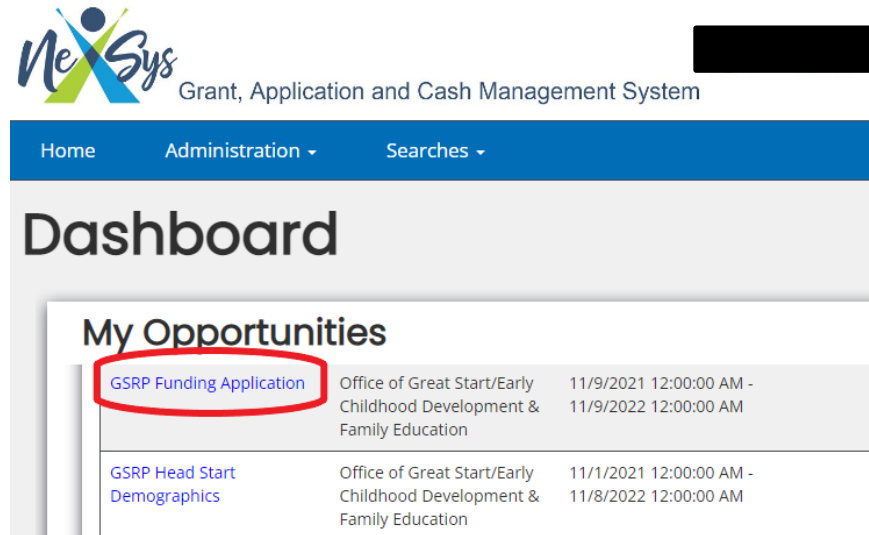


FY24 GSRP Funding Application HELP

Once you have logged into NexSys, you will see the Dashboard with "My Opportunities" available. Scroll down to the GSRP Funding Application and click the blue highlighted wording.



The pop-up screen below will appear. Use the drop-down arrow to select the ISD you are completing the application for.

The pop-up screen displays the following information:

- Title: GSRP Funding Application
- Provided By: Office of Great Start/Early Childhood Development & Family Education
- Provided To: [Redacted] (dropdown menu circled in red)
- NexSys Applications Availability Dates: 11/9/2021 12:00:00 AM - 11/9/2022 12:00:00 AM
- Due Date: N/A
- Buttons: Proceed, Cancel

The Document Overview screen will appear. From this screen, you will find the required forms to be completed for the Funding Application. All the forms that have the empty box next to them are required to be completed prior to submission.

The screenshot shows the NeSys interface. At the top left is the NeSys logo and the text "Grant, Application and Cash Management System". Below this is a navigation bar with "Home", "Administration", and "Searches". The main content area is titled "Document Overview" for document "GSRP - FUN-2023-13000-0001". On the left is a sidebar with a "Forms" section containing "Cover Page", "Assurances and Certifications", "Important Information", "Program Information", and "Need and Capacity". The main content area displays document details in a table:

Template GSRP Funding Application	Instance GSRP Funding Application
Document Name GSRP - FUN-2023-13000-00011	Document Status Application In Progress
Organization [Redacted]	Your Role Authorized Official (5)

Below the table is a progress indicator with five steps: "Application In Progress" (checked), "Application Submitted", "Review In Progress", "Modifications Required", and "Modifications In Progress".

Start on the Cover Page. Scroll down to find the space to enter a Main Contact Person and Secondary Contact Person. Both contacts must be completed. If the individual you are looking for isn't available in the drop-down options, you will need to Add/Edit People.

The screenshot shows the NeSys interface. At the top left is the NeSys logo and the text "Grant, Application and Cash Management System". Below this is a navigation bar with "Home", "Administration", and "Searches". The main content area is titled "Cover Page" for document "GSRP - FUN-2023-13000-00012". On the left is a sidebar with a "Forms" section containing "Cover Page", "Assurances and Certifications", "Important Information", and "Program Information". The main content area displays the "Cover Page" form, which includes the following text:

Michigan Department of Education
GSRP Funding Application
Office of Great Start Preschool and Out-Of-School Time Learning
P.O. Box 30008
Lansing, Michigan 48909

On the left side of the screen, use the scroll bar to the Tools section. In the Tools Section is the Add/Edit People option.

GSRP - FUN-2023-13000-00012

Forms

Cover Page

Assurances and Certifications

Important Information

Program Information

Need and Capacity

Endorsement and Subrecipient Process

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Main Contact Person

Contact Name

Address

City Zip Code

Telephone Fax

Email Address

Secondary Contact Person

Contact Name

Address

City Zip Code

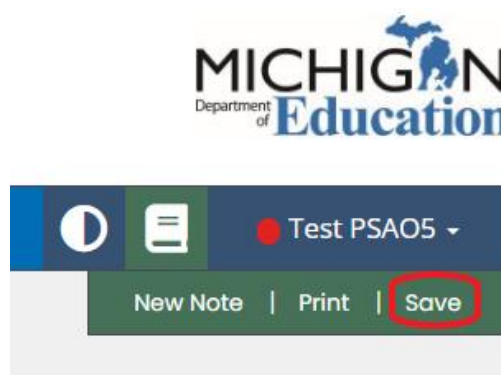
Telephone Number Text Label

From the Add/Edit People screen you will find all individuals that currently have access to NexSys within your ISD. Use the edit option to add additional individuals to this document (Funding Application).

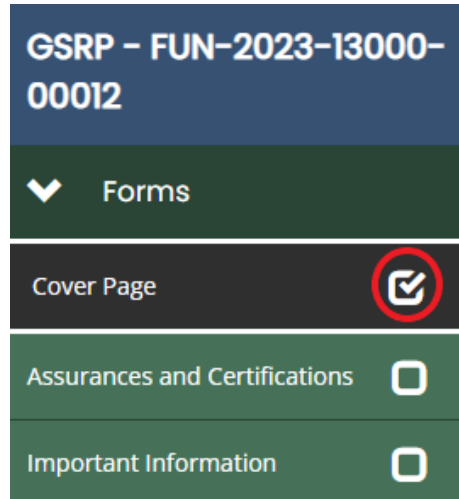
▼ People Assigned to this Document +

Person	Organization	Role	Active Dates	Assigned By	Notes
[REDACTED]	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	
CTEAO, Test	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	

After you have selected a Main and Secondary Contact Person, click Save in the upper right corner.

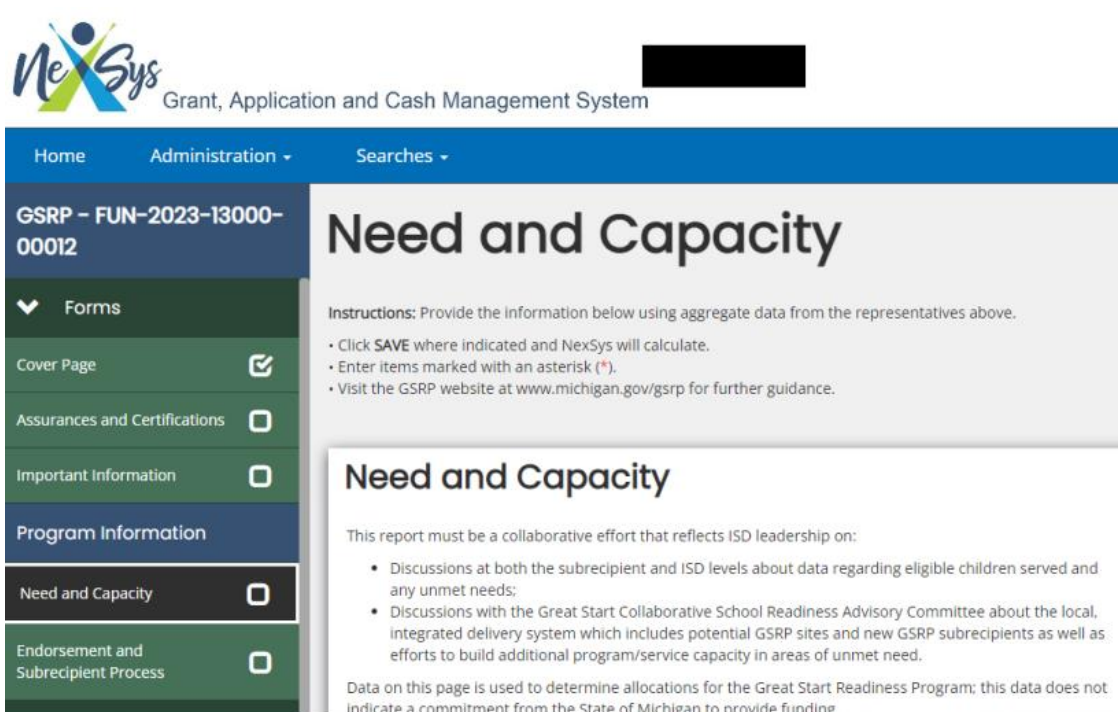


After you have saved the Cover Page, you will now see a checkmark in the box for that form indicating that it is complete.



For BOTH the Assurances and Certifications form and the Important Information form, you will need to open the form and review the information. Once you have reviewed the content of the form, you will click Save in the upper right corner to complete the form.

The next form to complete is the Need and Capacity.



Need and Capacity Form Directions

Overview.

All numbers and calculations on the Need and Capacity screen must pertain to the Intermediate School District (ISD). The Great Start Collaborative (GSC) endorsement process includes annual data analysis with local early childhood partners on poverty, number of four-year-old children with vulnerability for school failure, and existing preschool programming. Continuing this year is use of American Community Survey (ACS) data to identify the number of four-year-old children from families who live at or below 250% of the Federal Poverty Level (FPL) residing within the ISD and an input line that allows ISDs to describe a request to serve more children than ACS data report as income-eligible when the Hold Harmless exceeds the ACS data. Descriptions of the Great Start Readiness Program (GSRP) program options can be found within the [Program Administration and Staffing](#) section of the [GSRP Implementation Manual](#).

Instructions for Completing the Table.

To receive the ISD's Hold Harmless allocation from 2022-23, this request must equal or exceed the total number of children served in 2022-23. In some cases, ACS data indicate fewer income-eligible children than were served in 2022-23. If so, when the number of children requested to serve in each program option is entered, it will result in a negative number being displayed in line(s) 5, 7, and/or 9. An explanation is then required in line 11. NOTE: ISDs are not held to program options requested on the Funding Application.

Line 1: This line reports prepopulated ACS data on the number of children, at least four but less than 5 years of age as of September 1, from families who live at or below 250% of the Federal Poverty Level residing within the ISD.

Line 2: This line displays the number of four-year-old children served and funded exclusively by Head Start in 2021-22; it does not include children enrolled in the GSRP/Head Start Blend. Head Start numbers were imported from the NexSys Head Start Demographic application, submitted by every Head Start grantee that serves children residing within the ISD. A zero will display automatically if no data is available from the Head Start grantee(s). If accuracy of the displayed data is in question, please contact your assigned GSRP consultant.

Line 3: **Click SAVE;** NexSys will calculate the number of children from families which are income-eligible for GSRP (line 1 minus line 2).

Line 4: **This line requires completion.** Enter the number of children the ISD is requesting to serve in the School-Day option.

Line 5: **Click SAVE;** NexSys will calculate the number of eligible children remaining that can be served (line 3 minus line 4).

Line 6: **This line requires completion.** Enter the number of children the ISD is requesting to serve in the GSRP/Head Start Blend option.

Line 7: **Click SAVE;** NexSys will calculate the number of eligible children remaining that can be served (line 5 minus line 6).

Line 8: **This line requires completion.** Enter the number of children this ISD is requesting to serve in the Part-Day option.

Line 9: **Click SAVE;** NexSys will calculate the number of eligible children remaining unserved (line 7 minus line 8) from the total number eligible in line 3 above.

Line 10: **This line requires completion if there are children who remain unserved in line 9.** Discuss the barriers that exist to serving all of the children who are eligible. SAVE changes.

Line 11: **This line requires completion when the ISD is requesting to serve more children than are eligible in line 3.** Note that ISDs may only request to serve more children than are eligible for reasons related to: number of eligible children served in the prior-year; significant changes to Head Start programming; or fully-met local need *plus* service to children with categorical eligibility (i.e. over-income with qualifying IEP, experiencing homelessness, in foster care). ISDs must provide narrative to address these considerations in relation to the ACS data. **This line is not for ISDs to indicate the desire to expand beyond documented need for the grant.** SAVE changes.

Last Row: This row displays the total number of children which the ISD is requesting to serve in 2023-24.

The last form to be completed is the Endorsement and Subrecipient Process.



Home Administration - Searches -

GSRP - FUN-2023-13000-00012

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Program Information
- Need and Capacity
- Endorsement and Subrecipient Process

Endorsement and Subrecipient Process

* Percentage of ISD slots awarded to community-based organizations (CBO) in 2021-2022.

 %

The State Aid Act requires each Intermediate School District (ISD)/Consortium of ISDs to distribute at least 30% of its total allocated slots to community-based organizations (CBO) and the Department sets specific minimum steps that must be taken annually to achieve and maintain that requirement.

By checking each of the boxes below, the ISD assures that each of the following steps required by legislation are completed annually:

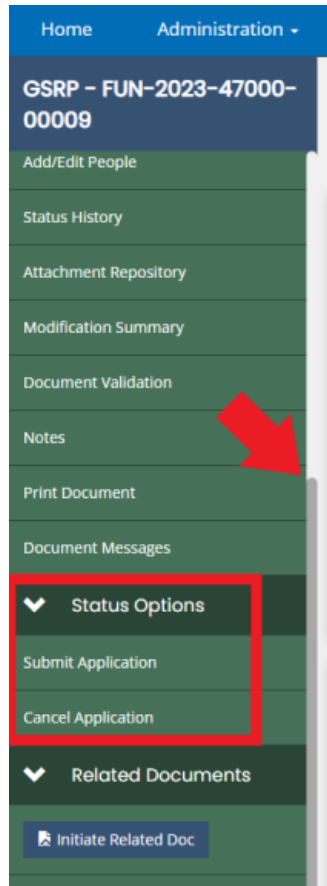
Assurances that specific steps required by legislation are completed annually are required for allocation to the ISD. The ISD will report the percentage of slots awarded to community-based organizations (CBOs) in the previous year and check boxes for assurances on working with community-based organizations, Great Start to Quality, and the Great Start Collaborative. The *GSC Endorsement Guidelines* and *GSC Endorsement Form* are both PDF files that were included with the ECC listserv notification for this application. Retain the signed and dated *GSC Endorsement Form* in ISD GSRP administrative files.

Begin the completion of this form by entering the CBO% in 2022-23 for your ISD. Read through the remaining items on the screen and check the boxes acknowledging that you have completed all the required steps. **SAVE** changes.

The Funding Application is now complete. All the boxes in the Forms section should be checked. If not, return to that form and be sure to complete and **SAVE** any changes. The completed application is now ready to submit.

A Level 5 user from the ISD will need to Submit Application when ready.

On the left side of your screen, scroll down using the scrolling bar to view the additional options until you have reached the Status Options.



The Level 5 User will choose the Submit Application option to submit the Funding Application to MDE. A pop-up screen will appear asking if you are sure you are ready to change the status of the form and submit. Click OK. ***It may require you to click OK a second time.***

✕

Are you sure that you want to change the status from
Application In Progress to Application Submitted?

I, Test PSAOS, certify:

- The information submitted in this application is true and correct to the best of my knowledge; and
- That the Entity will comply with the Assurances and Certifications contained within this application; and
- The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not Test PSAOS you should click "Cancel" and return to the Home page.

Please enter any notes in regards to this status change

Cancel OK

Once submitted, you will notice on the Document Overview screen that the progress bar now indicates Application Submitted. The Funding Application process is now complete and available for MDE to review.



Grant, Application and Cash Management System



Home Administration Searches

GSRP - FUN-2023-13000-00012

Document Overview

View document details.

Template GSRP Funding Application	Instance GSRP Funding Application
Document Name GSRP - FUN-2023-13000-00012	Document Status Application Submitted
Organization Calhoun Intermediate School District - 13000	Your Role Authorized Official (5)

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Program Information
- Need and Capacity
- Endorsement and Subrecipient Process

The progress bar consists of five circular nodes connected by a horizontal line. The first node is green with a white checkmark. The second node is blue with a white checkmark and is circled in red. The remaining three nodes are grey with white outlines.

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress