



Michigan Department of
TREASURY

MI Classroom Heroes COVID-19 Grant Programs

**GSRP, Head Start, Adult Education, and Young Adult Special
Education Teacher COVID-19 Grant Program**

School Review and Fiscal Accountability Division
Information Technology Business Integration Division
Financial and Administrative Services Division

March 11, 2021

Agenda

- Treasury Update and Key Dates
- Overview of MI Classroom Heroes Grant Programs and key dates
- Review of classroom teacher qualifications
- Review of classroom teacher eligibility requirements.
- Review of the Teacher Certification Form 574I and teacher appeals process
- Grant List Submission Process (Michigan eSignature Solution)
- Questions and Answers

Treasury Update

- Outreach
- Treasury Resources for MI Classroom Heroes Grant Programs
 - Grant Program Webinar Recordings
 - Frequently Asked questions
 - Grant Program Checklist
 - Grant Program Timeline
 - Grant Program Submission Template
 - Grant Template Submission System
- Email Update Subscription

Key Dates

- **March 19** - Districts must provide Teacher Certification Form 5741 to eligible teachers no later than March 19, 2021. Districts and nonprofit nonpublic schools to distribute Teacher Certification Form 5741 to identified eligible classroom teachers for execution.
- Districts and nonprofit nonpublic schools must also post notice on the school district website and at least 1 other means of widely used communication no later than March 19, 2021, that eligible grant recipients have been identified and to provide an opportunity for written appeal of eligibility status to district.

Key Dates

- **April 9:** Eligible Grant recipients must return Teacher Certification Form 574I to district or nonprofit nonpublic school in the form and manner directed by the district or nonprofit school. This is also the deadline to file an appeal to the district or nonprofit nonpublic school regarding eligibility.
- Schools must review Teacher Certification Form 574I and compile finalized eligibility lists for both grant programs retaining a copy of Teacher Certification Form 574I fully executed for each eligible recipient.
- Districts and nonprofit nonpublic schools are eligible to submit their eligibility list as early as April 9 or no later than April 19.

Key Dates

- **June 4:** Checks are estimated to be mailed on or about June 4, 2021 to the address of residency provided on the eligibility lists by the school district or nonprofit nonpublic school.

**GSRP, Head Start,
Adult Education, and
Young Adult Special Education
Teacher COVID-19
Grant Program Overview**

Key Terms and Definitions

Key Terms and Definitions

- **"Classroom teacher"** is defined as a full-time or part-time GSRP, Head Start, adult education and young adult (ages 18-26) special education teacher who provided continuity of learning to students during the 2019-2020 period of school closure that resulted from COVID-19.

Key Terms and Definitions

- **"District"** means a local school district as that term is defined in Section 6 of the Revised School Code, 1976 PA 451, MCL 380.6, or a Public School Academy as that term is defined in Section 5 of the Revised School Code, 1976 PA 451, MCL 380.5. For the purpose of these grants, a “school district” includes local and intermediate school districts and public school academies.

Key Terms and Definitions

- **“Nonprofit Nonpublic School”** means a nonprofit, private, denominational, or parochial school.

Classroom Teacher Qualifications

Classroom Teacher Qualifications

Public Act 257 of 2020 provides that eligible classroom teachers must meet three specific criteria to receive a grant under the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

As indicated previously, an eligible classroom teacher is defined in state law and must meet all the following conditions:

Classroom Teacher Qualifications

- I. Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of his or her standard instructional workload in a brick-and-mortar classroom at a district or nonprofit nonpublic school.

Classroom Teacher Qualifications

2. After issuance of Executive Order 2020-35 on April 2, 2020, the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan.

Classroom Teacher Qualifications

3. The teacher certifies to the district, in a manner prescribed by the Michigan Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.

Classroom Teacher Eligibility Requirements

Classroom Teacher Eligibility Requirements

The eligible GSRP, Head Start, adult education, and young adult special education classroom teacher must certify to the school district or nonprofit nonpublic school that he or she worked additional time outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan for the 2019-2020 school year.

Classroom Teacher Eligibility Requirements

a) Prior to the issuance of Executive Order 2020-35 on April 2, 2020, the teacher performed at least 75% of their standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school.

Classroom Teacher Eligibility Requirements

b) After issuance of Executive Order 2020-35 on April 2, 2020, the teacher developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan.

Classroom Teacher Eligibility Requirements

c) The teacher certifies to the district, in a manner prescribed by the Department of Treasury, that he or she worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in their school's continuity of learning plan.

Review of the Teacher Certification Form 574I and Teacher Appeal Process

**GSRP, Head Start, Adult Education and Young Adult Special Education Teacher
COVID-19 Grant Program: Teacher Certification Form 5741**

Issued under authority of Public Act 257 of 2020.

This form is to be used by classroom teachers to certify eligibility for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. Pursuant to Public Act 257 of 2020, legislation was passed that appropriated funding under the MI Classroom Heroes umbrella made available for eligible GSRP, Head Start, special education for individuals age 18-26, and adult education classroom teachers employed by or assigned to regularly and continuously work under contract in a public school operated by the district or in a nonprofit nonpublic school subject to the eligibility requirements. Read the attached instructions before completing the application. Certifications must be submitted to the School District or Nonprofit Nonpublic School no later than April 9, 2021. This form is not to be sent to the Department of Treasury. Pay particular attention to accurately include the residency address and social security number.

Teachers and school support staff that received full payments for the Teacher COVID-19 Grant Program and the School Support COVID-19 Grant Program are ineligible for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

PART 1: BACKGROUND INFORMATION				
District or Nonprofit Nonpublic Name (Local School District, Intermediate School District, Nonprofit Nonpublic, Grantee, etc.)				
Requestor's First Name	Requestor's Last Name	Requestor's Social Security Number		
Requestor's Mailing Address	City	State	ZIP Code	
Requestor's E-mail Address				
PART 2: CLASSROOM TEACHER TYPE (See instructions for Eligibility Status)				
Check which eligible classroom teacher position you qualify under for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.				
<input type="checkbox"/> GSRP (Lead Teachers, Associate Teachers) <input type="checkbox"/> Head Start (Early Head Start Center Based Teacher, Head Start Center Based Teacher, Head Start Assistant Teacher) <input type="checkbox"/> Young Adult (Individuals ages 18-26) Special Education (Instructional Personnel Only) <input type="checkbox"/> Adult Education Teacher (Local Teachers)				
See www.michigan.gov/MIClassroomHeroes for more information on eligibility requirements.				
PART 3a: AFFIRMATION OF GRANT ELIGIBILITY REQUIREMENTS - (Check all boxes to confirm eligibility.)				
<input type="checkbox"/> Prior to the issuance of Executive Order 2020-35 on April 2, 2020, I performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school <input type="checkbox"/> After issuance of Executive Order 2020-35 on April 2, 2020, I developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan <input type="checkbox"/> I worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan				
PART 3b: CLASSROOM TEACHER ELIGIBILITY (See instructions for Eligibility Status)				
Are you an eligible "Classroom Teacher" applying for GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If you checked "No," visit www.michigan.gov/MIClassroomHeroes for eligibility requirements.				
PART 4: CERTIFICATION				
I hereby certify to the best of my knowledge that the information provided in this Application is true and that I am eligible to receive the above-stated COVID-19 Grant pursuant to P.A. 257 of 2020, Section 553.				
Eligible Teacher Signature				Date

This form is subject to audit by the Michigan Department of Treasury. The district or nonprofit nonpublic school is required to review that the requester meets all the eligibility requirements for the **GSRP, Head Start, Adult Education and Young Adult Special Education Teacher COVID-19 Grant Program**. This form must be retained by the district or nonprofit nonpublic schools for 7 years. Submit your completed application to the your entity by the deadline listed on the application in the form and manner established by the entity.

DO NOT send this form directly to the Michigan Department of Treasury.

Teacher Certification Form 5741

PART 1: BACKGROUND INFORMATION

District or Nonprofit Nonpublic Name (Local School District, Intermediate School District, Nonprofit Nonpublic, Grantee, etc.)

Requestor's First Name

Requestor's Last Name

Requestor's Social Security Number

Requestor's Mailing Address

City

State

ZIP Code

Requestor's E-mail Address

Certification Form 574I – Part I

PART 2: CLASSROOM TEACHER TYPE (See instructions for Eligibility Status)

Check which eligible classroom teacher position you qualify under for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program.

- ☐ GSRP (Lead Teachers, Associate Teachers)
- ☐ Head Start (Early Head Start Center Based Teacher, Head Start Center Based Teacher, Head Start Assistant Teacher)
- ☐ Young Adult (individuals ages 18-26) Special Education (Instructional Personnel Only)
- ☐ Adult Education Teacher (Local Teachers)

See www.michigan.gov/MIClassroomHeroes for more information on eligibility requirements.

Certification Form 574I – Part 2

PART 3a: AFFIRMATION OF GRANT ELIGIBILITY REQUIREMENTS - (Check all boxes to confirm eligibility.)

- ☐ Prior to the issuance of Executive Order 2020-35 on April 2, 2020, I performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school
- ☐ After issuance of Executive Order 2020-35 on April 2, 2020, I developed tools and methods to deliver distance learning, take-home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan
- ☐ I worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan

PART 3b: CLASSROOM TEACHER ELIGIBILITY (See instructions for Eligibility Status)

Are you an eligible "Classroom Teacher" applying for GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program?

☐

Yes

☐

No

If you checked "No," visit www.michigan.gov/MIClassroomHeroes for eligibility requirements.

Certification Form 574I – Part 3

PART 4: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this Application is true and that I am eligible to receive the above-stated COVID-19 Grant pursuant to P.A. 257 of 2020, Section 553.

Eligible Teacher Signature

Date

This form is subject to audit by the Michigan Department of Treasury. The district or nonprofit nonpublic school is required to review that the requester meets all the eligibility requirements for the **GSRP, Head Start, Adult Education and Young Adult Special Education Teacher COVID-19 Grant Program**. This form must be retained by the district or nonprofit nonpublic schools for 7 years. Submit your completed application to the your entity by the deadline listed on the application in the form and manner established by the entity.

DO NOT send this form directly to the Michigan Department of Treasury.

Certification Form 574I – Part 4

Teacher Certification Form 574I

- To be used by classroom teachers to certify eligibility
- Must be submitted to districts or nonprofit nonpublic schools no later than April 9
- Teachers and school support staff who received full payments for the Teacher COVID-19 Grant Program or the Support Staff COVID-19 Grant Program are ineligible for the GSRP, Head Start, Adult Education and Young Adult Special Education Teacher COVID-19 Grant Program

Teacher Certification Form 574I

- Subject to audit by Michigan Department of Treasury
- The district and nonprofit nonpublic school is required to review that the requester meets all the eligibility requirements
- Must be retained by the district and nonprofit nonpublic schools for 7 years
- **Do Not Send** the form directly to the Michigan Department of Treasury

Teacher Appeals Process

Teacher Appeals Process

- Email qualified teachers Teacher Certification Form 5741 by March 19
- Notify qualified teachers the FTE calculation to be applied if less than fully reported as 1 FTE by March 19
- Post notice that eligible teachers have been identified to allow an opportunity for written appeals regarding teacher qualification
- If an appeal is received, notify the teacher in writing including a statement outlining the reason for ineligibility
- Retain documentation for 7 years

Grant Submission Process

Grant Submission Process

- The purpose of the Submission Template is for school districts and nonprofit nonpublic schools to submit their final list of eligible classroom teachers and support staff to the Michigan Department of Treasury in a uniform manner for check processing.
- Template Submission System – Michigan eSignature Solution
- Prerequisites to Submission
 - Authorized Representative
 - Reviewed Instructions for Submission
 - Completed the Submission Template using the Excel spreadsheet
 - Excel Template layout has not been modified prior to submission

Grant Submission Template

- File Preparations and Requirements
- Start the Submission
- E-signing the Form
- File(s) Uploading
- Corrections if Needed

Audit Review and Process

Audit Review

- Review of “Submission Template” for completeness
- Review Teacher Certification Form 574I for completeness and accuracy:
 - Verify the document is complete
 - Verify parts one through four are accurate

Audit Review

- Verify eligible teachers for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program did not receive a grant payment for the Teacher and School Support COVID-19 Grant Programs.
- Verify GSRP and Head Start programs in nonprofit nonpublic schools have an active license and registered with MI Department of Licensing and Regulatory Affairs (LARA).
- Verify the nonprofit status of all nonpublic nonprofit schools by review of the 501(c)3 IRS determination letter or LARA Corporations Database

Audit Process

- Treasury will audit the district and nonprofit nonpublic schools eligible list submission beginning April 19 through May 28.
- Treasury may contact your district or nonprofit nonpublic school for additional information as needed to complete the audit process.

Audit Process

- If an address or name changes is needed after submission, districts and nonprofit nonpublic schools can update the addresses of eligible teachers through a special Revised Submission Template provided by the state Treasury Department. This template is due by April 23.
- Checks are estimated to be mailed on or about June 4 to the address of residency provided on the eligibility lists by the school district or nonprofit nonpublic school.

MI Classroom Heroes Contact Information

- **General Program Questions:**
TSSCI9Grants@michigan.gov
- **Technical Support with Submission Template:**
Treas-TSSCI9-Technical-Support@michigan.gov
- **Questions Regarding Audit Requests:**
TREAS-TSSCI9GrantAudits@michigan.gov
- **Phone:** 517-241-6000
- **Web:** www.michigan.gov/MIClassroomHeroes