

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.

FY 2025 Coordinated Family and Community Engagement Grant (Fund Code 237)

Introduction

The FY 2025 Coordinated Family and Community Engagement (CFCE) Grant is a continuation, non-competitive grant program. Please review the original FY 2024 CFCE Grant application on [COMMBUYS](#)

Grant Applicants do not need to complete the entire Online Application at one time. Applicants may complete a portion of the Online Application and finish entering their information at a later date/time until the close of the Grant Application. Applicants will also be able to print information entered into this system for their own records as a PDF.

Please save often as the system will time you out after 30 minutes.

Throughout the Grant Application process, Grant Applicants are responsible for visiting the Department of Early Education and Care's Website, [FY 2025 EEC funding and grant opportunities | Mass.gov](#) to obtain updates and information about this grant application.

For assistance with the FY 2025 Coordinated Family and Community Engagement online application, please contact EECSubmission@mass.gov

Please see Appendix A in the grant application for Online Application Instructions.

[Login to Online Application](#)

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

Steps to Complete the Online Application

Lead Agency: CITY OF MEDFORD

Eligibility Amount: \$179,344.00

To complete a Final Financial Report, scroll down to bottom of page.

View/Edit

Contact Information (Part 1)



Click on box at Bottom of Home Page:

Click the **Print Summary** button to [Review your Grant Application](#) as a PDF. This PDF must be submitted as a hard copy as part of the Grant Application.

Print Summary

Final Financial Report

Final Financial Report

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 EECAAdminInvoices@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”

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 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:	\$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 EECAdminInvoices@mass.gov
 - 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: Accounting Unit
 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								
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border: none;">☐ Check Enclosed</td> <td style="width: 10%; border: none;">\$</td> <td style="width: 40%; border: none;">☐ Funds Not Requested</td> <td style="width: 10%; border: none;">\$</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	☐ Check Enclosed	\$	☐ Funds Not Requested	\$				
☐ Check Enclosed	\$	☐ Funds Not Requested	\$						