

Completion Reports: Carryover for Site-Based Funding Applications

LEAs/External Users

QUICK REFERENCE GUIDE



ARIZONA DEPARTMENT OF
EDUCATION

Completion Report Process for Site-Based Funding Applications

- The completion report process for all funding application types, including site-based applications (in which school sites have individual budgets within the application), is covered in detail in the user reference guides [Completion Report Course Material](#)
 - **TIP:** All user Quick Reference Guides and other reference information is found in the [GME Document Library](#)
- **Completion Reports** for site-based **Funding Applications** require the user to complete all completion report components in the grant section of the **Sections** page for each school site

1. Users will select each school site and complete the **Completion Report** component as well as any other components in the grant section designated by “CR”

2. Once all completion report components are completed for each site, click on [Completion Report Adjustments](#)

The image shows two screenshots of a web application interface. The top screenshot displays a dropdown menu for 'SIG Cohort 3 Year 2' with 'Coolidge High School (110221007)' selected. A red box highlights the dropdown menu, and a yellow circle with the number '1' points to it. The bottom screenshot shows the 'Completion Report Adjustments' link highlighted with a red box, and a yellow circle with the number '2' points to it.

Completion Report Adjustments Page and Carryover for Site-Based Funding Applications

- Completion Reports for applications which are site-based **AND** which allow unexpended funds to be carried over into the subsequent year's funding application require a process which differs from other completion reports
 - **TIP:** For grant-specific carryover information, please contact your program area specialist before completing the **Completion Report Adjustments** page

The screenshot shows two views of the 'Completion Report Adjustments' page. The top view is a summary table for the 'School Safety Program PLUS' grant. The bottom view is a detailed table for the same grant, listing five schools. Annotations are placed on the screenshots: '3' points to the grant name link in the summary table; '4' points to the 'Amount to Carry Over' input field in the detailed table; '5' points to the 'Acknowledge Carryover Less Than Amount Remaining' checkbox in the detailed table.

Grant	Allocation	Expenditures	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	Interest Earned	Other Amount
School Safety Program PLUS	\$322,744.51	\$322,744.51	\$0.00	0.00	<input type="checkbox"/>	0.00	0.00

Applicant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
Desert Vista High School (1929)	91340.48	91340.48	91340.48	91340.48	0.00	0.00	<input type="checkbox"/>
Marcos De Niza High School (1926)	61639.03	61639.03	61639.03	61639.03	0.00	0.00	<input type="checkbox"/>
McClintock High School (1925)	93345.00	93345.00	93345.00	93345.00	0.00	0.00	<input type="checkbox"/>
Mountain Pointe High School (1928)	73920.00	73920.00	73920.00	73920.00	0.00	0.00	<input type="checkbox"/>
Tempe Union High School District - District Level Programs (15627)	2500.00	2500.00	2500.00	2500.00	0.00	0.00	<input type="checkbox"/>

3. On the **Completion Report Adjustments** page click on the grant name link to access the carryover detail screen
4. Enter carryover in the corresponding field for each site **Amount To Carry Over** column
5. If carryover is less than the amount remaining or is \$0.00, check the box in the far right column

- Once complete, user will return to the main **Sections** page and change status per normal process to submit completion report to ADE program area for review
 - **TIP:** Reminder – see the **GME Document Library** the user reference guides **Completion Reports in GME** and **Completion Report Quick Reference Guide**

Need Assistance?

Grants Management System (GME)

Help Desk Support Ticket

Phone: 602.542.3901

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<https://helpdeskexternal.azed.gov>