*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management July Update***

* [The JULY FINAL PAYMENT REQUEST WINDOW for FY2023 grants](#Window)
* [Multi-Year Information](#MYInformation)
* [FY2023 Final Financial Reports (FR-1)](#FR1)
* [FY2024 Grant Applications: Initial Payments and Part I signatures](#PartISignatures)
* [DESE New Grants System (GEM$)](#GEMSAdvisory)
* [Indirect Rates](#Indirect)
* [Monthly Updates](#MonthlyUpdates)
* [Community College / Sherriff’s Department ISAs](#ISAChange)
* [EdGrants User Access Request](#UserRequestForm)
* [Requesting Funds Reminders & FAQs](#REMINDERSANDFAQ)

**[July](#Window) is the FINAL payment request window for FY2023 grants**

**THIS IS THE FINAL PAYMENT REQUEST WINDOW FOR FY2023 GRANTS. July is the final window for all grants\* regardless of whether the grant ends June 30th or August 31st .**

**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 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 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 final window closes.**

**THE FINAL WINDOW IS OPEN FROM 7/20/2023 – 7/31/2023.**

**We cannot guarantee grant payment for those who miss the July window.**

Grant project numbers that include 2023 in the sequence are FY23 grants.

(i.e., 530-510616-2023-0658.)

FY2024 Summer grants will continue to have request windows. If “2024” is in the project number this final window does not pertain to it (i.e., 530-677834-2024-2279).

\*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.

[BACK TO THE TOP](#_top)

**Multi-Year Information:**

**Multi-Year Grants by Award Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Year** | **Grant Programs** | **End Date** | **FR-1s due** |
|  |  |  |  |
| 2022 | Civics Teaching and Learning Grant (Fund Code 589) | 6/30/2023 | 8/31/2023 or 60 days post final draw down. |
| 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. |
| 2023 | ESSA grants: Title I (Fund Code: 305), Title II-A (140), Title III (180 & 186), Title IV (309) | 9/30/2024 | 11/30/2024 or 60 days post final draw down, whichever comes first. |
| 2023 | Civics Teaching and Learning Grant (Fund Code 589) | 6/30/2024 | 8/31/2024 or 60 days post final draw down. |

**Multi-Year Payment Request Windows**

|  |  |  |
| --- | --- | --- |
| **Award Year** | **Balances** | **Available Payment Request Windows Post Multi-Year** |
| FY2023 | 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 |
| FY2022 | 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 |

**\*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. 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 2023.

[BACK TO THE TOP](#_top)

**[FY2023 Final Financial Reports (FR-1)](#FY21CloseInfo)**

All FY2023 Final Reports are available the day after the grant program ends.

* **Grants that end 6/30 will be available to file on 7/1/2023. FR-1 is due 8/31/2023.**
* **Grants that end 8/31 will be available to file on 9/1/2023. FR-1 is due 10/31/2023.**
* **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.

[BACK TO THE TOP](#_top)

**EdGrants: [FY2024 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.** *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



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)

**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)

**DESE New Grants System – GEM$**

DESE is excited about the launch of our new grants management system – GEM$! Many of you attended our live training in [Worcester on June 26th](https://www.doe.mass.edu/federalgrants/resources/training/) and have already begun entering FY24 grants into GEM$. A reminder that we all will toggle between GEM$ and EdGrants in FY24 and the [RFP posting](https://www.doe.mass.edu/grants/current.html) will always state where the grant is being housed in the **Submission Instructions** section. As more grants get rolled into our new system you will know by the RFP posting as well as by program staff notifying eligible applicants.

There are several training materials posted to the [GEM$ homepage](https://mass.egrantsmanagement.com/Default.aspx?ccipSessionKey=638249648920633817) for reference.

To obtain access to GEM$, please contact the User Access Administrator (UAA) for your organization. If you are unsure who the UAA is for your organization, contact the person listed as the contact in the RFP posting to find out.

GEM$ grants do not require Part I/signatures for each grant as the LEA Fiscal Approver and LEA Superintendent / Chief Executive Approver signifies the sign off of a grant. Only those within your organization who would be eligible to sign contract documents should be assigned these roles.

Reimbursement Requests in GEM$ can be done once the grant is DESE Fiscal Approved and all or partial funding is available. The LEA Fiscal Approver has access to request reimbursement. Since the payments are now based on expenditures, DESE will no longer issue a payment of 10% of the grant award to the grantees. GEM$ payments will not be tied to payment windows and can be requested as needed provided the prior reimbursement request has cleared the DESE accounting system.

[BACK TO THE TOP](#_top)

Indirect Rates

FY2024 grants housed in GEM$ will have FY2023 approved indirect rates loaded in to budget against and will be updated with FY2024 rates once they are approved. All grantees MUST re-apply for an approved FY2024 rate before the grant end date in order to be able to report indirect expenditures on the Final Expenditure Report in GEM$. Those without an approved indirect rate once the grant ends will not be permitted to claim indirect expenses on that grant.

FY2024 grants housed in EdGrants will be processed allowing indirect as long as there is an approved FY2023 rate. At the time of FR-1 filing in EdGrants indirect rates will be verified and those without an approved FY2024 indirect rate will not be permitted to claim indirect expenses on that grant.

[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 41.35% of AA payroll and 1.85% of CC payroll

**Proposed FY24** Fringe Rate on **State** grants is 2.45% of AA and CC payroll (D09).
Fringe Rate on **Federal**/**trust accounts** is 45.81% of AA payroll and 2.45% 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

**Proposed FY24** Fringe Rates on **State/Federal/trust accounts** is 45.81% AA payroll and 2.45% of CC payroll

Please make sure you use the proposed 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%3A/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 be loaded and built into each application/ISA crosswalk page.

[BACK TO THE TOP](#_top)

**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.

[BACK TO THE TOP](#_top)

**[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).

[BACK TO THE TOP](#_top)

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