Touchpoint Tuesday

September 23, 2025

dese

RISING
FOR EVERY CHILD

ROOTED
IN UNITY

Planted with Purpose. Growing with Equity.
Rising with Opportunity for Early College in Massachusetts.

What We'll Cover

❖ Fiscal Updates

❖ Annual Reports

❖ **Data Reporting**

❖ Working Groups Update

❖ Early College Rising

❖ Upcoming Dates

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Fiscal Updates:
FY25 and FY26 Grants

Important Deadlines

❖ August 31: All FY25 FERs are due in GEMs.
❖ October 31: All Summer FY26 FERs are due in GEMs.

Final Financial Reports (FER)

❖ FERs are due 60 days after the grant ends. If FY25 grantees have not or do not complete the FER by the deadline, Program Director Danielle Wheeler and/or Program Manager Chinna Mapp will contact grantees as a reminder.

❖ For FY25 grants, the final reports (FER) in GEMS, which ended June 30, were due August 31, 2025.

❖ Summer FY26 grants, the final reports (FER) in GEMS, which ended on August 31, are due October 31, 2025.

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Fiscal Updates:
FY25 and FY26 Grants

Claiming Funds

❖ Please remember to submit all reimbursements. Request reimbursements ONLY for the funds used. Please do not submit reimbursements for any funds that are not yet used, and/or grantees do not plan to use.

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* SCHOOL SERVICES & INNOVATION

Fiscal Updates: Additional Info

❖ Amendments are generated by grantees, and Cashay cannot open amendments on the grantee's behalf. Please go to the application, at the top, select APPLICATION REVISION STARTED to begin the process.

❖ Applications do not need to be amended if there is no significant change in the Program's objectives, less than or equal to $100 or 10% of the line (whichever is greater), and does not exceed $10,000.

❖ If applications are returned for edits, please review the comment section to see what is being requested. Please give it your prompt attention. Grantees will not be able to use the funding as desired until it is DESE fiscally approved.

Fiscal Updates: Additional Info

❖ The contractual service line-item is only for expenses under $25K. Expenses greater than $25K should go under the MAJOR contractual service line. Applications will be returned for edits if items are classified incorrectly.

❖ When contacting Cashay regarding issues or concerns regarding GEMS, please be as clear and descriptive as possible and include the year and fund code. If grantees are receiving an error message, please take a screenshot so grantees can be effectively supported. Grantees cannot allocate, use, or encumber funding until DESE fiscal approval is given and/or the ISA is finalized. Check the GAN in GEMs to confirm the start date.

❖ For contact changes, please be sure to update GEMS.

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Fiscal Updates: Additional Info

❖ Please try to complete tasks before the due date, if at all possible. If an issue occurs (and depending on the issue), it does not always allow enough time to troubleshoot. Grantees run the risk of not receiving an extension and could lose funding and/or lose out on funding opportunities.

❖ Please read all emails; they contain important information regarding deadlines and/or funding available.

❖ If there are changes and/or concerns that affect your ability to spend all funding, please contact Cashay ASAP. Cashay is more than happy to provide recommendations and/or brainstorm on how the funding could be utilized.

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Fiscal Updates: FC461

School Year FY26 Early College Planning Grant FC461

❖ The RFP for FY26 FC 461 Early College Planning Grant is now posted for review. https://www.doe.mass.edu/grants/2026/461A-B/

❖ On **Tuesday, September 30, 2025, at 1 p.m.**, Cashay will host a webinar for both Options A and B to review FC461 and the expectations. https://us02web.zoom.us/j/86966756953.

According to the RFP, grantees will notice there are two options available, A and B. Please apply according to the requirements stated in the RFP.

❖ FC461 is not yet available in GEM$. On Tuesday, September 30, 2025, after the webinar, option A will be available for a targeted group of applicants to apply. Option B will not open until Tuesday, October 7, 2025. Please note that the format in GEMs is completely different from previous years. It be covered during the webinar.

Fiscal Updates: FC0470

School Year FY26 Early College Capacity Grant FC0470

❖ This is the final year of this 3-year grant. For programs that require an ISA, you cannot use or allocate funding until the ISA is finalized. The Office of Early College does not manage or disperse ISAs. The Office of Grants Management is solely responsible for this component. In GEM$, if your program's name begins with ISA, you are responsible for ensuring your ISAs are accurate and reflect your current budget.

Fiscal Updates

If you have any issues or concerns, please email Cashay Grant-Woods at Cashay.c.grant-woods@mass.gov for support.

Thank you for your patience and collaboration.

Happy Spending.

Annual Reports

Early College Annual Reports will be accepted via Alchemer up to 5:00 p.m. on September 30, 2025.

❖ Intended for programs designated in spring 2024 or earlier

❖ Only one partner needs to submit on behalf of the partnership

❖ If a high school has two or more distinct partnerships, they will need to submit two or more reports

❖ If you start a survey and need to close the report to come back at a later time, please email Renee.Poisson@mass.gov to receive an edit link

Early College Data Reporting

Early College Data Trainings for both K-12 and IHE Partners (highly recommended for new programs)

- ❖ **Thursday, 10/2/25 9:30 – 10:30 a.m.**
  - Office Hours 10:30 – 11:00 a.m.
  - <u>Zoom link</u> to attend, no registration required
- ❖ **NEW! Friday, 9/26 from 10-11 a.m.**
  - <u>Zoom link</u> to attend, no registration required

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Early College Data Reporting

October 2025 SIMS opens October 1, 2025, with a certification (final) deadline of October 24, 2025

❖ Live Early College Data Reporting Support Office Hours
- Tuesday, October 7, 2025: 12:00 – 1:00 p.m.
- Thursday, October 9, 2025: 9:30 – 10:30 a.m.
- Wednesday, October 15, 2025: 9:30 – 10:30 a.m.
- Thursday, October 16, 2025: 12:00 – 1:00 p.m.
- Monday, October 20, 2025: 12:00 – 1:00 p.m.
- Tuesday, October 21, 2025: 9:30 – 10:30 a.m.
- Wednesday, October 22, 2025: 9:30 – 10:30 a.m.

❖ All Office Hours will take place on Zoom, no registration required. Click HERE to join Office Hours.

Resources for Data Reporting

❖ Training Materials will be posted on the **resource site**.

❖ **Early College Data Reporting Guidance Document**

If you have any questions about data reporting, please contact Renee Poisson at **renee.poisson@mass.gov**.

Working Groups

❖ New Format for FY26 Working Groups

❖ Co-Leaders and Fellows for Working Groups

  ○ Overview

  ○ Applications

❖ We will hold the Working Kick-off Meeting on October 21, 2025, after TPT

dese *and* **MASSACHUSETTS Department of Higher Education** *in partnership with* **p2c SCHOOL SERVICES & INNOVATION**

Working Group Meetings

The joint Early College Working Group Meetings will be held on the second Thursday from **10:00 a.m. to noon.**

Dates for the 2025-2026 academic year are:

❖ November 13, 2025

❖ December 11, 2025

❖ January 8, 2026

❖ February 12, 2026

❖ March 12, 2026

❖ April 9, 2026

To join Working Group meetings, click <u>HERE</u>.
Registration is not required.

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Interested in Working Groups?

Interested in participating? Click [HERE](#) or scan the QR code to the right.

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Early College Rising

*Planted with Purpose. Growing with Equity.
Rising with Opportunity for Early College in Massachusetts.*

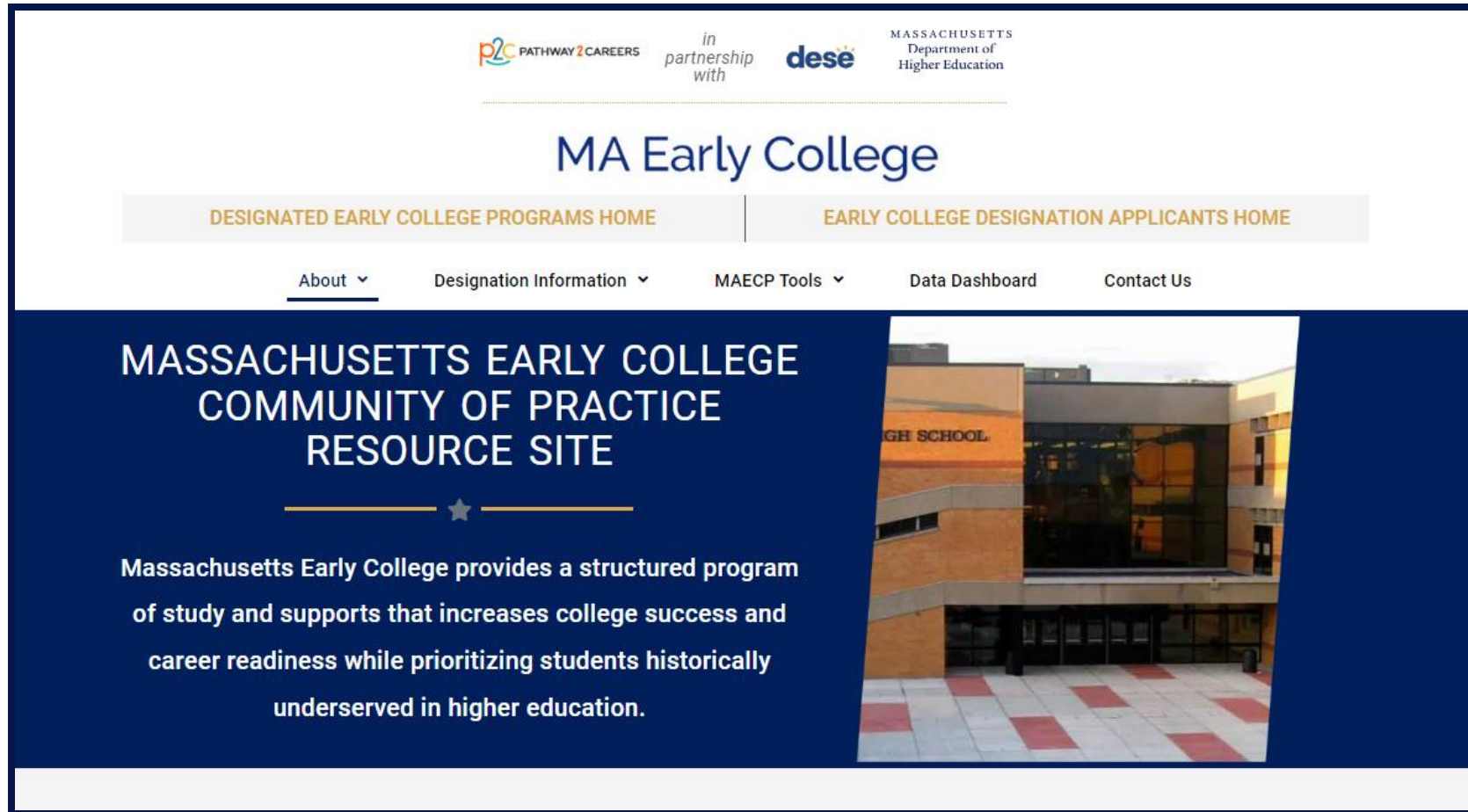Let's hear it for those who rise for every child and one another!

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* p2c SCHOOL SERVICES & INNOVATION

Coming Up

❖ September 26 – 10:00 a.m. - Data Training

❖ September 30

    ❖ 1:00 p.m. Webinar for FC461

    ❖ Annual Reports are due no later than 5:00 p.m.

❖ October 2 – 9:30 a.m. Data Training

❖ October 7 – 12:00 p.m. – SIMS Office Hours

Resource Site

https://www.maearlycollege.com/

Contact Us

NAME	EMAIL	PHONE
Phylitia Jamerson, Executive Director of Early College, DESE	phylitia.jamerson@mass.gov	781.873.9803
Richard Riccardi, Deputy Commissioner, DHE	rriccardi@dhe.mass.edu	
Kristin Hunt, Sr Director of EC Planning and Policy, DESE	kristin.e.hunt@mass.gov	
Danielle Wheeler, Director of Early College Programs, DESE	danielle.wheeler@mass.gov	
Cashay Grant-Woods, Early College Fiscal Manager, DESE	cashay.c.grant-woods@mass.gov	
Renee Poisson, Early College Program Specialist, DESE	renee.poisson@mass.gov	
Chinna Mapp, Early College Project Manager	china.mapp2@mass.gov	
Kelly Kennedy, Program Manager, Education Services, P2C	kelly.kennedy@p2c.org	865.318.6465
Jamisa Williams, Vice President of School Services, P2C	jamisa.williams@p2c.org	865.318.6740

dese *and* MASSACHUSETTS Department of Higher Education *in partnership with* P2C SCHOOL SERVICES & INNOVATION