

# Quick Reference Guide (QRG)



## Completion Reports in GME

LEAs/External Users

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## User Role Requirement

- **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 the Grants Management staff for assistance.
- Are current budget line items reflecting final year-end expenditures?
  - If no, a revision may be required first; otherwise, contact the Grants Management staff.
- Are Revisions completed and in Director Approved status?
  - If no, complete and submit all incomplete revisions and/or follow up with the Program Specialist for those pending approval.

## Initiating the Completion Report

**Sections**

Mesa Unified District (070204000) Public District - FY 2015 - IDEA

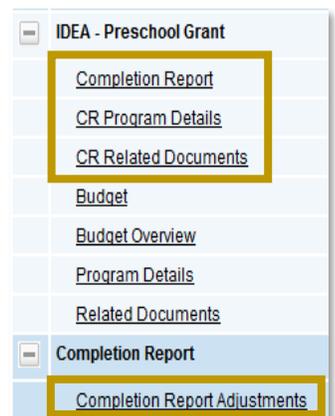
Application Status: SEA IDEA - Basic Director Approved 1

Change Status To: [Revision Started](#)  
or  
[CR Draft Started](#) 2

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

### Completion Reports Section

- The Completion Report sections that are required to be completed appear underneath the name of the grant name on the Sections page of the Funding Application.
- All Completion Reports will have the following sections:
  - [Completion Report](#)
  - [Completion Report Adjustments](#)
- Some Completion Reports will have the following sections:
  - [CR Program Details](#)
  - [CR Related Documents](#)
  - Other supplemental information (contact the Program Specialist for additional information)



## Completion Report

1. Click on the [Completion Report](#) link.
2. Update the final year-end expenditures.
3. [Save and Go To](#) > Sections page to select the next completion report component.

IDEA - Preschool Grant

- [Completion Report](#) **1**
- [CR Program Details](#)
- [CR Related Documents](#)
- [Budget](#)
- [Budget Overview](#)
- [Program Details](#)
- [Related Documents](#)
- Completion Report**
- [Completion Report Adjustments](#)

### Completion Report

Camp Verde Unified District (128726000) - FY 2014 - ESEA Consolidated - Rev 7 - Title I LEA

[Save And Go To](#) **3**

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	27,096.95	121.04	
Property (Capital Outlay)	6700			
Indirect Cost Recovery	6910			
<b>Total</b>		<b>297,039.53</b>	<b>52,365.62</b>	

## CR Program Details

1. Click on the [CR Program Details](#) link.
2. Update all the questions and fields on this page; do not leave any fields blank; enter "N/A" or "0" when applicable.
3. [Save and Go To](#) > Sections page to select the next Completion Report component.

IDEA - Preschool Grant

- [Completion Report](#)
- [CR Program Details](#) **1**
- [CR Related Documents](#)
- [Budget](#)
- [Budget Overview](#)
- [Program Details](#)
- [Related Documents](#)
- Completion Report**
- [Completion Report Adjustments](#)

### CR Program Details

Santa Cruz Valley Opportunities in Education, Inc. (128726000) Charter District - FY 2015 - IDEA -

[Save And Go To](#) **3**

Describe any significant discrepancies in fund expenditures from the latest approved budget (e.g., large budget balance of 15% or greater, please explain in detail the reason you were unable to spend the funds).

**NOTE: Proportionate Share Expenditures (applies to DISTRICTS ONLY)** – IDEA funds are subject to Special Education Census report, you must provide detailed expenditure information regarding costs of education services, please make this notation in the narrative section of this completion report.

N/A

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) \*

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 \*

## CR Related Documents

1. Click on the [CR Related Documents](#) link.
2. Complete, save, and upload the **Required Documents** and **Optional Documents**, as applicable.
3. **Save and Go To** > Sections page to select the next Completion Report component.



## Completion Reports Adjustments

1. Verify the summary of the fiscal year data.
  2. If applicable, update the **Amount to Carry Over**, checking the box if the **Carryover** is less than the **Amount Remaining**.
  3. Enter **Interest Earned** and/or **Other Amount** as applicable.
- Document details in the [History Log](#) by selecting the [Create Comment](#) link on the Sections page, and check the box **Send Email to GME Contacts**, if appropriate.

**IMPORTANT:** For complete instructions on Interest Earned and Other Amount, see pages 8 and 9 of the Completion Reports Course Material located in the Grants Management Resource Library, under GME User Reference Guides >> Completion Reports.

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

## Completion Report Submission

On the Sections page, Application Status should be **CR LEA Business Manager Approved** – in this status, the Completion Report is submitted to Grants Management.

### Sections



## Need Assistance?

<b>Grants Management System (GME)</b>	<b>Passwords/ADEConnect Support</b>
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov