*****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**

This is a courtesy reminder that the April Payment Request window is open through April 30th. *Grantees do not need to wait to receive this email to request funds, as the window always opens on the 20th of the month.*

All FY2023 grants that have received an initial payment of 10% of the award amount have access to this payment request window. If the initial payment was received this month, funds can be drawn next month.

Issues drawing funds on one grant does indicate there will be issues with all grants. Please check one by one. Each payment request is connected to that individual grant so it should not be assumed that there are issues with all of them.

To request grant funds, log into [EdGrants](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf) with your DESE provided username 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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**Action Needed regarding – UEI Registration**

Since April 4, 2022, when USED transitioned from using DUNS numbers to Unique Entity Identifiers (UEIs) for its grant recipients and applicants, we have been collecting UEI numbers for all DESE grant recipients.  We have been able to confirm that practically all DESE grant recipients have been issued UEIs, but we have also discovered that many grantees have not registered their UEI numbers. DESE must have valid registered UEIs for all its grantees to complete monthly Federal Funding Accountability and Transparency Act (FFATA) reports. Without valid UEIs, the FFATA report cannot be fully completed, which could put DESE’s eligibility to receive federal funds at risk.

If you have not already registered your UEI, please visit <https://sam.gov/content/entity-registration> to begin the process. Be sure to review the Entity Registration Checklist available on that site for a list of documents required for registration. More information on the difference between getting a UEI and registering your entity can be found [here](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0051214&sys_kb_id=dd40f4ef1b9641d0937fa64ce54bcb7a&spa=1).

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**FY2023 Multi-Year Information:**

Multi-Year Delegation forms for FY2023 and FY2022 will be available for districts to file from May 1, 2023 through May 14, 2023.

**FY2023:** Year 1 ends 6/30/2023. Year 2 = 7/1/2023 – 6/30/2024. 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 7/1/2023.

**FY2022:** Year 2 ends 6/30/2023. Year 3 = 7/1/2023 – 9/30/2023. 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 7/1/2023.

Grants started in EdGrants will be utilizing EdGrants until fully drawn and closed out with FR-1 filing.

Stay tuned for more multi-year information!

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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 FY23** Fringe Rate on **State** grants is 1.85% of AA and CC payroll (D09).   
Fringe Rate on **Federal**/**trust accounts** is 39.5 % of AA payroll and 1.85% 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 FY23** Fringe Rates on **State/Federal/trust accounts** is 41.35% AA payroll and 1.85% of CC payroll

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

Please make sure you use the approved 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:/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 to 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