**ISA Process and Timelines – updated 4/25/19**

**State account ISAs – total processing time can take 3 (no BGTS) to 6 weeks (w/ BGTS)**

**(Signed cover page, Attachment A – Scope of Services and B -Budget)**

1. Signed ISA for each EdGrants Fund Code is given from Grants Management (GM) to Budget for review and signature
2. Budget Analyst prepares BGCS document for Budget Director to submit– 1 to 2 days
3. If insufficient balance in the object class needed, Budget Analyst prepares BGTS document for ANF approval –up to 2 weeks
4. Signed ISA mailed to Comptroller’s Office – 3 to 4 days
5. CTR ISA Unit processes BGCS and establishes BQ81 ceilings per ISA budget –2 weeks

**Federal account ISAs – total processing time can take 4 (increase to existing program code) to 6 weeks (if using new program code)**

**(Signed cover page, Attachment A and B and signed Attachment C – Federal Grant Accounting Information)**

1. Signed ISA for each EdGrants Fund Code including signed Attachment C are given from GM to Budget for review and signature
2. Budget Analyst prepares BGCN document – 1 to 2 days
3. Budget Analyst gives ISA to Federal Accounting Unit to set up BGRG – 1 to 2 days
4. Budget Director submits BGCN – 1 day
5. Signed ISA mailed to Comptroller’s Office – 3 to 4 days
6. CTR ISA Unit processes BGCN and establishes BQ89 ceilings for current fiscal year budget – 1 to 2 weeks
7. CTR Federal Grants Unit approves BGRG document and sets up BQ88 ceilings – 1 to 2 weeks

**Trust account ISAs – total processing time can take 3 to 4 weeks**

**(Signed cover page, Attachment A and B)**

1. Signed ISA for each EdGrants Fund Code is given from GM to Budget for review and signature
2. Budget Analyst prepares BGCN document for Budget Director to submit– 1 to 2 days
3. Signed ISA mailed to Comptroller’s Office – 3 to 4 days
4. CTR ISA Unit processes BGCN and establishes BQ89 ceilings for current fiscal year budget –2 weeks

**Fringe costs for AA employee and CC contracted employee payroll**

State accounts – AA and CC payroll are assessed payroll tax rate (1.73% in FY19 and proposed 2.44% for FY20).

Federal and trust accounts – AA payroll is assessed the full fringe rate (36.62% in FY19 and proposed 37.99% for FY20). CC payroll is assessed payroll tax rate (1.73% in FY19 and proposed 2.44% for FY20).

**Amendment Process**

**State ISA Amendment to change totals between object classes**

1. Once the EdGrants amendment is approved and signed ISA amendment is sent to DESE, DESE will sign and send ISA amendment back to state college and DESE’s ANF Analyst. State college must prepare the BGTS document (containing all the amendment changes with the appropriate allotment for that month) to move funds between object classes per the ISA amendment and contact ANF Analyst (Emmy Li) to approve in MMARS.

State allotment by object class is usually loaded for 2 months of funding (16.666%) in July after the state budget has been signed. A $50,000 in AA object class will have $8,333.33 to spend until the next allotment increase. Allotment is increased by another 2 months of funding in late August, October, January and finally in April to reach 100% allotment. All BGTS must reflect the allotment percentage for that specific date. The Expenditure Ceiling on BQ81 table shows the total allotment to date. Divide that amount by the Obligation Ceiling amount to determine the allotment percentage to use for the BGTS.

1. If a grant is issued for a separate EdGrants Fund code, a separate ISA will be executed for the second grant/fund code. The BQ81 ceilings in MMARS will reflect the combined budget totals of the 2 ISAs – this is a change to the FY19 process to help grantees track grant budgets more easily. Any change to an existing grant/Fund Code will still require an ISA amendment.

**Federal and Trust ISA Amendment**

1. Once the EdGrants amendment is approved and the change on Attachment B is only between object classes only and no change to the fiscal year total, then state college sends the signed ISA amendment for DESE to update our file only. No MMARS transaction is needed.
2. If the total ISA budget changes (i.e. increase to an ISA on same account and program code), a signed ISA amendment (including signed Attachment C) is sent to DESE to prepare both BGCN and BGRG documents in MMARS.
3. If the fiscal year total changes (i.e moving funds from FY19 to FY20), a signed ISA amendment is sent to DESE to process BGCN document in MMARS.
4. If a grant is issued for a separate EdGrants Fund code, a separate ISA will be executed for the second grant/fund code even if they share the same account and program code. The BQ88 totals in MMARS for that federal program code will reflect the combined budget totals of the 2 ISAs – this is a change to the FY19 process to help grantees track grant budgets more easily. Any change to an existing grant/Fund Code will still require an ISA amendment.

**ISA Closeout**

**State account:**

* Any remaining ISA balance at the end of the fiscal year reverts to General Fund.
* If a budget reduction occurs during the fiscal year, signed ISA amendment is sent to DESE to process BGCS to pull back funds in MMARS.

**Federal account:**

* If ISA ended in previous fiscal year (6/30/18), then DESE can pull back remaining balance with an Attachment C and BGRG document –ISA amendment not needed.
* If ISA ends in current fiscal year (i.e. 8/31/18), the child agency must mail back signed ISA amendment reconciling all expenses by object class and fiscal year for DESE to process necessary BGCN and BGRG documents to pull back remaining balance.

**Trust account:**

* If ISA ended in previous fiscal year (6/30/18), then Comptroller’s Office may automatically return balance to DESE in the current year. – ISA amendment not needed
* If ISA ends in current fiscal year (i.e. 8/31/18), the child agency must mail back signed ISA amendment reconciling all expenses by object class and fiscal year for DESE to process BGCN to pull back remaining balance.

**Other inclusions on Attachment A (Scope of Services) if applicable:**

1. ***Insert this language on all ISAs on #3 in Attachment A***

The Seller (Child Agency) will have 60 days to pay for obligations incurred by the end date of this agreement or until the end of the budget fiscal year, whichever comes first.  The Seller shall also submit to the Buyer (Parent Agency) a final expenditure report within 60 days following the termination of this agreement or following the close of the state fiscal year.  The reconciliation statement shall include final expenditures for each line included in the budget.

1. **Insert this language *on #9 in Attachment A* if ISA funds AA payroll.**

The child agency certifies that it will maintain the proper time and attendance records to substantiate its use of federal funds provided through this ISA.  Access to these written records by either the parent or the federal agency granting these funds must be made available with 30 days notice.

1. **If any spending or services have occurred before the start date of the ISA and/or signature date, then include this settlement language in Section #9 on Attachment A with the appropriate child agency name and service to/from dates.** The dollar amount would need to be entered even if the amount is $0.

*Obligations were incurred by (the child agency) in the amount of $\_\_XXX\_\_\_  for the time period XX/XX/2017 - XX/XX/XXXX prior to the* ***Effective Date (XX/XX/XXXX)*** *of this Contract (for which a payment obligation has been triggered) and are intended to be part of this Contract/Amendment and shall be considered a final* ***Settlement and Release*** *of these obligations which are incorporated herein, and upon payment of these obligations, (the child agency) forever releases the Commonwealth from any further claims related to these obligations.*

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| --- | --- |
| **Glossary/MMARS Tables** | |
| **ANF** | Executive Office of Administration and Finance |
| **CTR** | Comptroller’s Office |
| **BGCS** | MMARS document to establish Object Class ceilings for state account ISAs |
| **BGCN** | MMARS document to establish fiscal year total ceiling for federal/trust ISAs |
| **BGRG** | MMARS document to establish federal program code total (including all budget years covered by the ISA) |
| **BGTS** | MMARS document to transfer funds between Object Classes for state account ISAs |
| **BQ81 Level 3** | Object class total ceiling for state account established by BGCS |
| **BQ89 Level 2** | Fiscal year total ceiling for federal/trust accounts established by BGCN |
| **BQ88 Level 1** | Federal program code /award total ceiling for the entire ISA (including all fiscal years covered by the ISA) established by BGRG |
|  | |
| **Optional for grantees** | |
| **BGDS** | MMARS document to establish Subsidiarized Expense Budget by Object Class for state accounts |
| **BGDN** | MMARS document to establish Non- Subsidiarized Expense Budget for federal and trust accounts |
| **BQ84 Level 2** | State college can choose to set up Expense Budget codes to track different grants within same state ISA account. Must work with Comptroller’s Office to set up Chart of Account first and process BGDS documents to set up Expense Budgets in MMARS. |
| **BQ83 Level 2** | State college can choose to set up Expense Budget codes to track different grants within the same ISA trust account or within the same federal account. Must work with Comptroller’s Office to set up Chart of Account first and process BGDN to set up Expense Budgets in MMARS. |

**CTR Resources**

<http://www.comptroller.state.ma.us/HowTo/JobAids%20-%203.9/JobAids.htm> - Job aids for a BGCS (state), BGCN (federal/trust) and BGRG (federal) and BGTS (object class transfer for state accounts) documents

[Establishing a Federal Grant in MMARS](http://www.comptroller.state.ma.us/HowTo/JobAids%20-%203.9/JobAidsDownloads/CA_JS42.docx)  (pages 44-80 ISA’s )

<http://www.macomptroller.info/comptroller/docs/forms/contracts/isaform05.doc> - ISA Form

<http://www.macomptroller.info/comptroller/docs/policies-procedures/contracts/po-procon-interdept-service-agreements.pdf> - ISA Policy

BGCN/BGCS document ID numbers must follow the standard ISA document ID numbering shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ISA** | **DOE** | **70350002** | **HCC** | **19A** |
| First three must always start with ISA | Next three must always be the Buyer Department MMARS alpha  (Parent) | Next eight are Buyer department defined and will be the account funding the ISA | Next three must always be the Seller Department MMARS alpha  (Child) | Last three must denote the BFY the transaction represents (e.g. BFY2019 would be 19A for initial document, then B, C, D, etc. |