FY25 IDEA FC0240/0262 Application Webinar

dese MASSACHUSETTS
Department of Elementary
and Secondary Education

Housekeeping

- To preserve bandwidth, your video and microphone are turned off.
- Use the Q&A feature at the bottom of the screen to ask questions.
- This session is being recorded. The slides will be posted on the GEM$ homepage following the webinar: https://mass.egrantsmanagement.com/

dese MASSACHUSETTS Department of Elementary and Secondary Education

RASP Contact Information

- Email: federalgrantprograms@mass.gov

- Website: www.doe.mass.edu/federalgrants

- Hotline: 781-338-6230

Federal Grant Application & Amendments

Examples of questions that can be directly addressed by the Federal Grants team:

- Is this an allowable IDEA cost?
- Can I make a revision or change to my budget?
- I can't find my allocation; when will the IDEA Allocation/RFPs be posted?

Federal Grant Programs

Federal Grant Programs Updates

There are no Federal Grant Programs Headlines at this time

Federal Grant Programs Updates Archive

The Federal Grant Programs team in the Resource Allocation Strategy and Planning Office provides allocations, resources, technical assistance, and program monitoring (in collaboration with other DESE offices) for the major federal entitlement grants to ensure high-quality educational opportunities for all the Commonwealth's students. The Federal Grant Programs team has primary responsibility for entitlement grants authorized by the following federal laws: Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (2015) (Titles IA & D, IIA, IIIA, IVA, and VB); Individuals with Disabilities Education Act (2004); the Carl D. Perkins Vocational and Technical Education Act; the Coronavirus Aid, Relief, and Economic security Act (CARES) ESSER I, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) ESSER II, and the American Rescue Plan Act (ARP) Federal Coronavirus Relief Programs) ESSER III; Emergency Assistance to Non-Public Schools (EANS); and the Emergency Assistance to Approved Special Education Schools (EAASES).

Stop Fraud and Public Corruption

Contact Us

Federal Grant Programs

781-338-6230

DESE Federal Grant Liaisons by District

Grant Liaison List by district

Links

Visit DESE Grants page to apply for these federal grants and for indirect cost rates and grant assurances

EdGrants

EdGrants User Guides

3

GM & SEPP contact info

Grants Management
edgrants@mass.gov
EdGrants (Grantium)
Access/function, fund draw down and close-out

Examples of questions that can be directly addressed by the Grants Management team:

- Why can't I request a reimbursement?
- How do I submit a final report?

- For Special Education programmatic questions and data collection, please contact the Office for Special Education Program and Policy (SEPP)

- 781-338-3375 or
    - specialeducation@doe.mass.edu

Examples of questions that can be directly addressed by the SEPP team:

- How do I know which private schools to contact for equitable services?
- What information should be included in the GEPA statements?

AGENDA:

1. Transition from EdGrants to GEM$
2. Indepth look at the application
3. Live Look at FY25 IDEA Application
4. Available Resources

Transition from EdGrants to GEM$

- Both EdGrants (FY23 and before) and GEM$ (FY24 and forward) will simultaneously be live and accessible.
  - FY23 IDEA grants end 9/30/24
- Check the RFP if unsure which grants are in EdGrants vs GEM$
- FY24 Grants moving forward will be accessed via GEM$
- The GEM$ site URL is https://mass.egrantsmanagement.com/

GEM$ Roles

- To be added to the system/a specific grant, please contact your district's User Access Administrator (UAA) to assign you a GEM$ role (multiple people can have the same role).
    - To find your district's UAA, use the left navigation menu to access the "Address Book"
- You will need the role of **IDEA Consolidated Grantwriter** in order to complete the IDEA application in GEM$.

GEM$ Access-Workflow
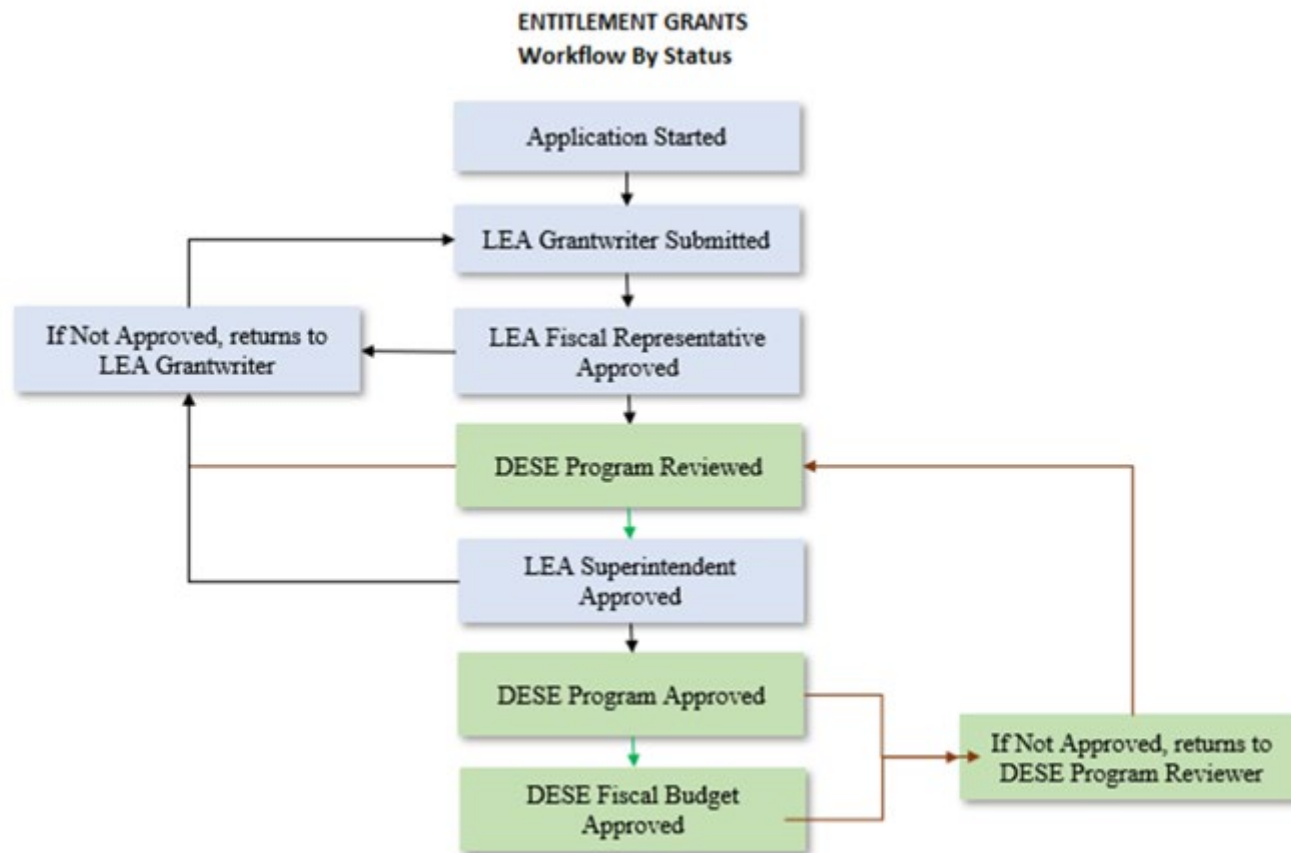
The start date of your IDEA grants will be the date of LEA Fiscal Rep Approval.

GEM$ Signoffs

- The Superintendent/Chief Executive role must be held and should be exercised by the actual organizational leader.
  - The Superintendent/Chief Executive must approve funding applications in GEM$ unless unavailable to approve for a length of time that would unreasonably delay submission of the funding application.
- All funding applications require at least 2 sets of eyes from an LEA – the Superintendent and at least one other (either the LEA Fiscal Representative or the LEA Grantwriter, or both).
- In no case should a funding application be created/approved by the same person holding all three LEA roles.
  - *Note: The same person may be assigned all three roles in GEM$ (although this would be unusual) but cannot exercise all three roles on the same funding application.*

LEA Requirements for GEM$ User Roles - Guidance and Forms

DESE has created a GEM$ LEA User Role Resource Guide designed to describe the capabilities and responsibilities that each role has in GEM$, as well as DESE's expectations for how these roles will be used and managed by each LEA.

In addition to the resource guide, DESE has created several forms (linked below) that must be used if a district wishes to assign new roles to staff. Some forms will be sent directly to DESE, others uploaded to GEM$, and the majority will solely be kept on file with the LEA. The GEM$ LEA User Role Diagram for Use of Forms provides an overview and instructions for using the forms.

User Role Forms for all GEM$ Roles:
GEM$ First User Access Administrator Form
GEM$ Alternate User Access Administrator form
GEM$ LEA General User form
GEM$ LEA Superintendent Chief Exec form
GEM$ Vendor Authorization User form
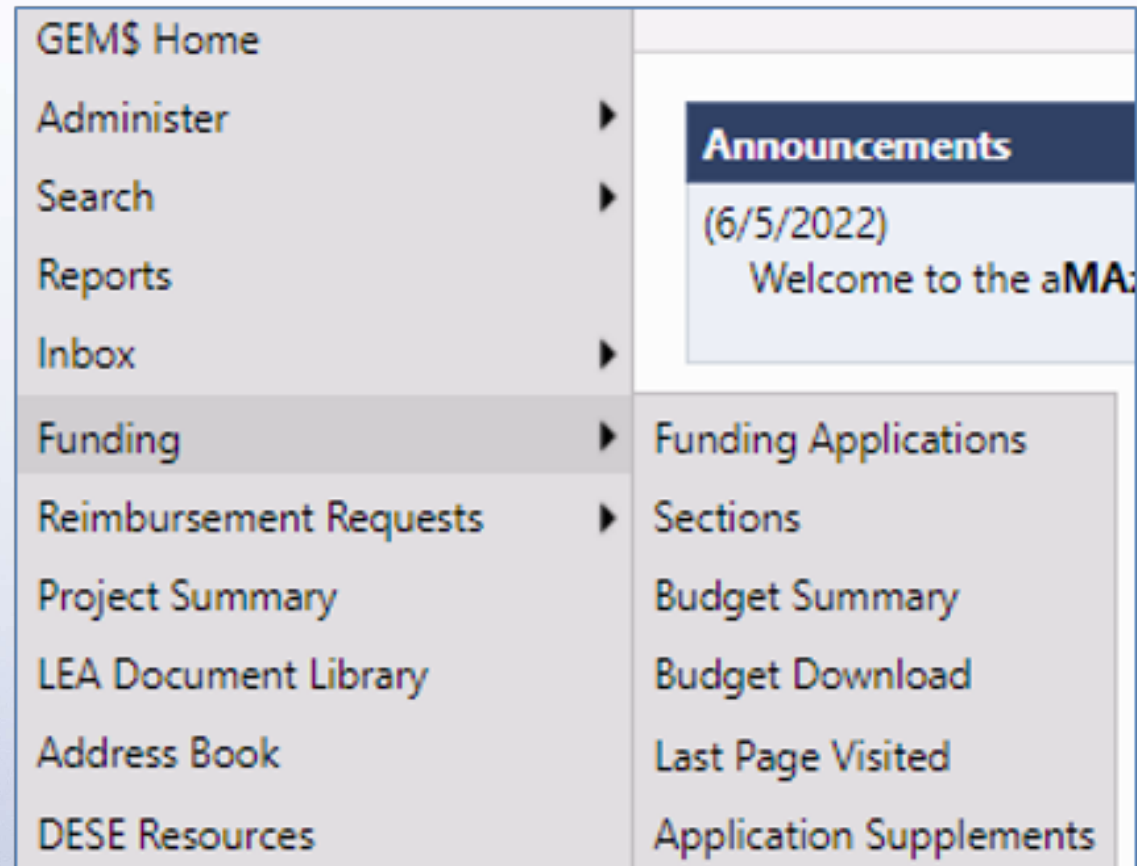
The forms, as well as the resource guide, are also posted on the DESE Resources page of GEM$.

GEM$ Navigation Tips

- The left menu allows for quick navigation between GEM$ components.

- From the menu, hover over menu items with arrows to view sub-menus.

- Use GEM$ navigation links; not your browser's Back button.

GEM$ Chart of Accounts

- GEM$ includes dropdown menus for object codes and function codes (organized by function categories).

- Designed to align with your local accounting systems, streamline grant budgeting, and facilitate EOYR reporting.

Object codes (11)

- (01M) Professional Salaries (MTRS)
- (01NM) Professional Salaries (Non-MTRS)
- (02) Clerical Salaries
- (03) Other Salaries
- (04C) Contracted Services
- (04MC) Contracted Services (major)
- (05) Supplies and Materials
- (06) Other Expenses
- (07) Equipment
- (08) Indirect Costs
- (09) MTRS
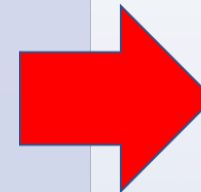
Function categories (19)

- Community Services (COMM)
- District Administration (ADMN)
- Guidance, Counseling, and Testing (GUID)
- Instructional Leadership (LDRS)
- Other Teaching Services (TSER)
- Professional Development (PDEV)
- Pupil Services (SERV)
- Teachers (TCHR)
- Operations and Maintenance (OPMN)
- Paraprofessionals (PARA)
- Instructional Materials and Technology (MATL)
- Out-of-District Expenditures (OODD)
- Benefits (BENE)
- Capital (CAPT)
- Fixed Charges (FIXED)
- Equipment (CAPT)
- Instructional Equipment (IEquip)
- Indirect Costs (INDIRECT)
- MTRS

GEM$ Chart of Accounts

Object Codes

Function Codes

GEM$ Resources continued

- DESE Resources

Federal Grant Program RFPs

The RFPs and allocations are posted under each fund code for FY25 at www.doe.mass.edu/grants

The IDEA Consolidated grant application is due in GEM$ by September 30, 2024

In-depth look at FY25 IDEA Application

Remember!

- Before you can begin, you must change the status of the application:

Application Status: **Not Started**

Change Status To: Application Started

- Once you have completed the application (in order to more along in workflow):

Application Status: **Application Started**

Change Status To: LEA Grantwriter Submitted

FY25 IDEA (0240/0262) Application Sections

⊟	**FC 0240/0262 - IDEA Consolidated (Federal/ENT) Shared Sections**
	Maintenance of Effort
	CEIS/CCEIS and Making Money Matter
	Equitable Services
	Equitable Services Carryover
	Related Documents
⊟	**FC 0240 - IDEA Part B (Federal/ENT)**
	MTRS Calculator
	Budget
	Budget Overview
	Grant Award Notice
⊟	**Assurances**
	IDEA Assurances
	Conditions of Assistance: IDEA Part B Funding Certifications
	GEPA: Addressing Equity for Students, Educators, and Other Program Beneficiaries
	Related Documents

Checklist – DESE Reviewers Comments

- Check the Checklist and Reviewer Comments located at the top of the grant's section page for your Federal Grant Liaison's comments when your grant application has been returned to you.

- Make sure all comments have been addressed <u>before</u> re-submitting the grant back to DESE.

Description (<u>View Sections Only</u> <u>View All Pages</u>)	Validation	Print ☐ Select Item
All	<u>Messages</u>	<u>Print</u>
⊟ **FC 0240/0262 - Checklist and Reviewer Comments**		<u>Print</u>
<u>FC 0240/0262 - Checklist and Reviewer Comments</u>		<u>Print</u>
⊟ **History Log**		<u>Print</u>
<u>History Log</u>		<u>Print</u>
<u>Create Comment</u>		<u>Print</u>

Maintenance of Effort (MOE)

- MOE is **required** for all LEAs
- Any LEA receiving IDEA Part B funds must budget and spend **at least the same amount of local or state and local funds for the education of children with disabilities on a year-to-year basis**
- **Ways to Meet MOE**
  - The law gives LEAs 4 options to demonstrate they have met MOE (MA on allows for methods 2 and 4):
    1. Total amount of local funds,
    2. Total amount of State and local funds in the aggregate,
    3. Per capita (e.g., per child with disability) amount of local funds, or
    4. Per capita amount of State and local funds.

20

Maintenance of Effort
Step 1: Demonstration of Maintenance of Effort

STEP 1: DEMONSTRATION OF MAINTENANCE OF EFFORT

	Combination of State and Local Funds		Combination of State and Local funds, per pupil		Number of District Students who Receiving Special Education and Related Services (Fill in Projected Number for FY24)
The system will use the data in the rows below to determine if your LEA has met maintenance of effort.					
Comparison Year: Actual expenditures from the last year that the district met MOE using this method (pre-loaded)	$1,085,203.00	FY22	$7,395.00	FY23	
Enter data in the row below: Your budget for special education and related services for the current school year in the first column, and your projected enrollment of district students receiving those services for the current school year in the last column.					
Current Year: Budgeted Amounts	* $	NOT MET	$ 0.00	NOT MET	*
If the text in either the 2nd or the 4th columns in the row above indicate "Met," (or both), you have met your maintenance of effort eligibility standard and you do not need to complete the following sections.					

⊞ ☐ Check here if you have not met Maintenance of Effort and will be entering Exceptions.

CEIS/CCEIS

Coordinated Early Intervening Services (CEIS)/ Comprehensive Coordinated Early Intervening Services (CCEIS) eligibility

a. Do not enter data in Sections I or II below unless your district or member districts (for consortia) must reserve funds for mandatory CCEIS OR is voluntarily reserving funds for CEIS.

b. Checkbox A in Section I will be prefilled for districts that must reserve CCEIS funds and will be disabled for districts not required to reserve CCEIS funds.

c. Districts required to reserve funds for CCEIS must not reserve funds for CEIS.

CCEIS Reminders

☐ A. My district is required to reserve funds for Comprehensive Coordinated Early Intervening Services (CCEIS).

Required CCEIS Reservation

A. 1. Total Fund Code 240 Special Education Allocation	$ 456,131.00
A.2. Total Fund Code 262 Special Education Allocation	$ 0.00
A.3. Required reservation of funds for Comprehensive Coordinated Early Intervening Services (CCEIS) (15% of allocation, Fund Codes 240 and 262 (if any))	$ 68,419.65

Your district's CCEIS reservation may be made with any combination of funds from Fund Code 240 and/or Fund Code 262 (if applicable) as long as the total equals 15% shown in line A.3. above.

A.4. Enter the funds from Fund Code 240 that the district reserves for CCEIS	$
A.5. Enter the funds from Fund Code 262 that the district reserves for CCEIS	$
A.6. Total District Reservation for CCEIS	$ 0.00

CCEIS Strategies

D. CCEIS Strategies

This section should be completed by all districts reserving and budgeting funds for CCEIS. However, if a district is member of a consortium, **this section needs to be filled out by the fiscal agent/lead district only,** who will complete it for all members of the consortium reserving funds for CCEIS activities.

Strategies/Program Being Implemented as Part of Action Plan	Current FY Funds Budgeted for this Strategy/Program	Target Population of Fund Use	Expected Outcome(s) of Fund Use	LEA has confirmed that this is an allowable use of CCEIS funds	Affirm that this is allowable CCEIS expenditure
🗑	$			Select... ∨	Select... ∨
Check Spelling		Check Spelling	Check Spelling		
0 of 8000 characters		0 of 8000 characters	0 of 8000 characters		

Add Row

Total Strategies Budget	$	0.00

Equitable Services

- Districts that are not required to calculate equitable services must check the box at the top of the section.

- Those Districts include:
  - Charter, virtual, or vocational/technical districts OR
  - Districts that do NOT have any parentally placed or homeschool students AND
  - Districts that are not the lead district/fiscal agent for a consortium

EQUITABLE SERVICES FOR PARENTALLY PLACED PRIVATE- AND HOMESCHOOLED STUDENTS

☐ My district is not required to calculate equitable services because:
a. we are a charter, virtual or vocational/technical district, **OR**
b. we do not have any parentally-placed private school or home school students **AND**
c. we are not a lead district/fiscal agent for a consortium with reservations for equitable services by its members.

Equitable Services
Calculating Equitable Services Reservation

I. Calculating the Equitable Services Reservation(34 CFR § 300.133)

	FC 240 Students ages 3-21	FC 262 Students ages 3-5
1. Total number of eligible parentally-placed students attending a private elementary or secondary school or home-schooled (home-schooled for FC 240 only) in your district (pre-loaded from your response to child count survey)	3	0
2. Total number of **district students with IEPs** (SWIEPs) (SWIEPs for your district for the **2022-2023 school year**)		
3. The percentage of eligible students in your district who are attending a private elementary or secondary school or are home-schooled (home-schooled for FC 240 only) (Line 1/(Line1 + Line 2)	100.00 %	.00 %
4. District's IDEA allocation	$ 506,427.00	$ 0.00
5. The minimum share of federal funds that the district must reserve for equitable services for eligible parentally-placed students who attend private schools and/or are home-schooled (FC 240 only) in your district. (Line 3 * Line 4)	$ 506,427.00	$ 0.00
6. Optional additional funding that the district will reserve for equitable services for eligible parentally-placed students who attend private schools and/or are home-schooled (FC 240 only) in your district	$	$
7. Consortium member districts' reservations (from Section III, below), if applicable	$ 0.00	$ 0.00
8. Total funding reserved for equitable services to eligible parentally-placed students who attend private schools and/or are home-schooled (FC 240 only) in your district (FC 240 = Minimum Reservation (Line 5) + Optional Reservation (Line 6) + Consortium members' reservations, if any (Line 7)) (FC 262 = Minimum Reservation (Line 5) + Optional Reservation (Line 6) + Consortium members' reservations, if any (Line 7)) This amount must be budgeted using appropriate budget tags.	$ 506,427.00	$ 0.00

Live look at FY25 IDEA Application

Currently Available IDEA Resources

- Quick Reference Guides (QRG): allowable v. unallowable costs
  - IDEA 240 main grant
  - IDEA Early Childhood 262 grant
- QRG: Proportionate Share
- QRG: Allowable Costs for Equitable Services
- Special Education Entitlement Allowable Costs Document
- Resources for Program Directors - IDEA - Federal Grant Programs (mass.edu)
- Guidance to IDEA by Topic - IDEA - Federal Grant Programs (mass.edu)

THANK YOU

Email: federalgrantprograms@mass.gov
Hotline: 781-338-6230

Contact your federal grants liaison directly: www.doe.mass.edu/federalgrants/liaisons.xlsx

MASSACHUSETTS
Department of Elementary
and Secondary Education