*****Massachusetts Department of***

***Elementary and Secondary Education***

***Grants Management***

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***Grants Management September Update***

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

This is a courtesy reminder that the September Payment Request window is open through September 30, 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.

If you receive the initial payment in September, you would be able to draw your funds in October.

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

**GEM$:**

Grants that ended 6/30/2024 Final Expenditure Reports are 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.

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

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