*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management November Update***

* [November Payment Request Window](#Window)
* [FY2021 Close Info: Filing Final Financial Reports (FR-1)](#FR1)
* [Multi-Year Grants](#MultiYear)
* [Multi-Year Grants by Award Year](#MYGrantsAwardYearChart)
* [Monthly Updates](#MonthlyUpdates)
* [Community College / Sherriff’s Department ISAs](#ISAChange)
* [EdGrants User Access Request](#UserRequestForm)
* [Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ)

**November Payment Request Window**

This is a courtesy reminder that the November Payment Request window is open through November 30, 2021. 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.](#FY20MultiYear)

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.

[BACK TO THE TOP](#_top)

**[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.**

[BACK TO THE TOP](#_top)

**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.**

**FY2019:** Grantees with FY2019 funds that were obligated by 9/30/2021 but not drawn down from DESE should contact Jennifer Ahern as soon as possible.

**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.

**IDEA (240 and 262) grants have not been extended and ended 9/30/2021.** **This is the final request window for these grant funds so please contact us ASAP if you have issues drawing them down.** FR-1s are due November 30, 2021 or 60 days after your final draw down, whichever comes first. Please do not file FR-1s unless you have finalized drawing down the grant funds to cover expenditures and have received the final payment.

**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 | 11/30/2021 or 60 days post final draw down. |
| IDEA: (Fund Codes 240 & 262) | 9/30/2021 | 11/30/2021 or 60 days post final draw down. |
| **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 | 11/30/2021 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. |
| 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. |

[BACK TO THE TOP](#_top)

**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.**



[BACK TO THE TOP](#_top)

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

The [EdGrants: User Guides, Information and Training](https://urldefense.com/v3/__https%3A/mass.us14.list-manage.com/track/click?u=d8f37d1a90dacd97f207f0b4a&id=7a2d749d42&e=7ae5d0f287__;!!CUhgQOZqV7M!0P6jd6pMMYHte3bJcl1f-5PXPPV_cchx1vF-pNbnJBP3sX8jpF0TiR0-4CLzQ4UKAw$) 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

**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$).

Please see FY2021 Final Financial Report (FR-1) due dates.  All grantees must file an FR-1 in EdGrants to close out their grants.

[BACK TO THE TOP](#_top)

**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.

[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.

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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).

[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.**

Thank you,

Grants Management