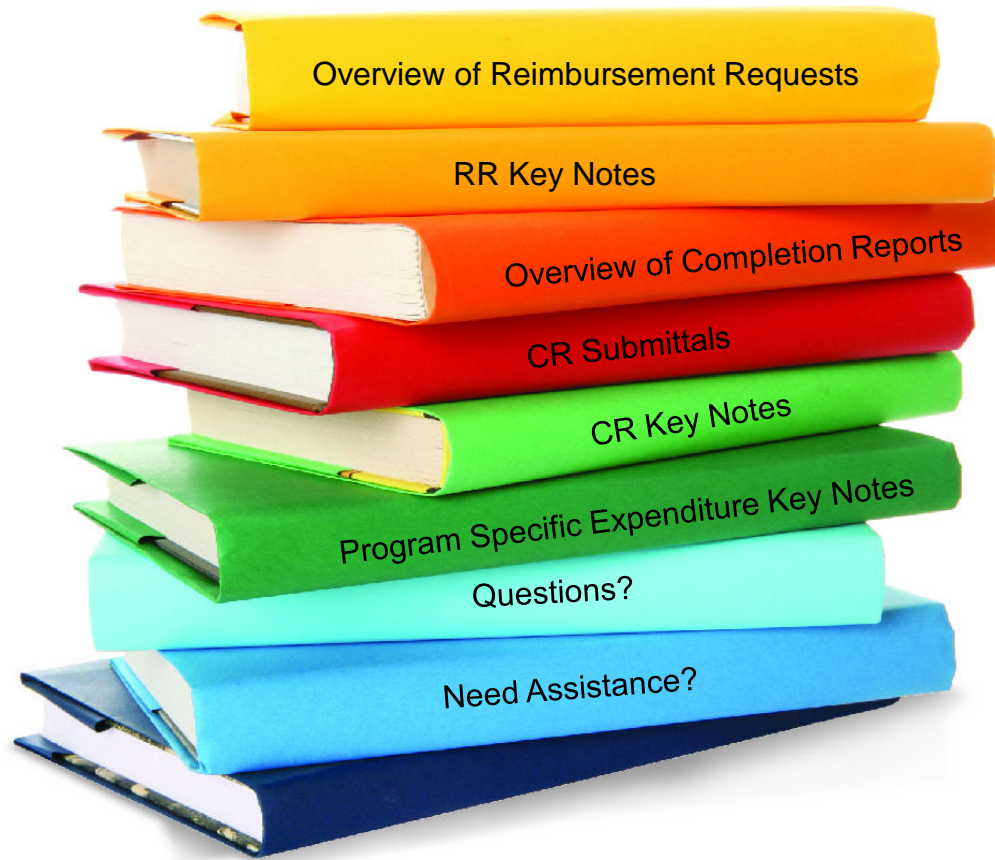


Overview of Reimbursement Requests and Completion Reports

External Users



Learning Objectives



Overview of Reimbursement Requests

- RR Navigation

Reimbursement Requests

Choose the proper Fiscal Year

Gilbert Unified District (070241000) Public District - FY 2019 -

2019 ▼ Title III LEP ▼

Choose the Funding Application

Grant

Title III LEP Choose the specific Grant

- RR Role Requirement

- Only **LEA Business Manager** can initiate, edit, and submit RRs

- RR Submission

- Recommended once every 2-4 weeks

RR Key Notes

- **Funding Application** is in Director Approved status
- **Previous RR** is in ADE Accounting System Paid status
- **RR cut-off:** about a week before project's end date; Federal grants allow the last RR within the CR
- Requesting **10-19%** of allocation: justification in History Log
- Requesting **20%** and more of allocation: justification in History Log and Expenditure Summary Report in Related Documents

Overview of Completion Reports

- CR Navigation

Funding Applications Select the Fiscal Year and Status of Funding Application

Gilbert Unified District (070241000)

2018 ▼ All Active Applications ▼

Entitlement Funding Application	Revision	Status
CTE Federal Perkins	3	SEA CTE Federal Perkins Director Approved
CTE State Priority	5	CR Grants Management Final Approved
ESEA Consolidated	2	SEA ESEA Consolidated Director Approved
IDEA - Basic	5	CR Draft Started
IDEA - Preschool Grant	5	CR Draft Started
SEI Budget	2	SEA SEI Budget Director Approved
Title III LEP	0	SEA Title III LEP Director Approved
Title IV-A Student Support & Academic Enrichment	0	SEA Title IV-A Student Support & Academic Enrichment Director Approved

Select the proper Funding Application

Funding Application must be in Director Approved Status

Competitive Funding Application	Revision	Status
21st Century Community Learning Centers Cycle 14 – New	0	Not Started
Adult Education Consolidated - Federal Year 1	5	SEA Adult Education Consolidated - Federal Year 1 Director Approved
Adult Education Consolidated - State Year 1	0	Not Started

- CR Role Requirement

- Only **LEA Business Manager** can initiate, edit, and submit CRs

CR Submittals

- CR must be completed within 90 days after the project end date
- If not submitted, GME will place Programmatic Hold for subsequent FY
- After additional 15 days, your LEA can be placed on Global Hold

CR Key Notes

- Cannot create a CR until:
 - Funding Application (including Revision) is in Director Approved status
 - A day after the project end date
 - All RRs are in ADE Accounting System Paid status
 - If there is an RR in Draft Started status, you need to delete it
- Beginning with 2018 CRs, documentation is required in support of expenditures recorded; upload the Expenditure Summary Report in CR Related Documents
- If requesting 50% or more of the allocation to be reimbursed in CR, you need to provide justification in History Log

Program Specific Expenditure Key Notes

- Title III & Emergency Immigrant
 - Up to 2% **Administrative Cost**, expenditures cannot go over by 10% or \$1,000
 - Administrative Cost has to be excluded if calculating the Indirect Cost; e.g. If the LEA has YTD expenses of \$150,000 that included administrative cost of \$2,000 and the IDC Rate is 1.5%, the IDC recovery can be up to \$2,220

$$\frac{150,000 - 2,000}{100} \times 1.5 = 2,220$$

Questions?



Need assistance?

