

MARICOPA COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE



PREPARED BY BEATRICE BEGAY

AUGUST 11, 2008



Maricopa County

Superintendent of Schools

Sandra E. Dowling, Ed. D.
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GRANT COMPLETION REPORT PROCESS

1. View the grant completion report submittals on the ADE Grants Management website at <https://www.ade.az.gov/GME> > Completion Reports > Submitted Completion Reports. Note: A Common Logon is required.

Year	Grant Title	District	Grant ID	Submission Date	Submission Time
2008	Title I School Improvement Year Two	Maricopa County Regional District : 07-01-99-000	08FAASYI-860704-14A	8/5/2008	2:28:08 PM
2008	Early Childhood Block Grant	Maricopa County Regional District : 07-01-99-000	08SECECB-860704-06A	8/5/2008	3:16:04 PM
2008	School Safety Program	Maricopa County Regional District : 07-01-99-000	08SSDJCO-860704-03A	8/5/2008	3:21:37 PM
2008	Title I LEA	Morristown Elementary District : 07-03-75-000	08FAATIL-860709-06A	8/5/2008	5:07:13 PM
2008	Structured English Immersion (SEI) Reimbursement - Complete	Morristown Elementary District : 07-03-75-000	08SAAERC-860709-01A	8/5/2008	5:09:35 PM
2008	Title II Improving Teacher Quality	Morristown Elementary District : 07-03-75-000	08FAATII-860709-07A	8/5/2008	5:16:56 PM
2008	Enhancing Ed thru Technology	Morristown Elementary District : 07-03-75-000	08FSEETF-860709-05A	8/5/2008	5:20:44 PM
2008	Title V Part A Innovative Programs	Morristown Elementary District : 07-03-75-000	08FAATVA-860709-08A	8/5/2008	5:24:17 PM
2008	Early Childhood Block Grant	Morristown Elementary District : 07-03-75-000	08SECECB-860709-02A	8/5/2008	5:43:42 PM
2008	CTE Priority Program	Saddle Mountain Unified School District : 07-02-90-000	08SCTDPP-860724-04A	8/6/2008	8:34:13 AM
2008	Wallace Grant	Phoenix Elementary District : 07-04-01-000	08SAAWAL-860718-08A	8/6/2008	10:17:45 AM
2008	Enhancing Ed thru Technology	Saddle Mountain Unified School District : 07-02-90-000	08FSEETF-860724-14A	8/6/2008	10:43:43 AM
2008	Structured English Immersion (SEI)	Murphy Elementary District : 07-	08SAAFRP-	8/6/2008	

2. Log the grant completion report submittal dates in the county's internal database.

FY08

DIST: 75 BEGIN DATE: 7/1/2007
 DFUND: 180 END DATE: 6/30/2008
 TFUND: 200 BUDGET: \$390.05
 APPLICATION?: N AMENDMENT#: 1
 GRANT TITLE: Title V Part A Innovative Programs APPROV DATE: 3/12/2008
 SYSTEM: 08FAATVA-860709-08A Notes to District: This grant includes FY07 county carryover (cco) of \$11.04 and \$0.01 as part of its funding source.
 REVENUE CODE: 4500
 LEA SUB 1: 08/05/2008 CR APPROVAL: CR REJECTION:

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3. Process the completion reports with the June 30 project end dates first, on a first-in first-out basis.
4. The following data reported on the completion report are verified with the data in the school district's general ledger (Visions):
 - Expenditures
 - Current Fiscal Year ADE Disbursement
 - Carryover Funds (local carryover/county carryover)
 - Interest Earned
 - Other (if applicable)
 - Comment(s)/Explanation of 'Other' Funds (if applicable)
 - Cash On Hand

The screenshot displays the ADE - Grants Management Enterprise web application in Internet Explorer. The top window shows a detailed completion report for 'Operation of Non-Instructional Services 3000'. The bottom window shows a 'Funds Summary' table with arrows pointing to specific rows.

Function Code	Object Code	Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.
Operation of Non-Instructional Services 3000					
Salaries	6100	0.00	0.00	0.00	0.00
Employee Benefits	6200	0.00	0.00	0.00	0.00
Purchased Professional Services	6300	0.00	0.00	0.00	0.00
Purchased Property Services	6400	0.00	0.00	0.00	0.00
Other Purchased Services	6500	0.00	0.00	0.00	0.00
Supplies	6600	0.00	0.00	0.00	0.00
Other Expenses	6800	0.00	0.00	0.00	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00	0.00	0.00	0.00
Project SubTotal		362.05	380.14	-18.09	0.00
Indirect Cost					
Restricted Indirect Cost Rate 8 %	6910	28.00	0.00	28.00	0.00
Capital Outlay					
Property	6700 et. al.	0.00	0.00	0.00	0.00
Total		390.05	380.14	9.91	0.00

Buttons: [Approve Completion Report](#) [Reject Completion Report](#) [Go Back](#)

FUNDS SUMMARY	
Total Budgeted Funds	390.05
Current Fiscal Year ADE Disbursement	371.95
Carryover Funds	11.05
Balance unpaid at project end date	7.05
Balance unpaid as of 8/6/2008	7.05
Allowable Cash on Hand	0.00
Cash On Hand (less interest earned)	2.86
Interest Earned	1.27
Other	0.00
Comments(s) / Explanation of 'Other' Funds (Funds must be clearly identified with a project year.)	

Section: **Expenditures**

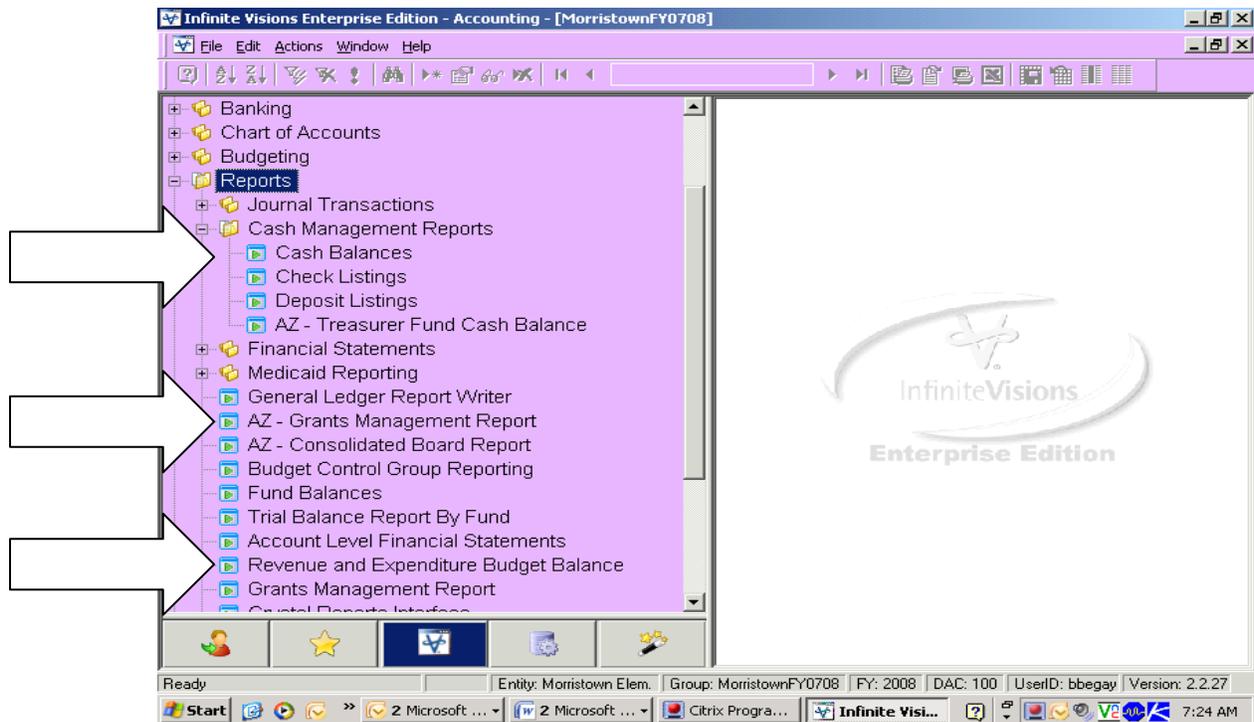
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5. Submit three general ledger reports from the school district's financial system, with a date range of July 1 through the end of the current month (to capture all data):

- Expenditures
- Revenue
- Cash Balance



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6. Expenditures: Verify the expenditure data from the submitted grant completion report agree with the data on the school district's expenditure report.

Operation of Non-Instructional Services 3000

Function Code	Object Code	Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.
Salaries	6100	0.00	0.00	0.00	0.00
Employee Benefits	6200	0.00	0.00	0.00	0.00
Purchased Professional Services	6300	0.00	0.00	0.00	0.00
Purchased Property Services	6400	0.00	0.00	0.00	0.00
Other Purchased Services	6500	0.00	0.00	0.00	0.00
Supplies	6600	0.00	0.00	0.00	0.00
Other Expenses	6800	0.00	0.00	0.00	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00	0.00	0.00	0.00
Project SubTotal		362.05	380.14		0.00
Indirect Cost					
Restricted Indirect Cost Rate 8 %	6910	28.00		28.00	0.00
Capital Outlay					
Property	6700 et. al.	0.00		0.00	0.00
Total		390.05	380.14	9.91	0.00

Buttons: Approve Completion Report, Reject Completion Report, Go Back

OPERATION OF NON-INSTRUCTIONAL SERVICES-3000

Function Code	Object Code	Budget Amount	Expended Amount	Budget Balance	Ov./Un. Expend.
SALARIES	6100	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	6200	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROFESSIONAL SERVICES	6300	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES	6600	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00
SUB TOTAL		\$0.00	\$0.00	\$0.00	\$0.00
FACILITIES ACQUISITION AND CONSTR SVCS 4000					
SALARIES	6100	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	6200	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROFESSIONAL SERVICES	6300	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED PROPERTY SERVICES	6400	\$0.00	\$0.00	\$0.00	\$0.00
OTHER PURCHASED SERVICES	6500	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES	6600	\$0.00	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	6800	\$0.00	\$0.00	\$0.00	\$0.00
SUB TOTAL		\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT COST					
INDIRECT COST	6910	\$28.00	\$0.00	\$0.00	\$28.00
SUB TOTAL		\$28.00	\$0.00	\$0.00	\$28.00
CAPITAL OUTLAY					
PROPERTY	6700	\$0.00	\$0.00	\$0.00	\$0.00
SUB TOTAL		\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL		\$390.05	\$380.14	\$0.00	\$9.91

Printed: 08/11/2008 7:01:19 AM Report: rptAZGMReport 2.2.27 Page: 1

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7. Revenues: Verify the revenue data (4) from the grant completion report agree with the data on the school district's revenue report.

ADE - Grants Management Enterprise - Windows Internet Explorer

https://www.ade.az.gov/GME/CompletionReport/CRCountyEval.asp

Funds Summary

FUNDS SUMMARY	
Total Budgeted Funds	390.05
Current Fiscal Year ADE Disbursement	371.95
Carryover Funds	11.05
Balance unpaid at project end date	7.05
Balance unpaid as of 8/6/2008	7.05
Allowable Cash on Hand	0.00
Cash On Hand (less interest earned)	2.86
Interest Earned	1.27
Other	0.00
Comments(s) / Explanation of 'Other' Funds (Funds must be clearly identified with a project year.)	

1) Object 4500/3200

2) Object 4510/3210

3) Object 1510

4) Typically, other revenue data than the above*

*If there is "Other" data, then the Comments cell must be completed.

Expenditures

Enterprise Edition - Report Viewer - [Revenue Report]

Morristown Elementary School District #75

Revenue Report

Fiscal Year: 2007-2008 From Date: 7/1/2007 To Date: 8/31/2008

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund: 180 TITLE V-AINNOVSTRAT/PRG					
180.000.0000.1510.000.000.0000	\$0.00	(\$1.27)	(\$1.27)	\$1.27	0.00%
INTEREST ON INVESTMENTS					
180.000.0000.4200.000.000.0000	\$0.00	(\$371.95)	(\$371.95)	\$371.95	0.00%
RESTRICTED GRANT-FEDERAL					
180.000.0000.4510.000.000.0000	\$0.00	(\$11.05)	(\$11.05)	\$11.05	0.00%
FEDERAL CARRYOVER					
Fund 180 Total:	\$0.00	(\$384.27)	(\$384.27)	\$384.27	0.00%
Grand Total:	\$0.00	(\$384.27)	(\$384.27)	\$384.27	0.00%

End of Report

Interest Earned

Current FY ADE Disb.

Carryover Funds (aka, Local Funds, County Carryover)

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8. Cash On Hand: In order to verify the "Cash On Hand" amount on the completion report, the ending cash balance on the Cash Balances report must first be reconciled. Calculate the ending cash balance to confirm the amount is correct on the Cash Balances report: Total revenues less total expenditures, per the Visions revenue report and the Visions expenditure report.

Total Revenues (see the data on page 5)	\$384.27
Less Total Expenditures (see the data on page 4)	(\$380.14)
Equals <i>Calculated</i> Ending Cash Balance	<u>\$4.13</u>
<i>Actual</i> Ending Cash Balance on the Cash Balances Report	<u>\$4.13</u>

Enterprise Edition - Report Viewer - [Cash Balances]

Morristown Elementary School District #75

Cash Balances

Fiscal Year: 2007-2008

Account Number	Title	Month End August - 2008 Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
001.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	89,148.16	0.00	0.00	89,148.16
011.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	15,955.31	0.00	0.00	15,955.31
012.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	8,013.87	0.00	0.00	8,013.87
013.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	30,982.50	0.00	0.00	30,982.50
020.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	24,701.57	0.00	0.00	24,701.57
050.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	4,555.80	0.00	0.00	4,555.80
059.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	(984.89)	0.00	0.00	(984.89)
100.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	1,064.48	0.00	0.00	1,064.48
140.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	99.11	0.00	0.00	99.11
180.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	4.13	0.00	0.00	4.13
220.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	73.43	0.00	0.00	73.43
222.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	98.21	0.00	0.00	98.21
280.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	10,980.16	0.00	0.00	10,980.16
369.000.0000.0103.000.000.0000	CASH ON DEP	417.96	0.00	0.00	417.96
370.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	0.22	0.00	0.00	0.22
371.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	(157.37)	0.00	0.00	(157.37)
374.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	10,141.66	0.00	0.00	10,141.66
410.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	4.46	0.00	0.00	4.46
505.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	46.36	0.00	0.00	46.36
508.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	1,867.04	0.00	0.00	1,867.04
510.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	4,755.82	0.00	0.00	4,755.82
515.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	493.45	0.00	0.00	493.45
520.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	124.84	0.00	0.00	124.84
521.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	26.89	0.00	0.00	26.89
526.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	4,409.16	0.00	0.00	4,409.16
520.000.0000.0103.000.000.0000	CASH ON DEPOSITW/TREASUR	2,680.22	0.00	0.00	2,680.22

Fund 180 = \$4.13

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9. Cash On Hand: Then, the “Cash On Hand” on the completion report can be verified.
 - a) ADE revenues received plus amended local carryover less total expenditures = “Cash On Hand”; or
 - b) Budget Balance on the completion report (expenditure page) less the “Balance unpaid at project end date” on the completion report (Funds Summary page) = “Cash On Hand”.

NOTE: Interest income is not included in the “Cash On Hand” calculation.

Method a:

ADE Revenues Received	\$371.95
Plus Amended Local Carryover	\$11.05
Less Total Expenditures	(\$380.14)
Equals “Cash On Hand”	<u>\$2.86</u>

Method b:

Budget Balance on Completion Report	\$9.91
Less “Balance Unpaid at Project End Date”	\$7.05
Equals “Cash On Hand”	<u>\$2.86</u>

The screenshot displays the 'Funds Summary' page from the ADE - Grants Management Enterprise system. The page title is 'Funds Summary'. The main content is a table with the following data:

FUNDS SUMMARY	
Total Budgeted Funds	390.05
Current Fiscal Year ADE Disbursement	371.95
Carryover Funds	11.05
Balance unpaid at project end date	7.05
Balance unpaid as of 8/6/2008	7.05
Allowable Cash on Hand	0.00
Cash On Hand (less interest earned)	2.86
Interest Earned	1.27
Other	0.00
Comments(s) / Explanation of 'Other' Funds (Funds must be clearly identified with a project year.)	

Below the table, the word 'Expenditures' is visible. A large white arrow points to the 'Cash On Hand (less interest earned)' value of 2.86.

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10. If all seven data reported on the completion report agree with the data in the school district's general ledger (Visions), then the completion report can be approved.

- Expenditures
- Current Fiscal Year ADE Disbursement
- Carryover Funds (local carryover/county carryover)
- Interest Earned
- Other (if applicable)
- Comment(s)/Explanation of 'Other' Funds (if applicable)
- Cash On Hand

The screenshot displays the 'ADE - Grants Management Enterprise' web application in Internet Explorer. The browser address bar shows the URL: <https://www.ade.az.gov/GME/CompletionReport/CRRceipt.asp>. The application interface includes a table with the following data:

District	Morristown Elementary District		
CTDS	070375000	Entity ID	4251
Project Number	08FAATVA-860709-08A	Project ID	69857
Grant Name	2008 - Title V Part A Innovative Programs		

Below this table, a white arrow points to a 'County Approved By' field containing 'bbegay' and a 'County Approval Date' field containing '8/6/2008 4:02:10 PM'.

The 'Email Information' section shows the following details:

- LEA Contact:** A dropdown menu with the selected value 'lthompson@morristowneld75.org'. Other visible options are 'mlove@morristowneld75.org;' and 'bbegay@schools.maricopa.gov'.
- Subject:** Completion Report: 2008 Title V Part A Innovative Programs - Morristown Elementary District
- Message:** The above referenced Completion Report has been approved by the County.
Evaluation Comments: 8/6/08 APPROVED BY MCSOS. Thank you.
[County Office Use Only: 8-180; 08DistIVEE, 8/6/08; PED 6/30/08; LEA SUB 8/5/08]

The Windows taskbar at the bottom shows the Start button, several open applications (including '5 Mi...', 'ADE - ...', 'Micro...', 'Citrix ...', '2 Ci...', '2 Mi...'), and the system clock indicating 4:03 PM on 8/6/08.

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11. Log the completion report approval date in the county's internal database and begin processing the next completion report.

The screenshot displays the Microsoft Access interface for a grant completion report. The form is titled "FY08" and contains the following data:

DIST	75	BEGIN DATE	7/1/2007		
DFUND	180	END DATE	6/30/2008		
TFUND	200	BUDGET	\$390.05		
GRANT TITLE	Title V Part A Innovative Programs		APPROV DATE	3/12/2008	
SYSTEM	08FAATVA-860709-08A		Notes to District:	This grant includes FY07 county carryover (cco) of \$11.04 and \$0.01 as part of its funding source.	
REVENUE CODE:	4500		Notes		
LEA SUB 1:	8/5/2008	CR APPROVAL:	08/06/2008	CR REJECTION:	

A white arrow points to the "CR APPROVAL" field, which contains the date "08/06/2008". The interface also shows a navigation pane on the left, a ribbon at the top with tabs for Home, Create, External Data, and Database Tools, and a taskbar at the bottom with various application icons and the system clock showing 4:13 PM.



Maricopa County

Superintendent of Schools

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COMPLETION REPORT INFORMATION

DUE DATES

The grant completion reports are due at the Arizona Department of Education (ADE) no later than ninety calendar days after their respective project end dates, subject to certification from the Maricopa County Superintendents Office (MCSOS).

<u>Project End Date</u>	<u>ADE Completion Report Due Date</u>
June 30	September 28
August 31	November 29
September 30	December 29
December 31	March 29

In order for them to be processed by our county office in time for the ADE due date the completion reports must be submitted on-line no later than fourteen calendar days prior to their due dates. If they are submitted less than fourteen days, then there is no guarantee they will be forwarded to the ADE by the ADE completion report deadline.

REMINDERS

As a reminder, the following must be completed prior to submitting your grant completion reports.

- All expense and revenues have been charged, received, and posted into their appropriate grant fund accounts in your financial system. Your expenditures must include the last MCSOS indirect cost payment. Your revenues should include the last interest apportionment posting (interest apportionment thru June 30) and your amended county carryover posting.
- All liability accounts have been closed (no open liability account balances) in your grant fund accounts. This excludes object 0259 in the grant 9fund accounts. For grant liability adjustments, they will typically be against an expenditure code(s).
- You have only one cash account line for each grant fund account.
- For the applicable Visions Users, all journal entry files have been transferred to the County Visions General Ledger and both systems are in sync with one another.
- All grant fund accounts have been reconciled and adjusted with our office, the MCSOS. Refer to the monthly MCSOS reconciliation reports that are submitted to the school district business managers. The MCSOS Reconciliation contact person is Dennis Walderbach at 602-506-3884.
- Any Visions Enterprise system issues must be addressed to the Maricopa County School Software Support Line at 602-372-4833 for assistance. All other Visions system issues must be addressed with the Windsor Visions Management Group.
- Any programmatic and/or budget issues must be addressed to the ADE program office responsible for your grant project. The grant data on the ADE Project Summary is one of the sources our office uses in certifying your grant completion reports.

COMMON DISCREPANCIES

In addition to non-compliance of the (reminder) information above other common discrepancies are addressed here that can result in a rejected completion report:

- Budget in Visions/CIMS® is not Current: The budget in your financial system must agree with the budget in the *Project Summary* section of the ADE Grants Management Enterprise website. Also, transfer the budget journal entry file to the County Visions General Ledger, for applicable Visions school districts.
- Over-spent in the Grant Fund Account: Your total expenditures in the MCSOS-assigned grant fund account exceeds the approved budget amount. The excess expenditures must be reclassified into an appropriate fund account (this should be accomplished prior to the end of the encumbrance period). Submit a completed *Maricopa County Schools Cash Transfer Form* to Dennis Walderbach at the MCSOS, if necessary. The Schools Cash Transfer form is located in the Fund Reconciliation section of the MCSOS website. Also, transfer the adjusting journal entry file to the County Visions General Ledger, for applicable Visions school districts.
- Your Grant Fund Account has a Deficit Interest Balance: If your grant fund account nets to a debit balance in FFF.000.0000.1510.000.000.0000, then you must adjust the account to bring it to a zero balance. You cannot leave the interest account balance in a deficit financial position. The adjustment must be charged to an appropriate fund account's interest account provided it does not result in a deficit interest (net) balance in the adjusting fund account. Submit a completed *Maricopa County Schools Cash Transfer Form* to Dennis Walderbach at the MCSOS, if necessary. Also, transfer the adjusting journal entry file to the County Visions General Ledger, for applicable Visions school districts.
- The "Cash On Hand" Amount is Under/Overstated: The "Cash On Hand" (COH) amount requested on the ADE completion report is a calculated amount. It is not equivalent to the ending cash balance in your financial system. COH is your total ADE revenues received (and posted) plus your amended county carryover (and posted) less your total expenditures. Your interest amount is reported separately in the "Interest Earned" cell of the completion report. Any other revenues that are not part of the grant project's funding source must be reported separately in the "Other" cell of the completion report with a detailed description in the "Comments/Explanation of Other Funds" cell of the completion report. The COH amount can be a positive or negative amount.

CONCLUSION

Again, it is strongly recommended you review the above information prior to submitting your grant completion reports. This will allow ample time for our county schools office to review your completion reports and have you resolve any variances should they be rejected by the MCSOS. Also, the completion reports are reviewed and processed on a FIFO system (first in first out) with the priority on the grant projects ending June 30. Thank you.