*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management February Update***

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**Important Note:** The Department has moved to 135 Santilli Highway Everett MA 02149. Any grant related items. including Final Reports (FR-1s) and grant return checks, should be sent to our new location.

**EdGrants: FY2024 February Payment Request Window**

This is a courtesy reminder that the February Payment Request window is open through February 29, 2024. All FY2024 grants that have received an initial payment of 10% of the award amount have access to this payment request window. If you received an initial payment in February, you will be able to draw your funds in March.

Please see the Multi-Year sections of this memo for more information regarding FY2022 and FY2023 multi-year awards and Final request windows.

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.

Grant programs housed in our new GEM$ system will be available to request reimbursement based on expenditures once the grant is DESE Fiscal Approved and the funding is available for DESE to allow drawdown.

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**EdGrants or GEM$?**

As you know, DESE is in the process of rolling grants into our new grants management system, GEM$.

The grant RFP posting **Submission Instructions** section will always include information as to where the grant is being housed in FY2024. All FY2024 RFPs will be posted on the [Current Grant Funding Opportunities](https://www.doe.mass.edu/grants/grants.aspx?sortby=fundcode&direction=asc) page of the Grants Management website. If a grant is slated to go into GEM$, you will be notified both by the RFP posting and depending on the grant type the program unit managing the grant will also make sure you are aware.

The RFP posting is the governing document for the grant funding and programming. Please note the end dates of all FY2024 RFPs will be 6/30/2024 as we are transitioning to a grants system based on reimbursement of actual grant expenditures. To align with the state’s accounting system in terms of paying prior year grant funds out in full all grants will end 6/30/2024 and will have final opportunities to request funding based on actual expenditures in July and August. Final expenditure reports will be due 90 days after grant end dates to close the grant.

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**Overdue FY2023 Final Financial Reports (FR-1)**

**The Department has moved to 135 Santilli Highway Everett MA 02149. Any grant related items. including Final Reports (FR-1s) and grant return checks, should be sent to our new location.**

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 FY2023 grant FR-1s are available for submission in EdGrants now.

FY2023 Final Reports are overdue. Please file your FR-1 as soon as possible to close out FY2023 grants.

* **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 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 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.

**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 now due 90 days after final expenditure ***or*** 90 days after the end date of the award cycle, whichever comes first. For example, ESSA multi-year grants from FY2022 end 9/30/2023. Final drawdown window is 10/20/2023 – 10/31/2023. FR-1 would be due 11/30/2023. 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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**EdGrants: FY2024 Grant Applications: Initial Payments and Part I signatures**

*EdGrants 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.** *Grants housed in**GEM$ grants will not issue automatic payments. LEAs should request for reimbursement based on expenditures.*

*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.
* *Grants housed in GEM$ do not require a Part I.*

*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



The screen shot above provides a signature example stating the date must be handwritten by signatory at time of signature

A reminder there are ways to scan and upload original signatures using iPhone 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**

**Multi-Year Grants Awarded in 2022 are now closed except for**

**8/31/2024 end date / Final Request window 9/20/2024 - 9/30/2024 / FR-1s due 11/30/2024**

* + - ARP Homeless Children & Youth I (Fund Code 301)
    - ARP Homeless Children & Youth II (Fund Code 302)

**9/30/2024 end date / Final Request window 10/20/2024 – 10/31/2024 / FR-1s due 11/30/2024**

* + ESSER III (Fund Code 119)

*Some ESSER II (Fund Code 115) grantees were granted a formal extension to draw funds down. These districts should contact grants management within their extension period to draw final expenditures.*

**FY2023:** All FY2023 multi-year grant balances have rolled and are available to draw through July 2024.

**Multi-Year Grants Awarded in 2023:**

* **6/30/2024 end date / Final Request window 7/20/2024 – 7/31/2024 / FR-1s due 9/30/2024**
  + Civics Teaching and Learning Grant (Fund Code 589)
* **9/30/2024 end date / Final Request window 10/20/2024 – 10/31/2024 / FR-1s due 11/30/2024**
  + ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309)

**FY2024 multi-year grants are housed in GEM$.**

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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.**



The screen shot above shows where the previously posted monthly updates are posted on the DESE Grants site.

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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 90 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 FY24 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 41.35% of AA payroll and 1.85% of CC payroll

**Approved FY24** Fringe Rate on **State** grants is 2.11% of AA and CC payroll (D09).   
Fringe Rate on **Federal**/**trust accounts** is 45.31% of AA payroll and 2.11% 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 FY24** Fringe Rates on **State/Federal/trust accounts** is 45.31% AA payroll and 2.11% of CC payroll

Please make sure you use the approved FY24 rates for any FY24 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$).

\*FY2024 Grants housed in GEM$ that require ISAs will have the ISA crosswalk page built right into the grant application.  As you fill out your GEM$ budgets, a dropdown with the MMARS Object classes will be available for you to tag each expense type.  If you need assistance, please review the GEM$s COA found on the main page of the GEM$ application.  All relevant rates will

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