

## Closure Activities for Great Start Readiness Program (GSRP)

The Michigan Department of Education (MDE), Office of Early Childhood Education and Family Services, is requesting the cooperation of the grantees who have been operating GSRP and who will not continue. In order to bring closure to the grant process, grantees must adhere to the following guidelines.

The grantee must complete the following activities:

### Notifications

- Competitive Grantees: If a grantee has decided not to accept, in part or in whole, funds awarded for GSRP, written notification must be submitted to MDE.
- Formula Grantees: If a grantee has decided to decline a GSRP allocation, the Non-Participating Resolution, found at [www.michigan.gov/gsrp](http://www.michigan.gov/gsrp), must be completed and submitted to MDE.

### Reports

- Competitive Grantees: Log on to the Michigan Electronic Grants System (MEGS) to complete the prior year Final Expenditure Report. Use the Final Expenditure Report to complete the DS-4044 on-line in the Cash Management System (CMS). These reports are due within 30 days after the end of the program or by November 15, whichever comes first.
- Formula Grantees: Log on to MEGS to complete the prior year Final Expenditure Report by November 30.

### Materials

- Notify MDE in writing of the distribution of equipment and supplies purchased with GSRP funds according to the following guidance.

If a GSRP has equipment (an item valued at over \$5,000 when depreciation is taken into account) or supplies that total a value greater than \$5,000, it can be transferred to another program within the same agency or to another agency serving at-risk children that is supported by state or federal funds or is a non-profit agency (e.g., Head Start, Title I, a child care program receiving child care subsidy payments). The distribution of GSRP materials should be discussed by the GSRP Advisory Committee and the local Great Start Collaborative.

Send notifications to:

Michigan Department of Education  
Early Childhood Education and Family Services  
Attention: Patti Higinbotham  
P.O. Box 30008  
Lansing, Michigan 48909

OR: Fax to the attention of Patti Higinbotham at (517) 335-0592.

OR: E-mail to Patti Higinbotham at [higinbothamp@michigan.gov](mailto:higinbothamp@michigan.gov).

**NOTE:** Formula grantees not providing GSRP in 2009-2010 because the funding is being repurposed under Section 11d may store non-perishable equipment and supplies until 2010-2011 as long as they are intending to provide GSRP in 2010-2011.