

Completion Reports Overview



LEA/External Users



What is covered in this overview?





Accessing GME

Accessing the Grants Management System


1. To access the Grants Management System, users must first log into the **ADEConnect** portal found at <http://www.azed.gov/>
2. Then select the Grants Management link under your highest assigned organization (e.g. District)

The screenshot shows the Arizona Department of Education (ADE) website. The top navigation bar includes links for ADE, PARENTS & STUDENTS, SCHOOLS & TEACHERS, ADE CALENDAR, COMMON LOGIN, and ADECONNECT (highlighted with a yellow box and a yellow circle with the number 1). Below the navigation bar is the ADE logo and a section titled "Arizona Department of Education". The main content area displays a list of applications, including "Application 411: A-F CCRI Self Reporting is not open for data entry - For details contact Accountability Inbox: Achieve@azed.gov Phone: 602.542.5151". A yellow circle with the number 2 highlights the "Grants Management ?" link under the "Event Management System (EMS)" category. Other links visible include "New Applications [Hide]", "[-] ESA Applicant Portal", "Independent Applications - 1", and "[-] Event Management System (EMS)".

- If unable to access **ADEConnect**, contact your organization's **Entity Administrator** or **ADESupport** at **602.542.7378**

Accessing Your Organization

- After logging in, select the Organization name you wish to work within



GME Home	GME Home	
Administer	Benjamin Franklin Charter School (078754000) Charter District	
Search	Associated Organizations	
Inbox	Organization Number	Organization Name
Entity Information		<u>Benjamin Franklin Charter School</u>

If you do not see the desired organization listed, contact the organization's assigned LEA User Access Administrator

Note: Users associated with multiple organizations will see a list of all associated names and they need to select one specific organization each time they log into GME



GME User Role Requirements

User Roles– Completion Reports (CRs)

Required Roles

LEA Business Manager initiates, edits, and provides approval to all Completion Reports

Optional Roles

LEA [FA Name] Update can edit a specific CR, no ability to initiate or approve

LEA Data View can view unapproved items, no ability to initiate, edit, or approve

Users unable to access CRs should contact the organization's LEA User Access Administrator



Locating & Initiating Completion Reports

Before You Begin

Ask yourself:

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 Funding Application Revision might be required; contact program specialist for assistance

Are Revisions completed and in Director Approved status?

If no, complete and submit all pending Revisions; follow-up with program specialist for assistance

Where is the Completion Report?

Access via SEA Director
Approved funding
application

Select Change Status
To: **CR Draft Started**
to initiate the CR

CR start date is
usually after project
end date as
determined by the
Program Area

Alhambra Elementary District Public District - FY 2019 - - Title III LEP - Rev 2

Application Status: SEA Title III LEP Director Approved

Change Status To: [Revision Started](#)
[CR Draft Started](#)

[View ADE History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Allocations
Allocations
<input type="checkbox"/> Title III LEP
Budget
Budget Overview
Budget Overview Plus/Minus
Program Details
Related Documents
<input type="checkbox"/> Contacts
Contacts
<input type="checkbox"/> Substantially Approved Dates
Substantially Approved Dates
<input type="checkbox"/> Title III LEP Checklist
Title III LEP Checklist
All



Completion Report Sections

Completion Report Sections

All Completion Reports will have:

Completion Report page

CR Related Documents

Capital Outlay Worksheet – Completion Report

Completion Report Adjustments page

Some Completion Reports will have:

CR Program Details

Other Supplemental Information (as required by Program Area)

- Completion Reports are comprised of various pages or “Sections”.
- Some grants require additional year-end reporting, as stipulated by the applicable Program Area.

Completion Report Sections

[-]	Johnson-O'Malley
	Completion Report
	CR Related Documents
	Budget
	Budget Overview
	Program Details
	Capital Outlay Worksheet - Completion Report
	Related Documents
[-]	Completion Report
	Completion Report Adjustments

- Clicking on each Completion Report link will take you to the **Section** or page to be completed
- Completion Report pages will be marked with “CR” or “Completion Report”
- The pages of the funding application will be available in a read-only view

Completion Report

☐ Johnson-O'Malley

☐ Completion Report

☐ CR Related Documents

☐ Budget

☐ Budget Overview

☐ Program Details

☐ Capital Outlay Worksheet - Completion Report

☐ Related Documents

☐ Completion Report

☐ Completion Report Adjustments

Page will display all expenditures reported thus far in **Reimbursement Requests**

Completion Report

Alhambra Elementary District (070468000) Public District - FY 2019

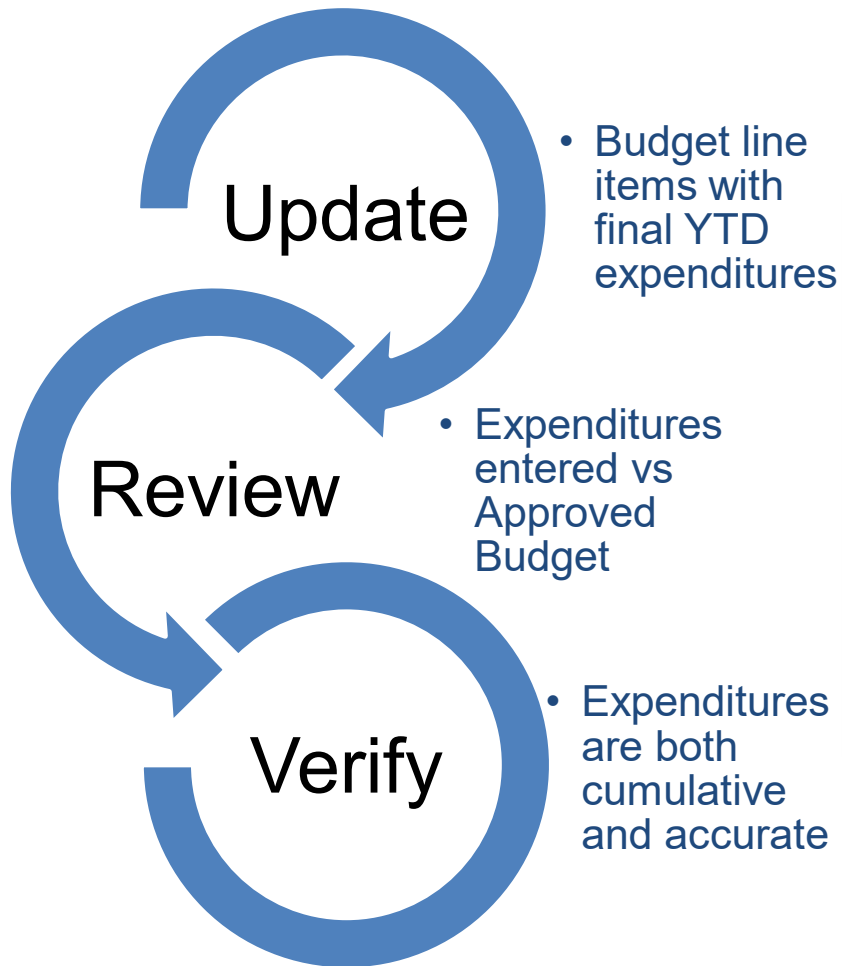
- Johnson-O'Malley - Rev 3 - Johnson-O'Malley

Save And Go To ▶

Object Code	Function Code	Instruction	Support Services (Students, Instr., Operation, Transport.)	Support Services (General, School, Central Services, Other)	Total
Salaries 6100			0.00		0.00
Employee Benefits 6200			0.00		0.00
Purchased Professional Services 6300		1,730.00	200.00		1,930.00
Services 6400					0.00
Other Purchased Services 6500			534.56	0.00	534.56
Supplies 6600			478.14		478.14

- If you are asking for a **reimbursement of 50% or more** of the total allocation within your Completion Report, justification via Create Comment is required

Completion Report



Completion Report

Alhambra Elementary District (070468000) Public District - FY 2019 - **Medium Risk** - Johnson-O'Ma

Save And Go To ▶

Object Code	Function Code	Instruction	Supp
Salaries 6100			<input type="checkbox"/>
Employee Benefits 6200			<input type="checkbox"/>
Purchased Professional Services 6300		1,730.00	<input type="checkbox"/>
Services 6400		Approved Budget: 12,000.00	<input type="checkbox"/>
Other Purchased Services 6500			<input type="checkbox"/>


CR Program Details

CR Program Details


CR Program Details does not exist for all grants

Update all questions & fields, using "N/A" or "0" only for non-applicable fields

Contact Grants Management for assistance

	Title I LEA
	Completion Report
	CR Program Details
	CR Related Documents
	Budget
	Budget Overview
	FFATA & GSA Verification
	Program Details
	School Eligibility
	Set Asides
	PPA List
	Private School Service
	Assurances
	Related Documents

No CR Program Details

	Johnson-O'Malley
	Completion Report
	CR Related Documents
	Budget
	Budget Overview
	Program Details
	CR Capital Outlay Worksheet
	Related Documents


CR Related Documents

CR Related Documents

Completion Report status must be **CR Draft Started** in order to upload documents

Required Documents must be uploaded in order to submit the CR

Review all **Optional Documents** (do not upload the “old” Capital Outlay Worksheet here)

	Johnson-O'Malley
	Completion Report
	CR Related Documents
	Budget
	Budget Overview
	Program Details
	CR Capital Outlay Worksheet
	Related Documents

- Publicly accessible hyperlinks may be used in place of documents

CR Related Documents

CR Related Documents

Alhambra Elementary District (070468000) Public District - FY 2019 - **Medium Risk** - Johnson-O'Malley - Rev 3 - Johnson-O'Malley

Go To 

Required Documents		
Type	Document Template	Document/Link
Expenditure Summary (LEAs own documents; contact Grants Management for additional information) [Upload at least 1 document(s)]	N/A	Upload New

Optional Documents		
Type	Document Template	Document/Link
Other	N/A	Upload New

- Organization's own documents or forms may be uploaded when no **Document Template** exists
- All CRs require **expenditure summary reports** from organization's accounting system
- Expenditures recorded in this report **must match** expenditures reported on the Completion Report page of the CR
- Complete and save documents to local computer prior to upload

CR Capital Outlay Worksheet (CR COW)

☐ Title I LEA

- Completion Report
- CR Program Details
- CR Related Documents
- Budget
- Budget Overview
- FFATA & GSA Verification
- Program Details
- School Eligibility
- Set Asides
- PPA List
- Eligible Private School Service
- Assurances
- CR Capital Outlay Worksheet
- Related Documents

- CR COW is required if the Completion Report page contains expenditures greater than \$0 in any of the Capital Object Codes

Completion Report

Antelope Union High School District

Public District - FY 2019

Save And Go To ▶

Object Code	Function Code	Instruction
Salaries 6100		48,321.00
Employee Benefits 6200		23,289.00
Purchased Professional Services 6300		
Services 6400		
Other Purchased Services 6500		
Supplies 6600		19,840.30
Supplies (Under \$5,000) 6731		
Supplies (Under \$5,000) 6732		
Supplies (Under \$5,000) 6734		
Supplies (Under \$5,000) 6735		
Supplies (Under \$5,000) 6737		23,689.00

- It **validates by Object Code** and matches the total amount per Object Code to the Completion Report page
- It restricts Object Codes according to the organization type (Districts 6731-6739, Charters 0190)

CR COW Functionality

- Same page functionality as in funding applications, except CR COW compares to Completion Report page
- If Completion Report page isn't reporting any capital item purchases, do not enter any information on CR COW
- If Completion Report page includes capital item purchase(s), CR COW has to be completed accurately to avoid Validation **Errors**
- To add more than one type of a capital item, select Add Row below the existing row(s)

CR Capital Outlay Worksheet

Alhambra Elementary District

Public District - FY 2019 -

- Johnson-O'Malley - Rev 3 -

Save And Go To

CR Capital Outlay Worksheet

Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Please select... ▼	<div><input type="text"/></div> <div>Check Spelling 0 of 500 characters</div>	<input type="text"/>	\$ 0.00

Add Row

Completion Report Adjustments

Completion Report Adjustments

Page summarizes grant fiscal data

Adjustments needed, such as carryover and interest reporting, are made on this page

Carryover rules vary; contact Grants Management for clarification

	Johnson-O'Malley
	Completion Report
	CR Related Documents
	Budget
	Budget Overview
	Program Details
	Capital Outlay Worksheet - Completion Report
	Related Documents
	Completion Report
	Completion Report Adjustments

Interest earned is reported here

Interest Earned
0.00

Comp. Report Adjustments - Cont.

**Grant(s)
Name**
All grants
under a
consolidated
grant will be
listed
individually

Expenditures
Final
expenditures
YTD as
updated on
Completion
Report page

**Amount
Remaining**
Monies left
over from
Expenditures/
Cash received
minus
Allocations

**Acknowledge
Carryover Less
Than...**
Check box if
carryover amount
is less than
Amount
Remaining

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	Interest Earned
Title I LEA	\$87,307.27	\$87,307.27	\$87,307.27	\$0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>
Title I-D Delinquent LEA	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>
Title II Improving Teacher Quality	\$1,501.00	\$1,501.00	\$1,501.00	\$0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>
Rural and Low-Income Schools	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>

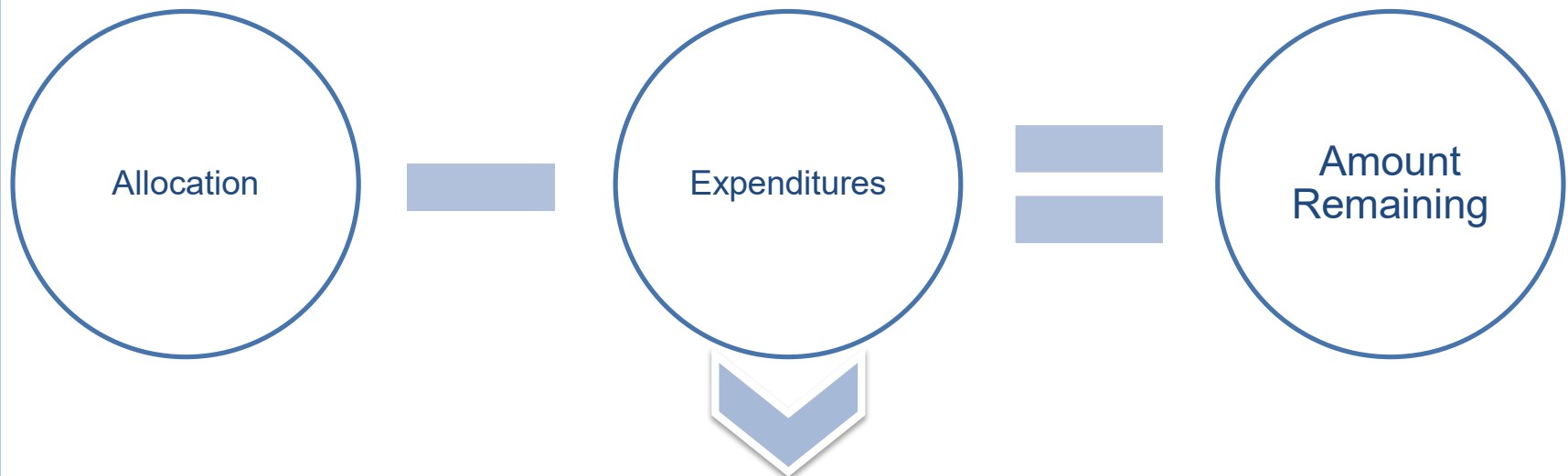
Allocation
Total allocation
of Funding
Application

Cash Received
Total monies
received prior
to CR by
Reimbursement
Request

**Amount to Carry
Over**
Enter the amount of
carryover based on
remaining balance
(if applicable)

Interest Earned
Report total
amount of
CURRENT year's
Interest Earned

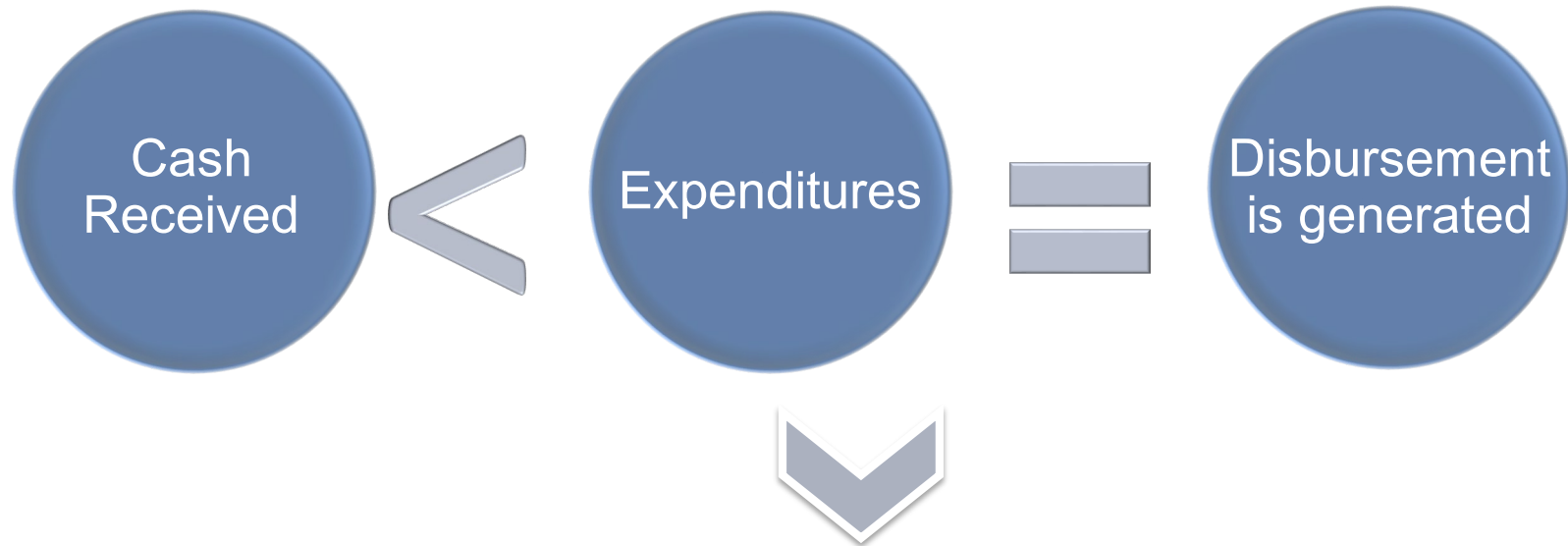
Completion Report Adjustments



- In **most cases**, amount remaining will be the amount to carry over
- A validation to limit this amount may be specified by the program area based on grant requirements
- If carrying over **less than the amount remaining**, acknowledge by utilizing the check box

Adjusted Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned
\$2,712.64	\$2,712.64	\$115,121.82	2,000.00	<input checked="" type="checkbox"/>	0.00

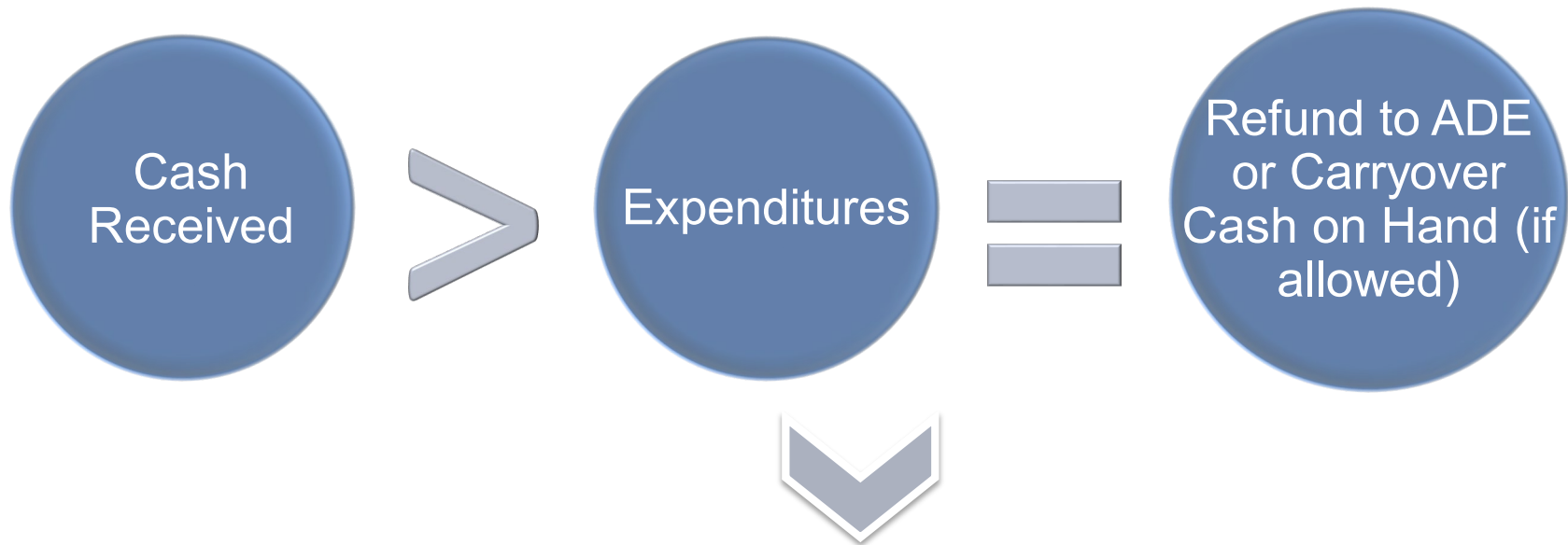
Completion Report Adjustments



- Upon Grants Management's approval of the Completion Report, a Reimbursement Request with Pending Transaction Amount will be generated

Allocation	Expenditures	Cash Received	Amount Remaining
\$89,656.79	\$32,729.47	\$25,372.32	\$56,927.32

Completion Report Adjustments



- Upon Grants Management's approval of the Completion Report, a Return of Funds Letter will be generated with instruction and Return of Monies form

Allocation	Expenditures	Cash Received	Amount Remaining
\$1,092,605.00	\$1,091,505.00	\$1,092,605.00	\$1,100.00

Interest Earned

- Report ALL Interest Earned for CURRENT year (07/01-06/30) only (even if it has been moved out of the fund)

Federal Interest

Interest earned up to \$500 for all payments of Federal funds **combined** for the fiscal year may be retained by the LEA for administrative expenses

Interest earned **EXCEEDING \$500 for Federal funds** combined for the fiscal year - Grants Management will send a Return of Interest Letter and will monitor the collection of interest (with the exception of \$500 that can be retained by the organization)

State Interest

Any interest earned for all payments of State funds for the fiscal year must be returned

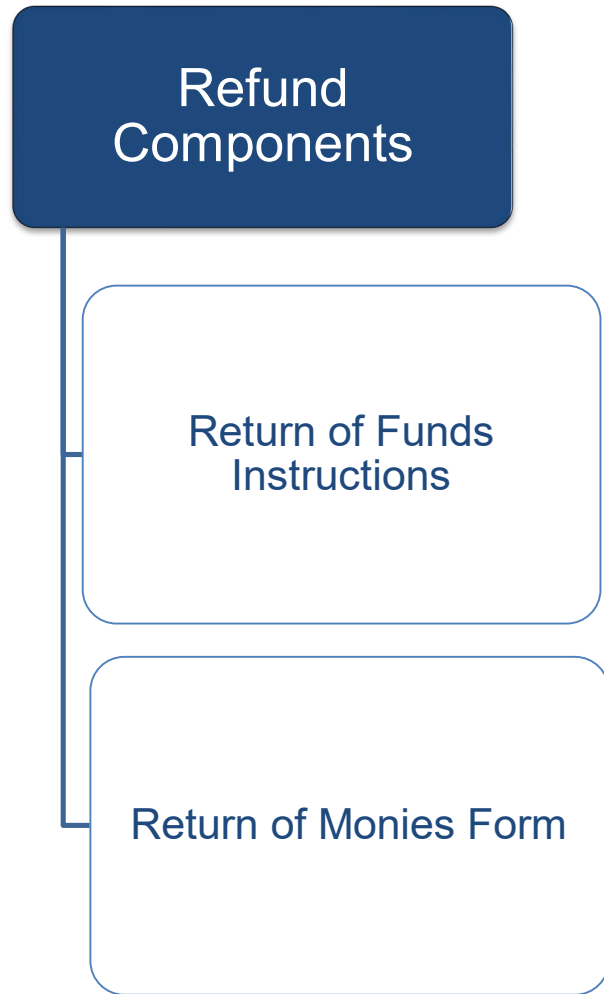
Exception: State funds allowing **interest carryover cash on hand** (CTE State Priority)

- Do not send** in any refund payments **until** your Completion Report is **approved**



Refund to ADE

Refund To ADE



- The refund process requires action outside of the Grants Management system and includes several components
- Instructions and form can be found on CR Related Documents page as well as in the Grants Management Resource Library
- When the refund is received, an adjustment is made by ADE

Refund To ADE – Cont.



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

Return this form with payment to:
Arizona Department of Education
Accounting Department, Bin # 1
1535 W Jefferson Street
Phoenix, AZ 85007
602-542-4361 / www.azed.gov

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

Print Form

Entity Name: CTDS #:

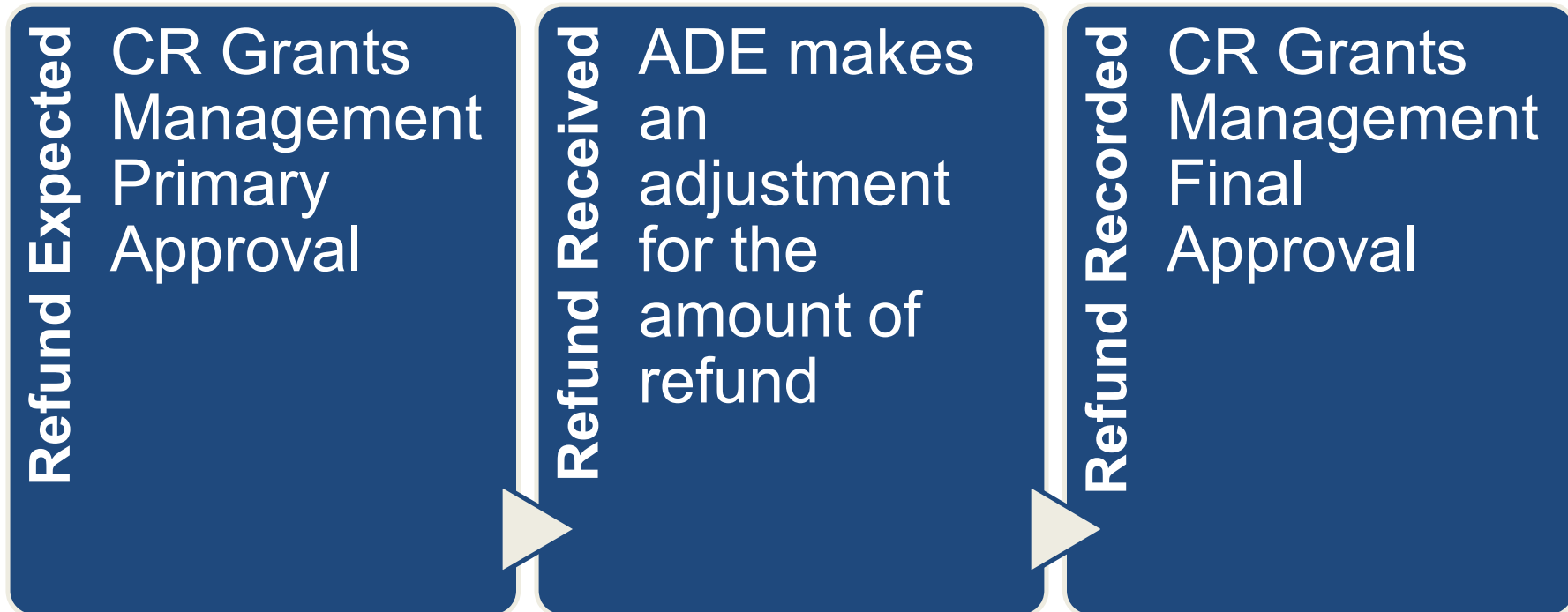
Contact Name: Email: Phone:

Check Number: Check Amount:

		Completion Report								Conference/Other		
	Payment Type	Fiscal Year	Grant Name	Project Number	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	Total
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Complete form and remit with payment to address noted

CR Approval Process – Refund To ADE





Completion Report Submission

Completion Report Submission

Antelope Union High School District

Public District - FY 2019

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	Print <input type="checkbox"/> Select Items
All		Messages	Print
<input type="checkbox"/> History Log			Print
	History Log		Print
	Create Comment		
<input type="checkbox"/> Allocations			Print
	Allocations		Print
<input type="checkbox"/> Private Schools			Print
	Administration		Print
<input type="checkbox"/> Title I LEA		Messages	Print

- Click on [Messages](#) link on **All** line to view Validation **Errors** and Warnings
- Review Validation messages before attempting status change to **CR Draft Completed**

Submission Process



Antelope Union High School District

Application Status: CR Draft Started

Change Status To: CR Draft Completed
or
CR Cancelled

- On **Sections** page, move Completion Report through status changes to submit to ADE



Completion Report Revision

CR Revision

- The sub-recipient (e.g. LEA) should notify Grants Management when a CR Revision is needed via creating a comment in the completion report and emailing it to grants@azed.gov
- This comment should fully document the reason for CR Revision and the changes needed, as well as any other information as appropriate
- The sub-recipient has 10 business days to complete the CR Revision and 10 business days to submit a refund (if applicable)
- Incomplete CR Revision or Refund may result in programmatic or global hold of funds
- **Submissions Process:** CR Revision Started > CR Revision Completed > CR LEA Business Manager Approved

Sections

Amphitheater Unified District Public District - FY 2018 - 21st Century Community Learning Centers Cont-Yr2 - Rev 9

Application Status: CR Revision Started

Change Status To: CR Revision Completed

Sections

Amphitheater Unified District Public District - FY 2018 - 21st Century Community Learning Centers Cont-Yr2 - Rev 9

Application Status: CR Revision Completed

Change Status To: CR LEA Business Manager Approved
or
CR LEA Business Manager Returned Not Approved

Things to Remember

Don't forget:

You have **90 days after the project end date** in which to submit Completion Reports & obtain their approval

Completion Report will not be submitted to ADE until **County Business Manager** approves
(if applicable)

Reimbursement Requests cannot be submitted after project end date; disbursement (based on expenditures vs cash received) will take place upon CR approval (exception: State reverting grants)

Test your Knowledge

How do I initiate a Completion Report?

A

By calling Grants Management

B

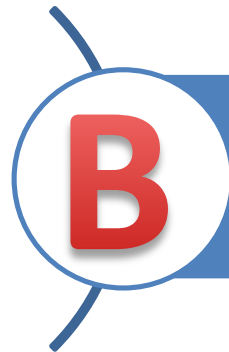
By changing application status

C

By submitting a Revision

Test your Knowledge - Answer

How do I initiate a Completion Report?



By changing application status

Test your Knowledge

Who can initiate a Completion Report?

A

LEA Business Manager

B

Superintendent

C

LEA User Access Administrator

Test your Knowledge - Answer

Who can initiate a Completion Report?



LEA Business Manager

Need assistance?

Grants Management Resource Library

Program Area & Grant Information

GME User Resources/Training

Grants Management Staff

Grants Management Hotline
602-542-3901

Grants Management Email
grants@azed.gov

ADEConnect

ADESupport Call Center
602-542-7378

ADESupport Email
adesupport@azed.gov