*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management July Update***

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**[July](#Window) is the FINAL payment request window for FY2022 grants**

**THIS IS THE FINAL PAYMENT REQUEST WINDOW FOR FY2022 GRANTS. DO NOT WAIT UNTIL THE LAST TWO DAYS OF THE WINDOW IN CASE ISSUES ARE ENCOUNTERED.**

It is extremelydifficult for grants management to respond when applicants across 7,000+ individual grant projects try to reach us during the last two days of the open window. The window is open for 10 days to allow us enough time to troubleshoot and resolve any issues.

**Please request as soon as possible in case you encounter issues when trying to file your request. If you wait until the last two days of the payment window, we cannot guarantee we will be resolve the issue in enough time before the window closes.**

**THE FINAL WINDOW IS OPEN FROM 7/20/2022 – 7/31/2022.**

**July is the final window for all grants\* regardless of whether the grant ends June 30th or August 31st. We cannot guarantee grant payment for those who miss the July window.**

Grant project numbers that include 2022 in the sequence are FY22 grants.

(i.e., 530-510616-2022-0658.)

FY2023 Summer grants will continue to have request windows. If “2023” is in the project number this final window does not pertain to it (i.e., 530-677834-2023-2279).

Multi-Year grants are *very specific fund codes in our grants system* and only they have an August window. If unsure whether a grant is considered multi-year in EdGrants, [\*see multi-year sections regarding final multi-year windows.](#MYGrantsAwardYearChart)

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](https://www.doe.mass.edu/grants/edgrants/user-security-controls.html) 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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**Multi-Year Information:**

**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) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
| **2020 or 2021** | 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. |
| **2021** | IDEA: (Fund Codes: 240 & 262) | 9/30/2022 | 11/30/2022 or 60 days post final draw down. |
| **2021 or 2022** | ESSER II (Fund Code 115) | 9/30/2023 | 11/30/2023 or 60 days post final draw down. |
| **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. |
| **2022** | IDEA: (Fund Codes: 240 & 262) | 9/30/2023 | 11/30/2023 or 60 days post final draw down. |
| **2022** | ESSER III (Fund Code 119) | 9/30/2024 | 11/30/2024 or 60 days post final draw down. |
| **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. |
| **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. |

**Multi-Year Payment Request Windows**

|  |  |  |
| --- | --- | --- |
| **Award Year** | **Balances** | **Available Payment Request Windows Post Multi-Year** |
| FY2022 | Currently in Year 1 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24\* |
|  | Year 2 (funds moved via Multi-Year Submission) | No Window | No Window | July 1 - 10 | Aug 1 - 10 |
| FY2021 | Currently in Year 2 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24\* |
|  | Year 3 (funds moved via Multi-Year Submission) | No Window | No Window | July 1 - 10 | Aug 1 - 10 |
| FY2020 |  Currently in Year 3 | May 20 - 30 | June 20 - 30 | July 20 - 31 | Aug 20 – 24\* |
| \*Year 4 (ESSA: Fund Codes 305, 140, 180/186, 309) and ESSER: Fund Code 113 | There is no Year 4 multi-year form. FY2020 awards should continue to draw down using Year 3 form through Aug 20 – 24. Unclaimed balances will roll into Year 4 in September and there will be a final request window in October (20 – 31) to claim funds. **The obligation end date on these grants is 9/30/2022.** |

**\*The August 20-24 window is ONLY available to Multi-Year. JULY is the final window for all other grants.**

Please let us know asap if there are issues drawing down using the Year 3 forms in the FY2020 grants. Funds not claimed in the August window (20 – 24 only for multi-year grants) will automatically roll for you in September and will be available to draw in September or October 2022 for final obligations through 9/30/2022.

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**[FY2022 Final Financial Reports (FR-1)](#FY21CloseInfo)**

All FY2022 Final Reports are available the day after the grant program ends.

* **Grants that end 6/30 will be available to file on 7/1/2022. FR-1 is due 8/31/2022.**
* **Grants that end 8/31 will be available to file on 9/1/2022. FR-1 is due 10/31/2022.**
* **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.
* Please do not file FR-1 for multi-year grants that are still active in which there is still time to obligate and spend the funds. [See here for a list of multi-year grants.](#MYInformation)

NEW\* Grants Magament has posted an [EdGrants Front Office User Guide: Filing Financial Reports (FR-1)](https://www.doe.mass.edu/grants/edgrants.html) user guide on the Grants website. This document explains step-by-step how to file an FR-1 and important information to note.

**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. FR-1s for Multi-Year grants 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.

If filing a prior fiscal year FR-1, and there is no final report available 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.

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**[FY2023 Grant Applications: Initial Payments and Part I signatures](#PartISignatures)**

*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*

Electronic signatures can be accepted for procurement documents as long as:

* A scan of an original signature uploaded or a picture of the original signature is inserted into the document
* An electronically signed document using Adobe or Docusign, which is a true electronic signature.
* Documents with cursive font typed into the Part I are not acceptable as electronic signatures.

Examples:

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 inserted/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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**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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**DESE Soliciting Advisory Group on New Grants System (GEMS)**

DESE has retained LINQ (formerly HMB), a national education grant software company, to build a new grant system that DESE intends to use for all entitlement grants and eventually all grants.  We expect that it will be sufficiently robust to handle both program and fiscal needs, including supplemental data collection that we require from time to time to fulfill reporting requirements.  We also expect to fortify features for districts, including in-system communications, streamlined application processes, and capabilities to run reports on your grants and expenditures districtwide.

DESE is planning to implement this system (entitled, Massachusetts GEMS, Grant Education Management System) for FY24 entitlement grants. To prepare, we will spend the coming months making decisions about workflow, design, payment features, and reporting capacity.  We (DESE program and fiscal teams) are soliciting a working group of district personnel to provide input on all aspects of the system as end-users.  We have cataloged many of your pain points through the survey that we conducted last year, but now we are in problem-solving mode and would welcome your voice as we decide how best to implement fixes.

The time commitment will vary over the next 8-12 months, most likely a couple of hours per month, and will likely include:

* demonstrations of features from other states’ systems using the LINQ software to determine best options for Massachusetts
* clarifying pain points and identifying best application solutions (including private school participation)
* input on district-based role assignment for the system
* feedback on look and feel – page design, number of pages, budget format
* selection of resources to include with the system and where to house them
* structure/content of reports available to districts
* public-facing aspects of the system

We would appreciate having a mix of fiscal and program experts from districts (including charters and regional vocational schools).  If you are interested in being part of the field feedback group, please use this registration link:  <https://survey.alchemer.com/s3/6943424/GEMS-Working-Group-Registration>.

From all who register, we will select a representative group to advise us over the coming year.   Please respond by Friday, July 29, 2022.

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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 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

**Proposed FY23** Fringe Rate on **State** grants is 1.89% of AA and CC payroll (D09).
Fringe Rate on **Federal**/**trust accounts** is 41.89% of AA payroll and 1.89% of CC payroll
*Fringe Rates for State Colleges/ Universities:*

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

**Proposed FY23** Fringe Rates on **State/Federal/trust accounts** is 41.89% AA payroll and 1.89% of CC payroll

Please make sure you use the proposed 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%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 the [User Security Controls](https://www.doe.mass.edu/grants/edgrants/user-security-controls.html) 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