*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

### 75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-6595 TTY: N.E.T. Relay 1-800-439-2370

***Grants Management December Update***

* [December Payment Request window is now available](#FY19Windows)
* [Required Forms for FY2021 Grant Applicants — Action Required](#SCF2021)
* [FY2020 EdGrants Front Office User Certification – Action Required](#UserCert)
* [FY2020 Initial Payments](#InitialPay)
* [Monthly Updates posted on the Grants Management website](#MAIL)
* [Federal/Entitlement Multi-Year Grants](#MULTI)
* [Community College / Sherriff’s Department ISAs](#FY19ISA)
* [Final Reports (FR1)](#FINALREPORTS)
* [User Request Form / EdGrants Webinars](#UserRequestForm)
* [Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ)

**December Payment Request window is now available**

This is a courtesy reminder that the December Payment Request window is open December 20, 2019 through December 31, 2019.

This includes any FY2020 grants where an initial payment has been received, as well as Multi-Year grants for FY2019 Year 2.

*We realize that many districts are closing for winter break. You are not obligated to draw funds down each month, you should only draw based on expenditures. EdGrants can be logged into from anywhere with an internet connection.*

**Multi-Year Grants:** Please check FY19 Project Record Cards (Front Office/submissions menu) on multi-year grants to see if there is an available balance to draw. *FY2019 funds should be expended before utilizing FY2020 awards.*

To request grant funds, log into [EdGrants](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf) with your DESE provided user name and password. If you are new to EdGrants, please review the [Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ). Don’t have a login? Please review the <http://www.doe.mass.edu/grants/edgrants/user-security-controls.html> information which explains how to get connected.

Locked out of EdGrants? Grants Management staff periodically checks and unlocks those who are locked out throughout the day. If you continue to find that you are locked out, please call the Grants Management main line at 781-338-6595 for assistance.

[BACK TO THE TOP](#_top)

**Required Forms for FY2021 Grant Applicants — Action Required**

DESE is asking all agency partners who receive grant funding to complete a revised Commonwealth of Massachusetts – Standard Contract Form (SCF) which will take effect July 1, 2020.  This form is published and issued jointly by the Executive Office for Administration and Finance (ANF), the Office of the State Comptroller (CTR), and the Operational Services Division (OSD) for use by all commonwealth Departments for New Grants/Contracts and Grant/Contract Agreements or Renewals.  The policies, procedures, and legal references outlines therein, have been incorporated by reference in the Office of the Comptroller regulations, [815 CMR 2.00: Grants and Subsidies](https://www.mass.gov/files/documents/2017/11/01/815cmr2.pdf).

Please review the information [here](http://www.doe.mass.edu/news/news.aspx?id=25747) and kindly respond by returning the required forms outlined within by January 31, 2020.  DESE must have this documentation in place before we can release any FY2021 grants to applicants.  If you have any questions, please contact grants management at 781-338-6595.

Please note: The Commonwealth of Massachusetts Contractor Authorized Signatory Listing (CASL) Form states that it is optional. DESE is opting in and requiring this form along with notary authentication.

**FY2020 EdGrants Front Office User Certification – Action Required**

On September 13th Grants Management sent out an email reading the FY2020 EdGrants Front Office User Certification. Please, business managers or financial administrators, review EdGrants users for your Applicant/LEA and return the form as described in the email.

**FY2020 Initial Payments**

Once grants management receives a programmatically approved grant from the program unit administering the grant, an encumbrance is set up via EdGrants and MMARS (the state’s accounting system). When that encumbrance clears MMARS to final status, we can issue an initial payment in the amount of 10% of the budgeted amount of the grant.

We are halfway through FY2020. If you submitted a grant in EdGrants and still have not received any funds please contact Grants Management at 781-338-6595.

 [BACK TO THE TOP](#_top)

**Monthly Updates**

These Grants Management Updates are posted each month on the [grants website](http://www.doe.mass.edu/Grants/) under **Grants Notifications and Alerts**. Previously posted monthly updates are always available in the **Grants News Archives.**



[BACK TO THE TOP](#_top)

**Federal/Entitlement Multi-Year grants**

The purpose of the multi-year grants in EdGrants is to allow continuous spending of funds resulting in no grant returns.

**FY2019 Award:** If the multi-year delegation form was not submitted in EdGrants, if $0 was moved into Year 2, and/or no unclaimed funds were left to roll, **the grant end date was 6/30/2019.** Final Reports should be filed.

If multi-year was submitted moving funds into Year 2, the grant end date is now 6/30/2020.

No Final Report is expected until funds are fully drawn down and reconciled.

Unclaimed balances left in year 1 should be reflected on your Year 2 payment request forms, as any unclaimed Year 1 balances have rolled. The project end date has been extended to 6/30/2020.

**FY2018 Award:** FY2018 awards ended 9/30/2019. The final opportunity to draw down these unclaimed balances has passed and the federal award is in the process of being closed with USED.

Grantees should be filing their Final Financial Reports (FR-1) on these FY2018 multi-year awards if they have not done so already. Grants Management staff is currently contacting folks regarding missing FR-1s.

DESE expects no grant return from FY2018 awards. Grantees should assess expenditures and shift FY19/FY20 charges over to the FY18 award where necessary and appropriate. In some cases, this will require an amendment to the FY18 or FY19/FY20 grant budgets.



If you’d like to request an amendment, please contact your [federal grants group](http://www.doe.mass.edu/federalgrants/liaisons.xlsx) liaison.

[BACK TO THE TOP](#_top)

**Community College / Sherriff’s Department ISAs**

**Approved** FY20 Fringe Rates for Correctional Facilities

Fringe Rate on **State** grants is 2.43% of AA and CC payroll (D09).

Fringe Rate on **Federal**/**trust accounts** is 35.48% of AA payroll and 2.43% of CC payroll

**Approved** FY20 Fringe Rates for State Colleges/ Universities

Fringe Rate on **State/Federal/trust accounts** is 35.48% of AA payroll and 2.43% of CC payroll

The state sets these rates, not the Department. Rates and charge backs can be reviewed at [MA Comptrollers](https://www.macomptroller.org/fiscal-year-updates). We will also notify you about the rate changes for FY20 once approved.

Please do not forget to file a Final Financial Report (FR-1) for any grant funds issued. Grants management staff is currently contacting those with delinquent FR-1s.

We will periodically hold ISA webinars and you’ll find those <http://www.doe.mass.edu/Grants/edgrants.html> once scheduled. If you need immediate assistance call the Grants Management main line at 781-338-6595; please have the project number ready.

[BACK TO THE TOP](#_top)

**Filing Final Financial Reports (FR1)**

Final Reports should not be submitted until all expenses have been accounted for and reconciled.

FY2019 Final Reports will be available in EdGrants the day after the grant project duration ends.

* FY2019 grants that end 6/30/2019 were available as of 7/1/2019.
* FY2019 grant that end 8/31/2019 were available as of 9/1/2019.

If you do not see an FY2019 final report available for a specific grant project in the Submissions menu, please email EdGrants@doe.mass.edu and ***include the project number in the email.*** You can also call the main grants line at 781-338-6595; please have the project number ready.

**Please note there are a couple of known glitches with the final report form in EdGrants:**

* If the line item is overspent by a small amount that is within the allowable thresholds, it throws the “Balance Unexpended” and the percentage columns off. We are working to correct this error. In the meantime, you can submit the final report; the “Cash Balance” section at the bottom of the report form does calculate correctly.
* **If your Final Report shows a balance to return less than $1, you do not need to return the funds.**



**Multi-Year grants:** DESE expects that Applicants will spend down their funds in full and not return money now that the multi-year feature is available in EdGrants for specific grant fund codes.



**DESE expects that before you try to file a final report, district fiscal and programmatic staff will coordinate to ensure all funds have been expended appropriately and agree on the award total.**

[BACK TO THE TOP](#_top)

**User Request Form / EdGrants Webinars**

DESE requires a user request form be submitted for all new users and edits to existing users. Please review <http://www.doe.mass.edu/grants/edgrants/user-security-controls.html> for more information and a copy of the Front Office User Request Form.

EdGrants Front Office user webinars will be available with ongoing sessions being added as needed. Please [click here](http://www.doe.mass.edu/Grants/edgrants.html) to review the sessions offered and to register.

[BACK TO THE TOP](#_top)

**Requesting Funds Reminders & FAQs**

*Sherriff / State Agency Departments* who receive grant funds (all fund codes) directly through MMARS accounts via ISAs do NOT need to request grant funds using EdGrants.

-----

Funds can only be requested if your grant has been programmatically approved, processed and an automatic **Initial Payment** has been issued by DESE.

[**http://www.doe.mass.edu/Grants/edgrants.html**](http://www.doe.mass.edu/Grants/edgrants.html)

[**http://www.doe.mass.edu/Grants/edgrants.html**](http://www.doe.mass.edu/Grants/edgrants.html)

[**http://www.doe.mass.edu/Grants/edgrants.html**](http://www.doe.mass.edu/Grants/edgrants.html)

[**http://www.doe.mass.edu/Grants/edgrants.html**](http://www.doe.mass.edu/Grants/edgrants.html)

<http://www.doe.mass.edu/grants/edgrants/requesting-funds.docx> outlines step by step how to make your payment request as well as how to view your **Project Record Card.**

Please find all EdGrants user documents [here](http://www.doe.mass.edu/Grants/edgrants.html).

[BACK TO THE TOP](#_top)

**\_ \_ \_ \_ \_**

If you need assistance, please contact Grants Management at 781-338-6595 or email EdGrants@doe.mass.edu. **Please reference your grant project number or fund code and Applicant number (LEA Code) when you call and/or email.**

Thank you,

Grants Management