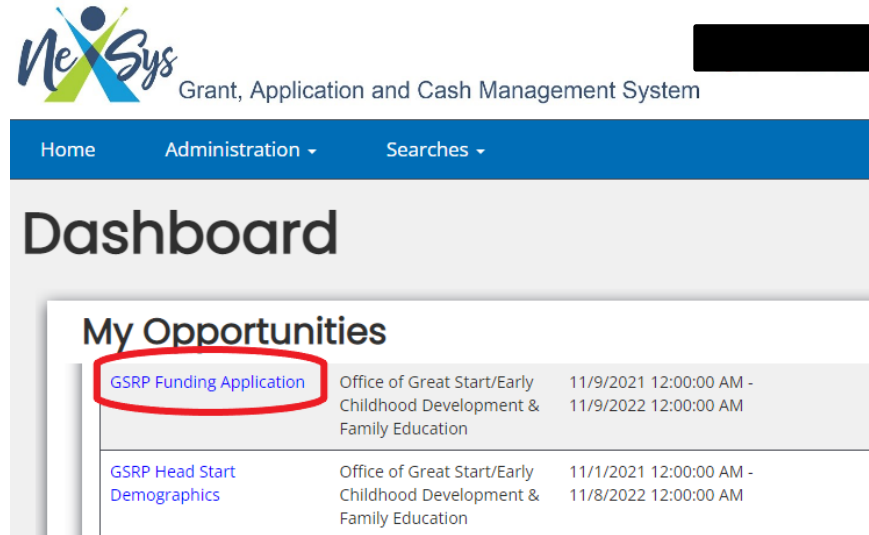


FY22 GSRP Funding Application HELP

New users will first need to create a MiLogin Third Party account. Guidance on creating a MiLogin account can be found at the Michigan Department of Education [NexSys page](#) by clicking the "Creating a MiLogin Account" link.

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 screenshot shows the NexSys interface. At the top left is the NexSys logo with the tagline "Grant, Application and Cash Management System". A navigation bar contains "Home", "Administration", and "Searches". The main heading is "Dashboard". Below it is a section titled "My Opportunities" containing a table of application opportunities. The first row, "GSRP Funding Application", is circled in red. The second row is "GSRP Head Start Demographics".

Opportunity Name	Office	Availability Dates
GSRP Funding Application	Office of Great Start/Early Childhood Development & Family Education	11/9/2021 12:00:00 AM - 11/9/2022 12:00:00 AM
GSRP Head Start Demographics	Office of Great Start/Early Childhood Development & Family Education	11/1/2021 12:00:00 AM - 11/8/2022 12:00:00 AM

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



The screenshot shows a pop-up window titled "GSRP Funding Application". It contains the following information:

- Provided By:** Office of Great Start/Early Childhood Development & Family Education
- Provided To:** [Redacted] (A drop-down arrow next to this field is 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

At the bottom right, there are two buttons: "Proceed" (blue) and "Cancel" (red).

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.

FY22 GSRP Funding Application HELP

The screenshot shows the NeSys interface for document GSRP - FUN-2023-13000-00011. The left sidebar lists forms: Cover Page, Assurances and Certifications, Important Information, Program Information, and Need and Capacity. The main content area is titled 'Document Overview' and includes a progress bar with five stages: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, and Modifications In Progress. Metadata includes: Template: GSRP Funding Application; Instance: GSRP Funding Application; Document Name: GSRP - FUN-2023-13000-00011; Organization: [Redacted]; Document Status: Application In Progress; Your Role: Authorized Official (5).

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 for document GSRP - FUN-2023-13000-00012. The left sidebar lists forms: Cover Page (highlighted with a pencil icon), Assurances and Certifications, Important Information, and Program Information. The main content area is titled 'Cover Page' and displays 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.

FY22 GSRP Funding Application HELP

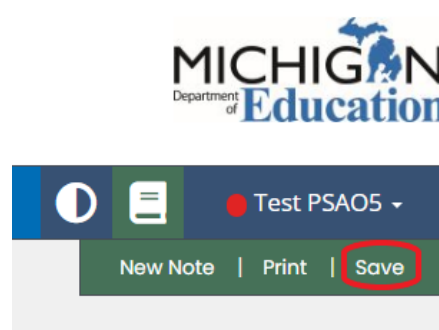
The screenshot shows the GSRP application interface. On the left, a sidebar contains a menu with the following items: Forms, Cover Page, Assurances and Certifications, Important Information, Program Information, Need and Capacity, Endorsement and Subrecipient Process, Tools, Landing Page, Add/Edit People (highlighted with a red circle), Status History, Attachment Repository, Modification Summary, and Document Validation. The main content area is divided into two sections: 'Main Contact Person' and 'Secondary Contact Person'. Each section contains a 'Contact Name' dropdown menu, an 'Address' field, and fields for 'City', 'Zip Code', 'Telephone', and 'Fax'.

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

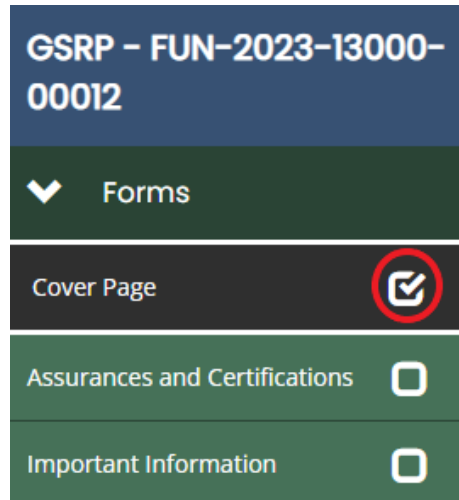
Person	Organization	Role	Active Dates	Assigned By	Notes
[REDACTED]	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	[REDACTED]
CTEAO, Test	[REDACTED]	Authorized Official (5)	06/15/22 -	Grant System	[REDACTED]

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



FY22 GSRP Funding Application HELP

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



GSRP - FUN-2023-13000-00012	
Forms	
Cover Page	<input checked="" type="checkbox"/>
Assurances and Certifications	<input type="checkbox"/>
Important Information	<input type="checkbox"/>

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.

FY22 GSRP Funding Application HELP



Grant, Application and Cash Management System

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 available when the Hold Harmless exceeds the ACS data. Descriptions of the Great Start Readiness Program (GSRP) program options can be found within the [Classroom Requirements](#) section of the [GSRP Implementation Manual](#).

Instructions for Completing the Table.

To receive the ISD's hold harmless allocation from 2021-22, this request must equal or exceed the total number of children served in 2021-22. In



FY22 GSRP Funding Application HELP

some cases, ACS data indicate fewer eligible children than were served in 2021-22. 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 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 2019-20 (this data will continue to be used due to the pandemic affecting enrollment the past two years); it does not include children enrolled in the GSRP/Head Start Blend. Head Start numbers were imported from the MEGS+ Head Start Demographic application, submitted by every Head Start grantee that serves 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.

FY22 GSRP Funding Application HELP

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 2022-23.

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



Grant, Application and Cash Management System

A screenshot of the NeSys web application interface. The top navigation bar includes "Home", "Administration", and "Searches". The main content area is titled "Endorsement and Subrecipient Process" and shows a sidebar with a "Forms" menu. The "Forms" menu includes "Cover Page" (checked), "Assurances and Certifications", "Important Information", "Program Information", "Need and Capacity", and "Endorsement and Subrecipient Process" (selected). The main content area displays the "Endorsement and Subrecipient Process" form, which includes a text input field for the percentage of ISD slots awarded to community-based organizations (CBO) in 2021-2022, followed by explanatory text and a checkbox for annual completion of legislative steps.



FY22 GSRP Funding Application HELP

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 (CBO) 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.

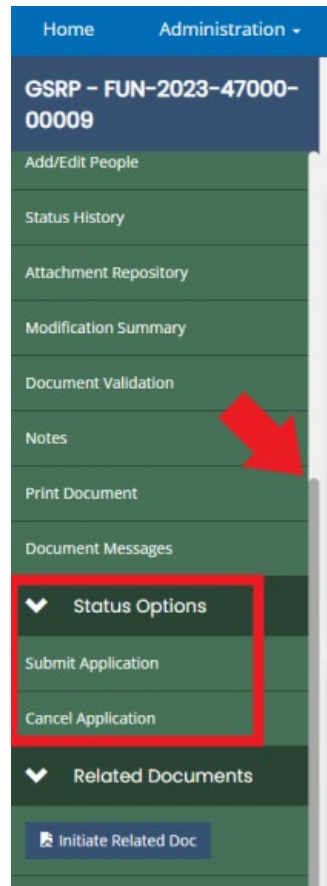
Begin the completion of this form by entering the CBO% in 2021-2022 for your ISD. Read through the remaining items on the screen and check the boxes acknowledging that you have completed all the required steps. SAVE changes.

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.

FY22 GSRP Funding Application HELP



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

FY22 GSRP Funding Application HELP

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

The screenshot shows the NeSys interface for document GSRP - FUN-2023-13000-00012. The main heading is "Document Overview". Below this, there are details for the document, including the template, document name, organization, instance, document status, and the user's role. A progress bar at the bottom indicates the current status of the application process.

Field	Value
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)

Progress Bar:

- Application In Progress (Completed)
- Application Submitted (Current Step)
- Review In Progress
- Modifications Required
- Modifications In Progress