GMU
Grants Management University

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

Ask yourself:

Are all Reimbursement Requests in paid status?

If no, contact Program Area specialist for assistance

Are current budget line items reflecting final year-end expenditures?

If no, a Revision might be required; contact Program Area specialist for assistance

Are Revisions completed and in Director Approved status?

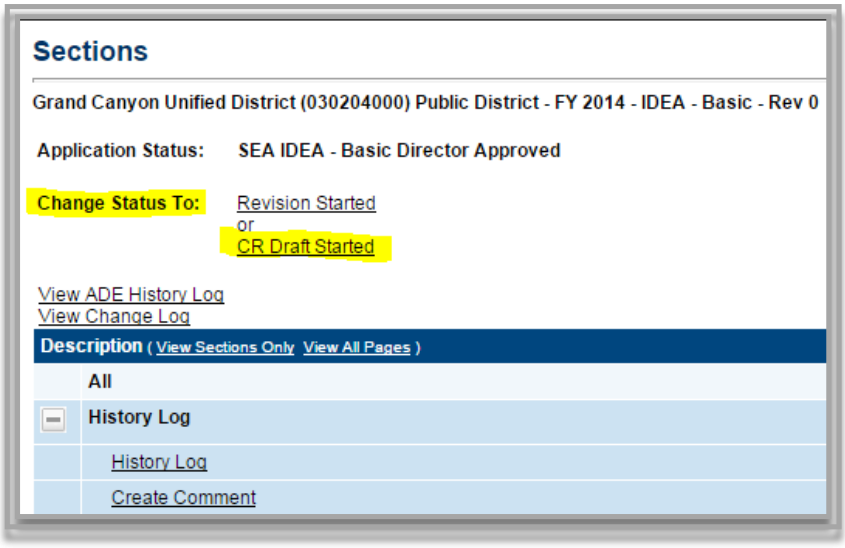
Contact Program Area specialist for status information

Where is the Completion Report in GME?

Access via approved Funding Application

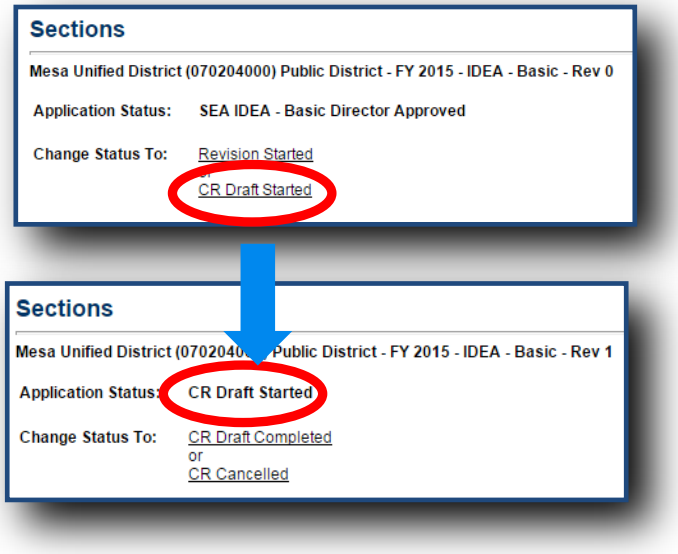
Change status to **CR Draft Started** to initiate

Available after project end date as determined by the Program Area



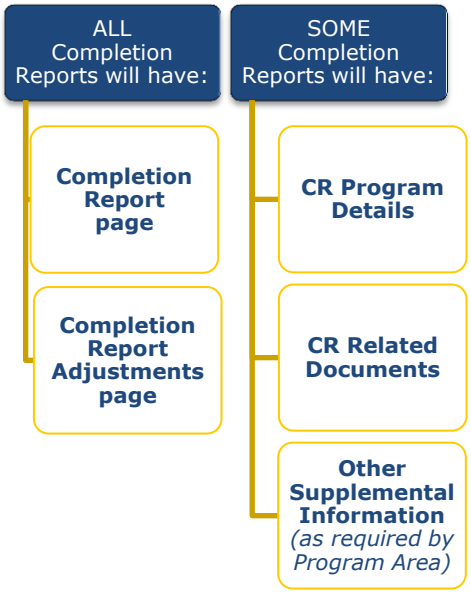
Initiating the Completion Report

- *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



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

Completion Report

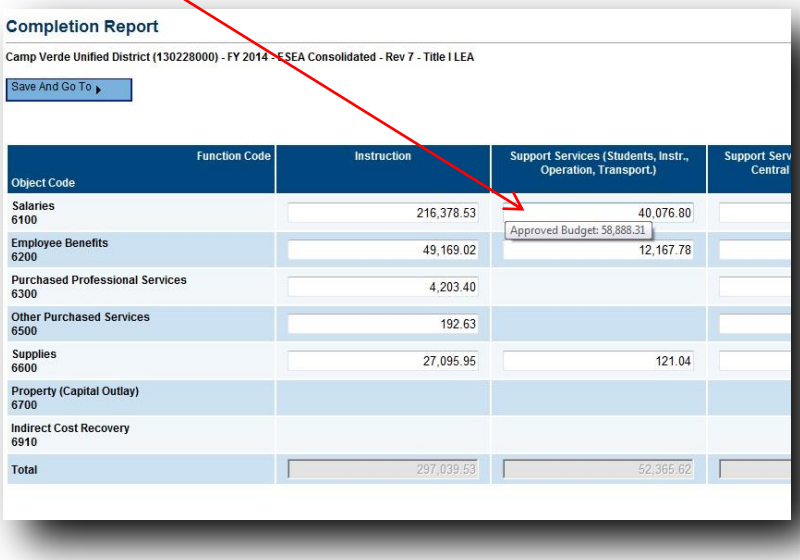
- *The Completion Report page displays all expenditures reported thus far (YTD) in Reimbursement Requests*
- **LEA Business Manager** *updates page with total final year-end expenditures*
  - **TIP** - Hover over line item text box to see approved budget amount

LEA Action

UPDATE
Budget line items with final YTD expenditures

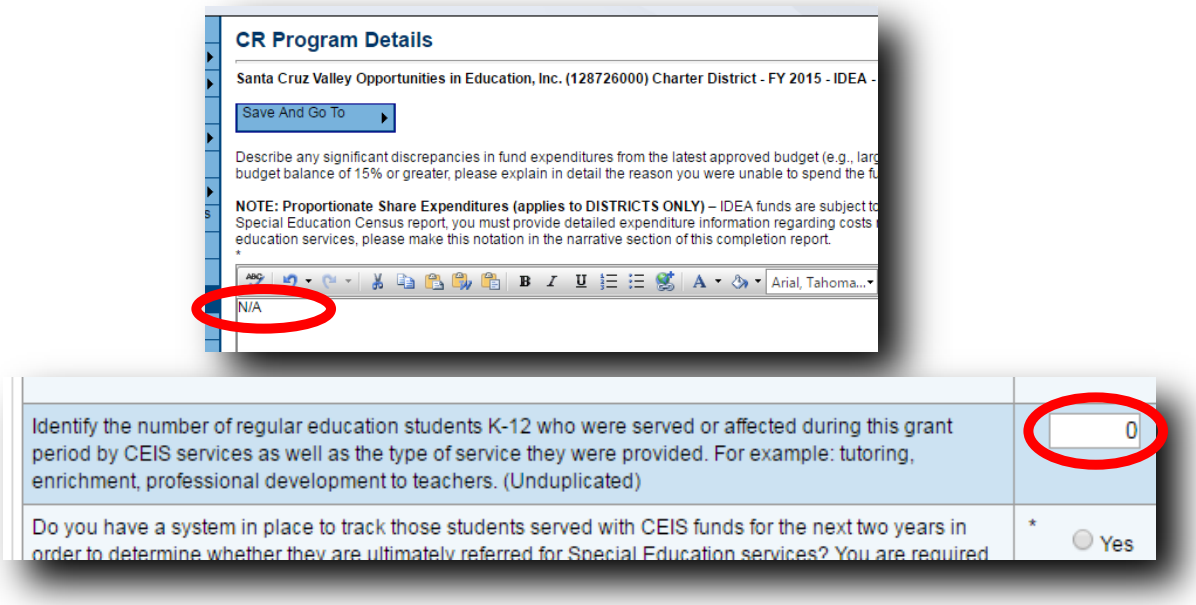
REVIEW
Expenditures vs Approved Budget

VERIFY
Expenditures are both cumulative and accurate



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 Related Documents

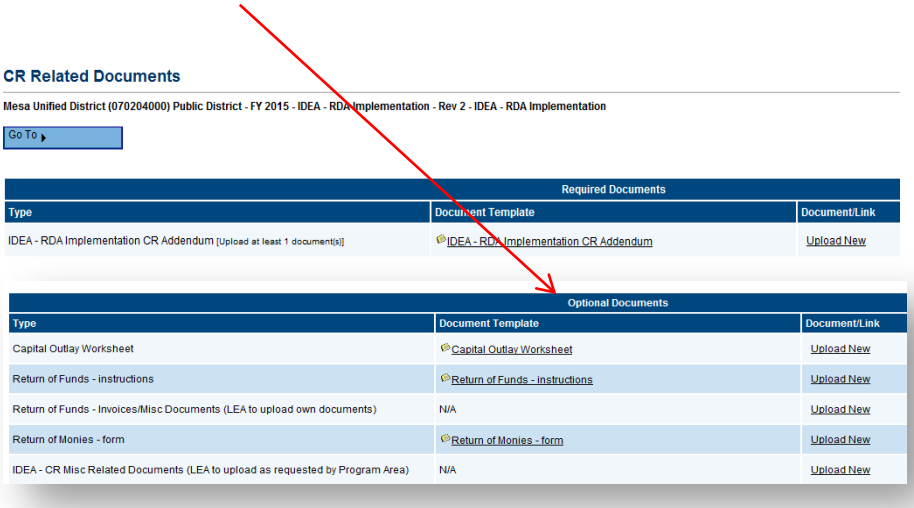
- *The CR Related Documents page is another method by which Program Areas obtain supplemental information needed for year-end reporting*
- *Document types may include both* **Required** *and* **Optional Documents** *be uploaded to Completion Report*
  - **TIP** – **Optional Documents** do not apply to 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)

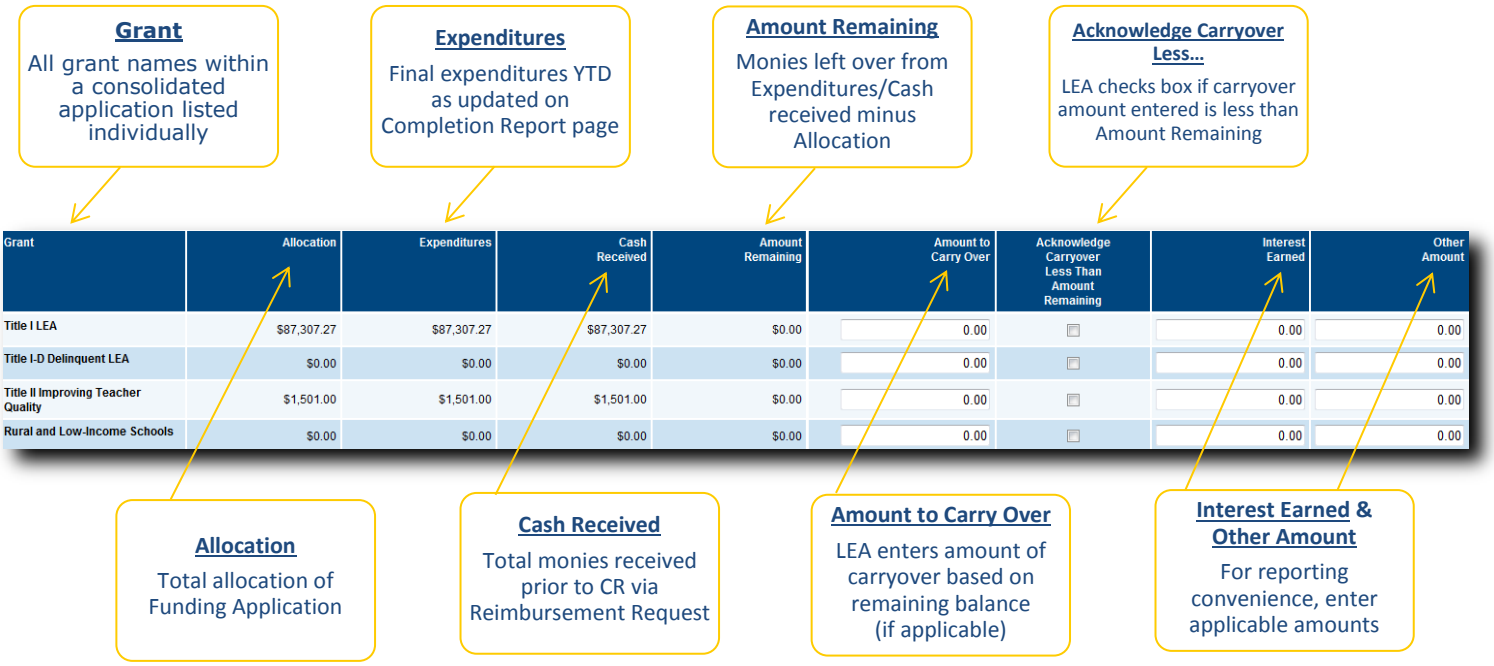
COMPLETE & SAVE
Document to local computer

CLICK
Upload New Link



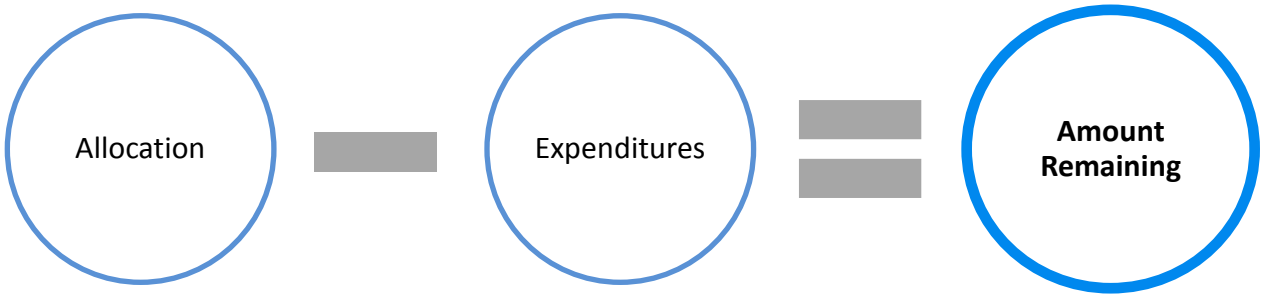
Completion Report Adjustments

- **Completion Report Adjustments** *page summarizes grant fiscal data for the project period and allows for any needed adjustments*



Amount Remaining

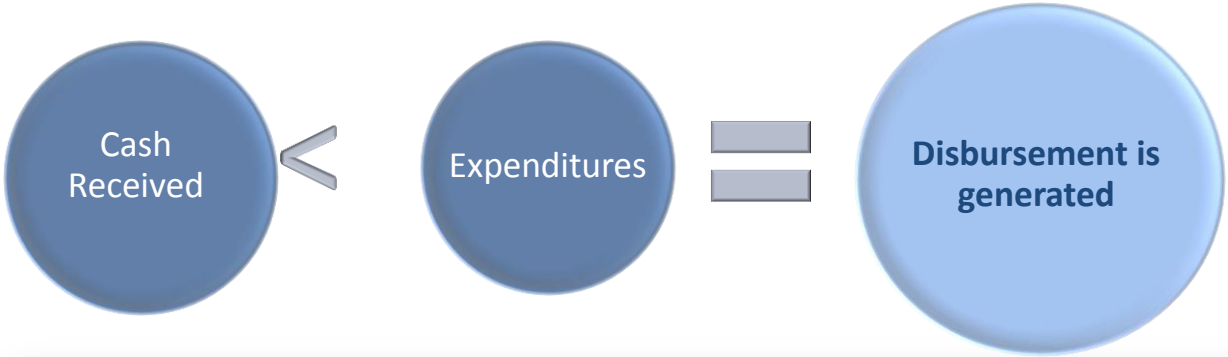
- *In most cases the* **Amount Remaining** *will be the amount to carry over, when Carryover is allowed*
  - **TIP** – Carryover rules vary by grant; contact your program specialist for additional information prior to submitting Completion Report



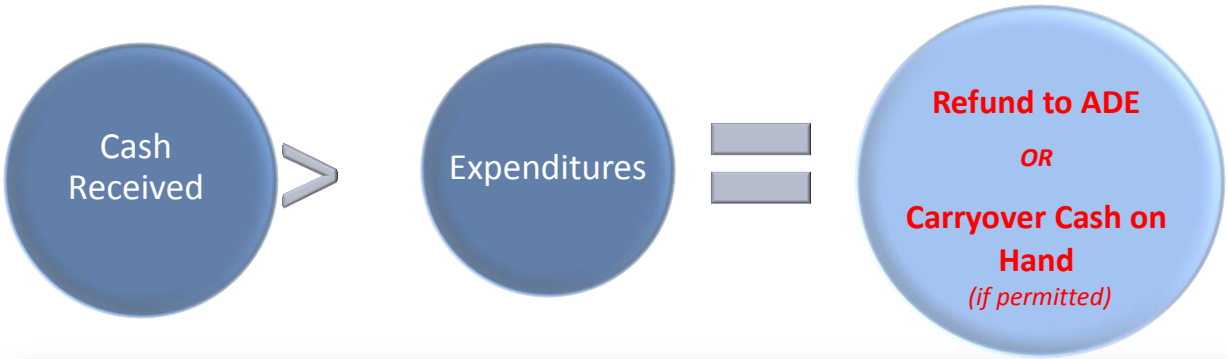
Amount Remaining	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
$56,927.32	$7,357.15	$56,927.32	☐

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*



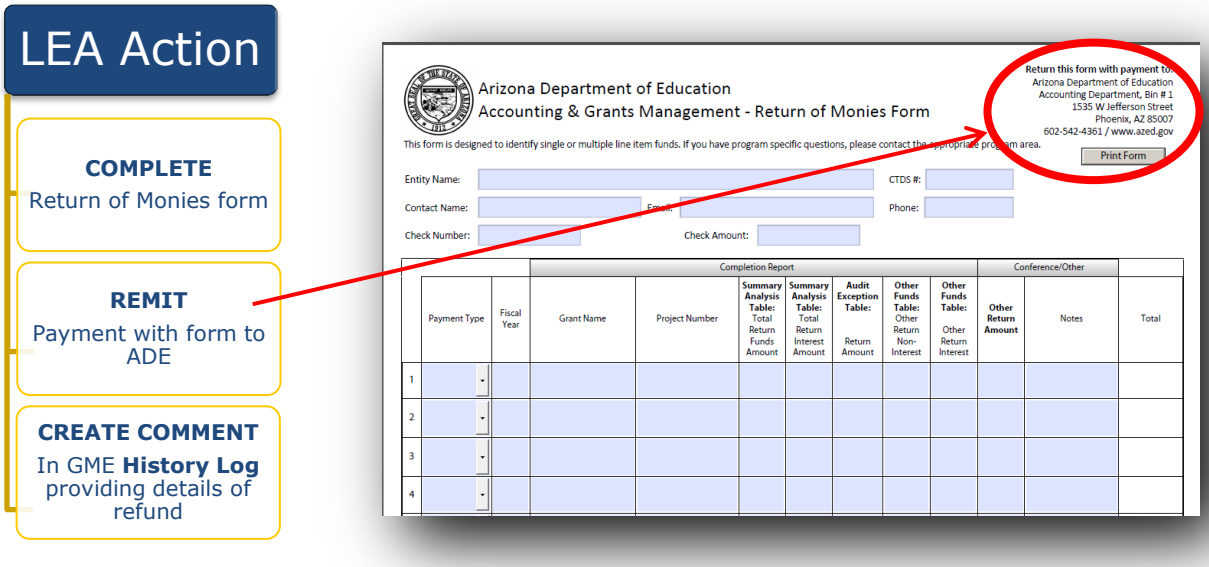
Allocation	Expenditures	Cash Received	Amount Remaining
$89,656.79	$32,729.47	$25,372.32	$56,927.32



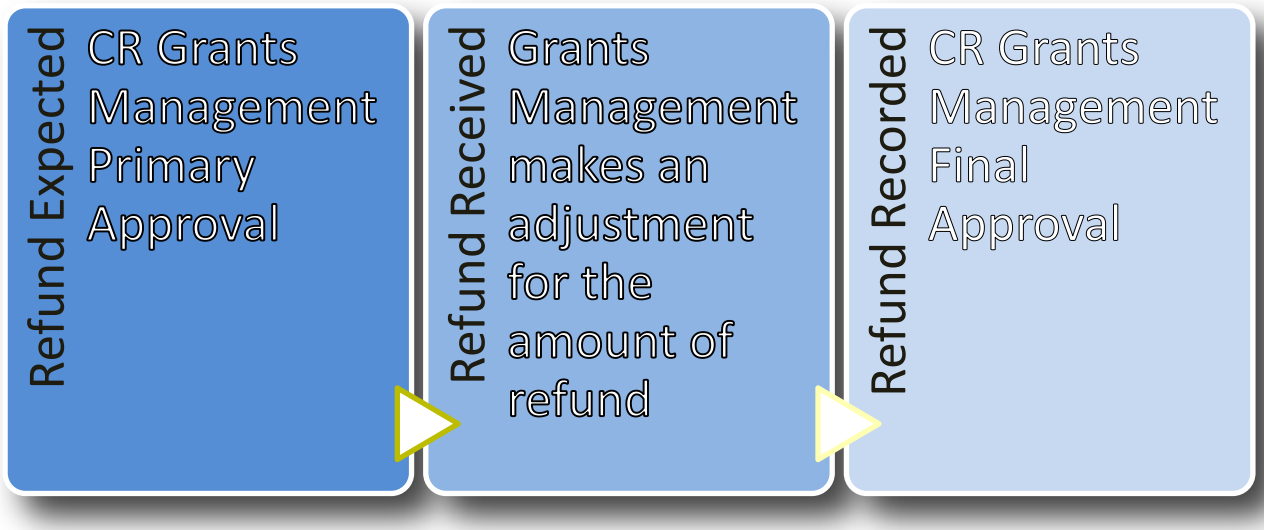
Allocation	Expenditures	Cash Received	Amount Remaining
$1,092,605.00	$1,091,505.00	$1,092,605.00	$1,100.00

Refunds Due ADE

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

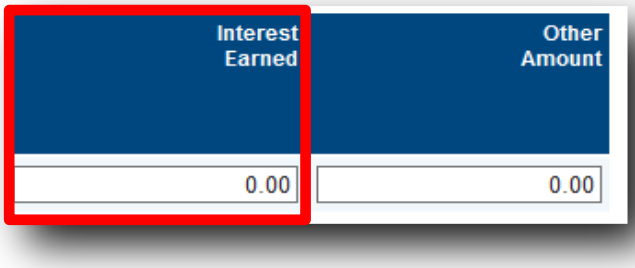


- *Completion Report approval is not finalized until Refund payment is received by recorded by ADE*

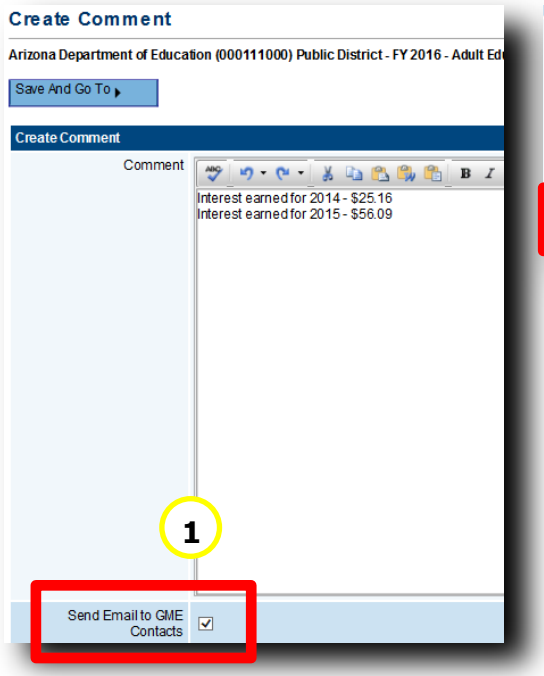


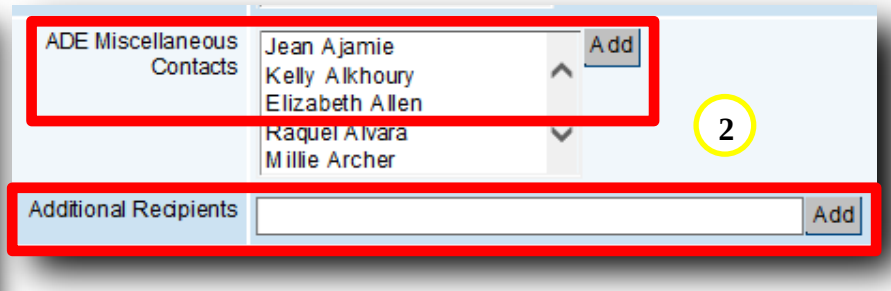
Interest Earned

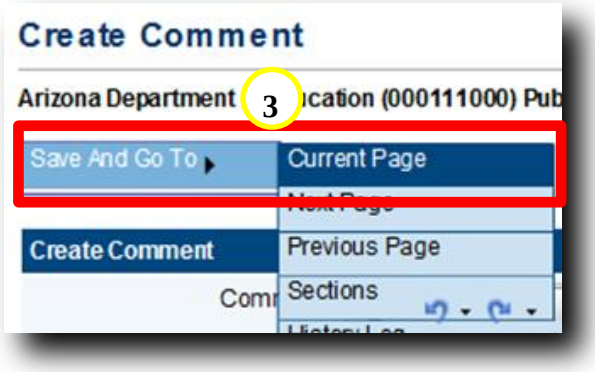
- **Interest Earned** *is reported on the* **Completion Report Adjustments** *page and is reviewed by the program area to determine what amount, if any can be retained and what amount must be returned to ADE*



- *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*







- *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**

- *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**
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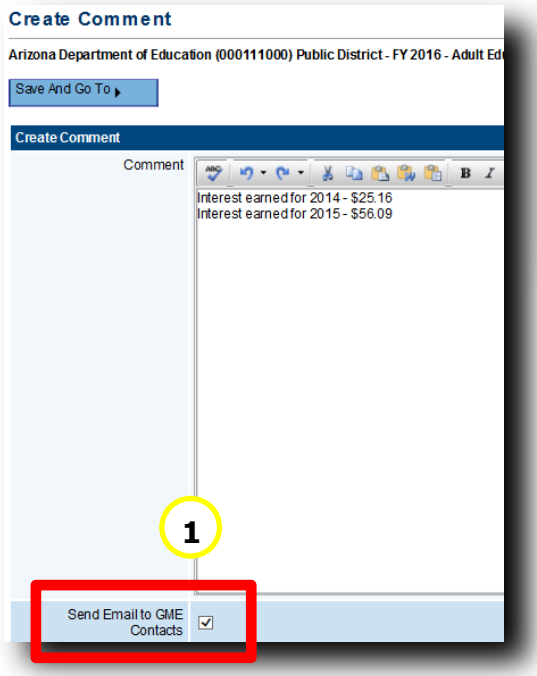
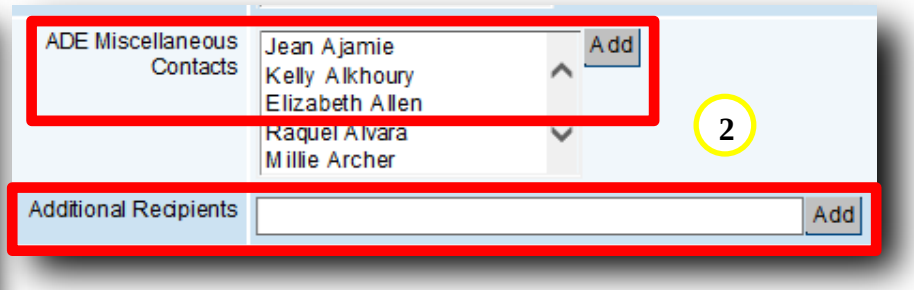
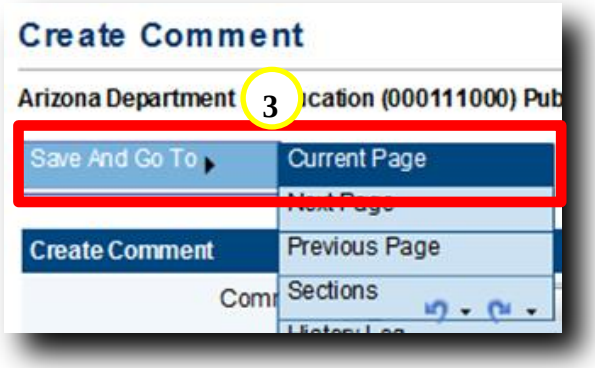


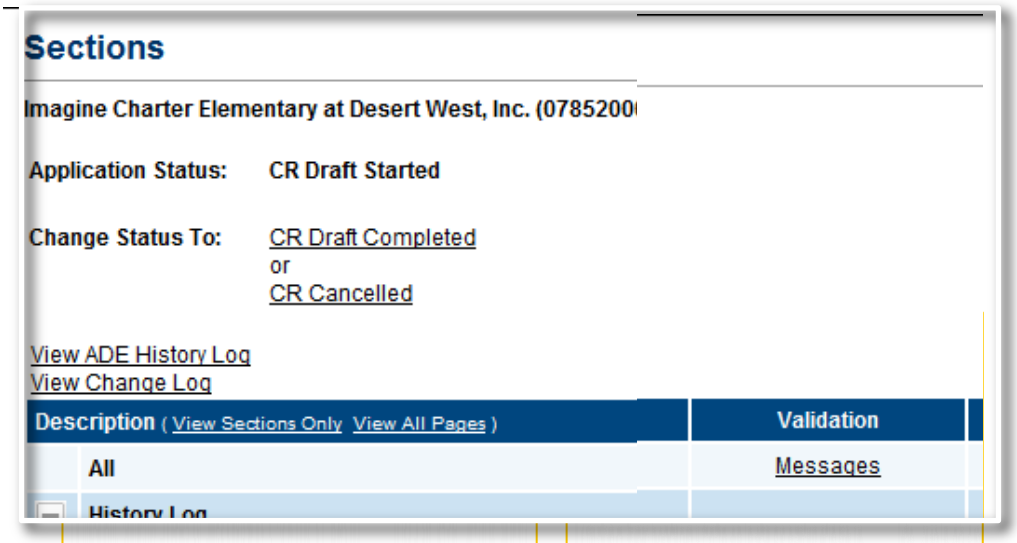




- *Contact Program Area specialist for directions on next steps as they relate to detailed information created in* **History Log**

Completion Report Submission

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

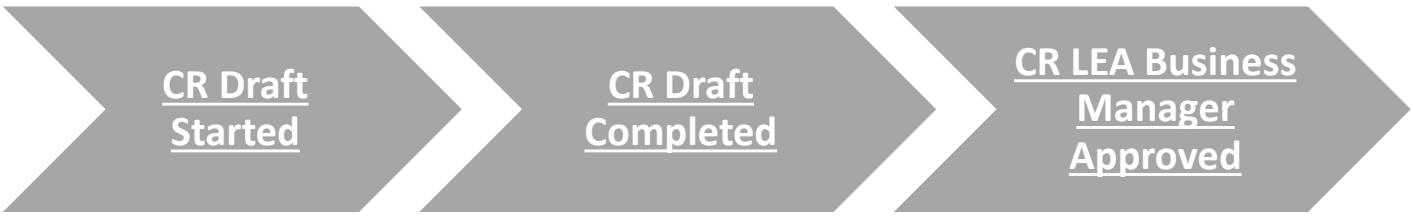


Review Validation messages before attempting status change to **CR Draft Completed**

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

ADEConnect

- ADESupport Call Center 602-542-7378
- ADESupport Email adesupport@azed.gov

GME Document Library

- Program Area & Grant Information
- User Guides
- Webinar Presentations