

## **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**

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



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



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

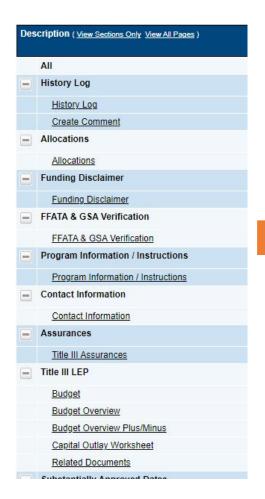
## Sections

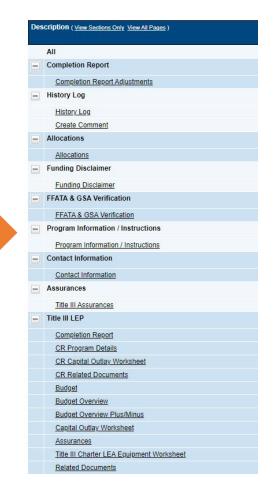
Application Status: CR Cancelled

Change Status To: Revision Started

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).





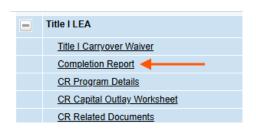
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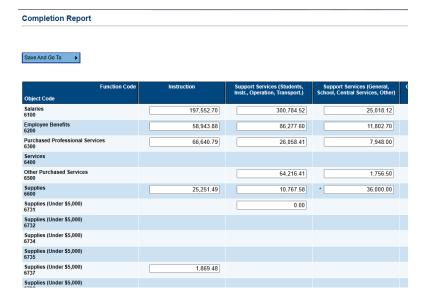




5. Add your final year-to-date (YTD) expenditures. Select the **Completion Report** section under your given grant and use your accounting system's unedited Expenditure Summary Report to input your final year-to-date expenditures in the editable fields. If you've previously made reimbursement requests,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

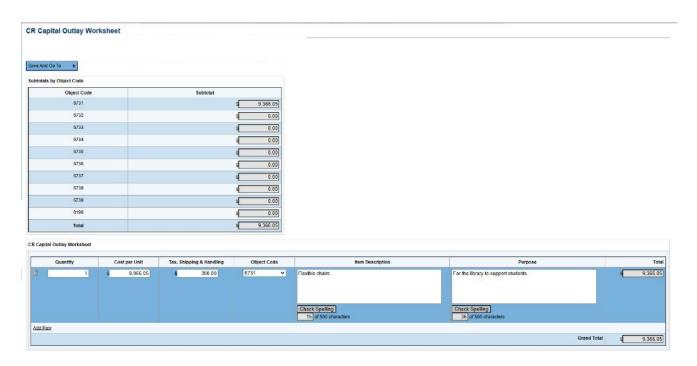
Click Save and Go To to save your progress.





6. If you had expenditures in the Capital category, you will be required to fill out the **CR Capital Outlay Worksheet (CR COW)** with information about those expenditures.

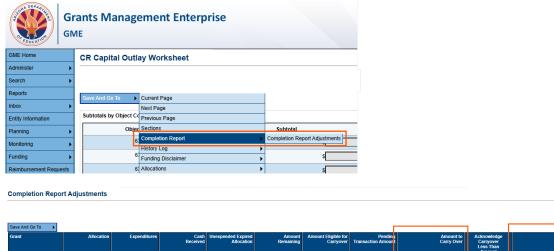
Note: Items reported in the CR COW must align with the approved budget. If something was not approved in the budget, it **should not** be reported in the CR COW.



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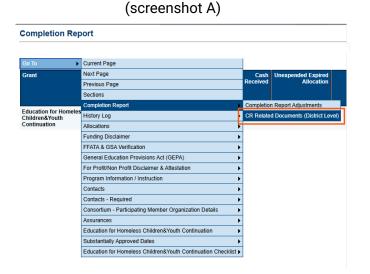
 Address carryover and any interest accrued. Hover over Go To and select the Completion Report Adjustments section. Use this section to address any carryover, if allowed, as well as any interest you may have accrued.



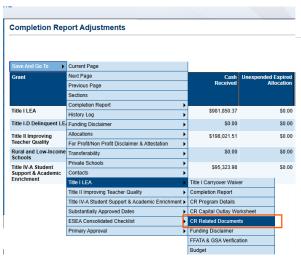
Save And Go To											
Grant	Allocation	Expenditures	Cash Received	Unexpended Expired Allocation	Amount Remaining	Amount Eligible for Carryover	Pendin Transaction Amour		Acknowledge Carryover Less Than Amount Eligible	Interest Earned	Carryover Source
Title I LEA	\$1,820,790.18	\$981,850.37	\$981,850.37	\$0.00	\$838,939.81	\$838,939.81	\$0.0	0.00	0	0.00	<u>Details</u>
Title I-D Delinquent LEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	)		0.00	
Title II Improving Teacher Quality	\$372,681.66	\$198,021.51	\$198,021.51	\$0.00	\$174,660.15	\$174,660.15	\$0.0	0.00		0.00	<u>Details</u>
Rural and Low-Income Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	0.00	0	0.00	<u>Details</u>
Title IV-A Student Support & Academic Enrichment	\$184,913.91	\$95,323.98	\$95,323.98	\$0.00	\$89,589.93	\$89,589.93	\$0.0	0.00		0.00	<u>Details</u>

8. 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 B)



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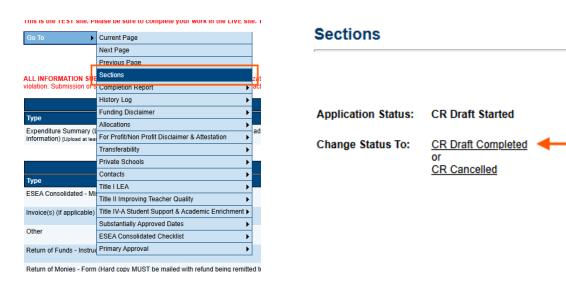
Upload your document under the **Expenditure Summary** row, by clicking the "Upload New" link located in the Document/Link column.



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

- 9. If applicable, address special items in the History Log and complete all portions of the CR Program Details.
- 10. 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.



## Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov

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