*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management January Update***

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**January Payment Request Window**

This is a courtesy reminder that the January Payment Request window is open through January 31, 2022. All FY2022 grants which have received an initial payment of 10% of the award amount should have access to this payment request window.

[Please see the Multi-Year sections of this memo for more information regarding FY2019, FY2020 and FY2021 multi-year awards and request windows.](#MultiYear)

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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**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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**ACTION NEEDED: Transition from DUNS Number to Unique Entity Identifier (UEI)**

The Federal Government will transition from the use of the DUNS Number to the new Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide.

UEIs are required in accordance with [2 CFR Part 25](https://urldefense.com/v3/__https%3A/macomptroller.us17.list-manage.com/track/click?u=d1a7fadf302eae55baee7c705&id=1918105a9f&e=8b56103236__;!!CUhgQOZqV7M!xYLzvP8qkrUAvGZ2tyuSx3ugx4wyo9bIuDx3e1RnWf5EDoYGbUYN53FQbml4EigZpBzfM2sA$), and will be issued by the Federal Government in [SAM.gov](https://urldefense.com/v3/__https%3A/macomptroller.us17.list-manage.com/track/click?u=d1a7fadf302eae55baee7c705&id=936f9efbf7&e=8b56103236__;!!CUhgQOZqV7M!xYLzvP8qkrUAvGZ2tyuSx3ugx4wyo9bIuDx3e1RnWf5EDoYGbUYN53FQbml4EigZpMn7f0bh$). This means entities will no longer rely on a third party to obtain an identifier such as a DUNS number. This change is meant to streamline the entity identification and validation process making it easier and less burdensome to do business with the Federal Government.

**DESE will be sending out revised w-9s to all grant recipients to obtain the UEI number. To avoid grant payment delays this information should be gathered now from SAM.gov.**

As soon as possible, entities should log into their SAM.gov account and locate the Unique Entity ID. Who has access to SAM varies. Start with your business manager, and if they do not have access the city/town fiscal manager should be contacted to obtain this information. If the entity is registered in SAM.gov today, the Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, entities must be signed in to the SAM.gov account to view entity records. To learn how to view the Unique Entity ID (SAM) [go to this help article](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a05adbae1b59f8982fe5ed7ae54bcbba).

Information addressing the reasons for this transition is available at [Government Transition from DUNS to UEI](https://urldefense.com/v3/__https%3A/macomptroller.us17.list-manage.com/track/click?u=d1a7fadf302eae55baee7c705&id=95cb70020e&e=8b56103236__;!!CUhgQOZqV7M!xYLzvP8qkrUAvGZ2tyuSx3ugx4wyo9bIuDx3e1RnWf5EDoYGbUYN53FQbml4EigZpNl0IGCC$) and at [Why is SAM.gov changing to SAM (UEI)?](https://urldefense.com/v3/__https%3A/macomptroller.us17.list-manage.com/track/click?u=d1a7fadf302eae55baee7c705&id=039b0e96d3&e=8b56103236__;!!CUhgQOZqV7M!xYLzvP8qkrUAvGZ2tyuSx3ugx4wyo9bIuDx3e1RnWf5EDoYGbUYN53FQbml4EigZpOJdjccU$).

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**[FY2021 Close Info: Filing Final Financial Reports (FR-1)](#FY21CloseInfo)**

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. Multi-Year grants for prior fiscal years (FY2019, FY2020) are always due 60 days after final expenditure ***or*** 60 days after the end date of the award cycle, whichever comes first. For example, ESSA multi-year grants from FY2019 and FY2020 end 9/30/2021. 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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**Multi-Year Grants**

DESE expects grantees to shift appropriate expenditures that occurred within the project period over to this grant so that these funds are utilized and not returned. Returned funds will revert to USED. **If you have pro-share funds that are being returned or left unclaimed, please note the FR-1 page that is signed and uploaded back into the FR-1.**

**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 will be payment windows through July 2022 for these grant funds. All balances have been rolled; please let us know if there are issues drawing down using the Year 3 forms.

**FY2021:** All multi-year grants are now in Year 2 and unclaimed balances have rolled. Request funds using the Year 2 payment request form.

**Multi-Year Grants by Award Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Year** | **Grant Programs** | **End Date** | **FR-1s due** |
| 2019 | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309) | 9/30/2021 | PAST DUE FILE ASAP |
| IDEA: (Fund Codes 240 & 262) | 9/30/2021 | PAST DUE FILE ASAP |
| **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. |
|  | IDEA: (Fund Codes 240 & 262) | 9/30/2021 | PAST DUE FILE ASAP |
|  | 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. |
|  | IDEA: (Fund Codes: 240 & 262) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
|  | ESSER I (Fund Code: 113) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
|  | ESSER II (Fund Code: 115) | 9/30/2023 | 11/30/2023 or 60 days post final draw down. |

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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 ACLS 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.  ACLS has the authority to not approve your amendment request if the charges 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.

*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

**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

*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

**Approved FY22** Fringe Rates on **State/Federal/trust accounts** is 39.43% 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://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