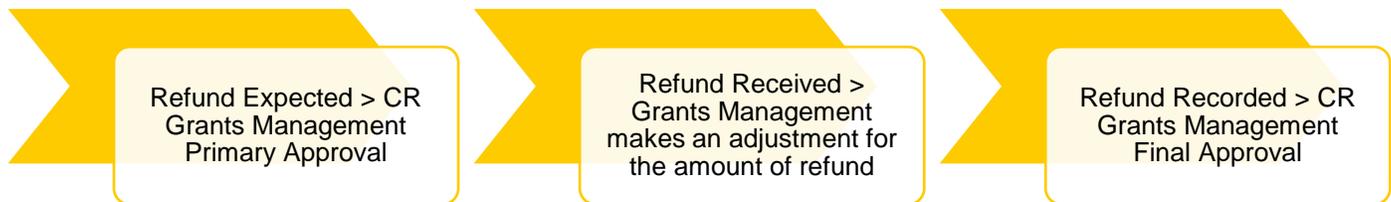
Interest Earned

Interest Earned is reported on the Completion Report Adjustments page and is reviewed by Grants Management to determine what amount, if any, can be retained and what amount must be returned to ADE.

- Report ALL Interest Earned for the current year **only**
- If desired, comments regarding Interest Earned can be entered using the Create Comment link from the Sections page of the Funding Application
  - You have the option to email your comment by selecting the check the Send Email to GME Contacts box to email the comment to selected recipient(s).
- If Grants Management determines any amount is to be determined, Interest Earned is returned to ADE following the process indicated in the previous section (Refunds Due to ADE)

Completion Report Submission

Before changing the status to submit the Completion Report, LEA Business Manager should review the Validation errors and/or warnings; click on the Messages link to view them.

Application Status:	CR Draft Started

Change Status To:	CR Draft Completed or CR Cancelled

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)		Validation
All		Messages

Submission Process

On the Sections page, the **LEA Business Manager** will move the Completion Report through three status changes to submit to ADE. The Completion Report is not submitted to ADE until the CR LEA Business Manager Approved status.

CR Draft Started   ▸   CR Draft Completed   ▸   CR LEA Business Manager Approved

Things to Remember

Completion Report submission within 60 days of the project end date is strongly recommended in order to approve and fully close-out within the 90-day liquidation period

Revisions cannot be initiated once the status is changed to CR Draft Started

Reimbursement Requests cannot be submitted after the project end date; disbursement will take place on CR approval

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov