*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management April Update***

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**April Payment Request Window**

**Please request as soon as possible and do not wait until the last two days of the payment window.** This makes it difficult for grants management to respond to issues when everyone is contacting us the last two days of the open window.

This is a courtesy reminder that the April Payment Request window is open through April 30, 2022. All FY2022 grants that have received an initial payment of 10% of the award amount should have access to this payment request window.

**If your grant was recently amended to change the total award amount, please understand that the payment window will not be available for you to submit until the amendment has completed the full cycle. Program approval does not indicate that the change in award has cleared the state’s accounting system. Please keep this in mind and check back to see if the payment will allow you to submit throughout the window.**

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](http://www.doe.mass.edu/news/news.aspx?id=24371) 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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**FY2022 Multi-Year Information:**

**DESE will not be filing multi-year on behalf of districts this year.**

Multi-Year Delegation forms for FY2022 and FY2021 will be available for districts to file from May 1, 2022 through May 14, 2022.

**FY2022:** Year 1 ends 6/30/2022. Year 2 = 7/1/2022 – 6/30/2023. Continue to request funds using the Year 1 payment request form; Funds you roll into year 2 will be available to draw using the Year 2 request form starting on 7/1/2022.

**FY2021:** Year 2 ends 6/30/2022. Year 3 = 7/1/2022 – 9/30/2022. Continue to request funds using the Year 2 payment request form; Funds you roll into year 3 will be available to draw using the Year 3 request form starting on 7/1/2022.

**FY2020:**  ESSA (Titles I – IV) grants have been extended by USED to **9/30/2022.** All grantees with unclaimed balances should be working toward shifting expenditures over to this award and drawing down the grant funds as soon as possible. There is no Year 4 multi-year delegation form for FY2020 grants. There will be payment windows through August 2022 to claim these grant funds. Please let us know asap if there are issues drawing down using the Year 3 forms for these funds which are now in Year 4. Funds not claimed in the August window will automatically roll into Year 4 for you in September and will be available to draw in September or October 2022 for final obligations through 9/30/2022.

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**Multi-Year Grants by Award Year**

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| --- | --- | --- | --- |
| **Award Year** | **Grant Programs** | **End Date** | **FR-1s due** |
|  |  |  |  |
| **2020** | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
| **2020 or 2021** | ESSER I (Fund Code 113) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
| **2021** | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
| **2021** | IDEA: (Fund Codes: 240 & 262) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
| **2021 or 2022** | ESSER II (Fund Code 115) | 9/30/2023 | 11/30/2023 or 60 days post final draw down. |
| **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. |
| **2022** | IDEA: (Fund Codes: 240 & 262) | 9/30/2023 | 11/30/2023 or 60 days post final draw down. |
| **2022** | ESSER III (Fund Code 119) | 9/30/2024 | 11/30/2024 or 60 days post final draw down. |
| **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. |
| **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. |
| **2022** | Civics Teaching and Learning Grant (Fund Code 589) | 6/30/2023 | 8/31/2023 or 60 days post final draw down. |

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**Important Note Regarding ESSER Grant Funds Draw-down (Fund Codes 113, 115 and 119)**

Final bid/contract/purchase order and, for construction projects, stamped project plans, as well as building permits must be submitted to DESE prior to seeking reimbursement from any ESSER grant (.pdf or .jpeg are acceptable) for these expenditures. Failure to provide these documents before claiming reimbursement could result in disapproval of project and require the return of federal funds. You should be sending this information to your [DESE Federal Grants/RASP liaison](https://www.doe.mass.edu/federalgrants/liaisons.xlsx).

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**[FY2021 Final Financial Reports (FR-1)](#FY21CloseInfo) are** **past due (non-multi-year)**

All FY2021 Final Reports should be submitted by now or they are past due. If you still have FR-1 outstanding, please submit ASAP.

* **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.

If filing a prior fiscal year FR-1, and there is no 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. 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.**

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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 FY22** Fringe Rate on **State** grants is 1.97% of AA and CC payroll (D09).
Fringe Rate on **Federal**/**trust accounts** is 39.43% of AA payroll and 1.97% of CC payroll

**Proposed FY23** Fringe Rate on **State** grants is 1.89% of AA and CC payroll (D09).
Fringe Rate on **Federal**/**trust accounts** is 41.89% of AA payroll and 1.89% of CC payroll
*Fringe Rates for State Colleges/ Universities:*

**Approved FY22** Fringe Rates on **State/Federal/trust accounts** is 39.43% AA payroll and 1.97% of CC payroll

**Proposed FY23** Fringe Rates on **State/Federal/trust accounts** is 41.89% AA payroll and 1.89% of CC payroll

Please make sure you use the proposed FY23 rates for any FY23 ISAs.

The state sets these rates, not the Department.  Rates and charge backs can be reviewed at [MA Comptrollers](https://urldefense.com/v3/__https%3A/mass.us14.list-manage.com/track/click?u=d8f37d1a90dacd97f207f0b4a&id=3255f74726&e=7ae5d0f287__;!!CUhgQOZqV7M!0P6jd6pMMYHte3bJcl1f-5PXPPV_cchx1vF-pNbnJBP3sX8jpF0TiR0-4CJihjgHug$).

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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 [EdGrants: User Security Controls](http://www.doe.mass.edu/news/news.aspx?id=24371) for more information and a copy of the Front Office User Request Form.

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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. **Please reference your grant project number or fund code and Applicant number (LEA Code) when you call and/or email.**

Thank you,

Grants Management