

# GSRP Program Implementation Plan (PIP) Submission Checklist

## Project Fact Sheet Page

- Check Line 7. Are any funds being returned? If so, is this intended?
- Check Line 13. Has a Co-ECC been designated?
  - If YES, does this individual share ECC responsibilities? (Co-ECCs will be added to the GSRP ECC listserv and will be published on the GSRP website as a Main Contact for the ISD.)

## Breakdown of Accepted Funds Page

- Check the *Transportation Funds Retained Table*.
  - **Add** the "Funds Retained for ISD Administration" on the *Transportation Funds Retained Table*, and any funds entered in the "Accepted Transportation Funds" column in Row 1 (the ISD Row) of the *ISD and Subrecipient Slot Awards Table*. This total must **equal** the total of all funding entered in the ISD portion of the Transportation Budget.
- Check the *Slot Funds Retained Table – State Funds Row*.
  - **Add** the "Funds Retained for Administration/Outreach and Recruitment/Program Services" on the *Slot Funds Retained Table* and any funds entered in the "Accepted State Slot Funds for GSRP Sites" columns in Row 1 (the ISD Row) of the *ISD and Subrecipient Slot Awards Table*. This total must **equal** the total of all funding entered in the ISD portion of the State budget.
- Check the *Slot Funds Retained Table – Federal Funds Row*.
  - **Add** the "Funds Retained for Administration/Outreach and Recruitment/Program Services" on the *Slot Funds Retained Table* and any funds entered in the "Accepted Federal Slot Funds for GSRP Sites" columns in Row 1 (the ISD Row) of the *ISD and Subrecipient Slot Awards Table*. This total must **equal** the total of all funding entered in the ISD portion of the Federal budget.
- Check the *Slots Funds Retained Table*.
  - **Add** the amounts indicated in the State and Federal "Funds Retained for ISD Administration" boxes. Is this amount under 4% of the "Total Slot Funding Accepted" in the *Funding Summary Table*? This is the maximum the ISD may spend on administrative expenses.
  - **Add** the amounts indicated in the "Funds Retained for Outreach and Recruitment" boxes. Is this amount, *when combined with subrecipient expenditures on Recruitment and Enrollment*, under 2% of the "Total Slot Funding Accepted" in the *Funding Summary Table*? This is the maximum amount that may be spent on recruitment and enrollment.
- Check that each subrecipient has the correct Expenditure Period.
- Check that each subrecipient has the correct Provider Type. **\*\*Note that Public For-Profit providers are exceedingly rare.** Most For-Profit providers are Private For-Profit. *Please review Provider Type descriptions in the instructions, as necessary.*
- Check that CBO Slots have been entered for subrecipients as applicable.

- Subtotal funds awarded **by Provider Type** into their corresponding **Function Code** (411, 441, and 445) for "Accepted Transportation Funds," "Accepted State Slot Funds for GSRP Sites," and "Accepted Federal Slot Funds for GSRP Sites." This is most easily done by opening the Subrecipient Summary Download. Ensure the amount **budgeted for each Provider Type Function Code** on all budgets **EQUALS** these subtotals so that there is agreement between the Breakdown of Accepted Funds and all budgets.

## State Budget

- Ensure any State funds Transferred OUT are budgeted on a separate line as Function Code 411, "*Funds Transferred Out to \_\_ISD*" per the instructions for Transferred OUT funds.
- Ensure any State funds Transferred IN are included in the budget and designated as "Transferred In Funds" per the instructions for Transferred IN funds.
- Check totals for correspondence with the Breakdown of Accepted Funds page as noted above.
- Check that the ISD funds budgeted under administrative function codes (23x, 24x, 25x, 28x) do not exceed the amount listed on the Breakdown of Accepted Funds page, *Slot Funds Retained Table*, "Funds Retained for ISD Administration" box.
- Check that the ISD funds budgeted under function code 282 do not exceed the amount listed on the Breakdown of Accepted Funds page, *Slot Funds Retained Table*, "Funds Retained for Outreach and Recruitment" box.
- Ensure that all subrecipient funds are entered as aggregated totals by Provider Type and Object Code per the instructions found in the [Budget Section](#) of the GSRP Implementation Manual.

## Federal Budget

- Ensure any Federal funds Transferred OUT are budgeted on a separate line as Function Code 411, "*Funds Transferred Out to \_\_ISD*" per the instructions for Transferred OUT funds.
- Ensure any Federal funds Transferred IN are included on the budget and designated as "Transferred In Funds" per the instructions for Transferred IN funds.
- Check totals for correspondence with the Breakdown of Accepted Funds page as noted above.
- Check that the ISD funds budgeted under administrative function codes (23x, 24x, 25x, 28x) do not exceed the amount listed on the Breakdown of Accepted Funds page, *Slot Funds Retained Table*, "Funds Retained for ISD Administration" box.
- Check that the ISD funds budgeted under function code 282 do not exceed the amount listed on the Breakdown of Accepted Funds page, *Slot Funds Retained Table*, "Funds Retained for Outreach and Recruitment" box.
- Ensure that all subrecipient funds are entered as aggregated totals by Provider Type and Object Code per the instructions found in the [Budget Section](#) of the GSRP Implementation Manual.

## **Transportation Budget**

- Ensure any Transportation funds Transferred OUT are budgeted on a separate line as Function Code 411, "*Funds Transferred Out to \_\_ISD*" per the instructions for Transferred OUT funds.
- Ensure any Transportation funds Transferred IN are included on the budget and designated as "Transferred In Funds" per the instructions for Transferred IN funds.
- Check totals for correspondence with the Breakdown of Accepted Funds page as noted above.
- Check that the ISD funds budgeted under administrative function codes (23x, 24x, 25x, 28x) do not exceed the amount listed on the Breakdown of Accepted Funds page, *Transportation Funds Retained Table*, "Funds Retained for ISD Administration" box.
- Ensure that all subrecipient funds are entered as aggregated totals by Provider Type and Object Code per the instructions found in the [Budget Section](#) of the GSRP Implementation Manual.

## **Site Descriptions Pages**

- Ensure that all Facility Names match the Facility Name that appears on the license.
- Ensure that all license numbers are correct and valid.
- Ensure that every subrecipient has site data entered.

## **Early Childhood Specialist Pages**

- Ensure that any ECS listed as qualified based on a Related Degree has an explanation of the degree with the MDE consultant name and year approved.

*Notes are your friend!*

*Use Notes from any page to provide additional information that will assist the reviewer, thus simplifying and expediting approval and minimizing the need for modifications during review.*

**Thank you!**