Grant Maintenance

Fall Title I Statewide Conference
November 5, 2014
What we will cover today

- FY13: Close out
- FY14: Close out & Year 2
- FY15: Status of grants
- Dates to remember
- Helpful websites
- Introduction to Grantium (G3)
FY13 close out

★ FY13 Title I grant ended on September 30, 2014
   ★ All funds not spent or obligated by this date must be returned

★ Final Financial Report (FR-1) is due no later than November 30, 2014
Final Financial Report (FR-1)

- Not processed through the grant payment center
- Grants Management sent an Excel FR-1 form to all district control users on September 9, 2014 (for FY14 and FY13)

FR-1 due dates

- FY13: no later than November 30, 2014
- FY14:
  - If all funds were received and expended in Year 1, by June 30, 2014, FR-1 was due August 31, 2014
  - If district is using funds in Year 2, thru June 30, 2015, FR-1 will be due August 31, 2015
# Final Financial Report (FR-1)

**PART 1**

A. All sections of this report must be completed, and the report submitted, within sixty days of the end date of the project. Grant recipients should file their reports after reconciling carefully all figures with their city auditor, town accountant, or agency business manager.

B. A check made payable to the "Commonwealth of Massachusetts" must be returned for any unexpended funds.

C. Complete and return as follows:

**Massachusetts Department of Elementary and Secondary Education**

Grants Management 75 Pleasant Street
Marshfield, MA 02140

ATTENTION: Financial Analysis and Reporting

**D. Grant Recipient:**

<table>
<thead>
<tr>
<th>Legal Name of Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**E. Address:**

<table>
<thead>
<tr>
<th>Street,City/Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**F. Project Number:**

**G. Name of grant program/Source of funds:**

<table>
<thead>
<tr>
<th>Name of person Completing this report (Print or Type)</th>
<th>Name:</th>
<th>Title:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**H. Certified Financial Officer:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part II**

**A. Funds Received: (this project):**

\[ \text{Column A} \]

\[ $ \]

**B. Funds expended (see total Part II column C):**

\[ \text{Column B} \]

\[ $ \]

**C. Unexpended balance: (subtract the amount of line B from line A):**

\[ \text{Column C} \]

\[ $ \]

I certify that all the information contained in this Final Financial Report is true and correct and all expenditures were allowable and in accordance with the terms and conditions of the approved grant application.

**Signature of Authorized Representative:**

\[ X \]

(e.g., School Business Manager or Town Accountant)

**Typed or Printed Name:**

**Title:**

**Data Report Submitted:**

FR 1 Final

Revised 3/2008

Massachusetts Department of Elementary and Secondary Education
FY14 – Year 2

Automatic for those districts who:

⭐ Filed a Multi-Year Delegation form
⭐ Did not submit a grant for their full FY14 allocation amount
⭐ Did not request all of their funds in Year 1
    ⭐ Any funds left unrequested were rolled into Year 2 in September and are now available
FY14 – Year 2

What does this mean?

- Funds are available through June 30, 2015
- Spending should align with the current FY14 grant, original or last amended
- If changes are needed - file an amendment
- Request funds on a monthly basis
- SPEND THESE FUNDS FIRST
FY14 – Year 2

Amendments:

★ Must be completed using an amendment-ready workbook. File name will end with “final” or “amendment ready”

★ File 30 days prior to the change taking place. Approval process generally takes 30 days

★ An amendment is NOT needed for line item increases 10% or less (unless it exceeds $10,000) or is under $100
FY15 grants

- Deadline to submit the FY14 Title I & Title IIA application was October 31, 2014
- Approved grants are being processed through Grantium
- Start dates:
  - grants received prior to September 2, 2014 have a 9/1/2014 start date (unless an earlier date was requested)
  - grants received on or after September 3, 2014 have a start date of when the grant was approvable.
FY15 grants

- First payment will be sent out automatically. Usually 10-15 business days after being processed through Grants.
- Payment notifications will be sent out to district control users around the time the payment is made.
- **DON’T FORGET:** Initial payment notifications will not show:
  - The correct amount you wrote for
  - The breakdown of the line item totals
  - This will be corrected in the fall
The reason the payment request is sent out this way (and it happens every year):

- USED does not distribute the full Title I allotment; ESE receives an initial allocation of about 25%;
- Grants Management “tricks” the system so all districts can get their first payment;
- This is corrected in the 2nd or 3rd payment notification. Please share this with your business office
FY15 grants

- Finalized workbooks will be posted to the ESE Outbox in the Title I & Title IIA Grants Dropbox in the Security Portal.

- Amendments cannot be processed until November and must be done in the finalized workbook (FY15TIIA_TI_LEA-final).

- Email titlei@doe.mass.edu if you do not see an amendment ready workbook.
Completing Title I & Title IIA amendments

★ Try to coordinate the submission of any Title I & Title IIA amendments

★ If changes are minor, complete the justification section on the amendment tab. Be sure to include details regarding proposed changes. We need to understand why you are proposing a change and how the change will improve the Title I services

★ More than minor changes – indicate in the TI Narrative tab. Keep existing text – add “amendment & date” and explain what the changes are

★ Update the TI District Reservation Tab & TI School Funding Tab, as necessary

★ Update the budget pages to reflect the changes

★ Fill in yellow boxes on the amendment tab – Part III will populate once budget pages are updated

★ Amendment form must be signed by superintendent or his/her designee
FY15 Grants

★ Request for funds are done on a monthly basis. The district control user will receive the form on or around the last day of the month and will have 10 days to complete.

★ Grants Management will send out a Multi-Year Delegation form in the spring – this will allow for districts to set up Year 2. Please follow the directions carefully.
Important dates to remember

★ June/July: Allocations for the next fiscal year are released

★ July/August 1: Submit grant for early start date

★ July-November: Grant review and approval by Title I staff – Reviewers will contact Title I Directors within 30 days of submission if needed.
Important dates to remember

- September-November: Applications processed by Grants Management

- October: First payment is automatically sent, usually 10-14 business days after the grant is processed through Grants Management

- October/November: Finalized workbooks are posted to the Security Portal, followed by an email notice

- November-July: Amendments can be processed

Massachusetts Department of Elementary and Secondary Education
Important dates to remember

- Last two weeks of every month: Request for payments are allowed, last one allowed in July

- Winter: Increase/decrease amendments for prior year are due

- May: Multi-Year Delegation form due

- August 31: Final Financial Reports (FR-1) for Year 1 are due
Helpful websites

- www.doe.mass.edu
- http://www.doe.mass.edu/apa/titlei
- http://www.doe.mass.edu/apa/titlei/grant-applications/
- http://www.doe.mass.edu/grants/
- http://profiles.doe.mass.edu/
- http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11239
A list of Directory Administrators by district is available at: www.doe.mass.edu/InfoServices/data/diradmin/list.aspx
GRANTIUM

Massachusetts Department of Elementary and Secondary Education
### Projects Filters

<table>
<thead>
<tr>
<th>Filter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Contains</td>
</tr>
<tr>
<td>Project Number</td>
<td>Ends with</td>
</tr>
<tr>
<td>Applicant Name</td>
<td>Contains</td>
</tr>
<tr>
<td>Applicant Number</td>
<td>Contains</td>
</tr>
<tr>
<td>Funding Opportunity Name</td>
<td>Contains</td>
</tr>
<tr>
<td>Step Name</td>
<td>Contains</td>
</tr>
<tr>
<td>Project Status</td>
<td>Open Projects</td>
</tr>
<tr>
<td>Show Only My Project Officer Projects</td>
<td>unchecked</td>
</tr>
</tbody>
</table>

### Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Applicant</th>
<th>Funding Opportunity</th>
<th>Current Step</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby Kelley Foster Charter FY14 Title 1 - 70431001 - 969A</td>
<td>Abby Kelley Foster Charter Public (District)</td>
<td>ESE - FY14 Funding Opportunity - Title 1 Fund Code 305</td>
<td>Post Award Reporting</td>
<td>Open</td>
</tr>
<tr>
<td>Abby Kelley Foster Charter FY15 Title 1 - 70431001 - 969T</td>
<td>Abby Kelley Foster Charter Public (District)</td>
<td>ESE - FY15 Funding Opportunity - Title 1 Fund Code 305</td>
<td>Post Award Reporting</td>
<td>Open</td>
</tr>
<tr>
<td>Abby Kelley Foster Charter FY15 Title IIA - 70432001 - 969I</td>
<td>Abby Kelley Foster Charter Public (District)</td>
<td>ESE - FY15 Funding Opportunity - Title II-A Fund Code 140</td>
<td>Post Award Reporting</td>
<td>Open</td>
</tr>
<tr>
<td>Abby Kelley Foster Charter Public FY14 Title II-A - 70432001 - 969A</td>
<td>Abby Kelley Foster Charter Public (District)</td>
<td>ESE - FY14 Funding Opportunity - Title IIA Fund Code 140</td>
<td>Post Award Reporting</td>
<td>Open</td>
</tr>
</tbody>
</table>
Applicant Information

Note: All fields prefaced with an asterisk (*) are mandatory and must be completed.

Allocation Amount: 542,043

General

Program name: Title I

Fund Code: 305

Fiscal Year: 2015

* Will this project be using funds assigned by more than one agency? No

* Will any allocation funds be assigned to another agency? No

If Yes is selected:
You must attach a completed Schedule A in Word or PDF format to this application, with signatures and the amount of funds assigned by each participating agency, when completing the "Attachments List" step of the application.

Applicant Grant Information

Applicant: Braintree

LEA/District Code: 0010
<table>
<thead>
<tr>
<th>Category</th>
<th>Comments</th>
<th>Amount</th>
<th>Select a Primary Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memberships/Subscriptions</td>
<td></td>
<td>$1,055</td>
<td>Family and Community Engrs:</td>
</tr>
<tr>
<td>Student Transportation Services</td>
<td></td>
<td>$8,780</td>
<td>Instruction Extended Day/Ye</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td>$9,835</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Comments</th>
<th>Amount</th>
<th>Select a Primary Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Instructional Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Activity Funds Requested: $422,948

Page | Last Updated | Mandatory
--- | ------------ | --------
Applicant Information | 10/23/2014 | Yes
Budget Entry | No Input Required | No
Project Expenditures | No Input Required | No
Attachments List | 10/23/2014 | Yes
Information and Affirmation | 10/23/2014 | Yes

This eForm has been submitted.
Question time

Melissa Williams
781-338-6233
mwilliams@doe.mass.edu

Title I CAS line
781-338-6230
titlei@doe.mass.edu