



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

September 14, 2009

TO: Superintendents, Administrators
Business Managers, Project Contacts

FROM: Arizona Department of Education (ADE), Grants Management Office
Sarah Heikkila, Director of Grants Management Office

SUBJECT: Financial and Narrative Completion Report Reminder

Requirements of both the Federal and State governments state that reporting requirements and deadlines be established by the Arizona Department of Education (ADE) in regards to expenditure reporting for grants and project funds.

With that in mind, the ADE has established the requirements outlined below.

Completion Reports Requirement

Completion Reports MUST be submitted to the Arizona Department of Education (ADE) within 90 calendar days of the project end date. There is no grace period. If a completion report is not submitted to the ADE within 90 calendar days after the project end date, further payments to the LEA on the current-year project will be suspended until the ADE is in receipt of the report. (The deadline for projects ending June 30, 2009 is September 28, 2009.)

Completion reports submitted to the ADE with incorrect information must be corrected and resubmitted to the ADE within 30 days after being rejected or further payments to the LEA on the current-year project will be suspended until ADE receives the corrected report.

It is the responsibility of the Local Education Agency (LEA) to ensure that completion reports are submitted on time to the ADE. Therefore, reports should be submitted with ample time to allow for county approval, if required.

Financial completion reports should be submitted electronically via the ADE Grants Management web site located at www.ade.az.gov/gme. If you need assistance with filing electronically, please contact the Grants Management Office at (602) 542-3695.

Please note that some grants/projects also require a program narrative or other documentation, subject to the same deadline and sanction. In addition, some grant carryover rules have changed. Please view the Multi-Year Fund Carryover Matrix found on the Grants Management Glossary webpage. **Do not remit funds to the ADE unless directed to do so.** If you have any questions regarding a specific grant/project, please contact the program office associated with the grant/project. Contact information can be found on the Grants Management Contacts webpage.

Thank you.