

Carryover on completion reports (CRs) started from site-based funding applications (FAs) differs from those derived from district-based FAs in functionality. This quick Fast Fact will provide you with the essential information needed to identify the carryover in such completion reports correctly. require you to complete all pages in the grant section for each school site.

<ul> <li>SiG Cohort 3 Year 2</li> <li>Coolidge High School (110221007)</li> <li>United District Level</li> <li>Coolidge United District - District Level Program(s) (990221000)</li> <li>HoldKam Middle School (110221005)</li> <li>Buddet Overview</li> <li>Program Details</li> <li>SiG Cohort 3 Year 2</li> <li>Completion Report</li> <li>Completion Report Adjustments</li> <li>Completion Report</li> <li>Completion Report</li> <li>Completion Report</li> <li>Buddet Overview</li> <li>Program Details</li> <li>SiG Cohort 3 Year 2</li> <li>Completion Report Adjustments</li> <li>Completion Report</li> <li>Completion Report</li> <li>Completion Report</li> <li>Completion Report</li> <li>SiG Cohort 3 Year 2 School Allocations</li> <li>Related Documents</li> <li>Completion Report</li> <li>Completion Report</li> <li>SiG Cohort 3 Year 2</li> <li>Condition Report</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Sig Cohort 3 Year 2</li> <li>Completion Report</li> <li>Co</li></ul>		Contacts	1. If you have the LEA Business Manager
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CR Related Documents       2         Budget       Budget Overview         Budget Overview       Program Details         SIG Cohort 3 Year 2 School Allocations       Sig Cohort 3 Year 2 School Allocations         Related Documents       3         Completion Report       3		Completion Report	to provide information on all pages within
Budget         Budget Overview         Program Details         SIG Cohort 3 Year 2 School Allocations         Related Documents         Completion Report         3		CR Related Documents 2	<b>Sections</b> with "Completion Report" or "CR"
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Program Details         SIG Cohort 3 Year 2 School Allocations         Related Documents         Completion Report         3		Budget Overview	3 Once all pages of your CR are
SIG Cohort 3 Year 2 School Allocations Related Documents Completion Report 3 Completion Report Adjustments		Program Details	completed click on Completion Report
Related Documents     Image: Completion Report       Completion Report Adjustments     3		SIG Cohort 3 Year 2 School Allocations	Adjustments page
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Completion reports for applications which are **site-based and allow unexpended funds to be carried over** into the subsequent year's funding application require a process which differs from other completion reports. For grant-specific carryover information, please contact your Grants Coordinator in Grants Management before completing the <u>Completion Report Adjustments</u> page.





**Fast Facts** 

# Site-Based Carryover

On the <u>Completion Report Adjustments</u> page, you are not able to enter in the Amount to Carry Over yet, as the text box will be greyed out.

4. Click on the grant name link to access the page where all participating school sites will be displayed.

#### **Completion Report Adjustments**

	Charter District - CSI Graduatio							raduation Rate		
This is the TEST site. Please be sure to complete your work on the LIVE site.										
Save And Go	Save And Go To									
Grant 4	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible		
<u>CSI</u> <u>Graduation</u> <u>Rate Grant</u>	\$98,006.20	\$0.00	\$78,828.73	\$98,006.20	\$98,006.20	<u>(\$78,828.73</u> )	0.00			

5. Enter the carryover detail information for each site as applicable. **Only if** Amount to Carry Over **is less** than Amount Remaining (including \$0), check the box under Acknowledge Carryover Less Than Amount Remaining column. This will prevent a validation error that prevents submission of your completion report.

#### **Completion Report Adjustments**

			Char	CSI Gradua	CSI Graduation Rate Grant - Rev 5 - Completion Report			
This is the TEST site. Please be sure to complete your work on the LIVE site.								
			Sa	ave Return				
Applicant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Amount Remaining	5	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
South Pointe High School (2473)	\$98,006.20	\$98,006.20	\$0.00	\$0.00	\$98,006.20		0.00	

### 6. Once all information has been entered, click Save.

Completion Report Adjustments									
This is the TEST site. Please be sure to complete your work on the LI									
Applicant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining		
South Pointe High School (2473)	\$98,006.20	\$98,006.20	\$0.00	\$0.00	\$98,006.20	0.00			





**Fast Facts** 

7. Upon saving the entered information, you will be directed back to the main <u>Completion Report</u> <u>Adjustments</u> page. You can now return to the main **Sections** page (via Save and Go To quick return menu that is regularly utilized when navigating within completion report).

### **Completion Report Adjustments**

American Charter Schools Foundation d.b.a. South Pointe High School (078983000) Charter District - FY 2020 - High Risk - CSI Graduation Rate (									
This is the TEST site. Please be sure to complete your work on the LIVE site.									
Save And Go	To 🕨	C'ge							
Grant	Allocati	7	nt	Pending	Amount to	Acknowledge			
	_	Prev Page	or er	Transaction Amount	Carry Over	Carryover Less Than			
		Sections				Amount Eligible			
CSL	\$98,006	Completion Report	20	(\$78,828,73)	40,000,00	Englishe			
Graduation	φ00,000.	History Log		<u>(\$10,020110</u> )	10,000.00				
Rate Grant		Allocations							

Once these steps have been completed, the status changes would be required as per normal completion report submittal process (more information on this process can be found in additional completion report training documents located in GME's Grants Management Resource Library).

## **Need Assistance?**







**Fast Facts**