*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management October Update***

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**October Payment Request Window**

This is a courtesy reminder that the October Payment Request window is open through October 31, 2021. All FY2022 grants which have received an initial payment of 10% of the award amount should have access to this payment request window.

**FY2022 Summer grants (DESE – FY22 in the Funding Opportunity Name) have ended and should use this window to finalize and draw all grant funds. FR-1s for summer grants that have ended 8/31/2021 is 10/31/2021 so make sure you claim all expended funds before you file your FR-1.**

[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.

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

Final Financial Reports should not be submitted until all expenses have been accounted for and reconciled.

FY2021 Final Reports are available the day after the grant project duration ends.

* FY2021 grants that ended 6/30/2021 **were due 8/31/2021**
* FY2021 grants that ended 8/31/2021 **are due 10/31/2021**
* Please make sure you have claimed all funds expended and reconciled all payments before you file.
* **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](mailto: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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**Back-to-School Resources**

The Department has a new, [family-friendly back-to-school page](https://urldefense.com/v3/__https:/linkprotect.cudasvc.com/url?a=https*3a*2f*2fmass.us14.list-manage.com*2ftrack*2fclick*3fu*3dd8f37d1a90dacd97f207f0b4a*26id*3d953b347c6e*26e*3d956388e86e&c=E,1,3lzquh8P-Pdqm5Eslq7vrl0fx8z1-7brvGNl9iezCMmtqLKh0fDQepy0hYTXdilx8W-ZSUhC_AWNsO-kwNMHOMmS-xzamnsRD0jWZWnSu6OdimLkIK0By2-3y7M,&typo=1__;JSUlJSUlJSUlJSU!!CUhgQOZqV7M!1iKdP1KK9A7B64UnkOPST5IWANQanlBTcHFFPl3yWuVccvBQIjw_G1aWGNyk1oTVzFqZo0oE$) that answers basic questions about the 2021-2022 school year. Please share this link with your community. Other back-to-school resources from DESE include a [letter from Commissioner Riley](https://urldefense.com/v3/__https:/linkprotect.cudasvc.com/url?a=https*3a*2f*2fmass.us14.list-manage.com*2ftrack*2fclick*3fu*3dd8f37d1a90dacd97f207f0b4a*26id*3de4aef0c902*26e*3d956388e86e&c=E,1,uOvnWOZpNlEUg3xQmHIMO-ZkHpVo2fssu-auqWLIVJl6t6tHZA8gpijF21DPRVqlIrm30Yjkigz11L9MMA6b003NI55FTZTMTV-ZX-7k0yCyA4ZHJns,&typo=1__;JSUlJSUlJSUlJSU!!CUhgQOZqV7M!1iKdP1KK9A7B64UnkOPST5IWANQanlBTcHFFPl3yWuVccvBQIjw_G1aWGNyk1oTVzJjP9-LT$) and a  back-to-school public service announcement (in [English](https://urldefense.com/v3/__https:/linkprotect.cudasvc.com/url?a=https*3a*2f*2fmass.us14.list-manage.com*2ftrack*2fclick*3fu*3dd8f37d1a90dacd97f207f0b4a*26id*3dba8bc4c415*26e*3d956388e86e&c=E,1,UyK9F-SmQpYQGQLmW9hQDvbkSKbaOT5lys0CJzreOppA7k_hMvGk9hthemVg5aa6XMaYcbiA-s7K4TCpRGVEodxYJ-1e85enF7y47ehgpWI96E0GVg,,&typo=1__;JSUlJSUlJSUlJSU!!CUhgQOZqV7M!1iKdP1KK9A7B64UnkOPST5IWANQanlBTcHFFPl3yWuVccvBQIjw_G1aWGNyk1oTVzOPXfTy0$) and [Spanish](https://urldefense.com/v3/__https:/linkprotect.cudasvc.com/url?a=https*3a*2f*2fmass.us14.list-manage.com*2ftrack*2fclick*3fu*3dd8f37d1a90dacd97f207f0b4a*26id*3d8b975a8025*26e*3d956388e86e&c=E,1,35_BkMGMxn6Z7s5MwrATwA-cplxvCEs0iN6EVObFfJvKSGKoqUnlEy1m1hCtn5P6f6zsw98sdIDMFksy-EO-wXh312T1kk_t6ajJNZLu8w_f9tU,&typo=1__;JSUlJSUlJSUlJSU!!CUhgQOZqV7M!1iKdP1KK9A7B64UnkOPST5IWANQanlBTcHFFPl3yWuVccvBQIjw_G1aWGNyk1oTVzJGKatiX$)) that can be shared with staff, parents, and the community about the upcoming school year. The Department would like to thank Somerville Public Schools and particularly the staff and students of Albert F. Argenziano School for their help with the PSA!

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**FY2022 Open Info: Initial Payments and Part I signatures**

*Initial grant setup and payment*

Once grants management receives a programmatically approved grant from the program unit administering the grant, an encumbrance is set up on MMARS (the state’s accounting system) via EdGrants.

When the encumbrance clears MMARS to final status, DESE will issue an automatic initial payment in the amount of 10% of the budgeted amount of the grant. **To ensure smooth initial payment, we ask that grantees hold off on requesting budget line item amendments until they receive an initial payment. Amending your grant can delay encumbrance setup and initial payment release.**

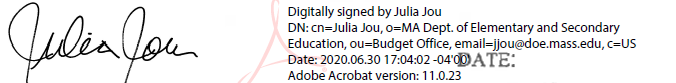
*FY2022 Grants and the Part I signatures*

We have recently received notification that electronic signatures can be accepted for procurement documents, but there are some caveats to this.

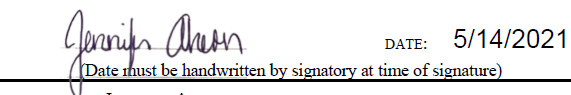
Based on what has been determined this is how we can handle the Part I documents uploaded into EdGrants with each grant submission:

* A scan of an original signature uploaded or a picture of the original signature inserted into the document is still fine (the old way)
* An electronically signed document using Adobe or Docusign which is a true electronic signature, and not just cursive characters typed into the document.

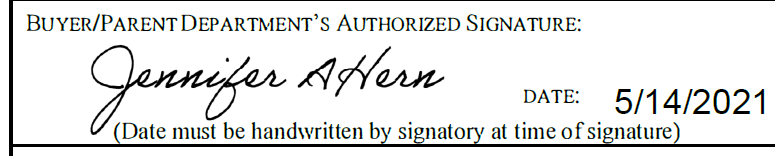
True electronic signature (see digital stamp): - acceptable



Original signature scanned into PDF and inserted into the document: - acceptable



Inserted/Typed in cursive font signature (no digital stamp): - not acceptable\*



An electronic sign that is not clear or is typed using DocuSign or Adobe will be sent back to include the proper signature.

A reminder that there are ways to scan and upload original signatures using iphones and android tools:

* Convert the signed document to PDF using an iPhone or Android:
  + iPhone users can take a picture of the signed [Part I and convert it to a PDF](https://www.igeeksblog.com/how-to-convert-photos-to-pdf-on-iphone-ipad/).
  + Android  users to take a picture of the signed Part I and convert to a PDF using [Google Drive, or](https://www.androidpolice.com/2020/05/28/create-convert-pdf-phone-camera-android-free/) [Microsoft Office Lens](https://www.androidpolice.com/2020/05/28/create-convert-pdf-phone-camera-android-free/).

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**Multi-Year Grants**

**FY2019:** ESSA (Titles I – IV) and IDEA (240 and 262) grants had been extended by USED during COVID to **9/30/2021**. October is the final opportunity to request these grant funds using the Payment Adjustment Year 3 form to request. Please, where possible, shift expenditures over to this grant so that these funds are utilized and not returned to DESE. Returned funds will revert to USED.

**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, let us know if you have issues drawing down using the Year 3 forms.

**IDEA (240 and 262) grants have not been extended and ended 9/30/2021.** **October 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. |

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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**

The [EdGrants: User Guides, Information and Training](https://urldefense.com/v3/__https:/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:/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.

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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**

*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](mailto: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