

# Successful Completion of the 2008-2009 Great Start Readiness Program Formula Application

Office of Early Childhood Education  
and Family Services

Blanche Deren  
Consultant

# Agenda

- Format for Workshop
- GSRP Overview
- Navigating the Michigan Electronic Grants System
- Application Walkthrough

# GSRP Overview

- State School Aid – 32d, 32i, 37-40
- History of Funding
  - \$\$ per child
  - Program options
- Length of Award
  - October 1, 2008 - September 30, 2009
  - Carryover through June 30, 2010

# GSRP Overview

Who can apply?

- School Districts
- Public School Academies

.....with an identified concentration of eligible prekindergarten children who will remain unserved after the district, public school academy and community early childhood programs have met their funded enrollments. 37 (1)(d)

# GSRP Application Process

## A. CNRA

- Available winter
- Identifies concentrations of prekindergarten children in need of special readiness assistance
- Consortium options

## B. Allocation

- Signed State Aid Bill
- Legislated Formula
- Approval by State Superintendent
- Notice to grantees
- Allocation Award packet

# GSRP Application Process

## C. Formula Grant Application

- Completed via MEGS
- Addresses each legislative requirement
- Stats on program
- Generate GSRP reports
- Goals & Objectives
- Audited
- Often modified
- Team approach needed
- End of year reports imbedded

# MEGS Purpose

*The Michigan Electronic Grants System*  
provides:

- online application process for grants and other programs.
- common look and feel for all grant applications.
- a system to provide data and complete reports for applications.
- **Color** coded by year.
- Requires access.

# MEGS Authorization

## Level 5 - Authorized Officials

- Manage MEGS accounts for School District/PSA and add users to MEGS.
- Initiate, submit, amend and delete applications, amendments, and/or reports.

## Level 4 - Application Administrators

- Initiate, modify, and submit the reports.
- Assign other users to participate in the grant writing or review process.

## Level 2 - Grant Writers

- Input and edit any data, but cannot modify if returned.

## Level 1 – Viewers

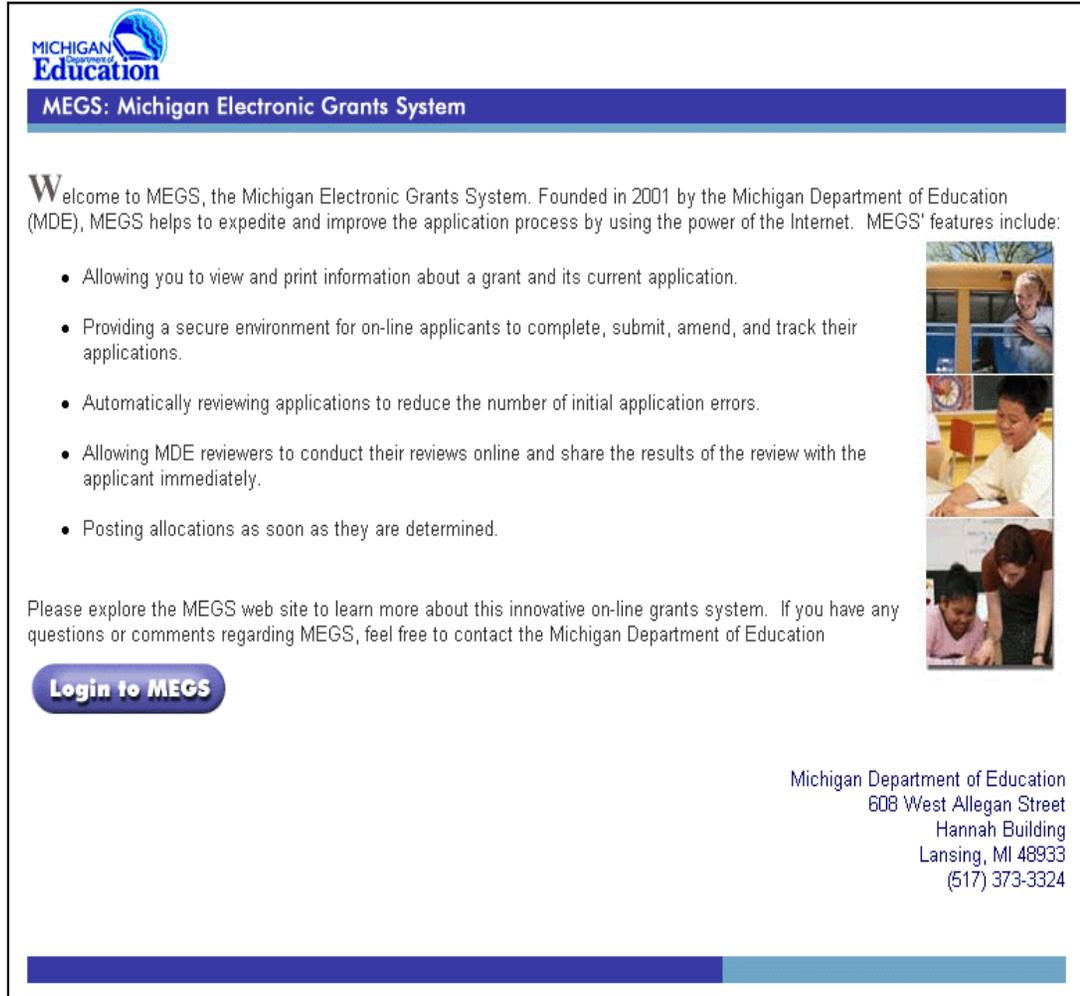
- View but cannot input or edit information.

# MEGS Operation

## To use MEGS you need:

- Web Browser
  - IE 6.0+
  - Netscape 7.0+
- An Internet Connection
- Acrobat Reader 4.0+
- A Valid MEIS Account, entered in MEGS

12.2008



The screenshot shows the MEGS website header with the Michigan Department of Education logo and the title "MEGS: Michigan Electronic Grants System". Below the header is a welcome message and a list of features. A "Login to MEGS" button is visible. On the right side, there are three small images showing people interacting with the system. At the bottom right, contact information for the Michigan Department of Education is provided.

**MICHIGAN**  
Department of  
**Education**

**MEGS: Michigan Electronic Grants System**

Welcome to MEGS, the Michigan Electronic Grants System. Founded in 2001 by the Michigan Department of Education (MDE), MEGS helps to expedite and improve the application process by using the power of the Internet. MEGS' features include:

- Allowing you to view and print information about a grant and its current application.
- Providing a secure environment for on-line applicants to complete, submit, amend, and track their applications.
- Automatically reviewing applications to reduce the number of initial application errors.
- Allowing MDE reviewers to conduct their reviews online and share the results of the review with the applicant immediately.
- Posting allocations as soon as they are determined.

Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

[Login to MEGS](#)

Michigan Department of Education  
608 West Allegan Street  
Hannah Building  
Lansing, MI 48933  
(517) 373-3324

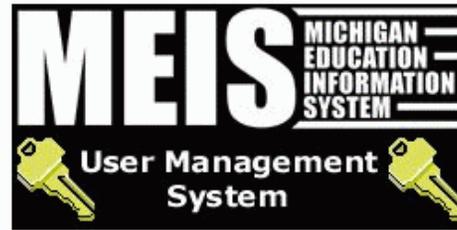
# MEIS Purpose

How can an account be obtained?

The *Michigan Education Information System* provides

— one system for the management of user accounts for a variety of MDE applications.

In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. Go to the following URL (internet Address) and **Create a MEIS Account**



Welcome to the  
MEIS User Management System

MEIS Accounts are used to access MEIS  
web-based applications bearing this logo:



## Questions & Answers regarding MEIS User Management

If you are *new* to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create a MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account,  
please select the link below:

[Create a MEIS Account](#)

If you **HAVE** an MEIS Account, please login:

**MEIS Login**

Login:

Password:



[Return to the MEIS Main Menu](#)

<https://cepi.state.mi.us/MEISPublic/step1.asp>

# MEGS Operation

If your MEIS account is entered in MEGS, you can log in:

[http://megs.mde.state.mi.us/megs/.](http://megs.mde.state.mi.us/megs/)

The first screen provides:

- a link to the login screen
- a link to the MEGS Website

MEGS Website has:

- training materials
- allocation information
- MEIS information
- general information

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Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

**Login to MEGS**

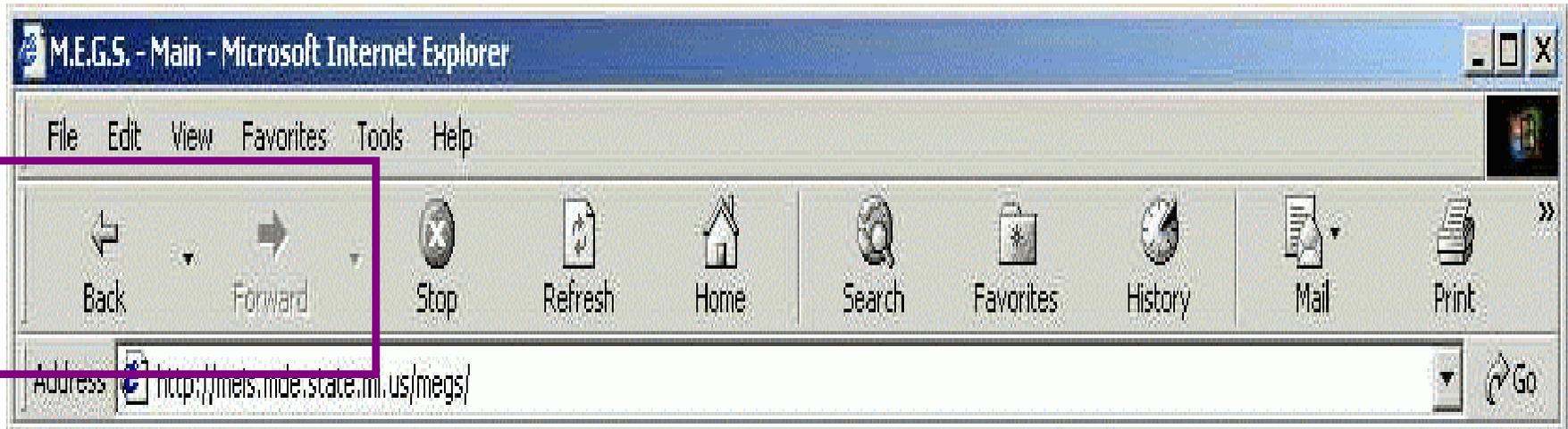
**WANT TO LEARN MORE ABOUT MEGS?**

Michigan Department of Education  
608 West Allegan Street  
Hannah Building  
Lansing, MI 48933  
(517) 373-3324

# Tips for Using MEGS

*Avoid the **Back** and **Forward** Buttons!!!*

- By using the **Back** button, the user gets an “older” saved version of the page not the latest information
- To always see the latest information *use **MEGS buttons*** to navigate from page to page!



# Tips for Using MEGS

Use these *navigating buttons* on each page:



- Have the most appropriate person complete each page of the application.
- **READ** directions... read directions... read directions.
- Use text boxes to communicate your situation with GSRP consultants.
- **SAVE** often and always before changing pages.

# Tips for Using MEGS

## Use the MEGS HELP pages



MEGS: Michigan Electronic Grants System

PRINT WINDOW

CLOSE WINDOW

### CURRICULUM

Enter the curriculum model you are currently using. Please note that only one item can be selected. If you select "other," you must include a description of the curriculum you are using in the description box provided.

### CHILD ASSESSMENT

Enter the on-going observational child assessment tool you are currently using. Please note that only one assessment instrument can be selected. If you select "other," you must include a description of the assessment instrument you are using in the description box provided. Do not include screening instruments such as Brigance and Dial-R, which do not provide information about children's progress in all developmental domains over time. Please review the Michigan

- Most pages have **HELP** information.
- Before you enter any information, it is recommended you view **HELP** screens.
- Print and share **HELP** screens with others who are assisting with data entry.

# MEGS: Header Details



Help

Tech Prep  
Applicant: Genesee ISD (25000)  
Application #: 0304-0053 - Application In Progress  
User: Cynthia McCain

Main Menu | Application Menu | Help | Errors

View Comments | Logout

Main Menu

Application Menu

Errors

Application and User Information

- **Main Menu** – Opens the page with all applications initiated by the user's agency. Clicking this tab will take you OUT of the application.
- **Application Menu** – Opens the application "home page" and links for quick access to other parts of the application, such as the Project Fact Sheet and the Budget.
- **Help** – Takes the user to specific help information for each page. This is the first source of assistance for questions or problems that users have.
- **Errors** – Alerts the user when any critical part is not completed. All errors must be addressed in order to submit the application.
- **Application and User Information** – Indicates the application that is currently being worked on, the applicant agency, the application number, and the current user's name.

# Login to MEGS

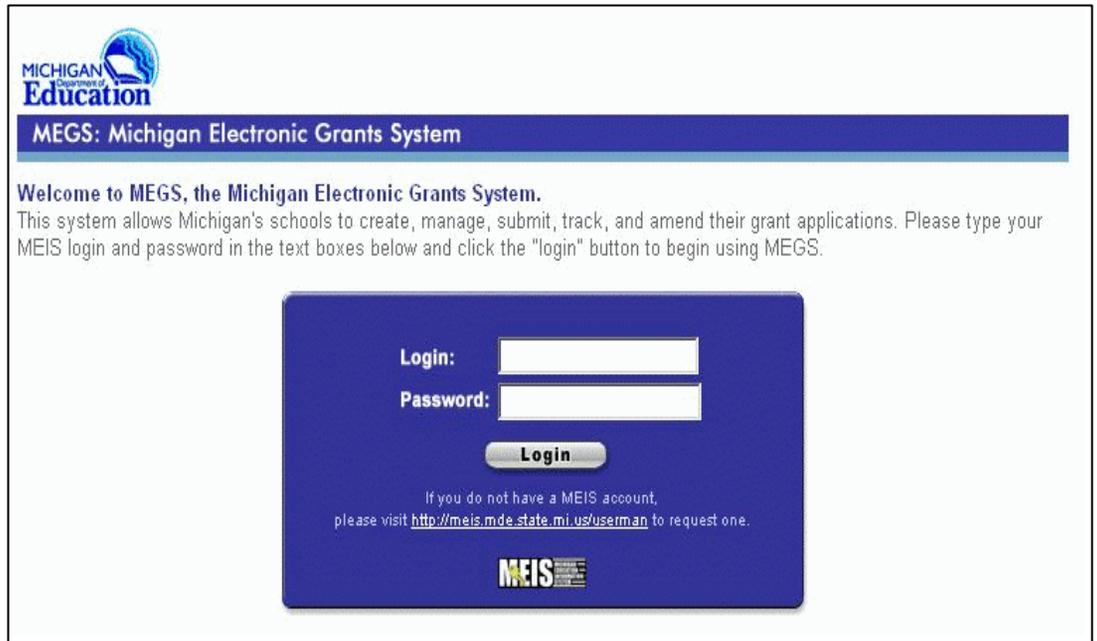
Use the **Login** and **Password** obtained from the MEIS Registration Process to login. Remember: the MEIS password is case sensitive.

If you receive an error message you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Questions?

**MEGS@michigan.gov**

**(517) 335-0505**



The screenshot shows the MEGS login interface. At the top left is the Michigan Department of Education logo. Below it is a blue header bar with the text "MEGS: Michigan Electronic Grants System". The main content area contains a welcome message: "Welcome to MEGS, the Michigan Electronic Grants System. This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the 'login' button to begin using MEGS." Below this is a dark blue login box with two white input fields labeled "Login:" and "Password:". A "Login" button is positioned below the fields. At the bottom of the login box, there is a link: "If you do not have a MEIS account, please visit <http://meis.mde.state.mi.us/userman> to request one." The MEIS logo is at the bottom right of the login box.

# Initiate the Application

## MEGS Main Menu



User: Ms. Becky Davis

Main Menu Help

Logout

Welcome to MEGS, Ms. Becky Davis of Eastern Upper Peninsula ISD, [bdavis@eup.k12.mi.us](mailto:bdavis@eup.k12.mi.us), To update your email address click [here](#).

Initiate an Action	Additional Functions	Maintain MEGS Accounts
<input type="text"/> CNRA (MSRP State Aid Pre-App) (FY-2010) GSRP Formula (FY-2009) <input type="button" value="INITIATE"/>	<ul style="list-style-type: none"><li>• <a href="#">Enter/Update Your GRIF</a></li><li>• <a href="#">Review Grant Applications</a></li><li>• <a href="#">Reports Due</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Add Users to MEGS</a></li><li>• <a href="#">Contact Information</a></li><li>• <a href="#">Application Security Level(s)</a></li><li>• <a href="#">Agency Information</a></li><li>• <a href="#">Edit Your Contact Information</a></li></ul>

1. Apply for FY09 Grant:  
Select *GSRP Formula* from the drop-down list and click **INITIATE**.
2. Level 4 or 5 can initiate applications.

# Open the Application

<http://megs.mde.state.mi.us/megs>

GSRP Formula			<a href="#">Top</a>
<b>Application #0809-5667 Eastern Upper Peninsula ISD</b>		Status: Application In Progress	
Grants	Access Level	Granted By	
Great Start Readiness Program	Application Administrator	<a href="#">Ms. Susan Kabat</a>	
<b>VIEW / EDIT</b>	DELETE APPLICATION	VIEW REPORTS	
<b>VIEW HISTORY</b>			

# ***NEW* for 2008-2009**

- **Overall:** References to the *Michigan School Readiness Program* are changed to the *Great Start Readiness Program*. Updated screens clarify reporting requests and allow grantees to share descriptive detail.
- **Summary of Allocation:** This screen, located under Management Activities, displays a summary of allocation adjustments to date. If no adjustments occur, data will not appear.
- **Participating Resolution:** Data entered onto the Project Fact Sheet pre-populates text on the Participating Resolution; grantees can print a copy to present to their school board for approval signatures.

# ***NEW* for 2008-2009**

- **Retain the Participating Resolution in local administrative files.** An “assurance check” in the application verifies the resolution process will be completed. **DO NOT send a copy to the Michigan Department of Education.**
- **Consortium Options:** Consortia declare whether service to children is based on the allocation to each district/PSA or to the entire consortium. To generate individual Project Fact Sheets, Participating Resolutions and Budgets for each consortium member, all consortium members must choose to receive both “funds and services.”

# Application Main Menu

- Grant Information
- Management Activities
- General Information
- Budget Pages
- Program Information: Preschool
- Prog Info: PIE
- SUBMIT Button!

12.2008

Michigan Education

GSRP Formula  
Applicant: Hazel Park City School District (63130)  
Application #: 0809-6913 - Review In Progress  
User: Ms. Janet Fowler - Consultant

Consultant Overview Application Search Help CMS Admin Add Help Logout  
Application Menu Errors Report Menu Edit Information Checklist

Submit Application

**This "GSRP Formula" application contains the following grant(s):**

Grant	Apply Now/Later
Great Start Readiness Program	Apply Now

- The current status is **Review In Progress**
- This application is due on **Thursday, December 18, 2008**
- [Important Information About the Great Start Readiness Program](#)
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- Control Access to this Application
- View Last Confirmation of Submittal
- View a PDF of this application
- View a blank PDF
- Summary Of Allocation

**GENERAL INFORMATION**

- Grant Contact and Fiscal Agent Information
- Consortium/Grant Member Information
- Consortium Options

**BUDGET PAGES**

- Great Start Readiness Program

**GSRP PROGRAM INFORMATION - PRESCHOOL**

- Program Information Page Summary
- Project Fact Sheet
- Allocation Acceptance
- Participating Resolution
- Sub-Contract Agency
- Key Personnel - Project Director/Administrator
- Key Personnel - Early Childhood Specialist
- Key Personnel - Teachers/Home Visitors
- Key Personnel - Associate Teachers/Paraprofessionals
- Facility Description
- Part-Day, All-Day/Alternate Day, GSRP/Head Start Blend, or Migrant Preschool Center-Based Programs
  - Full-Day Center-Based Programs
  - Home-Based Programs
  - Project Plan Q & A
  - Curriculum - Assessment
  - Project Plan - Program Quality Goal
  - Project Plan - Parent Involvement Goal
  - Project Plan - Child Development Goal
  - Community Advisory/Curriculum Committee

**PROGRAM INFORMATION - Parent Involvement & Education**

- Project Fact Sheet
- Allocation Acceptance
- Participating Resolution
- Parent Involvement & Education Project Director/Administrator
- Parent Involvement & Education Project Plan Compliance

Submit Application

Back To Top Back To Top

# Assurances and Certifications



PRINT WINDOW

CLOSE WINDOW

MEGS: Michigan Electronic Grants System

## ASSURANCES AND CERTIFICATIONS - STATE PROGRAMS -

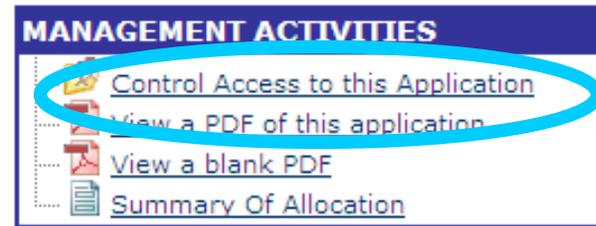
6. Each eligible School District/PSA shall comply with all reporting requirements and due dates, including but not limited to, the Michigan Student Database System (MSDS).
7. Each eligible grantee acknowledges that their program may be selected to participate in national, regional and/or state-wide GSRP data collection efforts. Acceptance of GSRP funds requires that if your program is selected to be a part of a GSRP evaluation project that it will cooperate fully with the state, its designated evaluation contractor, and any of the state's other research partners. That cooperation includes but is not limited to:
  - making classrooms available for observation,
  - providing non-classroom space on-site for child assessment,
  - allowing administrators and staff to take time to complete questionnaires (by phone, online, on paper, or in-person as necessary),
  - providing program information to the contractor,
  - participating in project informational webinars and conference calls,
  - distributing parent information letters/consent forms, and
  - collecting and forwarding to the evaluation contractor parent consent forms promptly and regularly.

# Management Activities

## Control Access to This Application

### Give Users Access to the Application

- Go to the “Add Users to this Application” table at the bottom of the page.
- Enter the MEIS Account IDs of the users to be given access.
- Select a security and contact level for each new user based on his/her function in the application process.
- Click the **Save** button to update MEGS.



Add Users to this Application				SAVE	CANCEL
User	Grant Contacts	Date Active	Date Inactive		
MEIS Account #: <input type="text"/>	<input type="text"/>	12/3/2008			
Security Level: Level 1 (Viewer)					
MEIS Account #: <input type="text"/>	<input type="text"/>	12/3/2008			
Security Level: Level 1 (Viewer)					
MEIS Account #: <input type="text"/>	<input type="text"/>	12/3/2008			
Security Level: Level 1 (Viewer)					

SAVE CANCEL

# MEGS Communication

[Show All Rows](#)

[Jump to Edit/Remove Users from this Application](#)

Add Users to this Application				SAVE	CANCEL
User	Grant Contacts	Date Active	Date Inactive		
MEIS Account #: <input type="text"/>	<input type="text"/>	11/30/2008	<input type="text"/>		
Security Level: <input type="text" value="Level 1 (Viewer)"/>	<input type="text"/>				
MEIS Account #: <input type="text"/>	<input type="text"/>	11/30/2008	<input type="text"/>		
Security Level: <input type="text" value="Level 1 (Viewer)"/>	<input type="text"/>				
MEIS Account #: <input type="text"/>	<input type="text"/>	11/30/2008	<input type="text"/>		
Security Level: <input type="text" value="Level 1 (Viewer)"/>	<input type="text"/>				

Main Contact receives:

- MEGS-generated email
- MDE office-to-grantee email

# MANAGEMENT ACTIVITIES

## View and Generate PDF's of the Application

- Once data is saved, the individual pages can be printed in PDF format.
- The entire GSRP application can be generated overnight and can be saved as a PDF file on the desktop.

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)
- [Summary Of Allocation](#)

**FULL PDF**

- Generate PDF

**COVER PAGE/CONSORTIUM INFORMATION**

- [View the Cover Page For This Application](#)

**GENERAL INFORMATION**

- [Consortium/Grant Member Information](#)
- [Consortium Options](#)

**BUDGET PAGES**

Lansing Public School District

**PROGRAM INFORMATION**

- [Summary Of Allocation](#)
- [Project Fact Sheet: Lansing Public School District](#)
- [Allocation Acceptance](#)

# MANAGEMENT ACTIVITIES

## NEW! Summary of Allocation

- View allocation adjustments
- Summary of Allocation and Allocation Acceptance screens are display only.
- MDE enters data.
- Useful to print PDF and share with school board/advisory board.

**MANAGEMENT ACTIVITIES**

-  [Control Access to this Application](#)
-  [View a PDF of this application](#)
-  [View a blank PDF](#)
-  [Summary Of Allocation](#)

**SUMMARY OF ALLOCATION**

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

Last Changed On:

A	B	C	D	E	F	G
Agency	Original Allocation	Funds Recaptured from Item 1j of Project Fact Sheet	Enhanced Allocation Offer	Portion of Enhanced Offer Not Accepted	MEGS Allocation	Less Prior Year Deferred Funds

# Grant Contact / Fiscal Agent Information

## To Assign or Change the Main Contact:

- Go to the **Control Access** link to make the assignment.
- When the assignment is saved, the user will be displayed on the Grant Contact and Fiscal Agent Information page.



### [Change Main Contact for this Agency](#)

Application Main Contact			
Name	Title	Phone	Email Address
Mr. John Angle	Superintendent	(810) 591-2501	<a href="mailto:jangle@bendleschools.org">jangle@bendleschools.org</a>

### [Assign the Secondary Contact for this Grant Program](#)

Fiscal Agent	
Legal Name	Bendle Public Schools
Superintendent	<a href="#">Mr. John Angle</a>
FEIN	386001193
Recipient/District Code	25060
Building Code	00000
Address 1	3420 Columbine Ave.

### ***Fiscal Agent's Information:***

- *Fiscal Agent Information comes from the School Code Master (SCM).*
- *MEGS gets latest updates from the SCM.*

# Consortium/Grant Member Information

## GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)
-  [Consortium/Grant Member Information](#)
-  [Consortium Options](#)

ADD A NEW MEMBER

REMOVE SELECTED MEMBER

The tables below list all of the agencies that are part of this application. The date the authorized official of an agency accepts the invitation to be a consortium member is noted as Accepted:[date] under the Acceptance Date column. If the invitation was not accepted, a Rejected:[date] is shown. The column(s) with the grant name as the heading shows the allocation (if this is a formula grant) after "Allocation:" and the budget total after "Budget:".

**Instructions:** To add agencies to this application, click the **Add a New Member** button. To remove an agency from this application, select the agency by clicking on the box next to the agency name and then click the **Remove Selected Member** button.

### Fiscal Agent, Consortium Members, and Grant Members Receiving Funds from the Fiscal Agent

	Name	District Code	Building Code	School Readiness
<input type="checkbox"/>	Hazel Park City School District	63130	N/A	Allocation: \$326,400  Budget: \$326,400

# NEW! Consortium Options

## HAZEL PARK CITY SCHOOL DISTRICT (63130)

### CONSORTIUM OPTIONS

**Instructions:** Indicate legislative compliance for the Great Start Readiness Program by checking one of the boxes below.

This consortium has agreed:

- to serve children based on the allocation to each district. This consortium option generates a Project Fact Sheet and Participating Resolution for each consortium member.

OR:

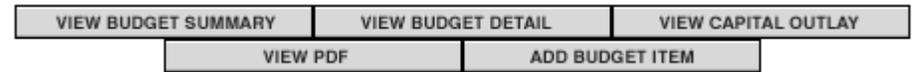
- with approval of all consortium members, to serve children based on the allocation to the entire consortium. This will allow children residing in any district in the consortium to be enrolled and served by the consortium at any location. This consortium option generates one Project Fact Sheet, one Participating Resolution and one Budget in this application.

# BUDGET: Budget Navigation

The yellow tinted button denotes the page that the user is currently on

The blue tinted buttons denote pages that are available to navigate to

Clicking these buttons will take the user to the corresponding page



The quick links are available on the red button bar

The View PDF button will generate a PDF for the current page.

## Budget Tabs and Quick Links

These features allow for easy navigation between the budget pages.

- The **tabs are color coded** for easy recognition.
- The **yellow tinted tab** signifies the current page.
- The **View PDF tab** will display a PDF of the current budget page.

*Quick links are located beneath the budget tabs, and take the user to pages where multiple budget items can be added.*

# BUDGET: Budget Summary

- Data is not entered into this chart.
- **Budget Detail** is computed and presented.

Budget Summary	Budget Detail	Capital Outlay	View PDF	Add Budget Item				
<b>Quick Links:</b> Add Personnel   Add Other   Add Capital Outlay   Download Budget Detail								
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year	
17000	088238	N/A	N/A	Regular	10/01/2007	09/30/2008	2008	
<b>MI School Readiness Program Budget Summary for Eastern Upper Peninsula ISD</b>					SAVE	CANCEL		
Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
110	Instruction - Basic Programs							
210	Support Services - Pupil							
220	Support Services - Instructional Staff							
230	Support Services - General Administration							
240	Support Services - School Administration							
250	Support Services - Business							
260	Operation and Maintenance of Plant							
270	Pupil Transportation Services							
280	Support Services - Central							
290	Support Service - Other							
300	Community Services							
400	Outgoing Transfers & Other Transactions							
TOTAL							\$0	\$0
Total Allocation Amount (Estimated): \$275,400					Allocation Balance:		\$275,400	
<b>CONTACT INFORMATION</b>								
Business Office Representative: Name: Sue Million Phone: (906) 632-3363 Ext:								
Project Contact Person: Name: Becky Davis Phone: (906) 632-3373 Ext: 117								

- Totals are displayed with **Function Codes** along the left side and **Object Codes** across the top.
- Must plan to expend entire allocation based on **\$3,400 per slot**.
- **Caps on expenditures:**
  - Admin: 10% of total allocation
  - Lines 230-260 and line 280
  - Staff development: 10%
  - Capital outlay: \$5,000
- **Budget totals are changed automatically** when new budget items are added to the grant.
- **Contact Information required.**

# BUDGET: Budget Detail

- The Budget Detail page is an in-depth look at all Budget Items.
- It is not necessary to include Local Agency Share
- Each item is listed by Function Code along with the description.
- As items are entered, the page automatically updates and displays the totals.
- Item Description is a link to the page where the entry can be edited.

Budget Summary	Budget Detail	Capital Outlay	View Landscape PDF	Add Budget Item	Edit Budget Detail	Delete Budget Detail			
<b>Quick Links:</b> <a href="#">Add Personnel</a>   <a href="#">Add Other</a>   <a href="#">Add Capital Outlay</a>   <a href="#">Download Budget Detail</a>									
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year		
25060	088238	N/A	N/A	Regular	10/01/2007	09/30/2008	2008		
<b>MSRP Preschool</b>									
<b>110 Instruction - Basic Programs</b>									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
118	<a href="#">Michigan School Readiness Teacher</a>	1	\$74,586	\$21,982					\$96,568
118	<a href="#">One full-time teacher assistant</a>	1	\$7,500	\$1,532					\$9,032
	Sub-Total	2	\$82,086	\$23,514					\$105,600
<b>Total</b>		2	\$82,086	\$23,514					\$105,600
<b>Totals of Program and Non-Program Funds</b>									
		FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
	SubTotal								\$105,600
	Grand Total	2	\$82,086	\$23,514					\$105,600

# BUDGET: Add/Edit/Delete Budget Item

Budget Summary | Budget Detail | Capital Outlay | **Add Budget Item**

**Quick Links:** Add Personnel | Add Other | Add Capital Outlay | Download Budget Detail

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
17000	098238	N/A	N/A	Regular	10/01/2008	09/30/2009	2009

ADD ITEM

**Great Start Readiness Program Budget Item for Eastern Upper Peninsula ISD**

Select the appropriate Function Code for this budget item:  \* Indicate if budget item represents local agency share:  \*

Select Program option.  
**GSRP Preschool** ▼

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:  
 \*

Enter the dollar amount associated with the budget item. Enter an amount in only **one** box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the Quick Link: Add Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Other Expenses (7000, 8000)
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If Salaries, enter the FTE or Hours:  
FTE  Hours

## Add a Budget Item:

- Click the **Add Budget Item** tab.
- Read directions on page.
- Select Function Code
- Provide a description of the Budget Item.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).
- Local Agency Share requires a separate entry.

## Delete Budget Item:

- Use Delete Budget Detail link.
- Delete from Update Item page.

## Edit a Budget Item:

- Use Edit Budget Detail link, or
- Access from Budget Detail.

# Status Change

Modifications Required. **Modify Application** button is “lit.”

GSRP Formula [Top](#)

**Application #0809-5669 Atlanta Community Schools** Status: **Modifications Required**

Grants	Access Level	Granted By
Great Start Readiness Program	Authorized Official	

**MODIFY APPLICATION** | DELETE APPLICATION | VIEW REPORTS | VIEW HISTORY

**Levels 4 and 5** can click **Modify Application** to begin revising the application which changes the status to *Modifications in Progress*.

Once the status is *Modifications in Progress* additional changes are made by clicking the **View/Edit** button.

GSRP Formula [Top](#)

**Application #0809-5669 Atlanta Community Schools** Status: **Modifications In Progress**

Grants	Access Level	Granted By
Great Start Readiness Program	Authorized Official	

**VIEW / EDIT** | DELETE APPLICATION | VIEW REPORTS | VIEW HISTORY

Changes made to the application are shown by clicking the **Modifications Summary** link on the Application Menu.

**Level 5s** can submit the modified application by clicking the **Submit Modifications** button on the Application Menu.

# Viewing Comments

## To View General Comments.

- Click the **View Comments** link in the header of the page.
- A separate popup window opens to document communication about this application.



MI School Readiness Program  
Applicant: Eastern Upper Peninsula ISD (17000)  
Application #: 0708-5455 - Application In Progress  
User: Becky Davis

Main Menu Help

Application Menu Errors Report Menu

Logout

View Comments

SUBMIT APPLICATION

**CHECK LIST**  
for  
**Hazel Park City School District**  
**GSRP Formula**  
**#0809-6913**

PRINT

- Administrative Review Complete
- Modifications Required
- Program Office Review Complete
- Review in Progress

SAVE

PRINT

General Comments

Application Review Finalized

Yes  No

# Check Errors *then* Submit

View this item online

Main Menu Help

Logout

Application Menu Errors Report Menu

View Comments

The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:

- [Key Personnel - Project Director/Administrator: Lansing Public School District - Keck](#) All fields are required if Project Fact Sheet 1c, 1d or 1e >0
- [Key Personnel - Early Childhood Specialist: Thomas - Mumby](#) Each of the four text boxes are required (have red asterisks)
- [Key Personnel - Teachers/Home Visitors: Lansing Public School District - Amy - Bellmore](#)
  - If the checkboxes for any of 1e, 2g, or 3d are checked, then the user is required enter text into each text box in Item 4. Teachers on compliance plans (1e OR 2g OR 3d) must report on their educational progress annually. (4)

- MEGS performs a check for technical errors and will present the information on this page.
- **Run the error checking until the screen indicates:**  
**No errors have been detected in this report.**

# Formula Application

**DUE – December 18, 2008**



# www.michigan.gov/gsrp

Look here for copies of this PPT.

The screenshot shows the Michigan Department of Education website. At the top left is the Michigan Department of Education logo. To its right is the text "Department of Education". On the right side of the header is the Michigan State seal and the text "Michigan.gov An Official State of Michigan Web Site". Below the header is a navigation bar with links: "Michigan.gov Home", "MDE Home | Site Map | FAQ | Contact", "MDE | Keywords | Online Services", "Printer Friendly", "Text Version", "Email Page", and "Text Size". A search box is located on the right side of the navigation bar. Below the navigation bar is a sidebar with a list of "Offices": "Administrative Law & Federal Relations", "Administrative Services", "Audits", "Career & Technical Education", "Early Childhood & Family Services", "Michigan School Readiness Program (MSRP)", and "Grants Coordination and School Support". The main content area features a section titled "GREAT START READINESS PROGRAM STATE AID FORMULA FUNDING". To the left of the text is a large, stylized "GSRP" logo. The text describes the program: "The Great Start Readiness Program (GSRP), previously known as The Michigan School Readiness Program (MSRP), provides formula driven state aid funds to public school districts and public school academies only. The purpose of the funding is to provide preschool programs for four-year-old children who may be 'at risk' of school failure. Each child must have at least two of 25 identified risk factors and more than 50 percent of the children served must be low income. Both center-based and home-based models are available. All programs must provide strong family involvement and parent education components as well as preschool education." Below the text is a "Jump to a category..." dropdown menu. On the right side of the main content area is a sidebar with "MDE Quick Links" including: "HS Requirements FAQ PDF", "ISD Financial Reports", "Notices & Public Comments", "Directory of Schools", "No Child Left Behind", "State Tech Plan - 2006 PDF", "Recognition Programs", and "Troops to Teachers".

# GSRP Consultants

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Blanche Deren

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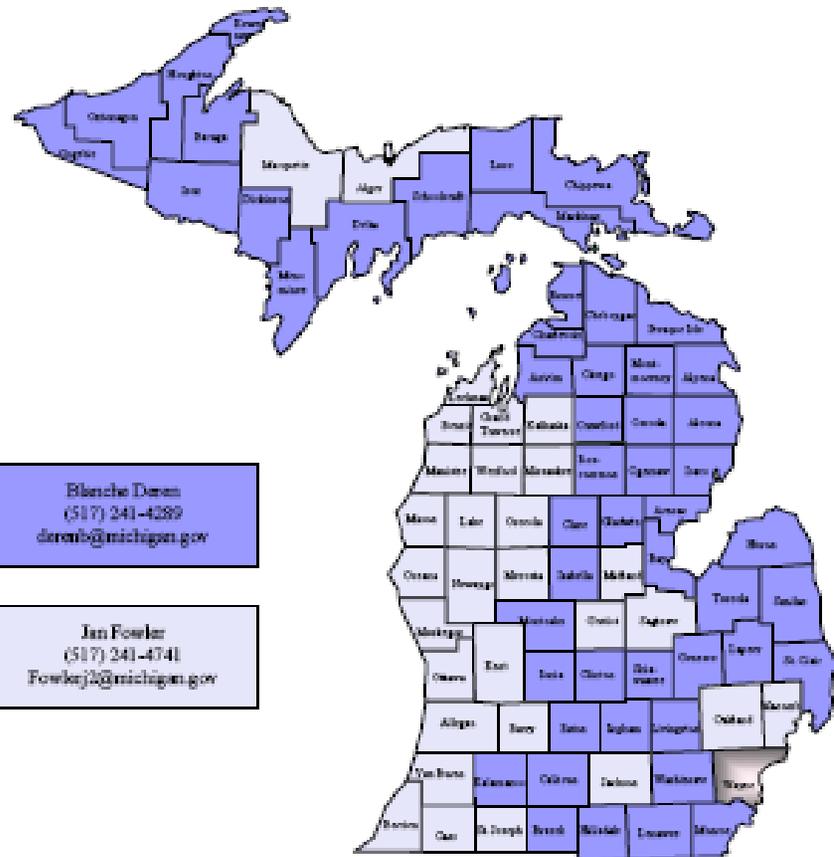
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Blanche & Jan = Detroit Public Schools  
Jan = A through Lincoln Park Public Schools  
Blanche = Livonia Public Schools - Z  
  
(517) 373-8483

Office of Early Childhood Education  
and Family Services (517) 373-8483

# GSRP Communication

- GSRP “Blast Email” List



- One-way communication from MDE
- Sent to MEGS Main Contact

- GSRP Listserv



- Two-way communication between staff, grantee administrators, and MDE
- To have your name added to the list, notify

Patti Higinbotham:

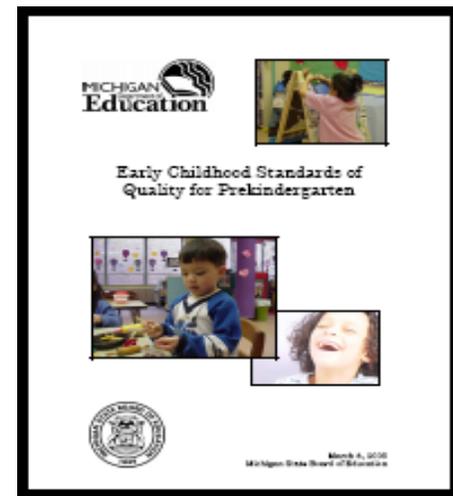
[higinbothamp@michigan.gov](mailto:higinbothamp@michigan.gov)

# Essential GSRP Resources



Current  
Legislation

*Early Childhood  
Standards Of  
Quality for  
Prekindergarten*



*Implementation Manual*



*Program Quality  
Assessment*



12.2008