

# COMMONWEALTH OF MASSACHUSETTS

## EXECUTIVE OFFICE OF EDUCATION

### Grant Award Notification (GAN) Explained

<b>1</b>	<p><b>Grant Recipient Name:</b> The legal name of the primary organization receiving grant funds as a sub-recipient and the 4-digit identifying LEA code.</p> <p><b>VC:</b> Vendor Code</p>	<b>2</b>	<p><b>Grant Title:</b> This is the name of grant program these funds are to be utilized for.</p> <p><b>EOE Project Staff:</b> This is the EOE contact for these grant funds.</p>
<b>3</b>	<p><b>Grant Award Project Description:</b> This is a description of the purpose of these state/federal funds.</p>		
<b>4</b>	<p><b>EOE Award Information:</b> Grant Type: [FEDERAL, USED or USDA; STATE FUNDING or TRUST FUNDING]</p> <ul style="list-style-type: none"> <li>▪ <b>Grant Award Date:</b> the date when the award is signed by the authorized official.</li> </ul>		
<b>5</b>	<p><b>Sub-recipient Award Information:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Grant Project Number:</b> The <u>EOE Grants System (E- Grants)</u> assigned identifying project number for this grant funding for this LEA/sub-recipient. This is your grant ID#. It begins with the Fund Code of the grant program, and always contains the fiscal award year and the applicant identifying LEA code.</li> <li>▪ <b>Grant Award Amount:</b> The amount of funding for this grant project.</li> <li>▪ <b>Revised Grant Award Amount (if applicable):</b> This shows any increases or decreases to the sub-recipient total grant award amount for this grant program.</li> <li>▪ <b>Grant Project Duration (Period of Performance):</b> The start and end date for this grant project. The start date for <b>non-competitive</b> grants is based upon when the Sub-recipient fiscal representative submits the grant to EOE. The start date for <b>competitive</b> grants is based on when the selected awardees are approved and selected.</li> <li>▪ <b>Reimbursement Requests Close:</b> The final date sub-recipient can submit request for reimbursement on these grant funds.</li> <li>▪ <b>Final Expenditure Report (FER) Due:</b> The date the Final Expenditure Report is due (grant closeout). <ul style="list-style-type: none"> <li>➤ <b>All grants issued by the Executive Office of Education</b> must file a Final Expenditure Reports (FER) by 8/1 will be allowed a final reimbursement request attached to the grant closeout, if needed. Any FERs filed after 8/1 will not have this feature available without consulting with the EOE Grants Management office in conjunction with the awarding program staff contact listed above to determine if appropriately obligated and expended funds can be issued.</li> </ul> </li> </ul>		
<b>6</b>	<p><b>Administrative Information</b></p> <ul style="list-style-type: none"> <li>▪ <b>EOE UEI:</b> This is the EOE's Unique Entity Identifier.</li> <li>▪ <b>815 CMR 2.00:</b> State grants (NEW)</li> <li>▪ <b>EOE Request for Proposal (RFP):</b> The RFP is the governing document for these grant funds at the state level. All purpose and priorities as outlined in the RFP must be adhered to.</li> </ul>		
<b>7</b>	<p><b>Statutes</b></p> <ul style="list-style-type: none"> <li>▪ <b>Authority:</b> This is the awarding authority for this grant funding.</li> <li>▪ <b>Program Title:</b> This is the title of the grant program funding this grant.</li> <li>▪ <b>Appropriation:</b> An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended.</li> </ul>		
<b>7</b>	<p><b>Terms and Conditions of Award:</b></p> <ul style="list-style-type: none"> <li>▪ This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the Commonwealth of Massachusetts and your town/agency to receive such funds.</li> </ul>		

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	<ul style="list-style-type: none"><li>▪ The grant may be terminated upon 30 days' written notice by either party. In the event of such an action, all remaining funds shall be returned in a timely fashion to the EOE agency, and the grant closeout procedure must be followed.</li><li>▪ Fiscal and other reports relating to this grant must be submitted as required by the grant program.</li><li>▪ Recipients are required to report deviations from budget or project scope or objective and request prior approvals from EOE for budget and program plan revisions (amendments/revisions to grant within EOE grant sub-system).</li><li>▪ Expenditures cannot be charged to the grant prior to the sub-recipient grant start date. 34 CFR 76.708.</li><li>▪ All grants are subject to 815 CMR 2.00. To access please <a href="#">click here</a>.</li><li>▪ The Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. To access the full Commonwealth Terms and Conditions please <a href="#">click here</a>.</li></ul>
<b>8</b>	<b>Special Notes:</b> This section highlighted any important information regarding the specific grant associated with this Grant Award Notification (GAN).