*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management December Update***

* [December Payment Request Window](#FY19Windows)
* [FY2022 Close Info: Filing Final Financial Reports (FR-1)](#FR1)
* [FY2023 Open Info: Initial Payments and Part I signatures](#FY22OpenInfo)
* [Multi-Year Grants by Award Year](#MYGrantsAwardYearChart)
* [Monthly Updates](#MAIL)
* [Community College / Sherriff’s Department ISAs](#FY19ISA)
* [EdGrants User Access Request](#UserRequestForm)
* [Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ)
* [In Memoriam](#Deb)

**December Payment Request Window**

This is a courtesy reminder that the December Payment Request window is open through December 31, 2022. *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 initial payment was received this month, funds can be drawn next month.

If there are issues drawing funds on one grant it does not mean 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 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)

**[FY2022 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. Please review the [Final Financial Report (FR-1) Guide](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.mass.edu%2Fgrants%2Fedgrants%2Ffr1-instructions.docx&wdOrigin=BROWSELINK) which explains how the FR-1s work. All FY2022 grant FR-1s are available for submission in EdGrants now.

FY2022 Final Reports are available the day after the grant project duration ends.

* FY2022 grants that ended 6/30/2022 **were due 8/31/2022**
* FY2022 grants that ended 8/31/2022 **were due 10/31/2022**
* 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 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.**

[BACK TO THE TOP](#_top)

**FY2023 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.**

*FY2023 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.

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

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



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/).

[BACK TO THE TOP](#_top)

**Multi-Year Grants by Award Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **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)  Funds cannot be obligated after 9/30/2022. | 9/30/2022 | **FINAL REQUEST WINDOW WAS OCTOBER.**  11/30/2022 or 60 days post final draw down, whichever comes first. |
| **2020 or 2021** | ESSER I (Fund Code 113)  Funds cannot be obligated after 9/30/2022. | 9/30/2022 | **FINAL REQUEST WINDOW WAS OCTOBER.**  11/30/2022 or 60 days post final draw down, whichever comes first. |
| **2021** | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309)  Funds cannot be obligated after 9/30/2022. | 9/30/2022 | **FINAL REQUEST WINDOW WAS OCTOBER.**  11/30/2022 or 60 days post final draw down, whichever comes first. |
| **2021** | IDEA: (Fund Codes: 240 & 262)  Funds cannot be obligated after 9/30/2022 | 9/30/2022 | **FINAL REQUEST WINDOW WAS OCTOBER.**  11/30/2022 or 60 days post final draw down, whichever comes first |
| **2021 or 2022** | ESSER II (Fund Code 115) | 9/30/2023 | 11/30/2023 or 60 days post final draw down, whichever comes first. |
| **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, whichever comes first. |
| **2022** | IDEA: (Fund Codes: 240 & 262) | 9/30/2023 | 11/30/2023 or 60 days post final draw down, whichever comes first. |
| **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, whichever comes first. |
| **2022** | ESSER III (Fund Code 119) | 9/30/2024 | 11/30/2024 or 60 days post final draw down, whichever comes first. |
| **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. |

[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**

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$).     
 [BACK TO THE TOP](#_top)

**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.

[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)

**In Memoriam**

Grants Management wants to acknowledge the years of service and dedication of our beloved colleague Debra Bartlett-Wilcox who we have sadly lost. Deb worked at DESE most of her career starting in the Title I office and landing with us in Grants Management where she has stayed for decades. She was an asset to the group, always lending a helping hand to her teammates and the field. She was never afraid to learn something new or take on a project and she was often to go to person when we knew something needed doing quickly and accurately. She was quick witted and always kept us laughing. She was so very brave. Deb was a great asset to our team and an even greater friend to all who knew her. We will miss her so very much.

[BACK TO THE TOP](#_top)

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