

GEM\$ User Access Form for LEA Fiscal Representatives, Grantwriters, Update and Data View Roles



Instructions:

Email :

- 1. Indicate <u>new</u> user role(s) (LEA Fiscal Representative, Grantwriter, Update and/or Data View); do not include existing role(s). See page 3 for a complete list of funding applications and applications supplements requiring a grantwriter role.
- 2. Obtain the required signatures.
- 3. Submit this form to your LEA User Access Administrators (LEA UAA) to request user roles.
- 4. Your LEA UUA must keep a copy of this form on file at the district. DESE may request a copy of this form at any time, including during district audits and/or reviews. See GEM\$ User Role Guidance.

Jser's Name:	User's LEA Title:

LEA Name: _____ LEA Org Code: _____

Phone:

(Check the accuracy of this email address carefully, it will serve as the user's user name)

User Role (dropdown)	Funding Application/Application Supplement (For LEA Grantwriters and LEA Update Only – See attached list of funding applications and application supplements)	Date/Reason Role Removed For internal recordkeeping only to track terminated roles		
For Fund Codes/Grants not listed in the dropdown, write in below. Use second page as necessary.				

Note: When determining access for LEA staff and third parties, such as vendors (if applicable), consult with your attorney to ensure compliance with required user access forms and all confidentiality laws, including the Family Educational Rights & Privacy Act (FERPA) and Privacy Act (PII). See <u>DESE User Role Guidance</u> for more information on user roles and responsibilities.

New User Signature and Date

New User LEA Job Title

LEA User Access Admin Initials for roles added

Superintendent/Chief Executive Signature and Date

CFO/Business Officer Signature and Date *Required only for any user with Fiscal Representative Role.

Bala (drandown)	Fund Code/Grant/Application Supplement	Date/Reason Role Removed
Role (dropdown)		
	(for LEA Grantwriters and LEA Update Only – See attached list of funding	For internal recordkeeping only to track terminated roles
	applications and application supplements)	
	For Fund Codes/Grants not listed in the dropdown, write in below.	

Funding Applications (as of October 31, 2023)

FC 0151 - Integrating Social and Emotional Learning into Academic Learning (Federal/CONT)

FC 0181 - English Learner Education Support (State/COMP)

FC 0186 - Title III, Part A: Immigrant Children and Youth

- FC 0189 Proficiency-based Outcomes in Languages Other than English (State/COMP)
- FC 0209 Improving Ventilation and Air Quality (IVAQ) in Public School Buildings (Federal/TAR)
- FC 0212 Emergency Management Planning Grant (Federal/COMP)
- FC 0212 Emergency Management Planning Grant Round 2 (Federal/COMP)

FC 0240/0262 - IDEA Consolidated (Federal/ENT)

FC 0274 - IEP (Federal/TAR)

FC 0285/0563 - Adult Education in Correctional Institutions Program Services (Federal&State/COMP)

FC 0287 - Primary Instruction by Volunteers (State/COMP)

FC 0305/0140/0180/0309 - ESSA Consolidated (Federal/ENT)

FC 0306 - Title I Part D Subpart 1 (Federal/ENT)

FC 0320/0324 - MassGrad Promising Practices (Federal/COMP)

FC 0339 - Strengthening Family-School Partnership Grant (Federal/COMP)

FC 0340/0345/359a - Adult Education and Family Literacy Services (Federal&State/COMP)

FC 0400 - Strengthening Career and Technical Education: Secondary (Federal/ENT)

FC 0401 - Strengthening Career and Technical Education: Post-Secondary (Federal/ENT)

FC 0412 - Career and Technical Education Partnership Grant (State/COMP)

FC 0412 - Round 2 Career and Technical Education Partnership Grant (State/COMP)

FC 0419 - Innovation Career Pathways Support Grant (State/TAR)

FC 0427 - Equitable Access in Career Technical Education (Federal/ENT)

FC 0428 - Connecting Activities (State/TAR)

FC 0436 - Innovation Career Pathways Planning Grant (State/COMP)

FC 0440 - Rethinking Grading Pilot (Federal/TAR)

FC 0452 - Strengthening Career and Technical Education Perkins V (Federal/ENT)

FC 0453 - Strengthening Career and Technical Education: Secondary Reserve HQIR (Federal/ENT)

FC 0459 - Strengthening Career and Technical Education: Post-Secondary Reserve HQIR (Federal/ENT)

FC 0494/0495 - Workplace Education Instructional Grants (Federal/COMP)

FC 0538 - Adult Education Virtual School System (State/COMP)

FC 0562 - Youth Build Coalition (State/TAR)

FC 0598 - MyCAP Development and Implementation Grant (State/TAR)

FC 0644 - 21st CCLC Summer Enhancement / Pilot Summer Internship Project Grant (Federal/TAR)

FC 0646 - 21st Century Community Learning Centers: Exemplary Programs Grant (Federal/COMP)

FC 0647 - 21st CCLC: Supporting Additional Learning Time (SALT) Grant (Federal/COMP)

FC 0661/0671/359b - MassSTEP ABE and MassSTEP ESOL Planning (Federal&State/COMP)

FC 0668 - Transition to College (State/COMP)

FC 0690 - Title V, B2, Part 1 (Federal/TAR)

FC 0791 - Recovery High Schools Program (State/TAR)

FC 0794 - Hate Crimes Prevention (State/COMP)

FC 0850 - High School Equivalency Test Centers (State/COMP)

Application Supplements (as of October 31, 2023)

ESSA and IDEA Intent to Participate ESSER II Late Liquidation Request FY24 ESSA Program Monitoring Contacts (Titles I, IIA, IVA) Title I, Part A Data Collection Title IV, Part A Data Collection

December 2023