**Instructions for Completing an ESSER III Late Liquidation Request in GEM$ by Role**

**Role: User Access Administrator (UAA)**

* Before starting the ESSER III Late Liquidation Request, be sure that you have assigned the following roles for your district/organization
  + LEA ESSA Consolidated Grantwriter
  + LEA Fiscal Representative
* For instructions on creating users and adding roles, go to [GEM$](https://mass.egrantsmanagement.com/), click on DESE Resources in the left nav bar, and find “GEM$ LEA User Roles – Guidance and Forms” (you may need to log in to GEM$ to access this document)

**Role: LEA ESSA Consolidated Grantwriter**

1. Sign into GEM$ using your email address and password: <https://mass.egrantsmanagement.com/>
2. On the left navigation menu, choose “Application Supplements”
3. Be sure to select 2025 from the dropdown menu and then click on the ESSER III Late Liquidation Request
4. From the sections page, **BE SURE TO SELECT “APPLICATION SUPPLEMENT STARTED” AT THE TOP LEFT,** and confirm, or you will not be able to enter data in the ESSER III Late Liquidation Request.
5. Then, on an expense-by-expense basis, fill in the information for your district, and upload any applicable documents that demonstrate that each expense has been obligated in a timely manner.
6. If you get messages on the Sections page, click on the Messages link and correct any errors.
7. Clicking on the “Review” button for any validation message will bring you to the page with the error.
8. When you have finished, return to the Sections page and move the ESSER III Late Liquidation Request to your Fiscal Representative by choosing “Application Supplement Completed” link at the top left of the page and confirm to move to your Fiscal Representative.

**Role: Fiscal Representatives**

1. You will receive a “No Reply” email from GEM$ indicating that your LEA Consolidated Grantwriter has completed the Application Supplement/ESSER III Late Liquidation Request. **This is your cue to approve.**
2. Sign into GEM$ using your email address and password: <https://mass.egrantsmanagement.com/>
3. On the left navigation menu, choose “Application Supplements”
4. Be sure to select 2025 from the dropdown menu and then click on the ESSER III Late Liquidation Request
5. On the Sections page (opening page when you click on the ESSER III Late Liquidation Request), you can click through the links under “ESSER III Late Liquidation Request” and review the answers for your district.
6. If satisfied, go back to the Sections page and select, “LEA Fiscal Representative Approved” and confirm, this will pass the ESSER III Late Liquidation Request ahead to DESE for state review.
7. If you want your Grantwriter to fix any answer, you can choose “LEA Fiscal Representative Returned – Edits Needed” and your Grantwriter will fix and send it back to you for approval.