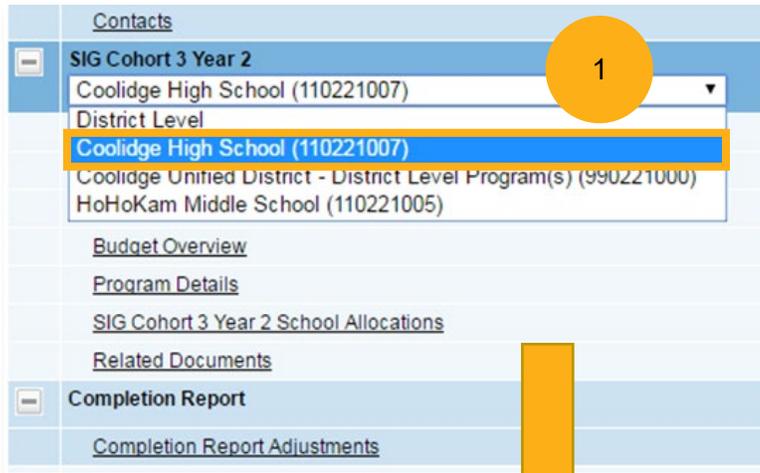
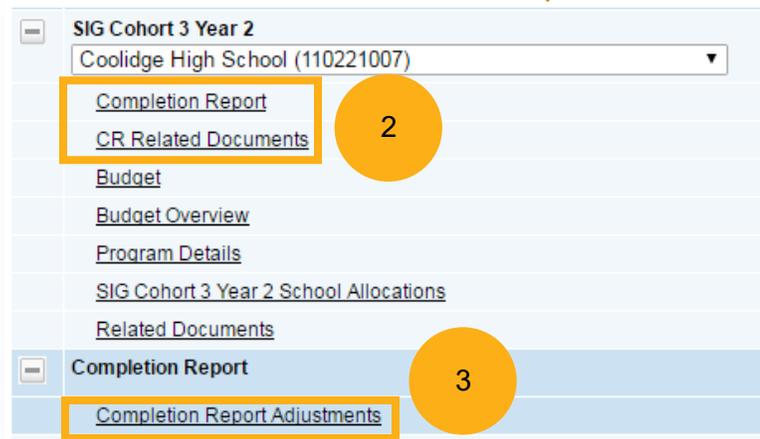


Completion Report Process for Site-Based Applications:

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.



1. If you have the **LEA Business Manager** or **LEA [Funding Application] Update** role, you are able to select each school site and complete applicable completion report pages under all sites. It is a requirement that all pages with “Completion Report” or “CR” in the title under each site are completed first.



2. As with any completion report, you need to provide information on all pages within **Sections** with “Completion Report” or “CR” in their title (including those outside of the individual school sites).
3. Once all pages of your CR are completed, click on [Completion Report Adjustments](#) page.

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 [Completion Report Adjustments](#) page.

Site-Based Carryover



On the [Completion Report Adjustments](#) page, you are not able to enter in the Amount to Carry Over yet, as the text box will be greyed out.

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

Completion Report Adjustments

Charter District - CSI Graduation Rate

This is the **TEST** site. Please be sure to complete your work on the **LIVE** site.

Save And Go To ▶

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
CSI Graduation Rate Grant	\$98,006.20	\$0.00	\$78,828.73	\$98,006.20	\$98,006.20	(\$78,828.73)	0.00	<input type="checkbox"/>

- 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

Charter District - FY 2020 CSI Graduation Rate Grant - Rev 5 - Completion Report

This is the **TEST** site. Please be sure to complete your work on the **LIVE** site.

Save Return

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	<input type="checkbox"/>

- Once all information has been entered, click Save.

Completion Report Adjustments

Charter District - FY 2020 CSI Graduation Rate Grant - Rev 5 - Completion Report

This is the **TEST** site. Please be sure to complete your work on the **LIVE** site.

Save Return

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	<input type="checkbox"/>



Site-Based Carryover



7. Upon saving the entered information, you will be directed back to the main [Completion Report Adjustments](#) 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.

Grant	Allocation	Section	Order	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
CSI Graduation Rate Grant	\$98,006	Completion Report	20	(\$78,828.73)	10,000.00	<input checked="" type="checkbox"/>
		History Log				
		Allocations				
		Sections				

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?

<p>Grants Management Enterprise system (GME)</p> <p>Phone: 602.542.3901</p> <p>https://HelpDeskExternal.azed.gov</p>		<p>ADEConnect Support for Passwords</p> <p>Phone: 602.542.7378</p> <p>https://HelpDeskExternal.azed.gov</p>
---	--	--

