



# Completion Reports in GME

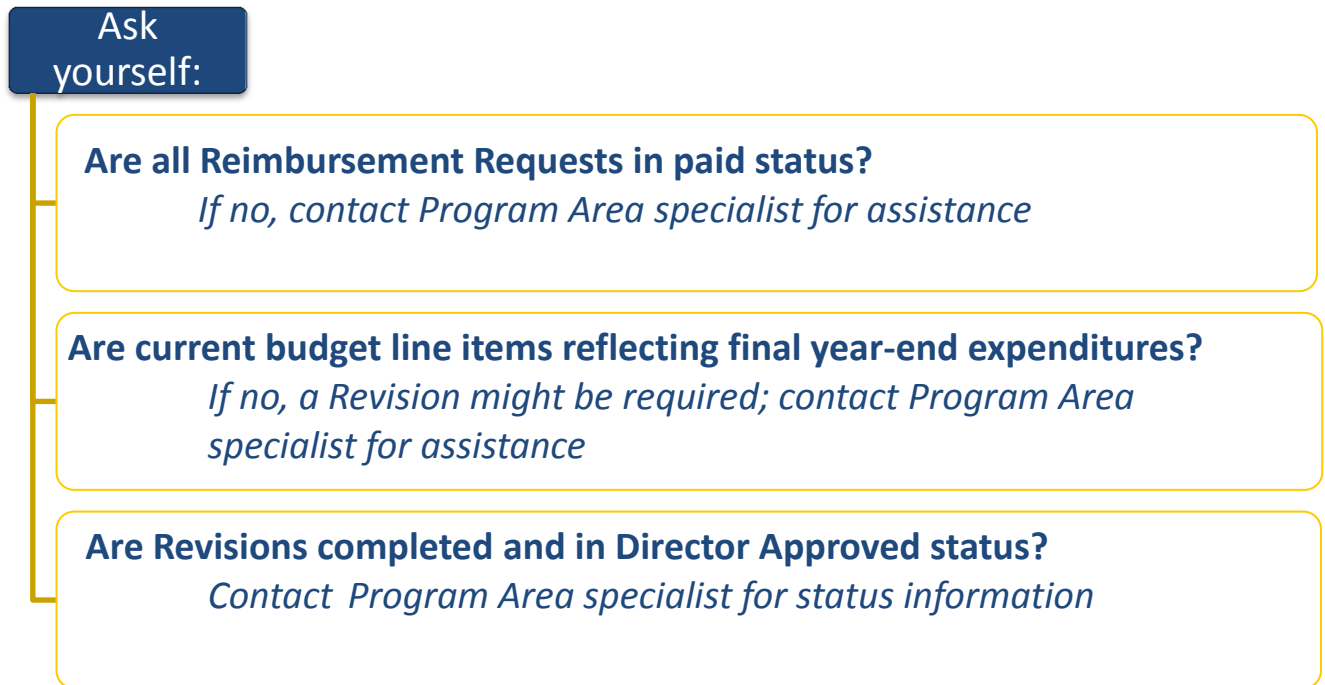
LEA/External Course Material

## Completion Reports

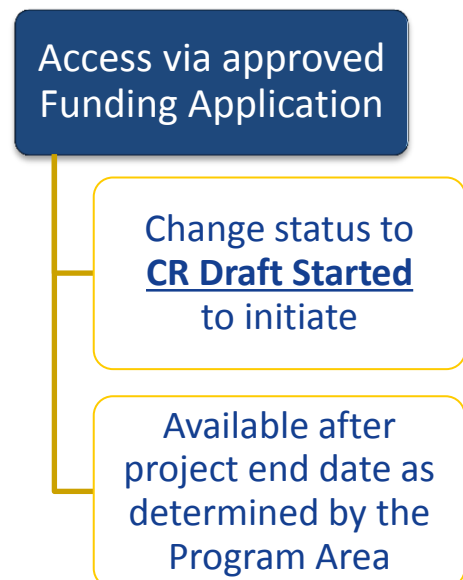
### User Role Requirement

- The user role required to initiate, update and submit Completion Reports in the **Grants Management System (GME)** is the role of **LEA Business Manager**
- No additional role is required to approve and submit Completion Reports
- Users who are unable to work with Completion Reports in GME should check with the individual who has the **User Access Administrator** role in GME to ensure that the correct role has been assigned

### Before Initiating the Completion Report



### Where is the Completion Report in GME?



The screenshot displays the 'Sections' tab in the GME system. At the top, it identifies the application as 'Grand Canyon Unified District (030204000) Public District - FY 2014 - IDEA - Basic - Rev 0'. The 'Application Status' is 'SEA IDEA - Basic Director Approved'. Below this, the 'Change Status To:' field shows two options: 'Revision Started' and 'CR Draft Started', both highlighted in yellow. There are links for 'View ADE History Log' and 'View Change Log'. A table with the header 'Description ( View Sections Only View All Pages )' contains a row for 'All' and a row for 'History Log'. The 'History Log' row has a minus icon, a link to 'History Log', and a link to 'Create Comment'.

Description ( View Sections Only View All Pages )	
All	
<input type="checkbox"/> History Log	<a href="#">History Log</a> <a href="#">Create Comment</a>

## Initiating the Completion Report

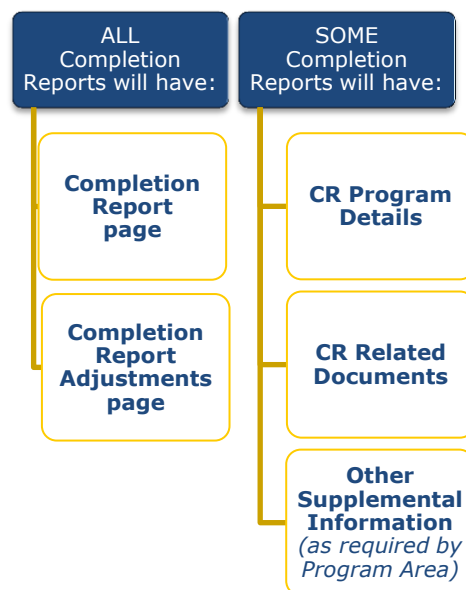
- With the application in Director Approved status, the **LEA Business Manager** selects **CR Draft Started** as the **Change Status To** option
  - This status change option is not available until AFTER the project end date and will not be displayed if application is not in approved status



The diagram illustrates the process of changing the application status. It shows two screenshots of the 'Sections' form for 'Mesa Unified District (070204000) Public District - FY 2015 - IDEA - Basic - Rev 0'. In the first screenshot, the 'Change Status To' dropdown menu is open, showing 'Revision Started' and 'CR Draft Started', with 'CR Draft Started' circled in red. A blue arrow points down to the second screenshot, where the 'Application Status' has changed to 'CR Draft Started' and is circled in red. The 'Change Status To' dropdown now shows 'CR Draft Completed' or 'CR Cancelled'.

## Completion Report Components

- Completion Reports are comprised of various pages or "Sections" which must be completed prior to submitting for approval
- Some grants require additional year-end reporting, as stipulated by the applicable Program Area; this may result in additional Completion Report Sections



## Completion Report Sections

- Completion Reports are comprised of various pages or "Sections" which must be completed prior to submitting for approval

### LEA Action

#### CLICK

Sections link to access selected CR component

#### COMPLETE

Each CR component listed under Grant name

#### FINALIZE & REVIEW

All year-end fiscal information on Completion Reports Adjustment page

IDEA - Preschool Grant
<b>Completion Report</b>
<a href="#">CR Program Details</a>
<a href="#">CR Related Documents</a>
<a href="#">Budget</a>
<a href="#">Budget Overview</a>
<a href="#">Program Details</a>
<a href="#">Related Documents</a>
<b>Completion Report</b>
<a href="#">Completion Report Adjustments</a>

## Completion Report

- The [Completion Report](#) page displays all expenditures reported thus far (YTD) in Reimbursement Requests
- [LEA Business Manager](#) updates page with total final year-end expenditures
  - TIP** - Hover over line item text box to see approved budget amount

### LEA Action

#### UPDATE

Budget line items with final YTD expenditures

#### REVIEW

Expenditures vs Approved Budget

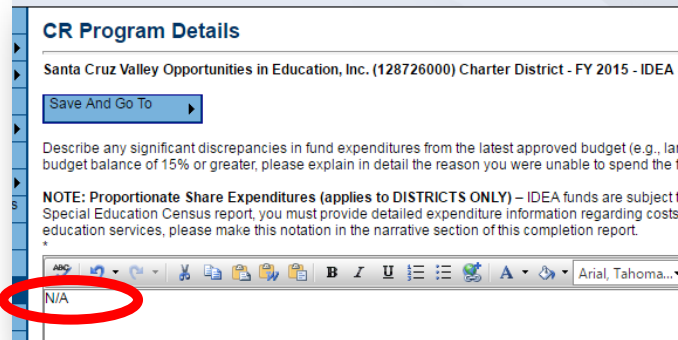
#### VERIFY

Expenditures are both cumulative and accurate

Completion Report			
Camp Verde Unified District (130228000) - FY 2014 - ESEA Consolidated - Rev 7 - Title I LEA			
Save And Go To			
Object Code	Function Code	Instruction	Support Services (Students, Instr., Operation, Transport)
Salaries		216,378.53	40,076.80
Employee Benefits		49,169.02	12,167.78
Purchased Professional Services		4,203.40	
Other Purchased Services		192.63	
Supplies		27,096.95	121.04
Property (Capital Outlay)			
Indirect Cost Recovery			
Total		297,039.53	52,365.62

## CR Program Details

- The [CR Program Details](#) page includes supplemental information required by the Program Area
- Update all questions and fields on this page to avoid submission validation errors and/or prevent Completion Report from being returned as unapproved by Program Area
  - TIP** – Narrative questions that do not apply must include “N/A”; numeric fields must include a zero (0)



**CR Program Details**

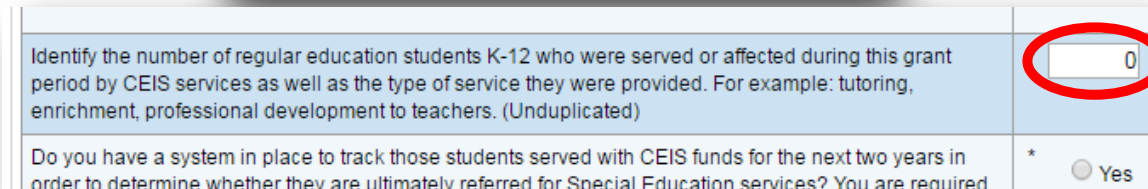
Santa Cruz Valley Opportunities in Education, Inc. (128726000) Charter District - FY 2015 - IDEA -

Save And Go To ▶

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 full budget balance).

**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)

0

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

\* ☐ Yes

## CR Related Documents

- The [CR Related Documents](#) page is another method by which Program Areas obtain supplemental information needed for year-end reporting
- Document types may include both **Required** and **Optional Documents** be uploaded to Completion Report
  - TIP** – **Optional Documents** do not apply to all LEAs, however verify that they are not applicable to ensure that Completion Report is not returned as not approved by Program Area

LEA Action

DOWNLOAD

Document Template  
(if applicable)

COMPLETE & SAVE

Document to local  
computer

CLICK

[Upload New](#) Link

### CR Related Documents

Mesa Unified District (070204000) Public District - FY 2015 - IDEA - RDA Implementation - Rev 2 - IDEA - RDA Implementation

Go To ▶

Required Documents		
Type	Document Template	Document/Link
IDEA - RDA Implementation CR Addendum (Upload at least 1 document(s))	IDEA - RDA Implementation CR Addendum	<a href="#">Upload New</a>
Optional Documents		
Type	Document Template	Document/Link
Capital Outlay Worksheet	Capital Outlay Worksheet	<a href="#">Upload New</a>
Return of Funds - Instructions	Return of Funds - Instructions	<a href="#">Upload New</a>
Return of Funds - Invoices/Misc Documents (LEA to upload own documents)	N/A	<a href="#">Upload New</a>
Return of Monies - form	Return of Monies - form	<a href="#">Upload New</a>
IDEA - CR Misc Related Documents (LEA to upload as requested by Program Area)	N/A	<a href="#">Upload New</a>

## Completion Report Adjustments

- [Completion Report Adjustments](#) page summarizes grant fiscal data for the project period and allows for any needed adjustments

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

**Grant**  
All grant names within a consolidated application listed individually

**Expenditures**  
Final expenditures YTD as updated on Completion Report page

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

**Acknowledge Carryover Less...**  
LEA checks box if carryover amount entered is less than Amount Remaining

**Allocation**  
Total allocation of Funding Application

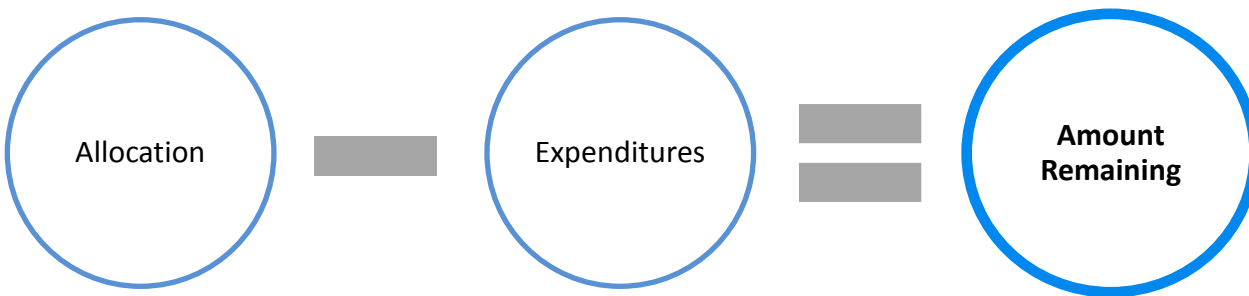
**Cash Received**  
Total monies received prior to CR via Reimbursement Request

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

**Interest Earned & Other Amount**  
For reporting convenience, enter applicable amounts

## Amount Remaining

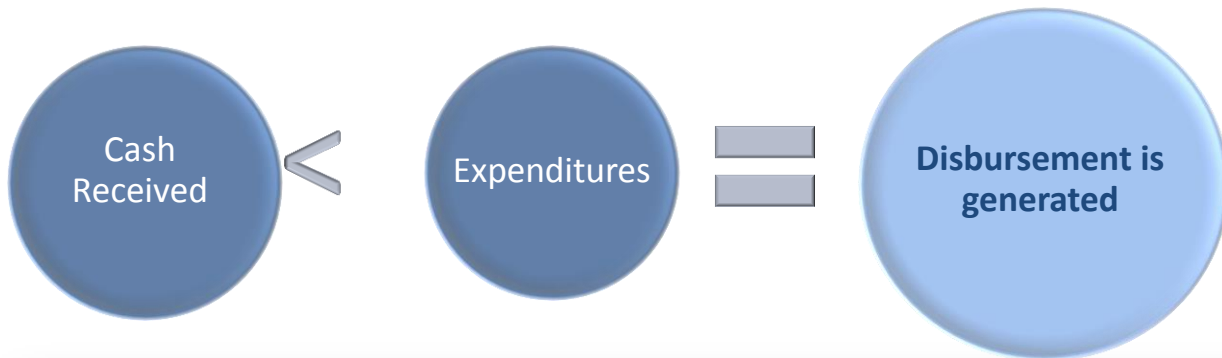
- In most cases the **Amount Remaining** will be the amount to carry over, when Carryover is allowed
  - **TIP** – Carryover rules vary by grant; contact your program specialist for additional information prior to submitting Completion Report



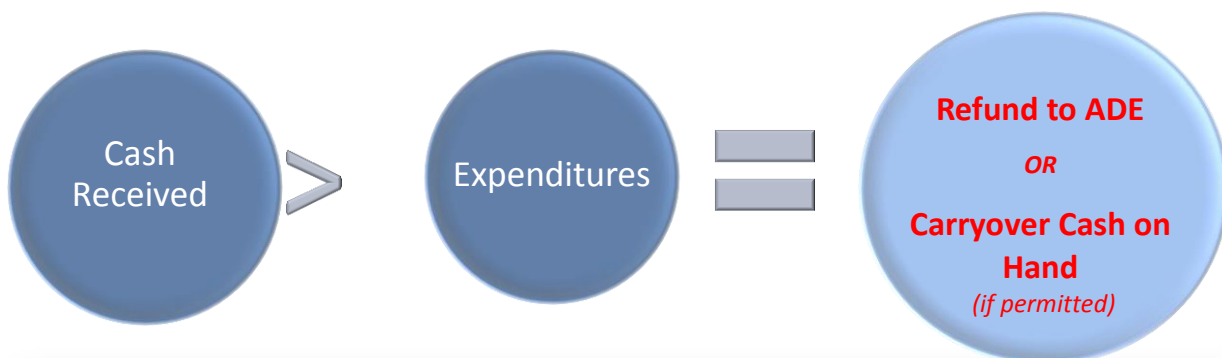
Amount Remaining	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
\$56,927.32	\$7,357.15	\$56,927.32	<input type="checkbox"/>

## Expenditures and Cash Received

- The relationship between the **Allocation**, **Expenditures** and **Cash Received** amounts determine the action to be taken by **GME** or by the **LEA**



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



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

## Refunds Due ADE

- The Refund process requires action outside of the **Grants Management System (GME)**

LEA Action

COMPLETE

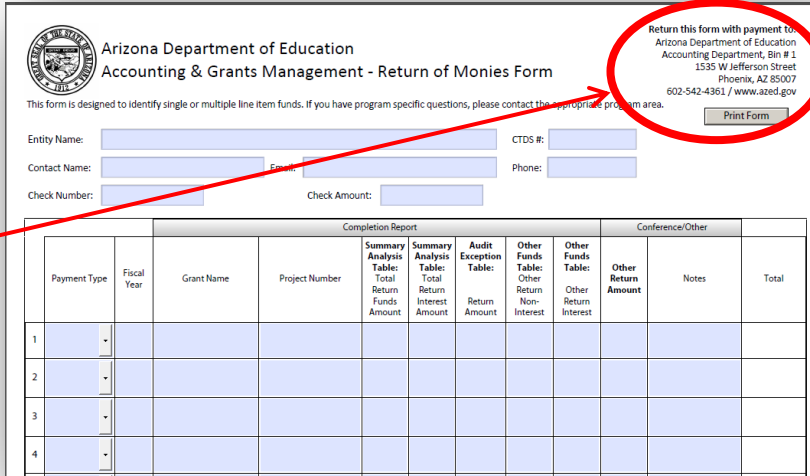
Return of Monies form

REMIT

Payment with form to ADE

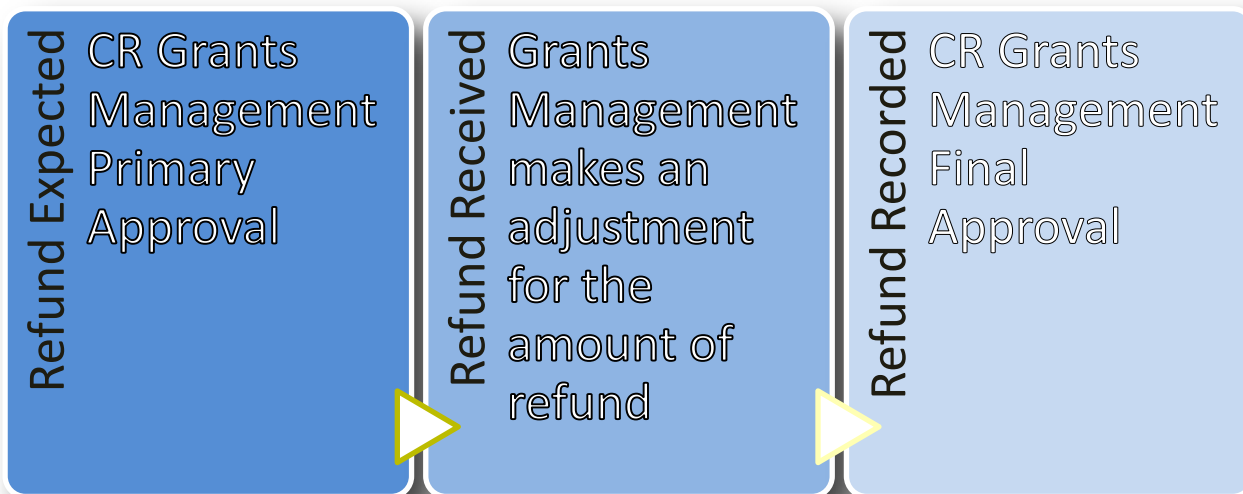
CREATE COMMENT

In GME **History Log** providing details of refund



The form includes fields for Entity Name, Contact Name, Check Number, and Check Amount. It also features a table for the Completion Report with columns for Payment Type, Fiscal Year, Grant Name, Project Number, and various financial tables. A red circle highlights the return instructions in the top right corner.

- Completion Report approval is not finalized until Refund payment is received by recorded by ADE



## Interest Earned

- **Interest Earned** is reported on the **Completion Report Adjustments** page and is reviewed by the program area to determine what amount, if any can be retained and what amount must be returned to ADE

Interest Earned	Other Amount
0.00	0.00

- Report **ALL Interest Earned** for current year **ONLY** in this column
  - **TIP** – Interest earned from prior years will be entered in the **Other Amount** column. Contact Program Area specialist for interest earned from years PRIOR to Fiscal Year 2014
- If desired, comments regarding **Interest Earned** can be entered using the **History Log > Create Comment** link from the **Sections** page of the **Funding Application**
- After creating detailed comment, check box underneath narrative field to “**Send Email to GME Contacts**”(1)
  - Select ADE Contacts by name using the menu option **ADE Miscellaneous Contacts**, (2) clicking **ADD** for each individual **AND/OR**
  - Enter email addresses directly into field for **Additional Recipients** (2) and click **ADD**
- Hover over **Save and Go To** menu (3) and select **Current Page** to refresh page and send comment to recipients

**Create Comment**

Arizona Department of Education (000111000) Public District - FY 2016 - Adult Ed

Save And Go To ▶

**Create Comment**

Comment

Interest earned for 2014 - \$25.16  
Interest earned for 2015 - \$56.09

**1**

Send Email to GME Contacts ☒

**ADE Miscellaneous Contacts**

Jean Ajamie  
Kelly Alkhoury  
Elizabeth Allen  
Raquel Alvara  
Millie Archer

**2**

**Additional Recipients**

Add

**Create Comment**

Arizona Department **3** cation (000111000) Pub

Save And Go To ▶ **Current Page**

**Create Comment** **Previous Page**

Com **Sections**

History Log

- If the Program Area determines any amount is to be returned, **Interest Earned** is returned to ADE following the same wing the same process for **Refunds Due ADE** (see previous section, Page 7)

## Other Amount

- **Other Amount** is used to report funds that are **NOT Interest Earned**
- The types of funds to be reported would include those related to stale-dated warrants, vendor refunds, etc., as well as **Interest Earned** from **PRIOR** fiscal years
  - **TIP** – Contact Program Area specialist for questions regarding the types of funds which should be reported in **Other Amount**

Interest Earned	Other Amount
0.00	0.00

- In **Other Amount** column enter **ONE** total amount for all funds
- Use the **History Log > Create Comment** link from the **Sections** page of the **Funding Application** to enter itemized details, as applicable; break down total amount into individual items noting fiscal year for each
  - **TIP** – Note any amount(s) already returned to ADE
- After creating detailed comment, check box underneath narrative field to “**Send Email to GME Contacts**”(1)
  - Select ADE Contacts by name using the menu option **ADE Miscellaneous Contacts**, (2) clicking **ADD** for each individual **AND/OR**
  - Enter email addresses directly into field for **Additional Recipients** (2) and click **ADD**
- Hover over **Save and Go To** menu (3) and select **Current Page** to refresh page and send comment to recipients

**Create Comment**

Arizona Department of Education (000111000) Public District - FY 2016 - Adult Ed

Save And Go To ▶

**Create Comment**

Comment

Interest earned for 2014 - \$25.16  
Interest earned for 2015 - \$56.09

**1**

Send Email to GME Contacts ☒

**ADE Miscellaneous Contacts**

Jean A Jamie  
Kelly Alkhoury  
Elizabeth Allen  
Raquel Alvara  
Millie Archer

**2**

**Additional Recipients**

Add

**Create Comment**

Arizona Department of Education (000111000) Public District - FY 2016 - Adult Ed

**3**

Save And Go To ▶

Current Page

Next Page

Create Comment

Previous Page

Sections

- Contact Program Area specialist for directions on next steps as they relate to detailed information created in **History Log**

## Completion Report Submission

- Before changing status to submit Completion Report, **LEA Business Manager** will:

### Sections

Imagine Charter Elementary at Desert West, Inc. (0785200)

Application Status: CR Draft Started

Change Status To: [CR Draft Completed](#)  
or  
[CR Cancelled](#)

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

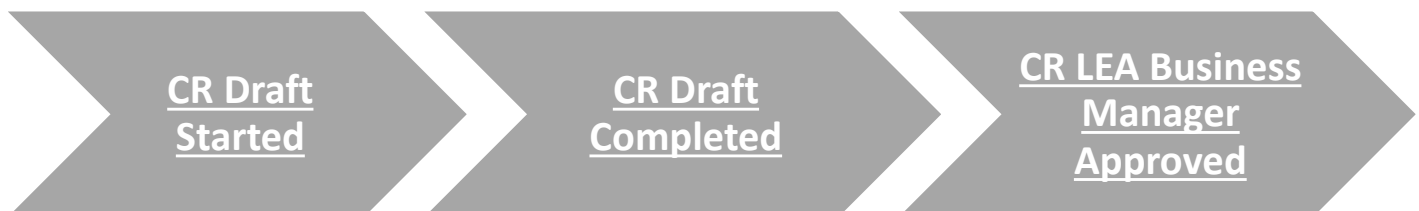
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation
All	<a href="#">Messages</a>
History Log	

Review Validation messages before attempting status change to **CR Draft Completed**

Click on [Messages](#) link to view Validation Errors and Warnings

## Submission Process

- On **Sections** page **LEA Business Manager** will move Completion Report through status changes to submit to ADE
  - NOTE – **LEA (grant specific) Update** roles cannot initiate or approve but can edit once the initial status change has been made



## Things to Remember

Completion Report submission within 60 days after project end date is encouraged in order to approve and fully close-out within 90 day liquidation period

Revisions cannot be initiated once status is changed to CR Draft Started

Reimbursement Requests cannot be submitted after project end date; disbursement will take place on CR approval

## Need Assistance?

### Grants Management Staff

Grants Management Hotline  
602-542-3901

Grants Management Email  
[grants@azed.gov](mailto:grants@azed.gov)

### ADEConnect

ADESupport Call Center  
602-542-7378

ADESupport Email  
[adesupport@azed.gov](mailto:adesupport@azed.gov)

### GME Document Library

Program Area & Grant Information

User Guides

Webinar Presentations