*****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 May Update***

These updates are also posted on the [Grants Management Website](https://www.doe.mass.edu/Grants/)

* [May Payment Request Window is open](#PaymentRequestWindow)
* [FY2021 Final Payment Request Windows](#FinalPaymentRequestWindows)
* [FY2021 Multi-Year Delegation](#MultiYearDelegation)
* [FY2019, FY2020 and FY2021 Multi-Year Draw Down Windows](#MultiDrawDownWindows)
* [FY2019 and FY2020 Multi-Year Grant Balances](#MultiYearBalances)
* [Vendor Web](#VendorWeb)
* [FY2020 Final Financial Reports (FR1) – past due](#FINALREPORTS)
* [Community College / Sherriff’s Department ISAs](#FY19ISA)
* [EdGrants Users](#UserRequestForm)
* [Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ)

**May Payment Request Window is Open**

This is a courtesy reminder that the May Payment Request window is open through May 31, 2021.

**There are two more payment windows for all FY21 grants: June 20 – 30 and July 20 – 31.**

This includes any FY2021 grants where an initial payment has been received, as well as Multi-Year grants for FY2020 Year 2 (use Year 2 form) and FY2019 Year 3.

**A note regarding FY2019 Year 3 request forms: The FY2019 Year 3 payment request window has some glitches. If you are unable to draw funds that are shown in the available grant balance but do not show in the Current Available to draw section, please email** **EdGrants@mass.gov****. It will take us time to get through the emails, so your patience is appreciated.**

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.

[BACK TO THE TOP](#_top)

**Final FY2021 Payment Request Windows**

|  |  |  |
| --- | --- | --- |
| **Grant Type** | **Award Year** | **Payment Request Window** |
| State / Federal / Trust – All Fund Codes\***This includes Federal grants ending 8/31/2021**\*except multi-year fund codes | 2021 | July 20th – July 31st**Final** opportunity to request funds including grants that end 8/31/2021. |

[BACK TO THE TOP](#_top)

**FY2021 Multi-Year Delegation**

Multi-Year is now closed. DESE has rolled funds for applicant as described in the [FY2021 Multi-Year Information](https://www.doe.mass.edu/grants/2021/fy2021-multi-year-info.docx) memo.

If multi-year was not filed but you do need the extended grant end date of 6/30/2022, leave funds unclaimed in FY21 and the balances will be rolled into FY22 for you in September, available to draw down in October payment window. These funds can be applied back to expenditures as of the original start date of the grant if needed.

If multi-year was done but you did not need it, you should be able to claim/draw down the funds moved as of July 1st, and you can apply those funds back to expenditures prior to 6/30 if needed.

Currently, the only grants eligible for this multi-year submission/feature in EdGrants are the following fund codes.\* **All other grant funds do not have multi-year capabilities and the final drawn down window is July 20 – 31st.**

|  |
| --- |
| **Grant Program** |
| Title I (Fund Code: 305) |
| Title II-A (Fund Code: 140) |
| Title III (Fund Code: 180 and 186) |
| Title IV (Fund Code: 309) |
| IDEA (Fund Code: 240) |
| Early Childhood Special Ed (Fund Code: 262) |
| \*FY20-FY22 Emergency/COVID related entitlement funding - Fund Codes: 113, 115 and ESSER III Fund Code TBD. Also, Fund Code: 589 (trust funded, not federal) FY22 will have access to multi-year in May of 2022. |

[BACK TO THE TOP](#_top)

**FY2019, FY2020 and FY2021 Multi-Year Draw Down Windows**

Once Multi-Year occurs, the grant award ***amount*** is now split between Year 1 and Year 2. **All expenditures can be charged back to the start date on the grant, regardless of what amount was moved or remained because the grant start date has not changed, only the end date has been extended.**

However, the movement of funds does impact when applicants can access or draw down the grant funds from Year 1 or Year 2. The window dates depend on which award you are drawing from.

|  |  |  |
| --- | --- | --- |
| **Grant Original Award Year** | **Balances** | **Available Payment Request Windows** |
| FY2021 | Year 1 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24\* |
|  | Year 2 (funds moved) | X | X | July 1 - 10 | Aug 1 - 10 |
| FY2020 | Year 2 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24 |
|  | Year 3 (funds moved) | X | X | July 1 - 10 | Aug 1 - 10 |
| FY2019 | Year 3 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24 |
|  | Year 4\*\* | TBD – likely one October Window to draw final balance.  |

\*The August window for the outgoing FY is shortened so that DESE can ensure all payments clear by the Comptroller’s Accounts Payable deadline for FY2021 payments. **ONLY MULTI-YEAR GRANTS HAVE ACCESS TO THE AUGUST WINDOW.** **All other grants final window is July 20 – 31, even those that end 8/31.**

\*\*DESE expects that most grantees will fully expend the oldest award first, shift expenditures over as needed to use up and spend down FY2019 awards. For those who require funds to be rolled into Year 4 of this grant, DESE will roll balances in September and you will have access to draw these funds in October. The end date on FY2019 year 4 is 9/30/2021 so all obligations must be incurred by that time.

[BACK TO THE TOP](#_top)

**FY2019 and FY2020 Multi-Year Grant Balances:**

**Unclaimed grant balances for FY2019 and FY2020 awards should be obligated and expended first. The FY2019 Year 3 and FY2020 Year 2 request window is open. DESE expects that these balances will be drawn in full as soon as possible. Please contact your** [**RASP liaison**](https://www.doe.mass.edu/federalgrants/liaisons.xlsx) **if you have questions regarding IDEA funds (FC 240) and the pro-share set aside.**

Federal Grants covered by the Tydings provision have an obligation period that covers approximately 27 months. FY2019 awards that originally would have expired September 30, 2020 were extended due to the COVID pandemic.

If all funds have been drawn for FY2019 or FY2020 multi-year grants, outstanding invoices have been reconciled/paid and all goods and services received, a final report (FR-1) should be filed in EdGrants ASAP.

[BACK TO THE TOP](#_top)

**Vendor Web**

Confused about payments? Not sure if you received a payment? Applicants can locate information regarding any payments received by DESE (and any other state agency) by logging in to the MA Comptroller’s [Vendor Web](https://massfinance.state.ma.us/VendorWeb/vendor.asp) site. This link includes a job aid on how to use Vendor Web.

[BACK TO THE TOP](#_top)

**[FY2020 Final Financial Reports (FR-1) – past due](#FINALREPORTS)**

All grantees must file a Final Financial Report (FR-1) in EdGrants to close out the grants. Final Reports are available in EdGrants the day after the grant project duration ends.

* FY2020 grants that ended 6/30/2020 were available 7/1/2020 and were due 8/31/2020 – these FR-1s should now be complete\*
* FY2020 grants that ended 8/31/2020 are available (since 9/1/2020) and were due 10/31/2020 - these FR-1s should now be complete\*\*
* For Multi-Year grants with balances, please do not file your FR-1 until you have drawn down and reconciled all funds spent and all expected invoices.
* Please DO NOT return unspent funds less than $1.

\*FY19 and FY20 **multi-year** grants with unclaimed balances are due to be filed 60 days after final draw down. See Due Dates Chart below.

If you do not see a final report available for a specific grant project in the Submissions menu, please email 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.

**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)

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

The [EdGrants: User Guides, Information and Training](https://www.doe.mass.edu/grants/edgrants.html) section of the Grants Management website has been updated to include tools and information regarding Interdepartmental Services Agreement (ISA) process.

*Fringe Rates for Correctional Facilities:*

**Approved** FY21 Fringe Rate on **State** grants is 1.94% of AA and CC payroll (D09).
Fringe Rate on **Federal**/**trust accounts** is 38.32% of AA payroll and 1.32% of CC payroll

**Proposed** FY22 Fringe Rate on **State** grants is 1.97% of AA and CC payroll (D09).
Fringe Rate on **Federal**/**trust accounts** is 39.5% of AA payroll and 1.97% of CC payroll

*Fringe Rates for State Colleges/ Universities****:***

**Approved** FY21 Fringe Rates on **State/Federal/trust accounts** is 38.32% AA payroll and 1.94% of CC payroll

**Proposed** FY22 Fringe Rates on **State/Federal/trust accounts** is 39.5% AA payroll and 1.97% 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).

Please see FY2020 Final Financial Report (FR-1) due dates which have passed. All grantees must file an FR-1 in EdGrants to close out their grants.

[BACK TO THE TOP](#_top)

**EdGrants Users**

DESE requires a user request form be submitted for all new users and edits to existing users. Please review [EdGrants: 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.

It is the Applicant/LEAs responsibility to update user access as needed, including deactivating user access no longer needed.

[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.

-----

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).

[BACK TO THE TOP](#_top)

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

**Due to high volume, it can take up to a week for response.**

Thank you,

Grants Management