

# Completion Report Quick Guide

The Completion Report (CR) is the closing of the award following the project end date. It is due 90 days after the project end date (liquidation period).

## Process Outline

1. Hover over Funding and click Funding Application in the Grants Management Enterprise (GME) located on the left blue menu.



2. Use the drop-down menu to select the fiscal year. Then, click the grant name hyperlink.



3. Change your Funding Application's Status to CR Draft Started.

## Sections

**Application Status:** CR Cancelled

**Change Status To:** Revision Started  
or  
CR Draft Started ←

4. New sections will open and become available in the Funding Application. For example, the Completion Report Adjustments, Completion Report, and CR Program Details (if required by program area).

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
[-] History Log	
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
[-] Allocations	
<a href="#">Allocations</a>	
[-] Funding Disclaimer	
<a href="#">Funding Disclaimer</a>	
[-] FFATA & GSA Verification	
<a href="#">FFATA &amp; GSA Verification</a>	
[-] Program Information / Instructions	
<a href="#">Program Information / Instructions</a>	
[-] Contact Information	
<a href="#">Contact Information</a>	
[-] Assurances	
<a href="#">Title III Assurances</a>	
[-] Title III LEP	
<a href="#">Budget</a>	
<a href="#">Budget Overview</a>	
<a href="#">Budget Overview Plus/Minus</a>	
<a href="#">Capital Outlay Worksheet</a>	
<a href="#">Related Documents</a>	
[-] Substantially Approved Dates	



Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
[-] Completion Report	
<a href="#">Completion Report Adjustments</a>	
[-] History Log	
<a href="#">History Log</a>	
<a href="#">Create Comment</a>	
[-] Allocations	
<a href="#">Allocations</a>	
[-] Funding Disclaimer	
<a href="#">Funding Disclaimer</a>	
[-] FFATA & GSA Verification	
<a href="#">FFATA &amp; GSA Verification</a>	
[-] Program Information / Instructions	
<a href="#">Program Information / Instructions</a>	
[-] Contact Information	
<a href="#">Contact Information</a>	
[-] Assurances	
<a href="#">Title III Assurances</a>	
[-] Title III LEP	
<a href="#">Completion Report</a>	
<a href="#">CR Program Details</a>	
<a href="#">CR Capital Outlay Worksheet</a>	
<a href="#">CR Related Documents</a>	
<a href="#">Budget</a>	
<a href="#">Budget Overview</a>	
<a href="#">Budget Overview Plus/Minus</a>	
<a href="#">Capital Outlay Worksheet</a>	
<a href="#">Assurances</a>	
<a href="#">Title III Charter LEA Equipment Worksheet</a>	
<a href="#">Related Documents</a>	



- Add your final year-to-date (YTD) expenditures. Select the Completion Report section under your given grant and use your accounting system's unedited Expenditure Summary Report to input your final year-to-date expenditures in the editable fields. If you've previously made reimbursement requests, you will see that the running total(s) are already there.

Click Save and Go To to save your progress.

	<b>Title I LEA</b>
	<a href="#">Title I Carryover Waiver</a>
	<a href="#">Completion Report</a>
	<a href="#">CR Program Details</a>
	<a href="#">CR Capital Outlay Worksheet</a>
	<a href="#">CR Related Documents</a>

### Completion Report

[Save And Go To](#)

Object Code	Function Code	Instruction	Support Services (Students, Instr., Operation, Transport)	Support Services (General, School, Central Services, Other)
Salaries 6100		197,552.70	300,784.52	25,018.12
Employee Benefits 6200		58,943.88	86,277.60	11,802.70
Purchased Professional Services 6300		66,640.79	26,058.41	7,948.00
Services 6400				
Other Purchased Services 6500			64,216.41	1,756.50
Supplies 6600		25,251.49	10,767.58	36,000.00
Supplies (Under \$5,000) 6731			0.00	
Supplies (Under \$5,000) 6732				
Supplies (Under \$5,000) 6734				
Supplies (Under \$5,000) 6735				
Supplies (Under \$5,000) 6737		1,869.48		
Supplies (Under \$5,000)				

- Address carryover and any interest accrued. Hover over Go To and select the Completion Report Adjustments section. Use this section to address any carryover, if allowed, as well as any interest you may have accrued.

## Grants Management Enterprise

GME

**CR Capital Outlay Worksheet**

[Save And Go To](#)

Subtotals by Object Code

Object Code	Sections	Subtotal
6	<a href="#">Completion Report</a>	<a href="#">Completion Report Adjustments</a>
6	<a href="#">History Log</a>	
6	<a href="#">Funding Disclaimer</a>	\$
6	<a href="#">Allocations</a>	\$

### Completion Report Adjustments

[Save And Go To](#)

Grant	Allocation	Expenditures	Cash Received	Unexpended Expired Allocation	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned	Carryover Source
Title I LEA	\$1,820,790.18	\$981,850.37	\$981,850.37	\$0.00	\$838,939.81	\$838,939.81	\$0.00	0.00	<input type="checkbox"/>	0.00	Details
Title I-D Delinquent LEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>	0.00	Details
Title II Improving Teacher Quality	\$372,681.66	\$198,021.51	\$198,021.51	\$0.00	\$174,660.15	\$174,660.15	\$0.00	0.00	<input type="checkbox"/>	0.00	Details
Rural and Low-Income Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>	0.00	Details
Title IV-A Student Support & Academic Enrichment	\$184,913.91	\$95,323.98	\$95,323.98	\$0.00	\$89,589.93	\$89,589.93	\$0.00	0.00	<input type="checkbox"/>	0.00	Details

- Next, select the CR Related Documents section. Note: Most times, the CR Related Documents section is located under the Completion Report section (screenshot A). If it is a consolidated grant, the CR Related Documents will be under the grant name (screenshot B).

Upload your required documentation such as your expenditure summary report.

(screenshot A)

Completion Report			
Go To	Current Page	Cash Received	Unexpended Expired Allocation
Grant	Next Page		
	Previous Page		
Sections			
	Completion Report	Completion Report Adjustments	
Education for Homeless Children & Youth Continuation	History Log		CR Related Documents (District Level)
	Allocations		
	Funding Disclaimer		
	FFATA & GSA Verification		
	General Education Provisions Act (GEPA)		
	For Profit/Non Profit Disclaimer & Attestation		
	Program Information / Instruction		
	Contacts		
	Contacts - Required		
	Consortium - Participating Member Organization Details		
	Assurances		
	Education for Homeless Children & Youth Continuation		
	Substantially Approved Dates		
	Education for Homeless Children & Youth Continuation Checklist		

(screenshot B)

Completion Report Adjustments			
Save And Go To	Current Page	Cash Received	Unexpended Expired Allocation
Grant	Next Page		
	Previous Page		
Sections			
	Completion Report		
Title I LEA	History Log	\$981,850.37	\$0.00
	Funding Disclaimer	\$0.00	\$0.00
Title I-D Delinquent LE	Allocations	\$198,021.51	\$0.00
	For Profit/Non Profit Disclaimer & Attestation		
Rural and Low-Income Schools	Transferability	\$0.00	\$0.00
	Private Schools		
Title IV-A Student Support & Academic Enrichment	Contacts	\$95,323.98	\$0.00
	Title I LEA		Title I Carryover Waiver
	Title II Improving Teacher Quality		Completion Report
	Title IV-A Student Support & Academic Enrichment		CR Program Details
	Substantially Approved Dates		CR Capital Outlay Worksheet
	ESEA Consolidated Checklist		CR Related Documents
	Primary Approval		Funding Disclaimer
			FFATA & GSA Verification
			Budget

Upload your document under the Expenditure Summary row, by clicking the “Upload New” link located in the Document/Link column.

Optional Documents		
Type	Document Template	Document/Link
Expenditure Summary (LEAs own documents; contact Grants Management for additional information)	N/A	<a href="#">Title I GME Report</a>
Invoice(s) (if applicable)	N/A	
Other	N/A	

If applicable, upload any additional documentation, such as a Crosswalk Document (Non-Public District entities only), in the appropriate rows under “Other”.

- If applicable, address special items in the History Log and complete all portions of the CR Program Details.
- Submit for review. Hover over Go To and select Sections. Change the status to CR Draft Completed.

The number of reviewers involved in the process can vary by LEA, with roles such as the LEA Business Manager, County Business Manager, Program Area, etc. It will move to the next person responsible for review.



THIS IS THE TEST SITE. PLEASE BE SURE TO COMPLETE YOUR WORK IN THE LIVE SITE. I

Go To	Current Page
	Next Page
	Previous Page
	<b>Sections</b>
	Completion Report
	History Log
	Funding Disclaimer
Type	Allocations
Expenditure Summary (information) [Upload at least	For Profit/Non Profit Disclaimer & Attestation
	Transferability
	Private Schools
Type	Contacts
ESEA Consolidated - Mi	Title I LEA
	Title II Improving Teacher Quality
Invoice(s) (if applicable)	Title IV-A Student Support & Academic Enrichment
	Substantially Approved Dates
Other	ESEA Consolidated Checklist
Return of Funds - Instru	Primary Approval

Return of Monies - Form (Hard copy MUST be mailed with refund being remitted to

## Sections

Application Status: CR Draft Started

Change Status To: CR Draft Completed  
or  
CR Cancelled



### Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	<a href="https://helpdeskeexternal.azed.gov">https://helpdeskeexternal.azed.gov</a>