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State of Rhode Island and Providence Plantations

# DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Shepard Building  
255 Westminster Street

Providence, Rhode Island 02903-3400

Angélica Infante-Green  
 Commissioner

May 20, 2020

Dear Colleagues,

Enclosed are the FY 2020 closeout requirements applicable to State, Federal, and State/Federal funded grant projects.

The dates listed below are important deadlines concerning grant financial reporting and grant expenditure reimbursement; adherence to these dates and timelines is necessary in order to allow RIDE to meet the State end of year close out timeline set by the Rhode Island Department of Administration, Office of Accounts and Controls.

**July 7, 2020**

Final reports for state and combined state/federal funded grants (including COZ and Pre-School Expansion Grant projects) are due at RIDE no later than July 7, 2020. Final cash reimbursement requests on the portion of the Adult Education programs funded with JDF/HRIC and/or General Revenue (state funds) must also be entered and submitted through the AcceleGrants portal by the July 7th deadline. Since state funds cannot be carried forward into the subsequent fiscal year, any state funds that are not billed by July 7, 2020 **will terminate**. **It is important to note if you are submitting invoices through the RIFANS supplier portal you are still required to submit all financial reports in accordance with the terms of your grant, and the timelines in this communication.**

**July 10, 2020**

Preliminary June 30th Financial Expenditure Report are due for all Federal Non-AcceleGrants based programs. This report must include all payments that will be made for goods and services received by June 30th 2020. If you are estimating any accruals or encumbrances in this report, you should make every effort to provide the most accurate estimate possible.

**July 15, 2020**

June 30th Quarterly Financial Expenditure Reports are due for all Federal programs awarded in AcceleGrants.

**July 1 - 24, 2020**

No later than July 24, 2020, LEAs must submit a Cash Reimbursement Request forall projects funded throughAcceleGrants **for services provided and goods received by June 30th**.

*Between July 1st and July 24th, RIDE is requiring that all LEAs request reimbursement for all expenditures incurred as of June 30th plus all amounts for goods and services that are payable but not yet paid for as of June 30th. All payable amounts are to be reported in the cash advance section: #4.A of the cash reimbursement request form. A description of the payable/advance must also be provided in the justification for advance section: #4.B. Be sure to include payments to ten-month employees that will be received during the summer months for services provided prior to June 30th*. All prior quarterly reports must be submitted to RIDE prior to submitting your Cash Reimbursement Request because the AcceleGrants cash reimbursement process can only be initiated when all prior requirements have been met.

**August 14, 2020**

Final expenditure reports for all federally funded grant programs with a project ending date of June 30th must be received at RIDE by August 14th.

It is important for you to note changes to the certification statement on the expenditure reports, please be sure the certification is signed by an agency employee authorized to legally bind the agency. This new language is necessary for RIDE to comply with updated federal reporting requirements.

Also, keep in mind that the Adult Basic Education and Adult Literacy grant program have match and program income-reporting requirements. Reports submitted to RIDE without required match and program income information will not be processed. If you have any questions in this regard, please contact Lisa Ellis at 222-8954.

Attached you will find additional instructions and the following report forms:

* “Preliminary June 30th Financial Status Report & Cash Reimbursement Form” **to be used** **for the July 7th reporting period of non-AcceleGrants federally funded projects only**.
* “Financial Status Report & Cash Reimbursement Form” for the finalization of state, federal, and state/federal combined funded projects except for the final expenditure reporting (FER) of the federally funded projects found in AcceleGrants.
* Rhode Island Designated Grant – Payment Request

Sincerely,

Mark Dunham

Mark Dunham

Director, Office of Finance

RI Department of Education

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**FY 2020 GRANT CLOSEOUT DATES BY FUNDING SOURCE**

Grantees must have their final cash reimbursement requests and financial status reports submitted by the following dates.

1. STATE FUNDED GRANTS (including General Assembly Grants)

* **FINAL REPORTS DUE: July 7, 2020**

A final report must be received by July 7, 2020 for projects that are funded by state appropriations. This final report will represent the final payment reimbursement request for goods received and/or services performed on or before June 30, 2020.

* The Office of Accounts and Control has issued a new policy regarding payments for grants exclusively funded using general revenue, under this policy:
  + Grantees are required to maintain documentation of all expenditures related to the grant for a period of at least six years after the end of the grant period.
  + For Grant Awards Less Than $10,000 - RIDE will process upon receiving the “Grants Awards Funded Exclusively with general Revenue reimbursement form” (Please see attachments).
  + For awards Equal to or Greater than $10,000:
    - Items in the “Grants Awards Funded Exclusively with general Revenue reimbursement form” must correspond to the submitted items in the approved grant budget.
    - Personnel costs reimbursement request must include supporting documentation including name, title, and the amount of salary and fringe benefit reimbursement requested for each employee for the billing period.
    - Non-personnel costs that are individually greater than $1,000.00 must also include support documentation with evidence that the vendor has been paid; a vendor invoice alone, without a cancelled check or other evidence of payment, is not sufficient evidence of payment.

**Failure to submit a final report by July 7, 2020 will result in the grantee having to assume all costs associated with state funded projects not submitted for payment by the July 7th date.**

1. COMBINED STATE & FEDERALLY FUNDED GRANTS (SPLIT FUNDING)

* **FINAL REPORTS DUE: July 7, 2020**

*COZ and Pre-School Expansion Grants*:

A final financial status report/cash reimbursement form must be received by July 7, 2020 for those projects that are funded with both federal and state appropriations.

* **FINAL CASH REIMBURSEMENT REQUESTS DUE: July 7, 2020**

*Adult Education Projects receiving JDF/HRIC and/or General Revenue funds:*

Cash reimbursement requests must be received by **July 7th** on the portion of those projects funded with JDF/HRIC and/or General Revenue funds.

**Failure to submit the cash reimbursement request will result in the grantee having to assume all costs associated with the state funded portion of the grant not submitted for payment by the July 7th date.**

1. FEDERALLY FUNDED GRANTS (Not included in AcceleGrants)

* **Preliminary June 30th reports due: July 10, 2020** Use the “Preliminary June 30th Financial Status Report and Cash Reimbursement” form be sure to include all encumbrances and payroll accruals for goods and services received prior to June 30th that have not been paid.
* **FINAL REPORTS DUE: August 14th. The Final Report includes only actual expenditures, encumbrances/accruals must be excluded.**

**Please note:**

*Carryover funds will not be available and payments for new programs will not be approved if the agency is delinquent in submitting final reports for prior year project expenditures or any refunds due the Department are not received with the final report.*

**FEDERALLY FUNDED GRANTS (in AcceleGrants)**

* For Adult Education projects only funded with JDF/HRIC and/or state General Revenue funds, your final Cash Reimbursement Requests are due by **July 7, 2020** on the JDF/HRIC and/or General Revenue portion of the project.
* For CRP, Perkins, and Adult Education (the portion of ABE project not funded with JDF/HRIC and/or General Revenue funds), your Cash Reimbursement Requests are due by **July 24, 2020** and should include payroll accruals plus encumbrances for all services provided and goods received through June 30th that have not been paid.
* On your Cash Reimbursement Request, report all accruals plus encumbrances for all services provided and goods received through June 30th that have not been paid in the Cash Advance section. Please be sure to include a justification for the advance.
* IMPORTANT: The AcceleGrants cash reimbursement process can only be initiated when all prior quarterly expenditure reports have been submitted to RIDE.
* Fourth quarter (June 30th) Financial Status Reports must be submitted through AcceleGrants by **July 15, 2020.**
* All Quarterly reports can be revised in system until your Final Expenditure Report (FER) status is changed to “draft started”. Once you start your FER, all your previous quarterly reports are locked down and cannot be revised. Therefore you should request final expenditure reimbursements and process any outstanding refunds before starting the FER process.
* Any cash advances must be reconciled by the time you file your Final Expenditure Report (FER). The FER cannot include accruals or encumbrances.
* For FY 2019-20 Programs (CRP, Perkins, and Adult Education) – The Final Expenditure Report is due by **August 14th.** For CRP programs, the FER must be completed in order for prior year balances to be carried over into next year. Each LEA must complete the “Expenditure Adjustment” portion of the FER which designates balances to carry over into next fiscal year