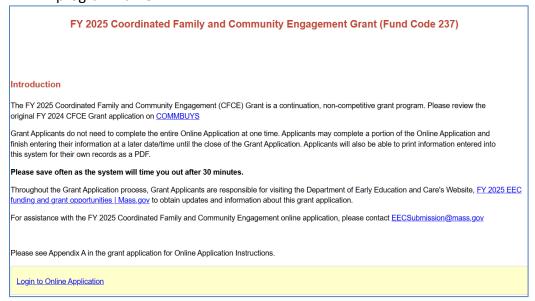
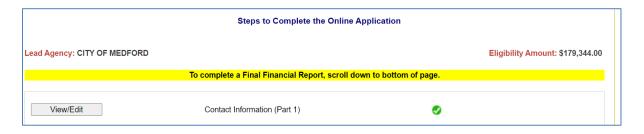
How to Complete the Final Financial Report Form:

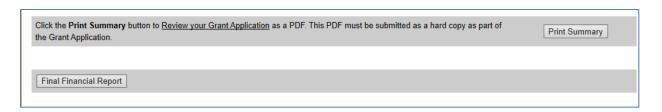
- Please log in to your online grant application.
- To request your password, please email EECSubmission@mass.gov and include your grant name and program name.

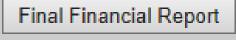


Home Page: The Final Financial Report button at the bottom of the home page.



Click on box at Bottom of Home Page:





INSTRUCTIONS:

Column A: Expenditure Category

Column B: Approved Budget - This column will be pre-populated.

Column C: Expended Funds - Please complete this column based on grant funds expended only.

Column D: Balance of Unexpended Funds - Populates based on expenditures.

Once you complete Column C, click the 'Save and Print' button to print out the PDF form and scan the PDF form to EEC. This report must be completed and submitted within sixty (60) days of the termination date of the project. Please scan the FFR no later than August 30, 2025.

Any unexpended funds at the time of submitting this report must be returned to EEC. A check must be made payable to the "Commonwealth of Massachusetts-EEC."

Your Authorized Signatory must date and sign the form and scan to EECAdminInvoices@mass.gov.

Mail to:

Department of Early Education and Care Attention: Accounting Unit 50 Milk Street, 14th Floor Boston, MA 02109

Instructions:

- Fill in the Name of the person completing this report.
- Fill in the Title of person completing this report.
- Fill in the Email of person completing this report.

Name of person completing this report*:	
Title of person completing this report*:	
Email of person completing this report*:	

Approved Budget(Amendment 1) submitted on 2/16/2024						
1. Administrators						
Column A	Column B	Column C	Column D			
Expenditure Category	Approved Budget	Funds Expended	Balance Unexpended			
Supervisor/Director	\$ 0	\$ 0	\$ 0			
Project Coordinator	\$ 61,567	\$ 0	\$ 0			
Stipend	\$ 0	\$ 0	\$ 0			
Other	\$ 0	\$ 0	\$ 0			
Administrators Sub-Total	\$61,567	\$0	\$0			
2. Instructional/Professional Staff						
Advisor	\$ 0	\$ 0	\$ 0			
Clinician	\$ 0	\$ 0	\$ 0			

Complete Column C with Funds Expended.

- Column A: Expenditure Category
- Column B: The most recently submitted approved budget will be **pre-populated** in Column B.
- Column C: Fill in the grant funds expended based on the approved budget line-item expenditures.
- Column D: The balance unexpended (if applicable) will populate based on the expended amount in Column C.

Once done completing Column C - at the bottom of the page Click **Save Information**.



At the top of workbook, you will see the message "The Final Financial Report has been SAVED Successfully"



For the PDF, you will then Click on **Print Final Financial Report**

C. Total Unexpended Funds Checkbox: (if applicable)

Please check off either **Check Enclosed** or **Funds Not Requested** if there is an unexpended balance.

SIGNATURE: Include an electronic signature or wet signature (in blue ink) of the authorized representative. Important: An unsigned Final Financial Report will NOT be approved and will have to be resubmitted to EEC.

This report must be completed Please scan the FFR no later the	and submitted an August 30, 2	withi 2024.	in sixty (60) day	s o	f the termination date of	of the project.
A. Total Funds Awarded:	\$167,561.00					
B. Total Funds Expended:	\$167,561.00					
C. Total Unexpended Funds:	\$0.00					
	Check Enclosed \$ Funds Not Requested \$			\$		
I certify that all the information contained in this Final Financial Report is true and correct: SIGNATURE OF AUTHORIZED REPRESENTATIVE:						
NAME:						
TITLE:						
EMAIL:						
DATE REPORT SUBMITTED:		6/10/	2024			

Grantees must submit the following documents when filing a Final Financial Report:

We are requesting the following:

- Grantees email a scanned copy of the FFR with an **electronic signature and date** (the entire PDF of the report to <u>EECAdminInvoices@mass.gov</u>
 - An authorized signatory must electronically sign the Final Financial Report. A signatory can either draw their signature using a mouse or finger if working from a touch screen device or can upload a picture of their wet signature. The signature must be visible, include the signatory's name and title, and must be accompanied by a signature date. Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are **not** acceptable forms of electronic signature.

or

Grantees email a scanned copy of the FFR with a wet signature and date. If you do not have an
electronic signature, please print, review, sign with a wet ink signature, and email a signed copy of the
FFR to EECAdminInvoices@mass.gov

• If applicable, a check for any unexpended funds.

Please mail the document(s) to:

Department of Early Education and Care Attention: Accounting Unit 50 Milk Street, 14th Floor Boston, MA 02109

Submission Instructions for grantees with any unexpended balance of funds

Grantees must return any unexpended funds to the Department of Early Education and Care via check. The check should be made payable to the "Commonwealth of Massachusetts-EEC" and submitted with their Final Financial Report.

FY 2024 Early Childhood Mental Health Consultation Grant (Fund Code 700)

Lead Agency: Behavioral Health Network, Inc.

Eligibility Amount: \$772,706.00

Final Financial Report

INSTRUCTIONS:

Complete: In Box C. Total Unexpended Funds: If any unexpended funds are listed, check off the box and insert the amount of funds you are returning to EEC, or if funds were not requested or received then check off box and insert the amount of funds.

Any unexpended funds at the time of submitting this report must be returned to EEC. A check must be made payable to the "Commonwealth of Massachusetts-EEC."

Your Authorized Signatory must date and sign the form.

Mail to:

Department of Early Education and Care Attention: <u>Accounting Unit</u> 50 Milk Street, 14th Floor Boston, MA 02109

This report must be completed and submitted within sixty (60) days of the termination date of the project. Please scan the FFR no later than August 30, 2024.

A. Total Funds Awarded:	\$772,706.00				
B. Total Funds Expended:	\$762,206.00				
C. Total Unexpended Funds:	\$10,500.00				
	Check Enclosed	\$	Funds Not Requested	\$	