*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management October Update***

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**[EdGrants: FY2025 October Payment Request Window](#FY19Windows)**

This is a courtesy reminder that the October Payment Request window is open through October 31, 2024. All FY2025 grants housed in EdGrants that have received an initial payment of 10% of the award amount have access to this payment request window.

**FY2025 grants housed in EdGrants that ended 8/31/2024 or 9/30/2024 this is the FINAL window to finalize and draw all grant funds. FR-1s for summer grants that have ended are due 11/30/2024 so make sure you claim all expended funds before you file your FR-1.**

FY2022 301 and 302 multi-year grants ended 8/31/2024 and the final window was 9/20 – 9/30/2024 to claim funds. If the window was missed but funds are still required to close out this grant, please contact grants management ASAP. If you do not wish to claim any leftover balances, please file your FR-1 to close the grant as soon as possible.

If you have issues submitting a request for reimbursement, please contact grants management 781-338-6595 or [EdGrants@mass.gov](mailto:EdGrants@mass.gov).

**GEM$:**

Grants that ended 6/30/2024 Final Expenditure Reports were due 9/30/2024.

Grants that end 9/30/2024 have through 11/30/2024 to file reimbursement request in GEM$.

Final Expenditure Reports (FERs) are due 12/31/2024.

The slides on how to file FER in GEM$ are found [here](https://www.doe.mass.edu/grants/edgrants/fer-slides.pptx).

Please refer to the GAN to determine the grant end date. When your grant is under revision, the GAN may not appear until the revision has completed the full approval and processing cycle.

**Revisions/Amendments:**

As a reminder, all revisions/amendments should be requested 30-days prior to need and all final revisions should be requested 30-days prior to grant end date.

Revisions/Amendments are required when:

1. there is any significant change in program objectives; or
2. there is any increase or decrease in the **total** amount of the grant; or
3. an **increase** in a line of the budget exceeds $100 or 10% of the line (whichever is greater) or exceeds $10,000.

Revisions/Amendments are **not** required when:

1. there is no significant change in program objectives;
2. there is no increase or decrease in the total amount of the grant; and
3. an increase in a line of the budget is less than or equal to $100 or 10% of the line (whichever is greater) and does not exceed $10,000.

If it had been determined that a revision is needed for a grant that ends 9/30/2024, please submit the request ASAP to avoid issues during the final draw down period for these grant funds.

**Communication:**

Grants Management will be using the GEM$ bulk email system to communicate important messages and dates/deadlines to grantees. We will be retiring this monthly update and transitioning over to utilizing GEM$ to communicate. This is more efficient as the people connected to the proper roles will get the information.

Given the nature of how the bulk emails work and the fact that GM sends mostly universal communications regarding the Fiscal Year timeline, it is not possible for us to click onto each individual grant’s grantwriter. Instead, we will send all messages to the LEA fiscal rep, Superintendent/Exec Director and sometimes the UAA as the user administrator since these are the universal LEA roles in the system, arguably responsible for all grants. The salutation line of the email will indicate which roles it was sent to. Since there is no listserv, everything is based on their own LEA established roles that they have connected in the system.

Please communicate important information to your staff/team regarding the fiscal year and important deadlines.

**A Note about Competitive Grants**

In every Competitive RFP posting the submission instructions highlight the importance of getting competitive submissions all the way through the LEA approval steps before DESE can consider it as submitted.

The LEA steps for a grant are:

* LEA Grantwriter Submitted
* LEA Fiscal Representative Approved
* LEA Superintendent / Chief Executive Approved

The LEA Superintendent / Chief Executive Approved step signifies the sign off of the grant by the head of agency. This step in the system is what has replaced the Part I signature on a grant contract. Prior to GEM$, any Competitive submissions that did not include Part I/sign off as part of the required documents would not have been considered or reviewed. The same holds true with this step as it replaces Part I in GEM$.

**All Competitive grants must be submitted through the LEA Superintendent / Chief Executive Approved by the due date and time in GEM$ to be considered.**

*If an applicant has technical difficulties trying to submit a grant 10 minutes prior to the deadline or has an issue getting the right people to submit their piece forward in the system, there really is not much DESE can do to show evidence of that and keep the grant fair, open and competitive. Please plan accordingly.*

*All competitive grants DESE administers are discretionary and highly competitive often with a set amount of funding available to award. Giving special extensions to specific applicants gives the appearance of unfairness and upsets the entire competitive procurement process modeled after the state’s RFR process.*

Of course, should GEM$ have a known system-wide issue and ALL applicants are having difficulty submitting a grant, we can consider extending the deadline but that is up to DESE to determine if that is appropriate and available.

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