Great Start Readiness Program (GSRP)
2016-17 Program Implementation Plan (PIP)

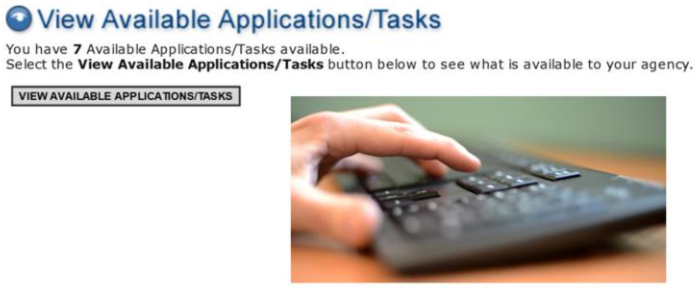
Instructions for Entry into MEGS+

Great Start Readiness Program
Michigan's Nationally Recognized Pre-K Program

MICHIGAN Department of Education

This presentation is meant to assist those who complete the GSRP PIP. There are a number of changes in the PIP this year. Information was reduced on some screens and others were completely removed.

Initiating the PIP

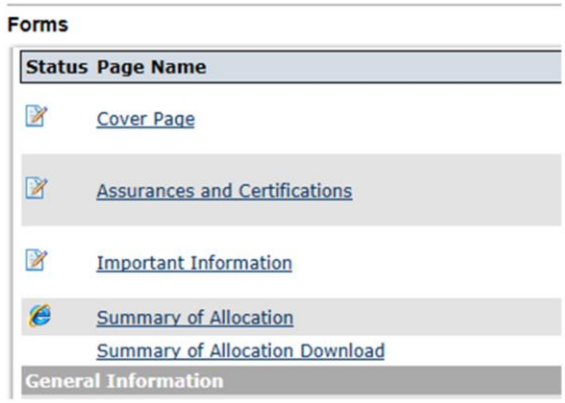


Initiating the PIP

- A Level 4 or 5 user should go to View Available Applications/Tasks.
- Click and scroll to find the 2016/17 Program Implementation Plan.
- Click Initiate

After the PIP has been initiated, and after it has been submitted, it can be found within 'My Applications/ Tasks' or by completing a 'Quick Search' for the GSRP Application.

Let's begin!



Cover Page, Assurances and Certifications, and Important Information Screens

The ISD reviews the Cover Page for accuracy, and reviews the Assurances and Certifications and Important Information. In submitting the GSRP Implementation Plan, the ISD agrees to these assurances and acknowledges that failure to meet them could result in the recapturing of funds.

Summary of Allocation

Application: FY 2017 - GSRP Implementation Plan | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official
Description:

SUMMARY OF ALLOCATION

Instructions: Below is a summary of allocation adjustments to date. If no data appears, there have been no adjustments to your allocation.

Summary

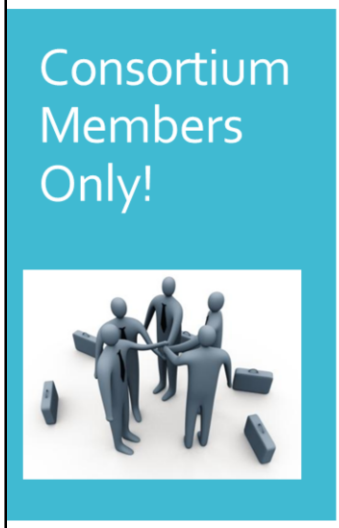
School Year Allocation	School Year Transportation	Migrant/Summer Allocation	Migrant/Summer Transportation	Total State Aid Payment
$2,414,250	$88,200	$0	$0	$2,502,450

Allocation Worksheet

Date	Transaction Type	Allocation Type	ISD	Amount
09/06/2016	Original Allocation	School Year Allocation	C.O.O.R. ISD	$2,414,250

Summary of Allocation Screen

The Summary of Allocation is a screen completed by the GSRP Analyst at MDE. It is updated throughout the year if changes take place to either the slot or transportation allocations.



Adding Consortium Members

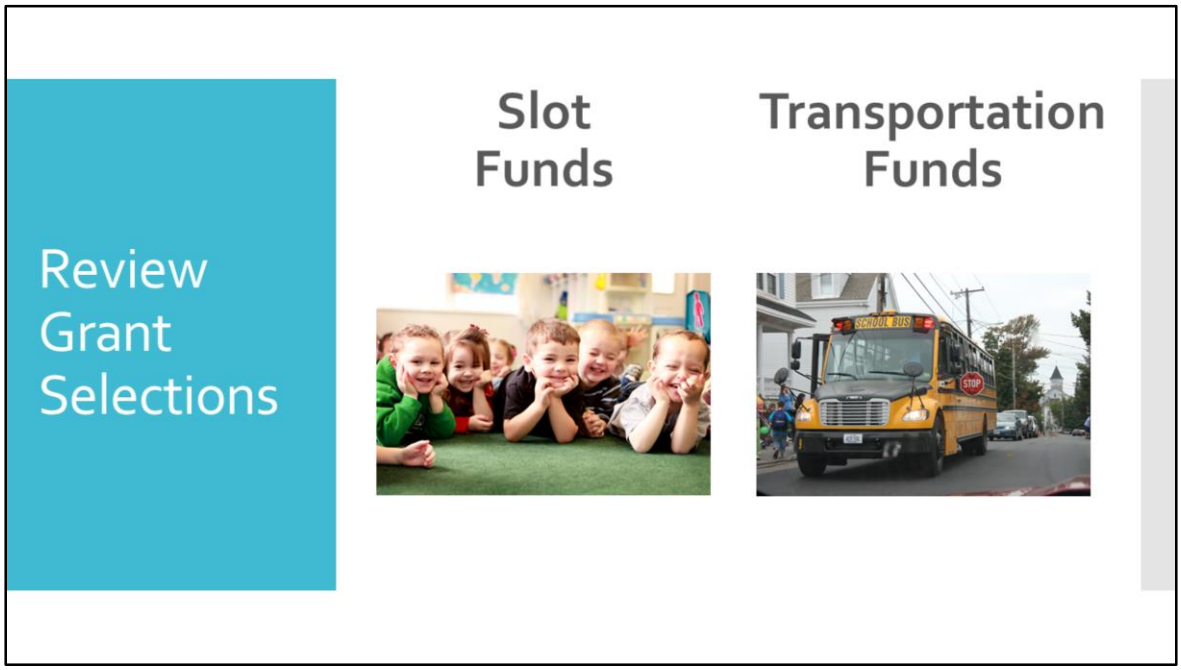
- After following the instructions on the page and clicking on Search, a box will show that displays the Agency Name, Agency Code, Building Code and Funding Source. Place a checkmark in the box next to the desired Agency Name and click SAVE.
- The fiscal agent then needs to contact the members to log into MEGS+ to accept or reject the consortium invitation. Follow the instructions below for 'Accepting/Rejecting a Consortium Invitation.'
- Once an agency is added they will be able to see the application under My Applications/Tasks on their MEGS+ home page, please note that MEGS+ does not send any notification via email to the agency that was added.
- Once the agency has responded to the consortium invitation, the Fiscal Agent will be able to view the invitation response within the "Consortium Member Information" page of the GSRP Implementation Plan.

Accepting Consortium Membership

- Once an invitation is sent by the Fiscal Agent, the invited member will be able to view and respond to the invite by selecting the fiscal agent's "GSRP Implementation Plan" within the My Applications/Tasks on the MEGS+ home screen.
- Select View/Edit and under General Information click on "Consortium Acceptance

Information” from the fiscal agent’s GSRP PIP.

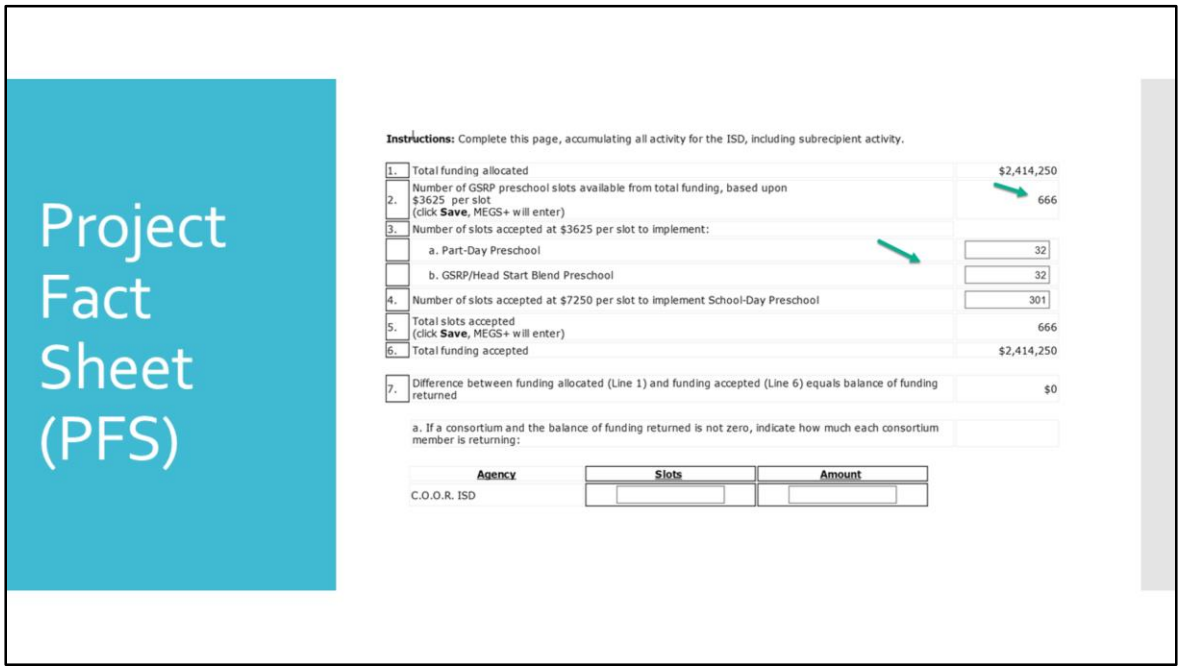
- Choose an invitation response in the drop down box underneath the heading “Invitation Response”.
- Select Notify Fiscal Agent located at the top of the screen.
- The Fiscal Agency will now be able to view the invitation response within their GSRP PIP.



<u>Review Grant Selections Screen</u>
All ISDs must complete the Review Grant Selections page.

While all ISDs are allocated Slot funds, the ISD must select Apply Now if the ISD or any Subrecipients <u>will be</u> using GSRP Transportation funds. This will create the GSRP Transportation Budget.

Select Do Not Apply if the ISD or any Subrecipients <u>will not</u> be using GSRP Transportation funds.



<u>Project Fact Sheet Screen</u>

To start the PFS, click SAVE near the top of the screen, to have MEGS+ calculate and enter the number of slots available.

Complete lines 3a, 3b, and 4 to indicate the number of slots accepted for each program option. In line 4, enter 1 slot for each child the ISD plans to serve in a school-day program. The PFS may be saved as work proceeds or as the final entry is made and MEGS+ will calculate all changes.

<u>Line 7 has is only completed by a consortium that is returning funds.</u> If slots are returned or recaptured later, this will let MDE know from which consortium member's allocation the slots are being returned. This is also important for determining the "Hold Harmless" slot number for the following year.

Project Fact Sheet Continued

Transportation

8.	Transportation fund maximum allocation	$88411
9.	Transportation funding accepted	$88,200
10.	Difference between transportation fund maximum allocation and transportation funding accepted equals balance of funding returned	$211
11.	**Total State Aid Payment (Line 6 + Line 9)**	$2,502,450

Project Fact Sheet Screen Continued

The transportation allocation will be displayed in line 8. Enter the transportation funding accepted in line 9 and click SAVE.

If there is a difference, MEGS+ will compute it and these funds will be recaptured by MDE.

Line 11 reports the ISD's total state aid payment, which is the total of slot funding accepted plus total transportation funding accepted.

Project Fact Sheet Continued

Slots Transferred Between ISDs (Estimated)

	Slots Accepted from Line 3 and Line 4	Slots Transferred Out to Other ISDs	Slots Transferred In from Other ISDs	Total Children to be Served in Classrooms
12. Part-Day Preschool	32	0	0	32
13. GSRP/Head Start Blend Preschool	32	0	0	32
14. Slots at $7250 to Implement School-Day Preschool	301	1	2	302
15. Totals	365			366

16. Funds Transferred Out	$0
17. Corresponding Transportation Funds Transferred Out	$0
18. Funds Transferred In	$7,250
19. Corresponding Transportation Funds Transferred In	$0

Project Fact Sheet Screen Continued

In lines 12-14 indicate the number of slots transferred out of and into the ISD/Consortium in each program option.

In line 16 enter any slot funds that will follow the children who transfer out. If the local agreement(s) between ISDs indicate that no funds will follow the children, enter a 0. Do the same for the corresponding transportation funds transferred out in line 17.

In line 18 enter any slot funds that will come with the children who transfer in. If the local agreement(s) between ISDs indicates that no funds will follow the children, enter a 0. Do the same for corresponding transportation funds transferred in in line 19.

At the bottom of the Project Fact sheet you will also notice that an opportunity has been added to indicate a Co-ECC. This will allow MDE to pull an up-to-date report from the PIP on all those who should be receiving communications from the GSRP staff. This same list will be used to update the ECC listserv.

BREAKDOWN OF ACCEPTED FUNDS

Instructions: Enter relevant information for each Subrecipient and click Save.

Total Transportation Funding Accepted	Transportation funds retained to transfer out	Total Slot Funding Accepted	Slot funds retained to transfer out	Total Slots Accepted
$88,200	$0	$2,414,250	$0	666

Instructions: Report only the amounts the ISD retains to administer GSRP and Support GSRP subrecipients.

ISD Code	ISD Name	Transportation Funds Retained for Administration	Slot Funds Retained for Administration	Slot Funds Retained for Outreach and Recruitment	Slot Funds Retained to Support GSRP Program Services	Total Slot Funds Retained
72000	C.O.O.R. ISD	$ 0	$ 96,750	$ 48,285	$ 39,447	$184,482

Instructions: Report only the amounts the ISD and GSRP subrecipients retain to provide GSRP and support GSRP Subrecipients.

Recipient Code	Name	Provider Type	Accepted Transportation Funds	Accepted Slot Funds for GSRP Sites	Total Accepted Funds	Total Accepted Slots	Total CBO Slots	Percent Total Slots Accepted
72000	C.O.O.R. ISD	ISD	$ 0	$ 6,696	$6,696	2	0	0.30%
20015	Crawford AuSable Schools		$ 0	$ 0	$0	0	0	0.00%

Breakdown of Accepted Funds Screen

The Breakdown of Accepted Funds Screen is very important to showing how the ISD as grantee is using the allocated funds. The top section reflects the total slot and transportation funds and slots accepted.

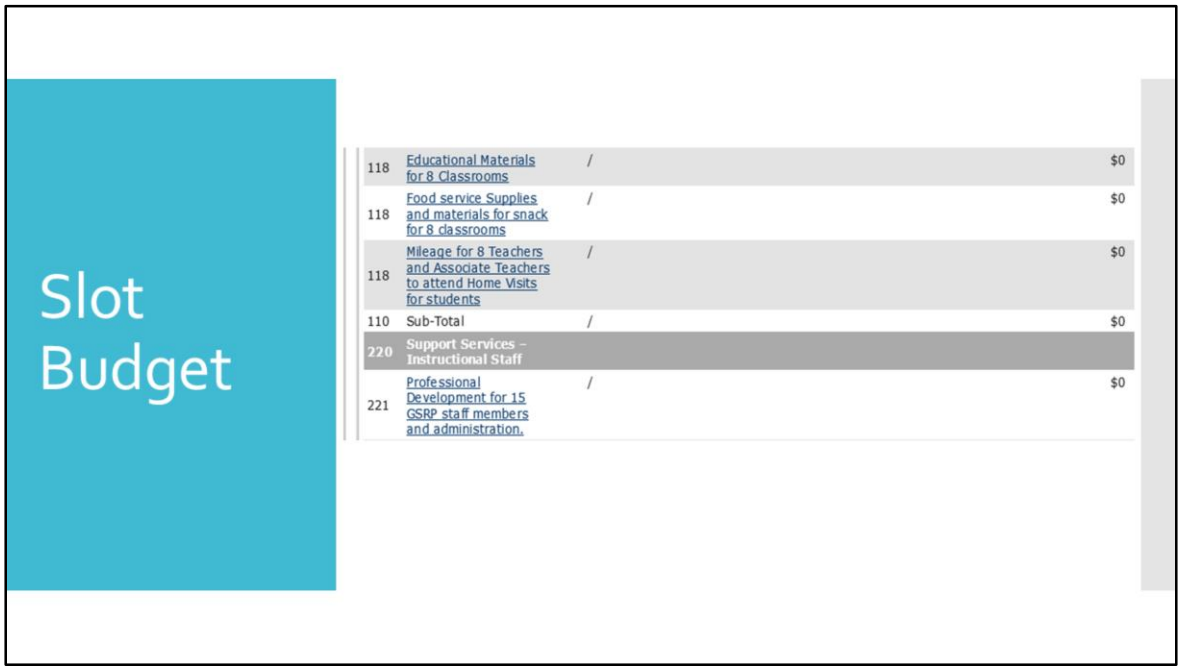
In the center section:

- Enter the amount of Administrative funds (up to 4%) the ISD will retain from the transportation allocation accepted.
- Enter the amount of Administrative funds (up to 4%) the ISD will retain from the slot allocation accepted.
- Enter the amount of Outreach and Recruitment funds (up to 2%) the ISD will retain from the slot allocation accepted.
- Enter the total amount of funds (NON Administrative) the ISD will retain to support program services. (e.g. to provide ECS services, PQA online subscription, etc.). Click SAVE.

The third section provides input lines for the ISD to indicate how the remaining funds will be allocated to run GSRP classrooms.

- The first line is where the ISD must indicate the amount of transportation and slot funds it will retain ~~for~~ to directly run classrooms or to transfer out to other ISDs (if the ISD entered funds on line 16 and/or 18 of the PFS, those funds must be included here) .
- Each subrecipient requires an Agreement Number (previously Recipient Code) as a unique identifier. LEA-subrecipients will already have an Agreement Number that will prepopulate the screen. Agreement numbers for previous community-based organization subrecipients can be copied from the 2015/16 PIP Breakdown of Accepted Funds screen. New community agencies may need to have an Agreement Number created. To generate a new Agreement Number for a non-school entity, complete and submit the Center for Educational Performance and Information (CEPI) Non-School Recipient Form. Formal, legal names are used to register new agencies.
- Continue by using the dropdown to indicate the provider type for each subrecipient, followed by entering the amounts each subrecipient will receive for transportation, and slots.
- Enter the total number of slots the subrecipient is funded to serve and of that number a total that would be counted as CBO slots. The Accepted Transportation Funds, Accepted Slot Funds, Total Accepted Slots and Total CBO Slots for each subrecipient does NOT include any funds or slots transferred in or out. Those funds must be included in the ISD amounts listed on the first line of this section.

When all ISD funds have been accounted for the Fiscal Agent Balance Remaining for Accepted Transportation Funds, Accepted Slots Funds for GSRP Sites and the Total Slots Accepted at the bottom of the page will be 0.



<u>Slot Budget (aka Great Start Readiness Program) Screen</u>

GSRP has two budgets that must be completed. The Slot Budget opens to the Budget Summary page. The only information entered on this page is the business office representative and the project contact information.

Click on Budget Detail. The ISD enters one aggregated budget into MEGS+. The individual subrecipient budget details must be kept at the ISD but are not entered into the PIP. As requested, line item descriptions from the previous year have been pulled into the Slot Budget screen. Please review each to make sure it is currently accurate and amend as necessary. If changes are made, consider using the standardized budget descriptions that accompanied these instructions. This will make ISD and MDE review more efficient. When aggregating subrecipient budgets list all descriptions across budgets that really mean the same thing, such as third person in the classroom, additional classroom staff, lunch aide, with one common description. Using standardized budget descriptions and correctly aggregating costs will result in fewer questions from MDE and quicker approval of the PIP.

If new items are added remember that ISD expenses are entered directly under the

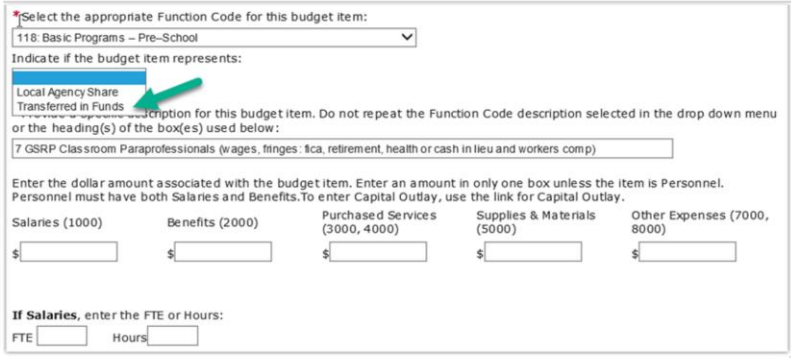
proper function code. All LEA subrecipient items use function code 411 and then in the description indicate the actual function code the item relates to–

Function Code	Description
411	118 Associate Teaches (4)

The same thing happens for new budget entries under 441 (For-Profit CBOs) and 445 (Not-for-Profit CBOs). All items are entered using the correct Object Codes. All Capital Outlay items/projects must be pre-approved by the ISDs assigned consultant.

If funds are being transferred out from the ISD to another ISD they are be accounted for under function code 411, Transfers to Other School Districts with a detailed description that specifies which ISD the slots are being transferred to and the number of slots, such as: “411: Transfer 2 slots to Allegan and 2 slots to Ottawa ISD”.

Slot Budget Continued



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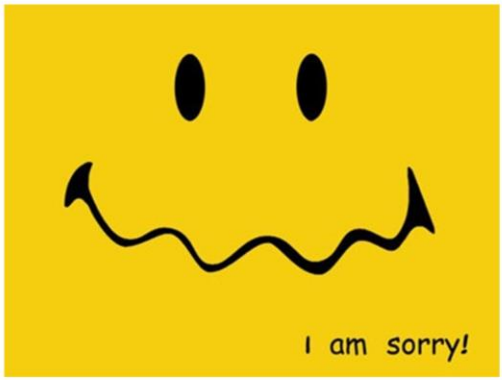
To modify a line item description or amount click on the description. Notice that the screen already has the function code and budget description. Make any necessary changes to the description and amount to make sure the entry reflects the 16/17 budget item. The dropdown menu to indicate the type of item will default to the blank line as this represents almost all budget entries. If the budget entry is to reflect the use of cross-ISD slots-that, per local agreement will come with funds transferred in, then be sure to use 'Transferred in Funds' as these funds will total separately from allocated funds at the bottom of the Budget Detail and Summary screens.

As always any entry into Salary must have a corresponding entry into Benefits. A 0 entry into Benefits is permissible. Salaries must also include an entry into FTE or Hours.

Transportation Budget

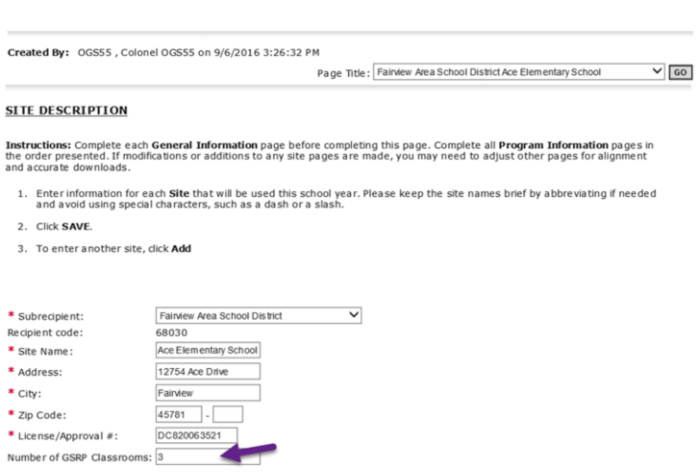


Transportation Budget

Due to a programming issue, we were not able to get the transportation budget descriptions pulled through for the 16/17 PIP. We are told there is a fix for next year that will be made. Click on budget detail and use ADD AN ITEM to enter function code, budget description and amounts for each entry. Consider using the standardized budgets descriptions that accompanied these instructions. This will make ISD and MDE review more efficient. Entries related to funds transferred in and out, if there are any, are entered as they were in the slot budget.

Please remember that only budget items that are related to providing daily transportation to and from GSRP can be used here.

Site Screen



Site Screen

The subrecipients indicated on the Breakdown of Accepted funds screen all populate the Page Title dropdown menu. Click on the subrecipient this site belongs to, click SAVE and MEGS+ will enter the subrecipient code

Complete a screen for each site. The Site Screen is shorter now and has only one change. Notice that instead of asking for the licensed capacity, the question asks for the number of GSRP classrooms at the site.

Early Childhood Specialists (ECS)

Ellen Page

Early Childhood Specialist

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Early Childhood Education

<u>Early Childhood Specialist (ECS) Screen</u>

Complete an Early Childhood Specialist screen for each ECS.

Due Date

11/3/16

If you have questions on the completion of the PIP please contact your assigned consultant.

Need Assistance?

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