

# GSRP Application MEGS+ Instructions 2013

## Formula and Competitive

These instructions have been developed to help locate, navigate, and complete the GSRP Application within MEGS+. Additional technical assistance on using MEGS+ is available on our website [www.michigan.gov/gsrp](http://www.michigan.gov/gsrp), MEIS and MEGS+ Explained. The information in this document is also found within the GSRP Application on the Help pages.

Each ISD or consortium of ISDs will complete one application for the formula allocation. Those ISDs with funded Competitive agencies will also complete one application for each funded Competitive agency within the ISD. Specific instructions for initiating the Competitive applications will be sent when ISDs are notified that the Competitive application is available.

When first logging in to MEGS+, the Level 5 user will see this page:

**Main Menu**



**Welcome Susan**  
[Change Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Initiating an Application/Task
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Susan, please choose an option below.

**View Available Applications/Tasks**

You have **3** Available Applications/Tasks available.  
Select the **View Available Applications/Tasks** button below to see what is available to your agency.

[VIEW AVAILABLE APPLICATIONS/TASKS](#)

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**My Inbox**

You have **5** new messages.  
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

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**My Applications/Tasks**

You have **5** new applications/tasks.  
You have **3** applications/tasks that are critical.  
Select the **Open Applications/Tasks** button below to view your active tasks.

[OPEN APPLICATIONS/TASKS](#)

When entering for the first time, find the application under 'View Available Applications/Tasks.' Initiate the application. Subsequently, the application will be under 'My Applications/Tasks' until it has been submitted.

Once the application is opened, the ISD name, status of the application, and the user's security level are displayed, as highlighted below. Select View/Edit to work on the application.

**Alpena-Montmorency-Alcona ESD - 04000**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** [FY 2013 - GSRP Formula](#) | **Status:** [Application In Progress](#) | **Security Level:** [MEGS+: Level 5 Authorized Official](#)

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.

**VIEW / EDIT**

**Forms**

Status	Page Name
	<a href="#">Cover Page</a>
	<a href="#">Assurances and Certifications</a>
	<a href="#">Important Information</a>
<b>General Information</b>	
	<a href="#">Consortium Member Information</a>
	<a href="#">Identification of Sub-Recipients</a>
	<a href="#">Project Fact Sheet</a>
<b>Budget</b>	
	<a href="#">Breakdown of Accepted Funds</a>
	<a href="#">Great Start Readiness Program</a>
<b>Program Information</b>	
	<a href="#">Site Description (2)</a>
	<a href="#">Site Description Download</a>
	<a href="#">Early Childhood Specialist</a>
	<a href="#">Classrooms</a>
	<a href="#">Classrooms Download</a>
	<a href="#">Teaching Teams Download</a>
	<a href="#">Home Based Programs</a>
	<a href="#">Program Quality</a>
<b>Review Comments</b>	
	<a href="#">General Comments Applicant</a>

The application was designed so that one page builds upon the next; it should be completed in order. The Cover Page, Assurances and Certifications, and Important Information must each be viewed.

Select View/Edit to navigate to another page. Don't forget to **save** otherwise information will be "lost".

To add contact information to be pulled into the Cover Page, click on View Management Tools.

Please select from an option below. For detailed information, click on the help icon.

**View / Edit**  
Select the **View/Edit** button below to view, edit, or delete information.

**Change Status**  
Select the **View Status Options** button below to view or change the status of the document.

**View Management Tools**  
Select the **View Management Tools** button below to view or change the status of the document.

Click on Add/Edit People.

**Management Tools**

Select the link above to create a print version of the document.

Select the link above to perform actions on the document.

Click the drop down error under the column Grant Contact Type and choose an option.

**Current People Assigned**

**Search**  
Active Status:   
Partial Name:   
Agency:

Sort By:

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type
<input checked="" type="checkbox"/>	Mr. Christopher Frank	Saginaw ISD, Saginaw ISD, Saginaw County Head Start	MEGS+: Level 5 Authorized Official	<input type="button" value="Main Contact"/>
<input checked="" type="checkbox"/>	Ms. Sally Peterson	Saginaw ISD	MEGS: Level 5 Authorized Official	<input type="button" value="Main Contact"/> <input type="button" value="Secondary contact"/> <input type="button" value="Add'l Email Recipient"/>

Begin inputting information on the Consortium Member Information page, **IF** the initiating ISD is the fiscal agent of a consortium of ISDs. **Otherwise**, begin with the Identification of Sub-Recipients page. The Download pages are reports that will be available once your data is entered.

### For consortiums of ISDs

If the initiating ISD is the fiscal agent of a consortium of ISDs, search for and add consortium members on this page.

#### Consortium Members

Agency Name (partial) or Agency Code/Agreement Number:

<input type="checkbox"/> Agency	Recipient Code	Building Code	Funding Source
<input checked="" type="checkbox"/> Ingham ISD	33000	00000	Great_Start_Readiness_Program

#### Consortium Members Assigned

<input type="checkbox"/> Agency	Recipient Code	Building Code	Funding Source	Budget Information	Invitation Response	Response By	Response Date
<input checked="" type="checkbox"/> Eastern Upper Peninsula ISD	17000	00000	Great Start Readiness Program	Allocation: \$0 Budget: \$0	Accepted Services Only	Reattoir, Dr. Daniel	10/15/2012 11:16:24 AM

After search results in the desired consortium member(s), click the check box and save the page to move them to the 'Consortium Members Assigned' list. This will generate an invitation to the consortium to the level 5 MEGS+ user of each ISD invited.

A level 5 user from each invited consortium member will be required to login to MEGS+ to accept the invitation. The consortium member(s) will select My Applications/Tasks, choose the GSRP application of the fiscal agent and go to View/Edit.

#### My Applications/Tasks

Sort my applications/tasks by:

CTE Perkins	Clinton County RESA	<a href="#">2013-19000-00010</a>	Amendment in Progress	5/24/2012 4/2/2012
GSRP Formula	Alpena-Montmorency-Alcona ESD	<a href="#">GSRP-2013-04000-00008</a>	Application In Progress	

Each consortium member will then select Consortium Member Acceptance Information and indicate a response to the invitation.

### Forms

Status	Page Name
	<a href="#">Cover Page</a>
	<a href="#">Assurances and Certifications</a>
	<a href="#">Important Information</a>
General Information	
	<a href="#">Consortium Member Information</a>
	<a href="#">Consortium Member Acceptance Information</a>
	<a href="#">Identification of Sub-Recipients</a>
	<a href="#">Project Fact Sheet</a>

To accept the invitation, regardless of the relationship between the ISDs, consortium member(s) must choose **Services Only** and then select Notify Fiscal Agent at the top right of the screen.

#### To respond to this invitation:

- For each funding source, choose an invitation response in the drop down.
- Click the **Notify Fiscal Agent** button, and the response will be sent.
- **Please Note:** If you have chosen to reject after having already accepted and filled out a budget, the budget will need to be deleted before the invitation can be rejected.

For more detailed instructions, select the **Show Help** button.

Agency Name	Funding Source	Invitation Response	Response By	Response Date
Ingham ISD	Great_Start_Readiness_Program	Services Only	Janet Yachim	10/29/2012 2:54:42 PM

Depending on the agreement between the ISDs, the consortium members may or may not have additional information to complete within the application.

## For all applicants

Each ISD or fiscal agent completes the Identification of Sub-Recipients page. This page will be pre-populated with all of the LEA/PSAs of each ISD (including those in the consortium). ISDs will indicate which ISDs and LEA/PSAs will receive funding by checking the box in the third column.

### Identification of Sub-Recipients

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2013 - GSRP Formula | Status: Application In Progress | Security Level: MEGS+: Level 5 Authorized Official

#### Instructions:

1. Place a checkmark in the box of each agency for which a budget will be required and click on SAVE.
2. If *Other Agency Name* is needed, please contact Beth Glomski, Departmental Analyst, at (517)241-9133.

Recipient Code	LEA/Agency Name	Include In Budget?
04000	Alpena-Montmorency-Alcona ESD	<input checked="" type="checkbox"/>
04010	Alpena Public Schools	<input checked="" type="checkbox"/>
60010	Atlanta Community Schools	<input type="checkbox"/>
01010	Alcona Community Schools	<input type="checkbox"/>
04901	Bingham Arts Academy	<input type="checkbox"/>
60020	Hillman Community Schools	<input type="checkbox"/>
17000	Eastern Upper Peninsula ISD	<input type="checkbox"/>
48040	Tahquamenon Area Schools	<input type="checkbox"/>
49040	Les Cheneaux Community Schools	<input type="checkbox"/>

ISDs can also add other agencies on this page as either sub-recipients of formula funding or, in the case of Competitive applications, as the funded agency. When other agencies need to be added, contact Beth Glomski at [glomskie@michigan.gov](mailto:glomskie@michigan.gov) for the correct recipient code to use.

33913	Nexus Academy of Lansing	<input type="checkbox"/>
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Recipient Code	Other Agency Name	Include In Budget?
81000	WASHTENAW COUNTY JUVENILE DAY TREATMENT	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Remember to **save** each page before navigating away from it or changes will not be retained.

The Project Fact Sheet must be completed next. It is very similar to last year, but there is only one Project Fact Sheet for each ISD, consortium of ISDs, or Competitive program. Line 3.c. will be used only by those programs receiving prior approval from their MDE GSRP consultant to operate one last year of the All-Day/Alternate-Day or Home-Based options. The Early Childhood Contact information is also added. Users will see errors at the top of this page until the application is completed. Don't worry about them until all pages of the application have been completed. Once the application is completed correctly, these errors will disappear.

**PROJECT FACT SHEET**

**Instructions:** Complete this page, accumulating all activity for the ISD, including sub-recipient activity.

1.	Total funding allocated (click <b>Save</b> , MEGS+ will enter)	\$873600.00
2.	Number of GSRP preschool slots available from total funding, based upon \$3400 per slot (click <b>Save</b> , MEGS+ will enter)	256
3.	Number of slots accepted at \$3400 per slot to implement:	
	a. Part-Day Preschool	64
	b. GSRP/Head Start Blend Preschool	32
	C. Other	16
4.	Number of slots accepted at \$6800 per slot to implement School-Day Preschool:	72
5.	Total Amount of funding accepted for GSRP Preschool (click <b>Save</b> , MEGS+ will enter)	\$870,400
6.	Difference between funding allocated (1) and funding accepted (5)	\$3,200
7.	Portion of funding remaining (6), accepted for Parent Involvement and Education (PIE) programs (see <b>HELP</b> )	
8.	Total funding accepted (to be entered in Budget Detail)	\$870,400
9.	Balance of funding returned	\$3,200

10. Early Childhood Contact

**Instructions:** Complete the requested information on this page for the ISD Early Childhood Contact. All fields are required. The ISD Early Childhood Contact is the person who will coordinate the quality improvement work of the GSRP Early Childhood Specialist including the completion of the PQA.

\* First Name

\* Last Name

\* Email Address

\* Phone (include area code)

The Breakdown of Accepted Funds page includes each ISD and agency selected on the Identification of Sub-Recipient page. Enter the amount of funding that each will receive. MEGS+ will update the Budget and Balance columns once the budgets are started and every time they are updated. Once a sub-recipients budget detail has been completed, reviewed, and accepted by the fiscal agent, the box in the last column can be checked and will prevent the sub-recipient from making further changes to their budget.

**Breakdown of Accepted Funds**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2013 - GSRP Formula | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

**Instructions:**

1. Enter the accepted funds amounts for each Sub-Recipient.
2. Click **Save**, and MEGS+ will update the Budget column and Balance column and the Fiscal Agent Balance Remaining.
3. Place a checkmark in the box of each agency to document that the ISD approved each budgeted item and that each budgeted item is approvable within the grant. Click on **Save**.

Name	Accepted Funds	Budget	Balance	Fiscal Agent Review Complete: Budget	
Total Accepted Funds	\$870,400	\$714,400	\$156,000		
Recipient Code	Name	Accepted Funds	Budget	Balance	Fiscal Agent Review Complete: Budget
04000	Alpena-Montmorency-Alcona ESD	154,000	\$54,000	\$100,000	<input type="checkbox"/>
81000	WASHTENAW COUNTY JUVENILE DAY TREATMENT	8,400	\$8,400	\$0	<input type="checkbox"/>
04010	Alpena Public Schools	502,000	\$502,000	\$0	<input type="checkbox"/>
17010	Sault Ste. Marie Area Schools	206,000	\$150,000	\$56,000	<input type="checkbox"/>
	Fiscal Agent Balance Remaining		\$0	\$0	

1. The budget is similar to last year's. The Budget Summary is aggregated from each budget detail. The fiscal agent's budget detail is reached by selecting Budget Detail at the top of the page. The sub-recipients' budget details are reached by selecting the appropriate agency name in the Sub-Recipient table.
2. Note that because the fiscal agent's budget amount is not included in the Sub-Recipient table, the total from that table will not equal the total in the budget summary.
3. Each budget detail must show all planned costs covered by the GSRP allocation/award with sufficient explanation. All line items, except those of the fiscal agent, will appear under 410 or 440 in the budget summary. However, function codes 411, 441, and 445 may not be used in the budget detail. The Budget section of the GSRP Implementation Manual includes additional details and is attached.
4. Each budget detail must equal the accepted funds amount entered on the Breakdown of Accepted Funds page.
5. The Budget Summary must equal the total funding accepted, line 8, of the Project Fact Sheet.

[Budget Summary](#) | [Budget Detail](#) | [Capital Outlay](#) | [View/Edit Menu](#)

| [Flagged Budget Detail](#)

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditures 7000, 8000	Total
110	Basic Programs							\$0
210	Support Services – Pupil							\$0
220	Support Services – Instructional Staff	\$50,000	\$4,000					\$54,000
230	Support Services – General Administration							\$0
240	Support Services – School Administration							\$0
250	Support Services – Business							\$0
260	Operation and Maintenance of Plant							\$0
270	Pupil Transportation Services							\$0
280	Support Services – Central							\$0
290	Support Services – Other							\$0
310	Community Services – Direction							\$0
	<b>SUBTOTAL</b>	\$50,000	\$4,000					\$54,000
410	Outgoing Transfers & Other Transactions	\$600,000	\$52,000				\$0	\$652,000
440	Payments to Other Government Entities	\$8,400	\$0					\$8,400
450	Facilities Acquisition, Construction, and Improvements							\$0
	<b>SUBTOTAL</b>	\$658,400	\$56,000				\$0	\$714,400
	<b>TOTAL</b>	\$658,400	\$56,000				\$0	\$714,400
	<b>Total Allocation Amount (Estimated)</b>							\$873,600

**Sub-Recipient**

Agency Name	Allocation	Budget
<a href="#">Alpena Public Schools</a>	502000	\$502,000
<a href="#">Sault Ste. Marie Area Schools</a>	206000	\$150,000
<a href="#">WASHTENAW COUNTY JUVENILE DAY TREATMENT</a>	8400	\$8,400
<b>TOTAL</b>	0	\$660,400

1. The Site Description page is similar to the MEGS version from last year.
2. The Sub-Recipients indicated on the Identification of Sub-Recipients page will populate the drop down menu.
3. Enter the first site name and the corresponding information and click 'save.'
4. To add additional sites, click 'add.'
5. Multiple sites can be entered for each sub-recipient, but be sure to name them clearly as the site names will be used on subsequent pages.
6. Once information on all sites is completed, selecting Site Description Download will generate a table of all sites, their addresses and licensing information.

Page Title: Sault Ste. Marie Area Schools further north

### SITE DESCRIPTION

**Instructions:** Complete each **General Information** page before completing this page. Complete all **Program Information** pages in the order presented. If modifications or additions to any site pages are made, you may need to adjust other pages for alignment and accurate downloads.

1. Enter information for each **Site** that will be used this school year. Please keep the site names brief by abbreviating if needed and avoid using special characters, such as a dash or a slash.

2. Click **SAVE**.

3. To enter another site, click **Add**

\* Sub-Recipient:

\* Site Name:

\* Address:

\* City:

\* Zip Code:  -

\* License/Approval #:

\* Effective Date:

\* Expiration Date:

\* Licensed Capacity:

If license is pending, expired, or will expire before the end of this program year, explain status:

2 of 500

The Early Childhood Specialist page is very straightforward. Add as many ECSs as needed. For any ECS that has a Master's Degree in a related field, provide an explanation of the degree(s) held and experience in the field. If he or she has been previously approved by one of the MDE GSRP consultants, indicate that also.

### EARLY CHILDHOOD SPECIALIST

**Instructions:**

1. Enter information for an Early Childhood Specialist.

2. Click **Save**.

3. To enter another Early Childhood Specialist, click **Add**.

Complete all **Program Information** pages in the order presented. If modifications or additions to any Early Childhood Specialist pages are made, you may need to adjust other pages for alignment and accurate downloads.

\* Name:

\* Email:

\* Telephone:

\* Number of Classrooms Supported:

\* Master's Degree in:

If Master's Degree is in a Related Field, Explain:

1. The Classroom page collects information on each separate classroom. Name each classroom, again with a clearly understood name, select the Site from the drop down, and the Sub-Recipient will be populated once the page is saved.
2. Select the program option operated in the classroom from the drop down. Choose AM/PM for a class with the same teaching team operating two part-day sessions. Choose Other only for programs receiving prior approval from their MDE GSRP consultant to operate one last year of the All-Day/Alternate-Day.
3. Choose the correct column(s) of the table and fill in the number of GSRP slots planned for the classroom, check the box if a third person has been hired, select the number of days per week, and enter the beginning and ending time(s).
4. Select the appropriate setting and the assigned ECS.

**Instructions:** Complete all **Program Information** pages in the order presented. If modifications or additions to any Classroom pages are made, you may need to adjust other pages for alignment and accurate downloads.

1. Enter information for the unique teaching team assigned to each **Classroom**.
2. Click **SAVE**.
3. To enter another classroom, click **Add**.

\* Classroom Name:

\* Site:

Sub-Recipient:

\* Program Option:

	AM/Other	PM/Other	School-Day
Number of GSRP enrolled	<input type="text" value="112"/>	<input type="text"/>	<input type="text"/>
Third Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of classroom days per week	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>
Beginning Time	<input type="text" value="1:00"/>	<input type="text"/>	<input type="text"/>
Ending Time	<input type="text" value="4:00"/>	<input type="text"/>	<input type="text"/>

\* Classroom Setting:

\* Early Childhood Specialist:

1. The Classroom page continues with information about the teaching team.
2. For both the Lead Teacher and Associate Teacher, click one of the two radio buttons to indicate whether he/she has been hired or not.
3. Remember to save the page before navigating away from it. Select 'add' to enter additional classrooms.
4. The Classrooms Download page will generate an Excel document with the information from all classrooms.
5. The Teaching Team Download will provide an Excel document with teacher, associate teacher, and ECS names.

**Lead Teacher**

To be hired

Explain:

If already hired complete the following:

Lead Teacher Name:

Credentials (check all that apply):

Valid MI Teaching Certificate with ZA/ZS

Valid MI Teaching Certificate with CDA

Valid MI Teaching Certificate with PPI/ Early Childhood Special Education Approval

Valid MI Teaching Certificate and within 1 or 2 courses of earning ZA/ZS

BA Child Development with Specialization In Preschool Training (Agency only)

Home Visitor

Compliance Plan:

**Instruction:** Following responses are required if enrollment is greater than 8.

**Associate Teacher**

To be hired

Explain:

If already hired complete the following:

Associate Teacher Name:

Credentials (check all that apply):

AA or higher in Early Childhood Education / Child Development

Valid Child Development Associate Credential (CDA)

120 Hour Approval letter from MDE on file with ISD

Teaching Certificate

Other AA or BA/BS

Meets Minimal Qualifications for Hire (Completed at least one credit in Early Childhood Education / Child Development)

Compliance Plan Required:

College/University/CDA Prep Program:

Course Title :

The three questions on the Program Quality page should be answered by the Early Childhood Contact, in conjunction with the ECS if necessary. Please note that each text box will hold only 2500 characters. The three questions are:

1. Describe the program’s communication system, including how information is shared among the ISD, sub-recipients, and program staff.
2. Describe the process for creating and implementing the annual professional development plan for the entire staff. Also address how the needs of individual staff members are met.
3. Describe practices that have improved outcomes for children locally or regionally over the last year.

Once the application is completed and there are no errors, the level 5 user can submit it by clicking on Change Status at the top of the page and then selecting Submit Application. He or she will receive a message under My Inbox on the Main Menu page. Once the application has been submitted, use ‘Quick Search’ at the top left of the Welcome screen to find it.