*****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 June Update***

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**One Payment Request Window Remains for FY23 grants**

**After this June window, there is ONE FINAL payment request window:**

**July 20 – 31, 2023.**

July is the final window for all grants\* regardless of whether the grant ends June 30th or August 31st**. We cannot guarantee grant payment for those who miss the July window.**

Grant project numbers that include 2023 in the sequence are FY23 grants (i.e., 530-510616-2023-0658).

FY2024 Summer grants will continue to have request windows. If “2024” is in the project number this final window does not pertain to it (i.e., 530-677834-2024-2279).

Multi-Year grants are *very specific fund codes in our grants system* and only they have an August window. If unsure whether a grant is considered multi-year in EdGrants, [\*see multi-year sections regarding final multi-year windows.](#MYGrantsAwardYearChart)

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**June Payment Request Window**

This is a courtesy reminder that the June Payment Request window is open through June 30, 2023.

**Please request as soon as possible in case you encounter issues when trying to file your request. If you wait until the last two days of the payment window, we cannot guarantee we will be resolve the issue in enough time before the window closes.**

It is extremelydifficult for grants management to respond when applicants across several thousand individual grant projects try to reach us during the last two days of the open window. The window is open for 10 days to allow us enough time to troubleshoot and resolve issues.

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 [User Security Controls](https://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.

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**Multi-Year Information:**

**Multi-Year Grants by Award Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Year** | **Grant Programs** | **End Date** | **FR-1s due** |
|  |  |  |  |
| 2022 | Civics Teaching and Learning Grant (Fund Code 589) | 6/30/2023 | 8/31/2023 or 60 days post final draw down. |
| 2022 | ESSER II (Fund Code 115) | 9/30/2023 | 11/30/2023 or 60 days post final draw down, whichever comes first. |
| 2022 | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309) | 9/30/2023 | 11/30/2023 or 60 days post final draw down, whichever comes first. |
| 2022 | IDEA: (Fund Codes: 240 & 262) | 9/30/2023 | 11/30/2023 or 60 days post final draw down, whichever comes first. |
| 2022 | ARP IDEA grants: ARP IDEA (Fund Code 252) & ARP IDEA Early Childhood (Fund Code 264) | 9/30/2023 | 11/30/2023 or 60 days post final draw down, whichever comes first. |
| 2022 | ESSER III (Fund Code 119) | 9/30/2024 | 11/30/2024 or 60 days post final draw down, whichever comes first. |
| 2022 | ARP Homeless Children & Youth I (Fund Code 301) | 8/31/2024 | 10/31/2024 or 60 days post final draw down. |
| 2022 | ARP Homeless Children & Youth II (Fund Code 302) | 8/31/2024 | 10/31/2024 or 60 days post final draw down. |
| 2023 | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309) | 9/30/2024 | 11/30/2024 or 60 days post final draw down, whichever comes first. |
| 2023 | Civics Teaching and Learning Grant (Fund Code 589) | 6/30/2024 | 8/31/2024 or 60 days post final draw down. |

**Multi-Year Payment Request Windows**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Award Year** | **Balances** | **Available Payment Request Windows Post Multi-Year** | | | |
| FY2023 | Currently in Year 1 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24\* |
|  | Year 2 (funds moved via Multi-Year Submission) | No Window | No Window | July 1 - 10 | Aug 1 - 10 |
| FY2022 | Currently in Year 2 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24\* |
|  | Year 3 (funds moved via Multi-Year Submission) | No Window | No Window | July 1 - 10 | Aug 1 - 10 |

**\*The August 20-24 window is ONLY available to Multi-Year. JULY is the final window for all other grants.**

Please let us know asap if there are issues drawing down using the Year 3 forms. Funds not claimed in the August window (20 – 24 only for multi-year grants) will automatically roll for you in September and will be available to draw in September or October 2023.

**Introducing GEM$**

The Grants for Education Management System (GEM$) will begin to roll out certain grants in FY2024. Some grants in GEM$ will be all competitively bid Adult Basic Ed Grants as well as all FY2024 Consolidated ESSA and IDEA grants along with many others.

In order to determine which system FY2024 grant(s) are housed in please be sure to reference the FY2024 Request for Proposal (RFP) posting on the grants management website. Each RFP will have submission instructions which will clarify which system a particular grant is being managed in for FY2024. Prior FY grants should continue to be used to draw any funds and/or to file FR-1s to close out the grant(s).

Competitive grants housed in GEM$ must be submitted through the LEA Superintendent / Chief Executive step in order to be considered submitted by the due date and time.

Non-Competitive grants housed in GEM$ will have a start date tied to the date the LEA Fiscal representative submits the grant through their step to DESE.

It is important to allow for time for these steps to be completed ahead of due dates and desired start dates in order to be able to begin charging expenditures against the grants.

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**[FY2023 Final Financial Reports (FR-1)](#FY21CloseInfo)**

**DO NOW:** to prepare for an eventual full transition over to GEM$ - please review past years FR-1s to ensure they have been submitted in EdGrants so that once we are ready to switch systems there are no delinquent FR-1s for EdGrants.

All FY2023 Final Reports are available the day after the grant program ends.

* **Grants that end 6/30 will be available to file on 7/1/2023. FR-1 is due 8/31/2023.**
* **Grants that end 8/31 will be available to file on 9/1/2023. FR-1 is due 10/31/2023.**
* **Please do not return unexpended funds less than $1, even though the report prompts you to. This is a glitch.**
* Please mail in a copy of the FR-1 along with a check for each grant where you are returning unexpended funds. Please do not consolidate return checks.
* Please do not file FR-1 for multi-year grants that are still active in which there is still time to obligate and spend the funds. [See here for a list of multi-year grants.](#MYInformation)

**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. FR-1s for Multi-Year grants are always due 60 days after final expenditure ***or*** 60 days after the end date of the award cycle, whichever comes first. Please do not file a final report for a multi-year grant returning unspent funds prior to the end date of the grant award.

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.

If filing a prior fiscal year FR-1, and there is no final report available please email [EdGrants@mass.gov](mailto:EdGrants@mass.gov) 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.

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**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.**



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

Colleges and state agencies that receive grant funds must complete an ISA which is the required document for inter-state contract agreements.  State Departments and Sherriff’s Departments will have the funds deposited on MMARS in accordance with the ISA which aligns with the EdGrants approved budget.  Recipients should not charge expenditures that are not represented on the approved budget.  If at any time the need to shift funds is needed, and it impacts a change to the approved budget on file with DESE, ISA/grantees must seek out an amendment to the grant budget, the ISA document or both.  Information regarding ISAs and amendments can be found under the [Interdepartmental Service Agreements (ISAs)](https://www.doe.mass.edu/grants/edgrants.html) section of the grants page.

**A Final Financial Report (FR-1) is also required when closing out the grant project each fiscal year.  The FR-1 is due 60 days after the project end date of the grant to allow time to reconcile expenditures and submit final numbers to DESE.**  The FR-1 is submitted in EdGrants and at this time if you notice expenditures are mis-aligned an amendment should be requested.

Program personnel has the authority to disallow your amendment request if the changes are not in line with allowable costs for the grant and the grant will not be able to be charged for these expenditures.  It is best practice to get the amendment approved before the charges are made to avoid this scenario.

**Please file an FR-1 to close out any prior year grants to avoid FY23 ISA processing delays.**

*Fringe Rates for Correctional Facilities:*

**Approved FY23** Fringe Rate on **State** grants is 1.85% of AA and CC payroll (D09).   
Fringe Rate on **Federal**/**trust accounts** is 41.35% of AA payroll and 1.85% of CC payroll

**Proposed FY24** Fringe Rate on **State** grants is 2.45% of AA and CC payroll (D09).   
Fringe Rate on **Federal**/**trust accounts** is 45.81% of AA payroll and 2.45% of CC payroll

*Fringe Rates for State Colleges/ Universities:*

**Approved FY23** Fringe Rates on **State/Federal/trust accounts** is 41.35% AA payroll and 1.85% of CC payroll

**Proposed FY24** Fringe Rates on **State/Federal/trust accounts** is 45.81% AA payroll and 2.45% of CC payroll

Please make sure you use the proposed FY24 rates for any FY24 ISAs.

The state sets these rates, not the Department.  Rates and charge backs can be reviewed at [MA Comptrollers](https://urldefense.com/v3/__https:/mass.us14.list-manage.com/track/click?u=d8f37d1a90dacd97f207f0b4a&id=3255f74726&e=7ae5d0f287__;!!CUhgQOZqV7M!0P6jd6pMMYHte3bJcl1f-5PXPPV_cchx1vF-pNbnJBP3sX8jpF0TiR0-4CJihjgHug$).

\*FY2024 Grants housed in GEM$ that require ISAs will have the ISA crosswalk page built right into the grant application. As you fill out your GEM$ budgets, a dropdown with the MMARS Object classes will be available for you to tag each expense type. If you need assistance, please review the GEM$s COA found on the main page of the GEM$ application. All relevant rates will be loaded and built into each application/ISA crosswalk page.  
 

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**EdGrants User Access Request**

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

**GEM$ User Access**

In GEM$, user access will be manages by each LEA. Each LEA should have an assigned User Access Administrator who will set up user permissions within the new GEM$ grants system. This person is responsible for managing permissions when staff need access and/or if staff no longer need access to the grant(s).

Each RFP will say whether the grant will be running through EdGrants or Gem$ in FY24.

Thank you for your patience as we convert over to a new grants system.

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**[Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ)**

*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.

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Payment Request windows will only be available once your grant has been programmatically approved, processed and an automatic **Initial Payment** has been issued by DESE.

If you cannot see a Project Record Card or a Payment Request available during the draw-down window, it is likely because your grant has not yet finished processing and an initial payment has not yet been sent.

**[How to check the Project Record Card to view payments and payment notices](http://www.doe.mass.edu/grants/edgrants/requesting-funds.docx)**

[**How to Request Funds**](http://www.doe.mass.edu/grants/edgrants/requesting-funds.docx)

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

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

Thank you,

Grants Management