

Course Materials



Completion Reports LEA/External Users

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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. *602-542-3901 Opt #2 Fiscal Processing*
- 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 Area 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](#).

Application Status: SEA CTE Federal Perkins Director Approved

Change Status To: [Revision Started](#)
or
[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).

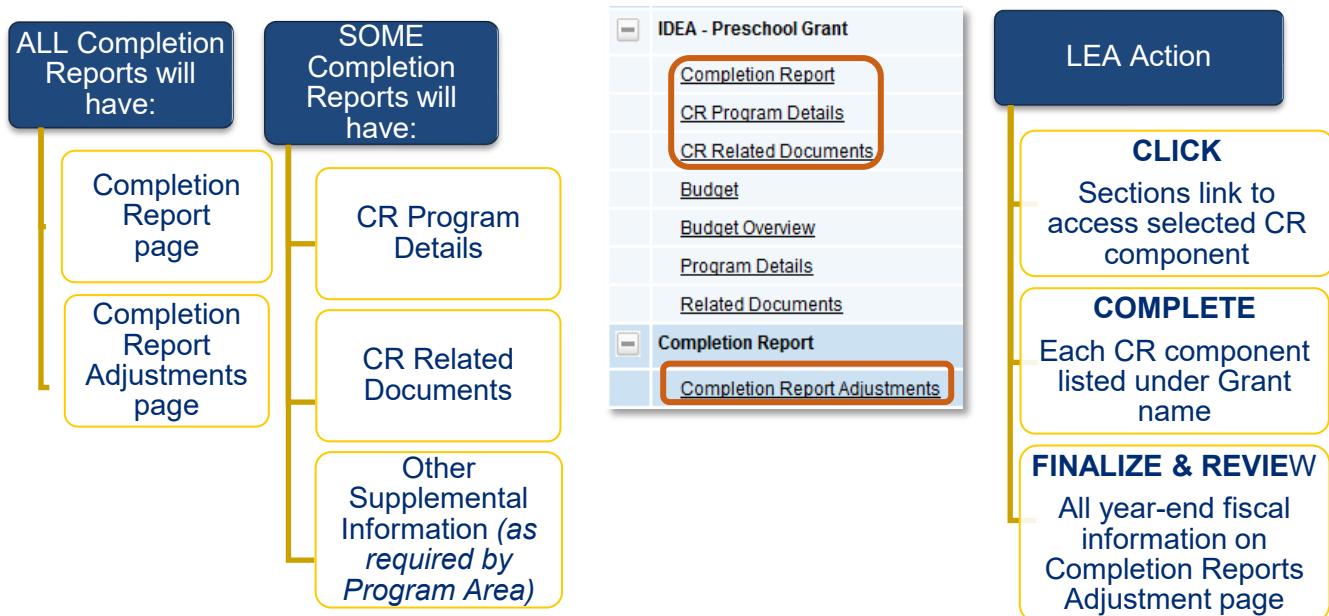
1. Application Status must be Director Approved.
2. **LEA Business Manager** selects **Change Status To** CR Draft Started to initiate/edit the Completion Report.

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

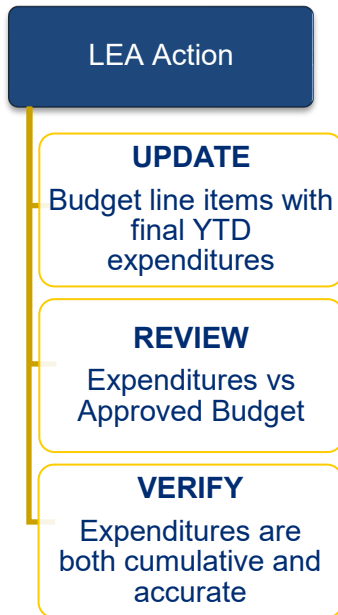
The [Completion Report](#) page displays all of the expenditures reported thus far (year-to-date) in the Reimbursement Requests. The **LEA Business Manager** updates the page with the total year-end expenditures.

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 ▶

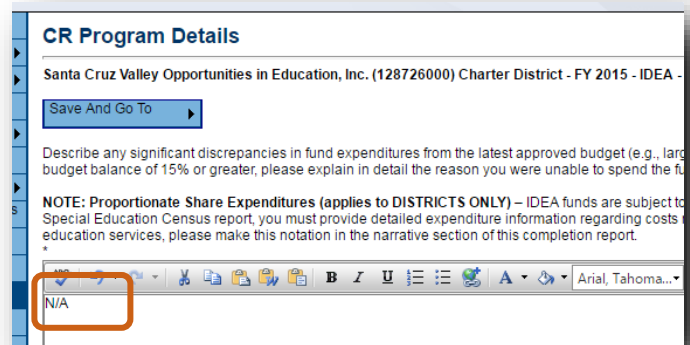
Object Code	Function Code	Instruction	Support Services (Students, Instr., Operation, Transport)	Support Serv Central
Salaries 6100		216,378.53	40,076.80	
Employee Benefits 6200		49,169.02	12,167.78	
Purchased Professional Services 6300		4,203.40		
Other Purchased Services 6500		192.63		
Supplies 6600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



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 from being returned as unapproved by Grants Management.

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



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)	* <input type="text" value="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	* <input type="radio"/> 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.

CR Related Documents

Mesa Unified District (070204000) Public District - FY 2015 - IDEA - RDA Implementation - Rev 2 - IDEA - RDA Implementation

Go To ▶

Required Documents		
Type	Document Template	Document Link
IDEA - RDA Implementation CR Addendum [upload at least 1 document(s)]	IDEA - RDA Implementation CR Addendum	Upload New

Optional Documents		
Type	Document Template	Document Link
Capital Outlay Worksheet	Capital Outlay Worksheet	Upload New
Return of Funds - Instructions	Return of Funds - Instructions	Upload New
Return of Funds - Invoices/Misc Documents (LEA to upload own documents)	N/A	Upload New
Return of Monies - form	Return of Monies - form	Upload New
IDEA - CR Misc Related Documents (LEA to upload as requested by Program Area)	N/A	Upload New

LEA Action

DOWNLOAD

Document Template (if applicable)

COMPLETE & SAVE

Document to local computer

CLICK

[Upload New Link](#)

Completion Report Adjustments

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

Save And Go To ▶

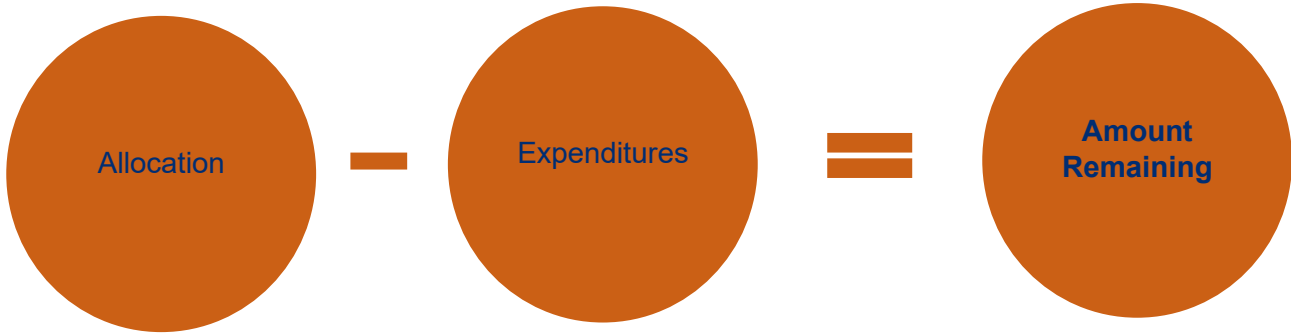
Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned
Title I LEA	\$24,887,220.12	\$14,007,503.19	\$14,007,503.19	\$10,879,716.93	\$10,879,716.93	0.00	<input type="checkbox"/>	0.00
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	<input type="checkbox"/>	0.00
Rural and Low-Income Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>	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: Organization enters amount of carryover based on remaining balance (if applicable)
- Acknowledge Carryover Less Than Amount Eligible: Organization checks this box if carryover amount entered is less than Amount Remaining
- Interest Earned: Organization enters the applicable amounts

Amount Remaining

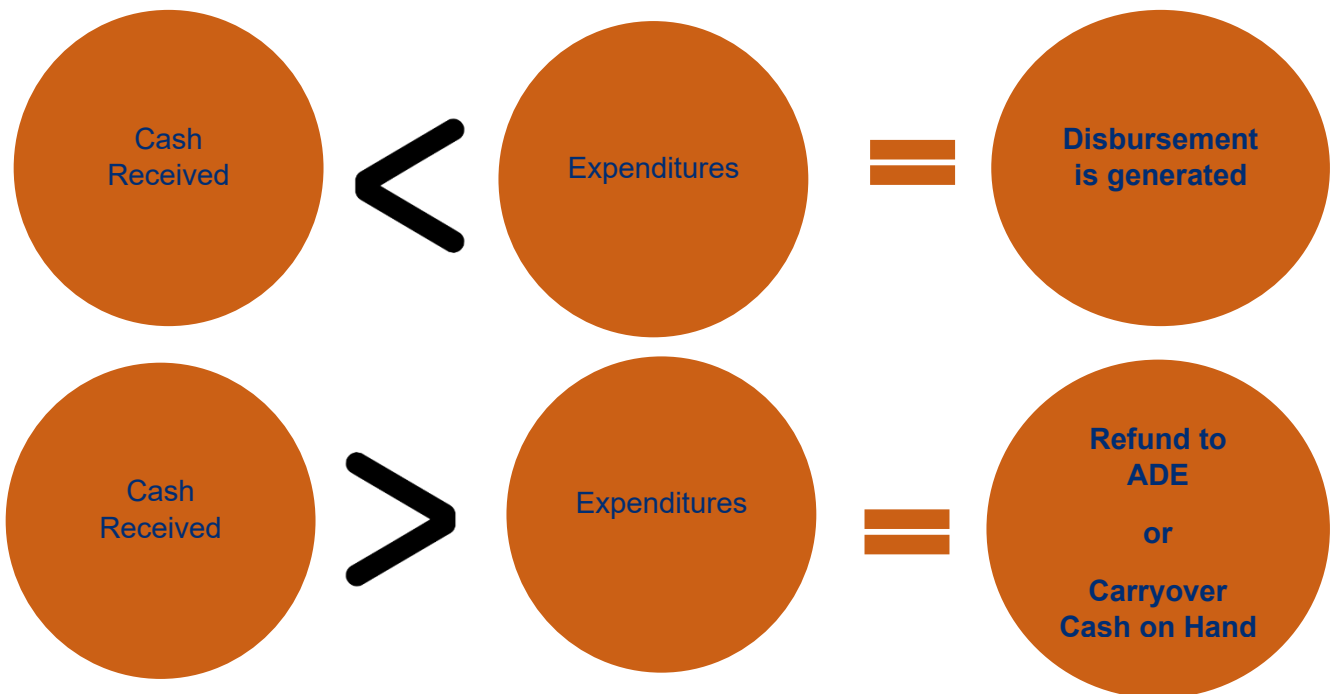
In most cases, the Amount Remaining will be the amount to carry over when Carryover is allowed.

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



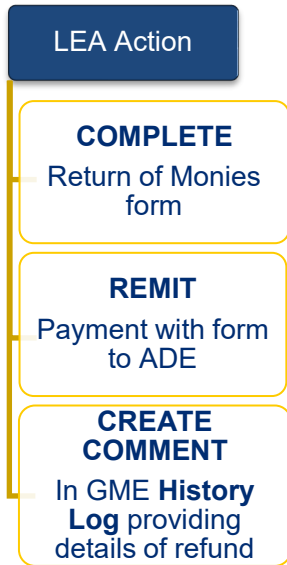
Expenditures and Cash Received

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 organization.



Refunds Due to ADE

The Refund process requires action outside of GME.



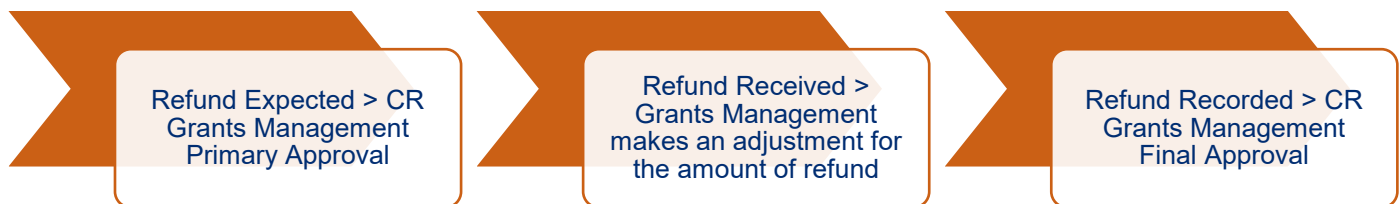
Arizona Department of Education
Accounting & Grants Management - Return of Monies Form

This form is designed to identify single or multiple line item funds. If you have program specific questions, please contact the appropriate program.

Entity Name: _____ CTD5 #: _____
Contact Name: _____ Email: _____ Phone: _____
Check Number: _____ Check Amount: _____

Payment Type	Fiscal Year	Grant Name	Project Number	Completion Report					Conference/Other		Total
				Summary Analysis Table: Total Return Funds Amount	Summary Analysis Table: Total Return Interest Amount	Audit Exception Table: Return Amount	Other Funds Table: Other Return Non-Interest	Other Funds Table: Other Return Interest	Other Return Amount	Notes	
1	-										
2	-										
3	-										
4	-										

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



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.





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)	ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.3710
Email: grants@azed.gov	Email: questions@azed.gov