New Designated Early College Programs Kickoff

Office of Early College
September 8th 2025

dese MASSACHUSETTS
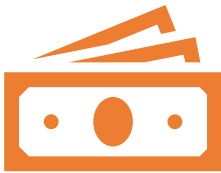Department of Elementary
and Secondary Education

Agenda

- Welcoming Remarks and Introduction

- Overview of Benefits of Early College Designation

- Data Introduction

- Grant Introduction

- Questions for the EC team
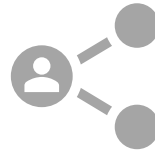
Early College Designation

Benefits of Designation

Funding

K-12 Support Grants

Tuition Reimbursements (currently at $180/credit)

Community of Practice

Bi-annual Convenings

Bi-weekly check-ins: "Touch Point Tuesdays"

Technical Assistance & Coaching

Office Hours

Coaching through Pathways2Careers (P2C)

Technical Assistance

P2C in collaboration with DESE, supports EC initiatives and priorities with data –informed and evidence-based practices, including:

- Supporting the designation process and designated program leaders

- Expanding professional development for EC leaders to advance the mission and outcomes

- Hosting bi-weekly check-in meetings (Touchpoint Tuesdays) and bi-annual convenings

- Communicating regularly with EC leaders via email to share news and announcements from the field (To receive these messages- ensure that domains @p2c.org is an approved domains in email settings.)

- Serve as additional points of contact for questions and program-specific support

Data Introduction
Renee Poisson
renee.poisson@mass.gov

Data Updates

- Coding students as "Early College" in SIMS.
- [Early College Data Dashboard](#)
- Trainings on Data Reporting (both for K-12 partners and IHE partners)
    - Materials will be posted on our [MA EC Resource Site](#)
- **Live Early College Data Reporting Training (***Highly recommended for new programs!)*
    - **Tuesday, 9/23/25 10:00 AM – 11:00 AM**
        - Office Hours 11:00 – 11:30 AM
        - [Zoom link](#) to attend, no registration required
    - **Thursday, 10/2/25 9:30 – 10:30 AM**
        - Office Hours 10:30 – 11:00 AM
        - [Zoom link](#) to attend, no registration required
- [Early College Data Reporting Guidance Document](#)

Data Reporting Office Hours

- October 2025 SIMS opens 10/1/25, with a certification (final) deadline of 10/24/2025
- Live data reporting support office hours will be:
  - Tuesday, October 7, 2025: 12:00 – 1:00 PM
  - Thursday, October 9, 2025: 9:30 – 10:30 AM
  - Wednesday, October 15, 2025: 9:30 – 10:30 AM
  - Thursday, October 16, 2025: 12:00 – 1:00 PM
  - Monday, October 20, 2025: 12:00 – 1:00 PM
  - Tuesday, October 21, 2025: 9:30 – 10:30 AM
  - Wednesday, October 22, 2025: 9:30 – 10:30 AM
  - [All Office Hours will take place on Zoom at this link](https://us02web.zoom.us/j/3447062150?pwd=ZmFtNXJ6MEpxejg2cjIEVWJGZEd1QT09&omn=85028598474):
  - https://us02web.zoom.us/j/3447062150?pwd=ZmFtNXJ6MEpxejg2cjIEVWJGZEd1QT09&omn=85028598474

Program Responsibilities:

Reporting

Reporting: Designation criteria require partnerships to track progress of student participants to and through postsecondary education.

- Self assessments through Annual Reports
- K-12 district reporting through SIMS and SCS
- Higher Education Institution reporting through HEIRS* (Privates will report through similar mechanism)
- Manual data trackers/collections as needed
- Hosting of 3rd year partnership visit

Serving

Serving as program ambassadors for new applicants

- Support to Designation applicants
- Participate in community of practice, statewide convenings, peer learning opportunities, statewide surveys, regular communication with state agencies

Grant Introduction

Cashay Grant-Woods, OEC Fiscal Manager
Cashay.c.grant-woods@mass.gov

Expectations

<u>Grantees accepting Early College funding must adhere to the following expectations</u>

❖ **Both program and fiscal individuals need to attend Early College webinars.**

❖ **Spend ALL funds.**

❖ **Do not ignore emails or comments in GEMs.**

❖ **If an issue or concern comes up, Cashay Grant-Woods is the first point of contact.**

❖ **Adhere and do not miss deadlines.**

❖ **Attend mandatory Mid-Year review**

❖ **Do not wait until the last minute to:**

  ✓ **To submit your application in GEMs.**

  ✓ **Discussing possible funding/budget concerns.**

  ✓ **Requesting funding reimbursements based on encumbrances.**

❖ **Complete the Final Financial Report(s).**

GEMS

Things to know when accessing Early College funding via GEMs:

Submission:

- Before you can apply for FC0461, registration for the grant before you can begin your application. Only individuals with GEMS user access can submit, request, and amend the grant. If your organization needs access, please email the Early College Fiscal Manager, Cashay Grant-Woods | Cashay.c.grant-woods@mass.gov.

Access funding:

- Grantees will have to request reimbursements to receive funding. Grantees can not begin to spend or request reimbursements until **DESE fiscal approval** is given. Thereafter, the Grant Award Notice (GAN) will provide the start date for when you can start using your funding.

Support:

- For all your grant needs, the first point of contact is the EC fiscal manager. Throughout the year, drop-in office hours will be offered for programs that need additional support.

Grant Approval Workflow

Step 1: The <u>LEA grant writer</u> begins and submits to the LEA fiscal.

Step 2: The assigned <u>LEA fiscal approver </u>reviews the budget and submits it to the Early College DESE Program.

Step 3: The <u>DESE Program approver</u> reviews and submits for approval back to the LEA.

Step 4: The <u>LEA Superintendent / Chief Executive </u>reviews and submits for approval

- ***The grant is not considered submitted at the LEA level until the Superintendent / Chief Executive approves.***

Step 5: The Early College DESE Program will review and approve

Step 6: The DESE fiscal approver will review and either approve or return for edits.

If the application is returned for edits, the application will be moved back to **step 1**. To understand what edits are needed, review the comment section, make requested adjustments, and move back through the steps.

The grant is not considered approved for spending until the grant receives Final DESE Fiscal Approval
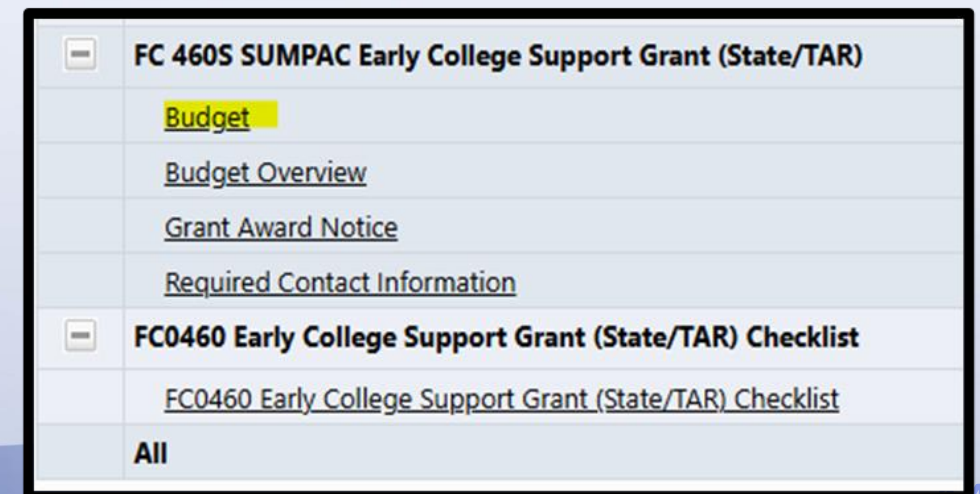
Grant Application

To begin the application and move through the steps, select <u>CHARGE STATUS TO</u>:

Application Status:	**Not Started**
Change Status To:	<u>Application Started</u>

- **To begin budgeting expenses, select <u>BUDGET</u>:**

- **When budgeting, be as descriptive as possible:**

❖ What is taking place?

❖ What is the purpose?

❖ Explain Travel expenses.

❖ The purpose of budgeting for food.

⊟	**FC 460S SUMPAC Early College Support Grant (State/TAR)**
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Grant Award Notice</u>
	<u>Required Contact Information</u>
⊟	**FC0460 Early College Support Grant (State/TAR) Checklist**
	<u>FC0460 Early College Support Grant (State/TAR) Checklist</u>
	All

GEMS Amendments and FER

To begin an amendment, select <u>APPLICATION REVISION STARTED</u>:

❖ Grantees will need to initiate their own Amendments. Cashay can not open amendments for grants.

Application Status:	DESE Fiscal Budget Approved
Change Status To:	Application Revision Started
	or
	FER Started

To complete the final financial report, select <u>FER STARTED:</u>

Deadline: 60 days after the grant ends.

Application Status:	DESE Fiscal Budget Approved
Change Status To:	Application Revision Started
	or
	FER Started

Questions