

FY25 and FY26 Grantees:
FC 0460 EC Support and FC 0470 EC Capacity Grants

Important Deadlines

1. **August 31st**: All FY25 FERs are due in GEMs.
2. **October 31st**: All Summer FY26 FERs are due in GEMs.

School Year FY26 Early College Planning Grant FC 461

- FC 461 Early College Planning Grant RFP is now posted for review. <https://www.doe.mass.edu/grants/2026/461A-B/>. On **Tuesday, September 30, 2025, at 1 pm**, 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 and will be covered during the webinar.

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 can not 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 GEMs, if your program's name begins with ISA are responsible for ensuring your ISAs are accurate and reflect your current budget.

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.

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- For FY25 grants, the final reports (FER) in GEMS, which ended June 30th, were due 8.31.25.
- Summer FY26 grants, the final reports (FER) in GEMS, which end on August 31st, are due 10.31.25.

Claiming Funds

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

Additional Information

- 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 program 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. Do not let the application sit. Grantees will not be able to use the funding as desired until it is DESE fiscally approved.
- 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.
- Do not wait until the last minute or on the due date to complete tasks. 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.
- Do not ignore emails; they are not a FYI and 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. Programs will be penalized for returning funding. Also, if you wait until the last minute, grantees could take away another program's opportunity to use the funding.

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.