Completion Reports in GME

LEAs/External Users

QUICK REFERENCE GUIDE

A r i z o n a
Department of Education
Grants Management Division

Completion Reports in GME
User Role Requirement
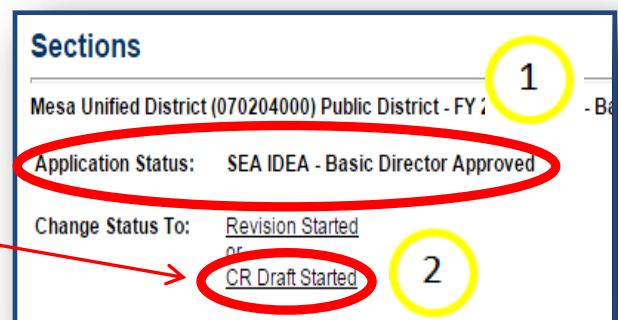
- *The user role required to initiate, update and submit Completion Reports in the Grants Management System (GME) is the role of LEA Business Manager*

- *Users who are unable to work with Completion Reports should check with the individual who is assigned the User Access Administrator role in GME to ensure that the correct role has been assigned to them*

Pre-Completion Report Checklist

☐ *Are all Reimbursement Requests in paid status?*
   o *If no, contact Program Area specialist for assistance*

☐ *Are current budget line items reflecting final year-end expenditures?*
   o *If no, a Revision may be required first; contact Program Specialist*

☐ *Are Revisions completed and in Director Approved status?*
   o *If no, complete and submit all incomplete revisions and/or follow up with Program Area for those pending approval*

Initiating the Completion Report

1. *Application Status must be Director Approved*
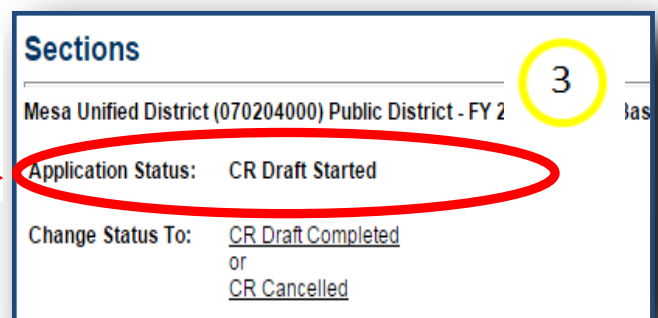2. *Select Change Status To option CR Draft Started*

3. *Application Status = CR Draft Started allows LEA Business Manager to edit Completion Report*

Completion Report Sections
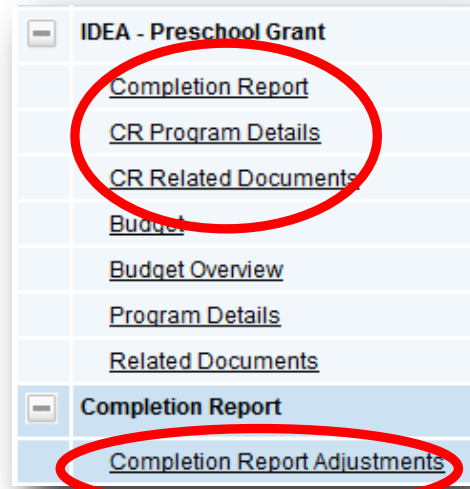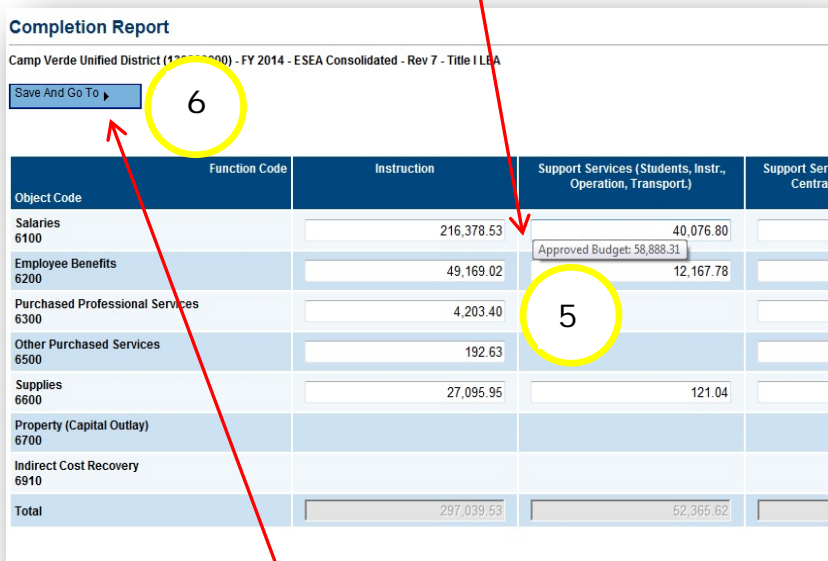
- Completion Report sections to be completed will appear underneath the grant name on the Sections page of the Funding Application

- All Completion Reports will have the sections **Completion Report** and **Completion Report Adjustments**

- Some Completion Reports will have **CR Program Details**, **CR Related Docu**ments and/or other supplemental information; contact Program Area for additional information

Completion Report

4. *Click **Completion Report** link*
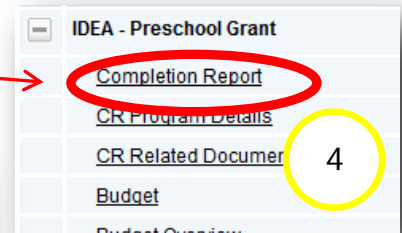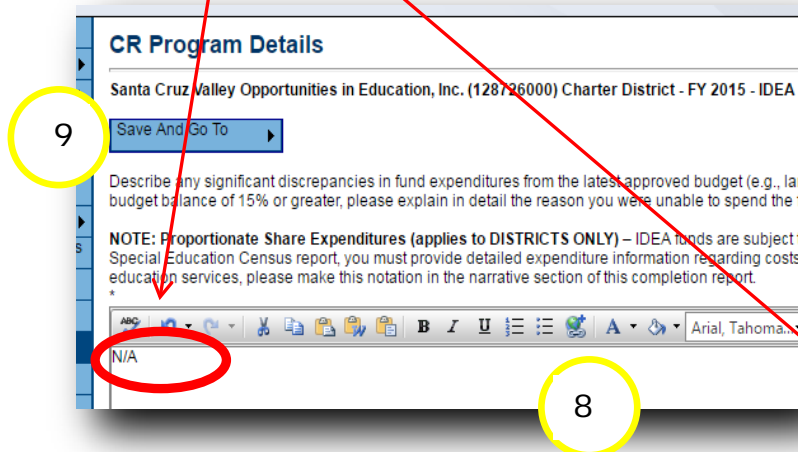5. *Update final year-end expenditures*

6. **Save and Go To** > **Sections** page and select next completion report component as applicable

CR Program Details

7. *Click **CR Program Details** link*

8. *Update all questions and fields on this page; enter "N/A" or "0" when applicable – do not leave fields blank*

IDEA - Preschool Grant

Completion Report

~~CR Program Details~~

CR Related Documen

Budget

Budget Overview
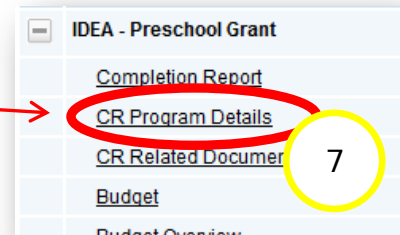
CR Program Details

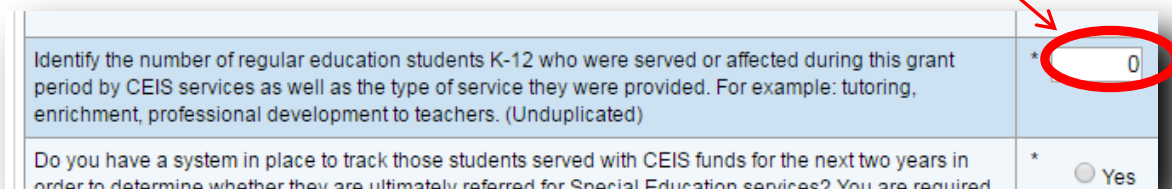Santa Cruz Valley Opportunities in Education, Inc. (128726000) Charter District - FY 2015 - IDEA -

Save And Go To ▶

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

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 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 |

9. **Save and Go To** > **Sections** *page and select next completion report component as applicable*

CR Related Documents

10. *Click* **CR Related Documents** *link*

11. *Complete, save and upload* **Required Documents** *and* **Optional Documents**, *as applicable*

IDEA - Preschool Grant
- Completion Report
- CR Program Details
- CR Related Documents
- Budget
- Budget Overview
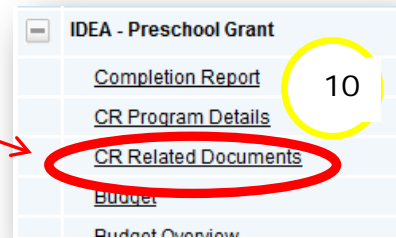
CR Related Documents

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	Upload New

Optional Documents		
Type	**Document Template**	**Document/Link**
Capital Outlay Worksheet	📄Capital Outlay Worksheet	Upload New
Return of Funds - instructions	📄Return of Funds - instructions	Upload New
Return of Funds - Invoices/Misc Documents (LEA to upload own documents)	N/A	Upload New
Return of Monies - form	📄Return of Monies - form	Upload New
IDEA - CR Misc Related Documents (LEA to upload as requested by Program Area)	N/A	Upload New

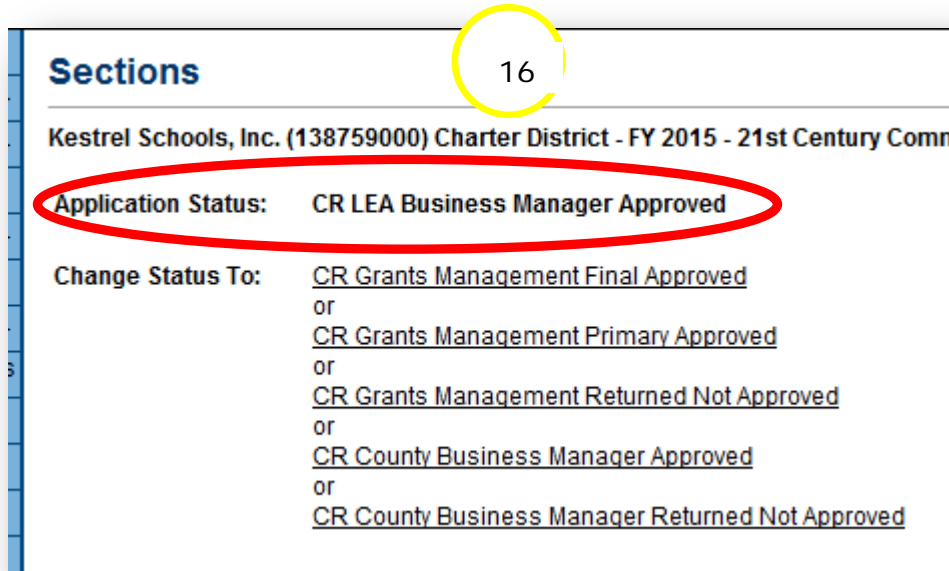12. **Save and Go to > Completion Report > Completion Report Adjustments**

Completion Report Adjustments

13. *Verify summary of fiscal year data*
14. *If applicable, update* **Amount to Carry Over**, *checking box if Carryover is less than* **Amount Remaining**
15. *Enter* **Interest Earned** *and/or* **Other Amount** *as applicable*
    (IMPORTANT – For complete instruction on **Interest Earned** *and* **Other Amount** *see pages 8 and 9 of* Completion Reports in GME, *found in the GME Document Library)*
    a. *Document details in* **History Log** *by using* **Create Comment** *link on Sections page, check option to email to program area contacts, selecting them by name*
    b. *Contact Program Area specialist for additional direction*

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	☐	0.00	0.00
Title I-D Delinquent LEA	$0.00	$0.00	$0.00	$0.00	0.00	☐	0.00	0.00
Title II Improving Teacher Quality	$1,501.00	$1,501.00	$1,501.00	$0.00		☐	0.00	0.00
Rural and Low-Income Schools	$0.00	$0.00	$0.00	$0.00		☐	0.00	0.00

Completion Report Submission

16. *On Sections page, move application through status changes:*
    CR Draft Started > CR Draft Completed > CR LEA Business Manager Approved
    to submit Completion Report

Sections   16

Kestrel Schools, Inc. (138759000) Charter District - FY 2015 - 21st Century Comm

Application Status: CR LEA Business Manager Approved

Change Status To: CR Grants Management Final Approved
or
CR Grants Management Primary Approved
or
CR Grants Management Returned Not Approved
or
CR County Business Manager Approved
or
CR County Business Manager Returned Not Approved

Need Assistance?

Grants Management System (GME)

Grants Management Hotline
602-542-3901

Grants Management Email
grants@azed.gov

Passwords/ADEConnect support

ADESupport Call Center
602-542-7378

ADESupport Email
adesupport@azed.gov