

## **Fiscal Year 2024-25 Grant Implementation and Requirements Section 32p, 32p(4), and 32p(6)**

The following document is intended to assist local Great Start staff, intermediate school district (ISD) staff, Great Start Collaborative (GSC), and Great Start Family Coalition (GSFC) members in the implementation of Section 32p, 32p(4), and 32p(6) Grants for Fiscal Year (FY) 2024-25. The FY 2024-25 grant applications **MUST** be submitted, as instructed in [Public Act 120 of 2024](#), no later than September 15, 2024 to be considered for funding.

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## **INTRODUCTION/PURPOSE**

As indicated in Public Act (PA) 120 of 2024, each intermediate school district (ISD) or consortium of ISDs that receives funding shall convene a local Great Start Collaborative (GSC) and a Great Start Family Coalition (GSFC) that includes an active partnership with at least one community-based organization. The goal of each GSC and GSFC is to ensure the coordination and expansion of local early childhood infrastructure and programs that allow every child in the community to achieve the early childhood outcomes:

- (a) Children born healthy.
- (b) Children healthy, thriving, and developmentally on track from birth to third grade.
- (c) Children developmentally ready to succeed in school at the time of school entry.
- (d) Children prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade.

Highly effective GSCs and GSFCs work together to build and strengthen the local early childhood system to achieve better outcomes for young children and their families. Effective GSCs and GSFCs implement recommendations highlighted in [Michigan's Collective Early Childhood Action Plan](#), to build systems that work for young children and their families. To achieve these outcomes, each local Great Start (GS) system must include supports for children birth through age 8 in physical health, social-emotional health, family supports and basic needs, parent education, and early education and care.

The Section 32p(4) Home Visitation Grants are supported through PA 120 of 2024 under Section 32p(4). Funds are allocated to ISDs as fiduciaries of their GSC or consortia of GSCs. The purpose of these grants is to contribute to Michigan's implementation of home visiting programs to families and their children birth through age 8 who are experiencing factors that place the children at risk of not achieving success in school. Grantees are expected to implement home visitation services as part of a locally coordinated, family-centered, evidence-based, data-driven home visiting strategic plan. The goals of this funding are to improve school readiness using evidence-based methods, including a focus on developmentally appropriate outcomes for early literacy, to improve positive parenting practices, and to improve family economic self-sufficiency while reducing the impact of high-risk factors through community resources and referrals. A home visiting program model that exhibits evidence in achieving improved school readiness must be selected.

The Section 32p(6) Literacy Grants are supported through PA 120 of 2024 under Section 32p(6). Funds are allocated to the ISDs as fiduciaries of their GSC or consortia of GSCs. The purpose of these grant funds is "only for the purpose of improving access to books and other literacy materials for children from birth to age 5. The formula described in subsection (1) must be used to allocate funds to intermediate districts under this subsection. An ISD may use funding to support programs, including, but not limited to, the Dolly Parton Imagination Library, Reach Out and Read Michigan, or any other program that provides books and literacy materials to children from birth to age 5. If funding under this subsection is not sufficient to enroll all interested families in the service, each intermediate district must prioritize enrollment to those families with the highest levels of economic need. If an ISD will not fully utilize funding under this subsection, those funds must be returned to the department for redistribution for the purposes under this subsection." Section 32p(6) carryover is not allowed.

## **WHERE TO OBTAIN HELP**

The instructions contained in these materials are issued by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), which is the sole point of contact in the state for this grant. Questions regarding the Section 32p and 32p(6) applications should be directed to Janice Davis, family services consultant, at [davisj97@michigan.gov](mailto:davisj97@michigan.gov). Questions regarding home visitation and the Section 32p(4) application should be directed to Brandi Fisher, family services consultant, at [fisherb4@michigan.gov](mailto:fisherb4@michigan.gov).

## **FUNDING PROCESS**

MiLEAP will award all identified funds for the Section 32p, 32p(4), and 32p(6) Grants through allocation processes.

## **ELIGIBLE APPLICANTS/TARGET POPULATION TO BE SERVED BY GRANT**

ISDs or consortia of ISDs will be offered funding. Section 32p and 32p(6) Grants, through the local needs assessment of each GSC, will identify the population to be served, with the portion of the funds designated for early childhood programming. Funds under Section 32p and 32p(4) designated for home visiting programs, through the locally coordinated, family-centered, evidence-based, data-driven home visiting strategic plan, created as part of the application process by the GSC, will identify the most suitable home visit programs to serve at-risk children and their families, in addition to sub-set target populations based on community level needs and gaps, in accordance with the statute. To impact school readiness, the approved criteria for this grant targeted funds on serving families prenatally through kindergarten entry.

## **SERVICE AREA**

There are instances where the GSC and ISD do not have identical boundaries, and the county or counties that are served may have yet different boundaries. Due to the fiduciary responsibility placed with the ISD, the GSC is to address the area that is covered by the ISD in the collaborative strategies.

## **CRITERIA APPROVED OCTOBER 30, 2023**

### **Criteria for Formula Distribution of Funds for the Section 32p Grants**

The State School Aid Act, [MCL 388.1632p as amended](#), directs the department to determine the formula for the equitable distribution of the funds for the Section 32p Grants.

The formula:

- incorporates funds identified from sources appropriated at the state level;
- applies a base amount of funds for a local GSC and GSFC to each of the eligible ISDs to serve as fiduciaries;
- identifies an amount of remaining funds to be distributed by factoring a percentage of the overall state and the GSC area population of birth through age 5 to the funds designated; and

- reserves any legislated portion(s) dedicated to targeted initiatives for distribution based on the need and capacity of the ISD in the context of statewide need.

### **Criteria for Use of Funds for the Section 32p Grants**

GSCs and GSFCs have been operating statewide since 2006, with oversight established in 2012-13 with the MDE, Office of Great Start. In 2013, funding for GSCs and GSFCs was combined with long-standing funding for early childhood services into the Section 32p Grants. Each ISD or consortium of ISDs that receives funding must:

- convene a local GSC and a GSFC to ensure the coordination and expansion of local early childhood infrastructure and programs that allow every child in the community to achieve the OGS outcomes;\*
- convene a workgroup to serve as a school readiness advisory committee as required under Section 32d(4)(h) of the State School Aid Act;\*
- convene workgroups to make recommendations about community services to ensure the OGS outcomes and ensure that the local Great Start system includes supports for children birth through age 8 in physical health, social-emotional health, family supports and basic needs, parent education, and early education and care;\*
- forward its approved multi-year strategic plan, including activities and initiatives to be accomplished over the course of the plan toward achieving the four OGS outcomes, including an annual strategy to assure that children are developmentally ready to succeed in school at the time of school entry;\*\*
- support a director for each GSC who is exclusively designated to the coordination of the GSC for at least three-fourths time, and provide for leadership in convening (by a parent or parents) for each GSFC, staffed at least one-half time;\*\*
- provide additional supports necessary for local staff and supports for parents, such as reimbursement for travel, child care expenses, and honoraria to ensure sufficient parent participation in each GSC's planning and implementation efforts;\*\*
- use funds to support projects identified by the GSC's strategic plan to improve and reform the early childhood system to be more effective, efficient, and able to better serve families and young children;\*\*
- programming funds used for home visitation must implement an evidence-based model and adhere to the terms and reporting requirements as outlined in Public Act 291 of 2012;\*\*
- annually report to the department on activities actually provided and children and families served;\* and
- provide a cost-effective budget with no more than 10 percent administrative cost when budgeting state aid funds.\*\*

### **Criteria for Use of Competitive Funds for Providing Home Visits (Section 32p(4))**

Section 32p(4) of the State School Aid Act, MCL 388.1632p as amended, includes funding for ISDs or consortium of ISDs, as fiscal agents, to designate funds to implement home visits for families and their at-risk children birth through age 8, consistent with the goals set forth within the statute. Each ISD or consortium of ISDs that designate funding for the purpose of providing home visits to at-risk children and their families must:

- develop and submit for approval a locally coordinated, family-centered, evidence-based, data-driven home visit strategic plan;\*
- select home visit program models that exhibit evidence in achieving improved school readiness;\*\*
- ensure the program implementation is coordinated with the continuum of local home visit initiatives, serving families prenatally through kindergarten entry;\*\*

- adhere to the terms and reporting requirements as outlined in Public Act 291 of 2012;\*\* and
- annually report to the department an evaluation of home visits.\*

### **Criteria for Formula Distribution and Use of Funds for the Purpose of Improving Access to Literacy Materials (Section 32p(6))**

The formula described in subsection (1) of the State School Aid Act, MCL 388.1632p as amended, must be used to allocate funds to ISDs or consortium of ISDs, as fiscal agents, under this subsection for the purpose of improving access to books and other literacy materials for children birth to age 5. An ISD or consortium of ISDs that designate funding for this section:

- May use the funding to support programs, including, but not limited to, the Dolly Parton Imagination Library, Reach Out and Read Michigan, or any other program that provides books and literacy materials to children from birth to age 5;\*
- If funding under this subsection is insufficient to enroll all interested families in the service, each ISD must prioritize enrollment to those families with the highest levels of economic need;\*
- If an ISD will not fully utilize funding under this subsection, those funds must be returned to MiLEAP for redistribution for the purposes under this subsection;\* and
- Must annually report to the department an evaluation of the impact of this funding in increasing access to books and other literacy materials for children birth to age 5.\*\*

\* Criteria defined in Statute

\*\* Criteria defined by Staff

### **APPLICATION REQUIRED ATTACHMENTS**

ISDs that are awarded Section 32p and 32p(6) grant funds will be required to submit the following documentation, uploaded as attachments, with the submission of the application budget within NexSys when it becomes available:

- GSC/GSFC Annual Work Plan
- 32p Programming Work Plan
- Current GSC/GSFC Action Agenda
- GSC/GSFC Strategic Plan (only applicable to those GSCs with updated strategic plans in FY 2024-25)

ISDs that are awarded Section 32p(4) grant funds, and/or utilize Section 32p grant funds to implement home visiting, will be required to submit the following documentation, uploaded as attachments, with the submission of the application budget within NexSys when it becomes available:

- Documentation required for the selected evidenced-based home visitation model:
  - Parents as Teachers: Current affiliate status and results from previous year Affiliate Performance Report (APR) showing fidelity and quality measures.
  - Healthy Families America: Current affiliate status or current state office quality review report
  - Nurse Family Partnership: Current affiliate status or current state office quality review report

- Play and Learn Strategies (infant only): Proof of model fidelity
- Early Head Start-Home Based: Grant award letter or current federal review report
- 32p(4) Programming Work Plan

### **REVIEW PROCESS INFORMATION**

All plans will be reviewed by MiLEAP staff, and when appropriate, its contractors. Only those plans meeting all identified criteria and not exceeding the total amount of funds available will be recommended for funding. All funding will be subject to approval by MiLEAP. All ISDs that submit a plan will be notified of MiLEAP's action and have the right to appeal.

### **REQUIREMENTS REGARDING GSC/GSFC FUNDS**

The FY 2024-25 formula distribution requires a minimum of \$225,000 of the allocation be designated for the GSC/GSFC. Additional funds may be used to support projects identified by the GSC's strategic plan to improve and reform the early childhood system to be more effective, efficient, and able to better serve families and young children.

#### **OPERATIONS OF THE GSC AND GSFC**

Development and implementation of an application, with concomitant resources budgeted to fulfill the goals and objectives, are required. Through the submission of the application in NexSys, the ISD as the entity with fiduciary responsibility for the Section 32p Grants (which includes both the GSC/GSFC as well as any designated early childhood/family programming), confirms that the work plan has been reviewed and the activities are supported by the GSC and GSFC membership.

In addition, it is expected that the work plan and budget must show evidence of the following:

- A highly qualified GSC director must be maintained. The GSC is required to have at least a three-quarter time person or persons with the recommendation of full time in the role of GSC director/coordinator 52 weeks per year dedicated exclusively to ensuring that the GSC's strategic plan is fully implemented and executed. It is preferable that only one individual fulfills this role. If the requirement is shared, a primary contact must be established, with a majority of their hours assigned to the direction of the GSC. No more than two people may share the GSC director position. If an ISD has instituted a configuration that is different from what is approved by the SBE, the ISD is out of compliance.
- At least one highly qualified parent liaison must be maintained. The parent liaison position must be designated at least one-half time, sufficient to lead and coordinate the work of the GSFC, preferably fulfilled by an individual or individuals who is (are) parenting at least one child age birth to 12. If the hours are shared, a primary contact must be established. Multi-county GSCs with more than one GSFC should take into consideration the time and resources necessary to make each individual GSFC successful. This might include additional hours or budgetary resources above the minimum required.



- A minimum of 20 percent of GSC membership is comprised of parents of children 0-12 who are serving solely in the role of parent during the GSC meetings (cannot also be representing an organization and/or professional role within the GSC). The GSC must show evidence that the majority of GSC parents use or have used the programs/services of the GSC member organizations spanning across all five Great Start component areas and represent the diversity of the GSC service area. At least half of the GSC parent members must also be members of the GSFC (this ensures interconnection and information sharing between the two groups).
- Honoraria, assistance with child care, and transportation supports are provided for all parent members of the GSC, including during their participation on work groups and in leadership positions.
- Each GSC must show evidence that the GSFC membership represents the racial and social diversity of the GSC service area. If representation is not accurately reflective, a plan to recruit and engage a more diverse membership must be created and submitted to MiLEAP.
- Barriers to participation for parents on the GSFC are effectively and efficiently addressed in a manner that alleviates the challenges to participation without causing additional needs or barriers. Addressing barriers might include translation services, child care assistance, and transportation assistance.
- The GSC is represented on the Great Start to Quality Regional Advisory Team convened by the Great Start to Quality Resource Center. This representation will encourage a connection between the work of the Great Start to Quality Regional Advisory Team and the GSC's early care and education work group.
- The GSC will regularly convene workgroups to make recommendations about the community services designed to achieve the early childhood outcomes and to ensure that its local Great Start system includes supports for children birth through age 8 in the areas of:
  - physical health,
  - social-emotional health,
  - family supports, including, but not limited to, the provision of basic needs and economic self-sufficiency,
  - parent leadership and family engagement, and
  - early education, including the child's development of skills linked to success in foundational literacy, and care.

As is required under guiding legislation for the Great Start Readiness Program (section 32d(4)(h), appended below) a school readiness advisory group must be convened as a workgroup of the local GSC.

- The GSC and GSFC will have the opportunity to participate in training and technical assistance designed to align with the activities outlined in the annual application, as well as the multi-year strategic plan. In 2023-24, training and technical assistance for GSCs and GSFCs will continue to be provided by the Early Childhood Support Networks under an agreement with OGS. GSCs and GSFCs who participate are expected to provide feedback regarding the Early Childhood Support Networks' training and technical assistance.
- Once the required base cost is met, the GSC and GSFC collaboratively discern the best use of the remaining Section 32p Grants funds. Decisions on those remaining funds should utilize the needs assessment/gap analyses that drove development of the strategic plan, while at the same time, attending to any constraints in the statute and the SBE approved criteria. The ISD maintains fiduciary responsibilities for the GSC/GSFC and facilitates the disbursement of contracts and other financial

commitments that the GSC determines will meet the goals and outcomes outlined in the strategic plan and are financially supported within the GSC approved budget.

### **GREAT START COLLABORATIVE MEMBERSHIP**

Parents of children (aged 12 or younger) who represent the diversity of the county(ies) must constitute at least 20 percent of the total membership. **GSC parent members may not represent an organization as well as the parent role.**

Effective GSCs have diverse stakeholder membership that represent all parts of the early childhood mixed delivery system and the four early childhood outcomes. Members may include:

- Business leaders (e.g., a president of a local chamber of commerce, a director of workforce development or economic development for the county or counties or a manufacturing association);
- Philanthropic and/or charitable organizations (e.g., the United Way, a community foundation, a service organization);
- Faith-based organizations;
- Organizations that provide services on behalf of minority populations in the county and/or counties;
- Intermediate school districts;
- Michigan Department of Health and Human Services;
- Community Mental Health;
- Hospital, health care system and/or managed care plan serving the area represented by the GSC;
- Juvenile or family court judge;
- *Early On*®;
- Representatives from home visitation and parenting education programs;
- Head Start/Early Head Start;
- Great Start Readiness Program (GSRP) that serves the county and/or counties;
- Licensed child care center and/or family or group home;
- Great Start to Quality Resource Center;
- Local school district superintendents and elementary teachers and/or principals; and
- Elected governmental officials.

#### Members are expected to:

- Agree to promote the mission and goals of the GSC.
- Understand the purpose of the GSC, their role and responsibilities as a member, and actively participate in planning and decision-making.
- Attend or send formal representation to GSC meetings on a regular basis.
- Commit resources and make decisions on behalf of the organization (for organizational representatives).

GSCs may also include additional local organizations and stakeholders as members as they deem necessary to complete the GSC work.



## **GREAT START COLLABORATIVE PARTNERS (IN ADDITION TO MEMBERS)**

GSC partners are individuals, organizations, or groups that agree to work with the collaborative on specific issues or projects of common interest. Partners may join work groups or ad hoc committees or support local efforts in more informal ways (e.g., funders, media, businesses who sponsor events, organizations that work on a specific project, but may not be a work group member, etc.). GSC partners may choose to attend GSC meetings at any time, but particularly when the issue or topic is relevant to their interests.

## **REQUIREMENTS REGARDING EARLY CHILDHOOD PROGRAMMING FUNDS**

The FY 2024-25 formula distribution does not include a requirement for funds to be designated towards early childhood programming. If a GSC/GSFC decides to allocate a portion of the Section 32p funds toward early childhood programming, those funds must:

- address the needs of young children and their families, prenatal-age 8, in the geographic area covered by the GSC,
- ensure a majority of the programming funds/resources targeted toward priority needs and services which are identified in the GSC strategic plan, and
- be designated to evidence-based services and supports that contribute to early childhood outcomes.

MiLEAP strongly encourages GSCs/GSFCs to utilize a collaborative decision-making model for determining the use of Section 32p Grants funds, particularly when considering contracts for services or supports. A stakeholder review process should bring together parents and local partners to objectively analyze local data which address the needs of young children and their families while also attending to the gaps in program service areas. The experience and expertise of local partners should be collaboratively integrated so that services and supports designed with the programming funds recognize and build upon individual family strengths and existing community services. Each GSC must develop a program work plan based upon the GSC's needs assessment/gap analysis. Best practice demonstrates collaboration with local entities involved in providing services and programs to young children and their families, including joint planning, data collection and analysis, and shared decision making and leadership.

Selected evidence-based programming models must adhere to fidelity while addressing the needs of diverse families in their communities, focusing efforts on populations needing the greatest assistance in achieving the expected outcomes, as well as recognizing the importance of the community's historical, ethnic, linguistic, and cultural resources. Given the limited funding available, projects are expected to align services identified in the multi-year strategic plan and provided as part of broader, existing community services that serve young children and their families. Section 32p Grants funds may be used in conjunction with ongoing projects for the purpose of creating and/or expanding opportunities within already existing services and programs. Funds may not be used to supplant or duplicate existing community and district services. Due to the continued investments in GSRP, it is expected that none of the Section 32p Grants funds be designated for providing classroom services for four-year-old children.

Programs and services funded under the Section 32p Grants should utilize the most current validated research-based methods and curricula for providing programming. Selected methods and curricula may be used with identified target populations only when the target population matches the population upon which the research findings were based. Evidence-based programs that may be implemented can be found by using [What Works Clearinghouse](#). Home visiting programs must utilize evidence-based curriculum and methods such as those approved and highlighted at <http://homvee.acf.hhs.gov>. Public Act 291 of 2012, approved by Governor Snyder on August 1, 2012, requires the use of evidence-based home visiting programs, and provides statutory guidance regarding special data collection necessary to report outcomes.

ISDs funding home visiting programs with Section 32p Grants funds will be required to complete separate reporting in compliance with Public Act 291, in addition to the required reporting for the Section 32p Grants.

### **REPORTING AND MONITORING RESPONSIBILITIES**

Financial reporting of expenditures will be completed in NexSys in addition to other required reporting throughout the grant year as outlined below.

#### **INTERIM EXPENDITURE REPORT (IER)-APRIL 30, 2025\*+**

The interim expenditure report will cover current year and carryover funds.

#### **MICHIGAN STUDENT DATA SYSTEM (MSDS) REPORTING-AUGUST 27, 2025\*+**

Information on each targeted child should be entered into MSDS Early Childhood Programs Component as part of the district's end-of-the-program reporting by the data certification date set for August 27, 2025.

#### **FY 2024-25 CARRYOVER FINAL EXPENDITURE (COFER) REPORT-AUGUST 30, 2026\*+**

In accordance with the State School Aid Act, carryover funds from the preceding year must be expended by June 30, 2026; therefore, a carryover final expenditure report on FY 2024-25 carryover funds must be completed in NexSys no later than August 30, 2026. Any unused funds must be returned to MiLEAP no later than September 30, 2026.

#### **FINAL EXPENDITURE REPORT (FER) AND YEAR-END REPORT-NOVEMBER 30, 2025\*+**

Section 32p(5) indicates that, "By not later than December 1 of each year, each intermediate district shall provide a report to the department of lifelong education, advancement, and potential detailing the strategies actually provided during the immediately preceding school year and the families and children actually served. At a minimum, the report must include an evaluation of the services provided with additional funding under subsection (4) for home visits, using the goals identified in subsection (4) as the basis for the evaluation, including the degree to which school readiness was improved, the degree to which positive parenting practices were improved, the degree to which there was improved family economic self-sufficiency, and the degree to which community resources and referrals were utilized. The department of lifelong education, advancement, and potential shall compile and summarize these reports and submit its summary to the house and senate appropriations subcommittees on school aid and to the house and senate fiscal agencies by not later than February 15 of each year."

The FER is completed in NexSys no later than November 30, 2025, and a completed year-end report on progress toward achieving goals delineated in the application is required to be uploaded to the NexSys FER. The year-end report must include a narrative status of the goals and objectives chosen in the FY 2024-25 Work Plan and application. For GSCs implementing an evidence-based home visiting model with their Section 32p programming funds, a Home Visiting Demographic Data report will also be required with the submission of the FER. A template and/or other identified collection method will be provided by program office staff for the Home Visiting Demographic Data report.

\*Section 32p

+Section 32p(4)

## **BUDGETING**

This section is intended to assist staff when preparing the budgets for the Section 32p, 32p(4), and 32p(6). While this document is intended to be as comprehensive as possible, MiLEAP and, when applicable, its contractor(s) may need to provide additional guidance on a case-by-case basis in areas beyond the scope of this document.

GSCs/GSFCs are encouraged to develop a budget that uses funds efficiently while at the same time ensuring that prenatal to age eight outcomes are achieved. MiLEAP reserves the right to disallow fund usage for expenditures for items deemed unreasonable or not cost-effective.

**Please Note: Applicants should be able to justify that the budgeted items are directly related to meeting the outcomes in the GSC's strategic plan and/or this application. Applicants implementing home visiting should be able to justify that the budgeted items are directly correlated to the projected number of children to be served and related to meeting the outcomes of implementing the selected program model to fidelity, in the home visitation strategic plan and/or the application. Applicants are urged to budget as efficiently as possible. MiLEAP reserves the right to not approve budget requests deemed unreasonable.**

### **Budget Preparation**

ISDs awarded Section 32p, 32p(4), and 32p(6) funds will complete a budget within NexSys. Funds must be used for the implementation of the Section 32p, 32p(4), and 32p(6) grants only. Indirect charges are not allowed on state school aid funds. Stipends to families participating in early childhood programming is prohibited. Expenditures must be allowable, necessary, and reasonable.

Applicants awarded Section 32p(4) funds, and/or utilizing a portion of Section 32p funds for home visiting, must budget sufficient resources to meet expectations regarding data collection, storage, and reporting to both the state as well as the national program model.

### **Payment Schedule**

Payment to the grantee will be made through the State School Aid payment system.

## Carryover of Funds

The FY 2024-25 Section 32p Grants allows for carryover of the state aid funds through June 30, 2026. Unexpended Section 32p funds may be carried over into the next fiscal year and are eligible to be spent through June 30 of the next fiscal year. FY 2020-21 initiated a graduated cap on the amount of funds an ISD or consortium of ISDs can carry over into the next fiscal year. In FY 2024-25 no ISD or consortium of ISDs can carry over into the next fiscal year any amount exceeding **15 percent** of the amount awarded. Any funds unexpended in excess of the amounts prescribed above or unexpended carryover funds, shall be returned to the department no later than September 30 of the next fiscal year after the fiscal year in which the funds are received. See Appendix B for complete statute language.

The FY 2024-25 Section 32p(4) Grants will allow for carryover through June 2026 and are not subject to the carryover cap identified in statute for Section 32p grants.

There is no carryover allowed with the FY 2024-25 Section 32p(6) funds. Funds remaining after submission of the final expenditure report must be returned to MiLEAP.

## Important Budgeting Requirements

Section 32p applications must budget for the period of October 1, 2024, through September 30, 2025, and must include evidence of financial support for year-round (12 months) implementation. The following items must be included:

- Every budget must meet the threshold of designating a minimum of \$225,000 toward the GSC/GSFC.
- The budget must include evidence of financial support for year-round direction of the GSC (e.g., GSC director, at least three-quarter time who exclusively supports the work of the GSC), as well as year-round direction of the GSFC (e.g., family liaison, at least one-half time).
- The budget must include financial supports for parent representatives on the GSC (honoraria, mileage, child care, etc.) and financial supports to remove barriers for families attending GSFC meetings (refreshments, transportation, child care, translation, etc.).
- The budget may include funding to support early childhood programming but is not required in FY 2024-25. If early childhood programming is included in the FY 2024-25 budget, evidence must be provided to ensure the population to be served has been identified through the GSC's Strategic Plan and has been reviewed and is supported by the GSC.
- Funds designated to early childhood programming must ensure that evidence-based models are implemented. There is a continued expectation to offer programs for children from birth through age eight that are evidence-based, integrated into the GSC's strategic plan, and implemented with fidelity to a research-based model.
- Once the required base cost is met, the GSC and GSFC collaboratively discern the best use of the funds, utilizing the needs assessment/gap analyses that drove development of the strategic plan, while at the same time, attending to any constraints noted in the criteria. Due to the significant investment the state has made in GSRP, it is expected that **none** of the Section 32p Grants funds will be utilized to supplement GSRP or target classroom services for four-year-old children.

Section 32p(4) applications must budget for the period of October 1, 2024, through September 30, 2025 must include evidence of financial support for year-round (12 months) implementation of the selected program model. The following items must be included:

- Funding for on-going professional development and support, including but not limited to Michigan Home Visitation Initiative Conference, statewide training as well as national training in the selected model.
- Funding to maintain affiliate status/accreditation or other term used by the selected model.
- Use of training and technical assistance center (in Michigan, if possible).
- Participation in a Learning Community and Continuous Quality Improvement (CQI).
- Costs that are in line with the application scope.
- Funding for data collection, which may include the purchase and use of the selected model's database programming as well as data collection for Public Act 291.

Section 32p(6) applications must be budgeted for the period of October 1, 2023, through September 30, 2024, and must include evidence of financial support for year-round (12 months) implementation. The following items must be included:

- Funding to support programs, including, but not limited to, the Dolly Parton Imagination Library, Reach Out and Read Michigan, or any other program that provides books and literacy materials to children from birth to age 5.
- If funding under this subsection is not sufficient to enroll all interested families in the service, each intermediate district must prioritize enrollment to those families with the highest levels of economic need.
- If an intermediate district will not fully utilize funding under this subsection, those funds must be returned to the department for redistribution for the purposes under this subsection.
- Budgeting for 32p(6) funds in NexSys for this application is done by selecting Apply Now on the Review Grant Selections page.

### **Uses of the Funds**

Section 32p Grants funds are to be used for goals and outcomes that support the local collaborative's great start strategic plan and action agenda, and must be designed to contribute to achieving the four early childhood outcomes, through a system that includes supports for children birth through age eight in physical health, social-emotional health, family supports, including, but not limited to basic needs and economic self-sufficiency, parent leadership and family engagement, and early education, including the child's development of skills linked to success in foundational literacy, and care, and are not limited to:

- Staff needed to implement and administer the grant, including all components;<sup>\*,+</sup>
- Materials and supplies necessary for proper implementation;<sup>\*,+</sup>
- Meeting costs, including costs for space rental, meeting materials, and refreshments, for both program meetings and community collaboration meetings related to the grant;<sup>\*,+</sup>
- Transportation costs for participants;<sup>\*,+</sup>
- Supplementary child care costs for parents attending meetings;<sup>\*,+</sup>
- Support services;<sup>\*,+</sup>
- Administrative costs including office occupancy costs, office supplies and materials, outreach, and communication. For grantees and any contracted services, administrative costs are limited to 10 percent of the requested state funds (data

collection costs and home visitation direct supervision expenses do not count as part of this 10 percent limit);<sup>\*,+</sup>

- Data collection systems required by the selected model or being integrated into the program in order to meet data collection expectations for PA 291;<sup>\*,+</sup>
- Staff development costs;<sup>\*,+</sup>
- Travel necessary to enable local staff to implement the grant;<sup>\*,+</sup>
- Equipment (laptops, monitors, printers, etc.);<sup>\*,+</sup>
- Recruitment of families who represent the diversity of the GSC service area and supports to reduce barriers in authentically engaging parent voices;<sup>\*</sup>
- Outreach and recruitment of families who represent the diversity of the service area and supports to reduce barriers in authentically engaging parents at home visitation decision-making tables;<sup>\*,+</sup>
- Training and leadership opportunities for parents and caregivers of young children to enhance and/or expand their knowledge of child development and assist children in reaching the four outcomes;<sup>\*</sup>
- Activities focused on assisting children and their families with successful transitions within the early childhood system and programs;<sup>\*</sup>
- Parent education services to families prenatal to age 8;<sup>\*</sup> and
- Section 32p Grants GSC community planning and assessments.<sup>\*</sup>

\*Section 32p and 32p(6)

+Section 32p(4)

Sufficient information should be provided for the staff of MiLEAP to determine that all anticipated expenditures are reasonable and cost effective for the grant being implemented.

**State Aid:** Section 32p Grants state funds may **not** be used to pay for:

- Indirect costs
- Stipends to encourage parent participation in *programs or services*
- GSRP and Head Start classrooms and/or any classroom support activities for four-year-old children
- Building leases
- Construction

### Personnel Rules

Salaries entered for personnel must be accompanied by an entry in benefits. If the individual does not receive benefits, enter "0." Full Time Equivalent (FTE) or hours must be designated for each individual or group of individuals entered. A 1.0 FTE is viewed as the equivalent of 37.5-40 hours/week as set by the employer of record. Hours entered should equal the total hours per year. Note that there is an expectation that time is allocated for the full grant year (52 weeks/year) for the GSC director, parent liaison, and implementation of Section 32p and 32p(4) home visiting programs.

### Caps on Expenditures

The maximum amount of Section 32p Grants funds allowable for administrative costs is 10 percent of the total grant as displayed on the Budget Summary. The following function code groupings are considered "administrative" when being reviewed for the maximum allowable expenditure: 220, 250, and 260. The following amounts will not be considered in the administrative cap:



- Amounts designated for the rent of a facility needed to *implement* the Section 32p Grants and the selected program model and required activities in accordance to fidelity within the Section 32p(4) Home Visitation Grants. The maintenance, janitorial, utilities and insurances will be considered in the administrative expenditures unless they are included with the rental agreement.
- Amounts for outreach/recruitment of children and/or families to participate in early childhood programming and/or the selected home visiting model. For example, costs for producing, printing, and distributing a calendar of activities are not considered administrative, though may be coded into Function Code 257.
- Amounts for Personal Protective Equipment (PPE) including but not limited to masks, hand sanitizer, gloves, cleaning supplies, etc. purchased to implement GSC/GSFC meetings and activities and/or to implement early childhood programming funded with Section 32p funds. These items are to be coded under Function Code 261, utilizing the supplies object code.
- For home visiting **ONLY**: Amounts for the *direct supervisor's* salary and benefits (Function Code 226) if the funded home visitation model requires direct supervision of the home visiting staff.

### **Amendments**

An amendment is a report of programmatic or financial change. Amendments or revisions to the application may affect the budget, the planned activities for the GSC/GSFC, the planned activities for Early Childhood (EC) Programming, Section 32p(4) implementation, or other parts of the application. Amendments must receive prior approval from the family services consultant(s) staff before initiation. A detailed explanation of amended items must be included on the Amendment Justification page within NexSys and/or through an uploaded attachment.

Submit an amendment for:

- a. The GSC/GSFC work plan for new, deleted, or substantially revised activities on an existing objective or goal.
- b. The budget when: 1) the expenditures for any function code will create a variance of 10 percent or more from the previously approved amount; 2) funds are being assigned to a line item not previously approved; 3) adding staff/changing FTEs; 4) adding expenditures within a function code not previously included; 5) moving an amount greater than 10 percent between approved function codes; or 6) line item amounts are changed that substantially affect the implementation of the planned activities for the year.

An amendment approval may be retroactive up to October 1 of each current fiscal year provided the application was submitted in NexSys prior to the requested beginning date. It is necessary to put into writing in the amendment description any request for retroactive approval. Otherwise, an amendment approval is effective the date the amendment was submitted in NexSys.

## **Total Budget**

The budget provides information to demonstrate that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the funding available. **Indirect costs are not allowed with State Aid funds.** The budget must cover the period from October 1, 2024, through September 30, 2025. Carryover of FY 2024-25 Section 32p and Section 32p(4) Home Visitation funds will be allowed through June 30, 2026, but the budget must be built with the expectation that the entire award will be utilized during the 12-month budget period of October 1, 2024, through September 30, 2025. See also **Carryover of Funds** section above.

Total anticipated expenditures for the Section 32p, 32p(4), and 32p(6) grants should be entered on the respective section of the NexSys application and must equal the ISD's FY 2024-25 allocation for each program.

Definitions and examples of Function Codes and Object Codes are listed in Appendix A.

## **APPENDIX A: DEFINITIONS OF FUNCTION AND OBJECT CODES**

Applicants are advised to consult the [Michigan Public School Accounting Manual](#) to determine appropriate function and object codes for projected grant expenditures.

### **Object Codes**

The following object codes have been designated for the Section 32p Grants:

**1000: Salaries**-This is for amounts paid to employees of the school system.

**2000: Benefits**-Amounts paid by the school system on behalf of employees; these amounts are not included in the gross salary. For example: insurance, FICA, retirement, etc.

**3000, 4000: Purchased Services**-Amounts paid for services rendered by persons who are not on the payroll of the school system.

**5000: Supplies and Materials**-Expenditures of items that are consumed. For example: books, paper, software, PPE, etc.

**7000, 8000: Other Expenses**-Amounts paid for goods and services not otherwise classified above; or funds being handled without receiving goods and services in return such as transmitting flow-through funds to the recipient (person or agency).

### **Function Codes**

The Classroom Instruction function codes (1xx) may not be used for this grant. The Section 32p Grant focus is support of infrastructure, and supplementing the education and support of young children, as well as for supporting parents in the role of their children's first teachers, rather than classroom instruction. This grant does not focus on K-12 classroom instruction.

The following function codes, along with definitions and commonly used examples, have been designated for the Section 32p Grant: 212, 216, 226, 252, 257, 261, 283, 284, 311, 331, 351, 391, 411, 441, and 445.

## 210 – Support Services - Pupil

**212: Guidance Services**-Activities that provide consultation or services by a social worker, psychologist, or other qualified staff to assist families in understanding and enhancing their child(ren)’s development.

i.e., home visits, referrals, referral hotlines, groups gathered as part of home visiting model, parent educators

**216: Social Work Services**-Activities that focus on school social work in dealing with the problems of children which involve home, school, and community.

i.e., home visits with a social-emotional component, referrals, referral hotlines, groups gathered as part of home visiting model

## 220 – Support Services – Instructional Staff

**226: Supervision and Direction of Instructional Staff**-Personnel providing supervision and program coordination of the direct services to children and families and compliance monitoring. **ISD employees/staff serving in an oversight/management role rather than coordination of the GSC/GSFC or EC programming must utilize this function code.**

i.e., EC director, superintendent, ISD staff providing grant oversight

Funds allocated to cover allowances, costs and services provided to or on behalf of employees and not included as compensation in salaries and wages. Benefits include (but are not limited to): mandatory coverage (employer share of social security, workers compensation, etc.), retirement, health insurance, life insurance, and long-term disability. Note that NexSys requires an entry into “benefits” for the same budget item whenever there is a “salaries” entry. If no benefits are offered, enter ‘0.’

The budget item description should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
226	Grant supervision: J. Money- (\$30.00 per hour/180 hours) = \$5,400. Total Benefits 30% of salary(WC, MSPERS, FICA, SUTA, Cash in Lieu) = \$1620.	180	\$5,400.00	\$1,620.00				\$7,020.00

## **250 – Support Services Business**

**252: Fiscal Services**—Activities concerned with fiscal operations. State school aid does not allow indirect costs, and thus, all items that might typically be included in an indirect cost rate must be directly budgeted.

i.e., fiscal services, accounting, payroll, purchasing, inventory control, receiving and disbursing, budgeting services, internal auditing

The budget item description should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
252	Finance Services Salary: Joe Jones, accountant - .04 FTE (\$30.04 per hour/80 hours) =\$2,403. Finance Services Benefits: Total Benefits 25% of salary (FICA, SUTE, MSPERS, Health Ins) =\$601.	80	\$ 2,403.00	\$ 601.00				\$ 3,004.00

**257: Internal Services**—Activities concerned with storing and distributing supplies, furniture, and equipment. Also include district wide duplicating/printing services and central mail services.

## **260 – Operations and Maintenance**

**261: Operating Buildings Services**—Activities concerned with keeping the physical building open, clean, and ready for daily use. **Costs may only be charged for the portion of occupancy utilized.**

Amounts for Personal Protective Equipment (PPE) including but not limited to masks, hand sanitizer, gloves, cleaning supplies, etc. purchased to implement GSC/GSFC meetings and activities and/or to implement early childhood programming funded with Section 32p funds. These items are to be coded under Function Code 261, utilizing the supplies object code. For more information, please refer to the [Financial Accounting Guidance During the COVID-19 Pandemic](#).

i.e., use of space for activities and/or meetings, building lease, janitorial costs, purchase of PPE

The budget item description should indicate how cost was determined. Examples:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
261	Building Rent: \$500/month x 12 months=\$6,000						\$ 6,000.00	\$ 6,000.00
261	Utilities (gas/electric): Estimated cost of \$100/month x 12 months=\$1,200						\$ 1,200.00	\$ 1,200.00

## **280 – Support Services - Central**

**281: Planning, Research, Development, and Evaluation**–Activities on a system wide basis associated with planning, research, development, and evaluation of program management. Note: Contractual on-going expenses with a contractor should be listed under Contracted Services.

i.e., evaluation, home visitation CQI, evaluation of needs assessments for strategic planning.

**283: Staff/Personnel Services**–Activities concerned with maintaining efficient non-direct instruction service.

i.e., professional development of home visitors, staff training for EC Programming staff, professional development, background checks

**284: Non-Instructional Technology Services**–Activities concerned with supporting information technology systems, including networks, information systems, and processing data for administrative and managerial purposes. Note: On-going expenses as part of a contracted agreement should be listed under Contracted Services.

i.e., data entry, databases

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
284	Database fees for home visitation program: County ISD \$10,000 contract				\$10,000.00			\$10,000.00

## **310 – Community Services Direction**

**311: Community Services-Direction**–Activities concerned with direction and managing community services including contracted staff.

i.e., GSC director, parent liaison, community outreach coordinator, healthcare liaison

### **GSC Salaries & Benefits – Function Code 311**

Gross compensation paid to employees in the form of cash, products, or services including mileage, cell phone reimbursement, vacations, holidays, and sick leave. **Cell phone use is for business only.**

Allowable costs include the GSC director position who is exclusively designated to the coordination of the GSC for at least three-quarter time, 52 weeks per year. It is preferable that one individual fulfills this role. No more than two people may share the GSC director role. A portion of the salary for clerical is allowable if it can be documented to directly support the GSC's activities outlined in the application or the GSC's strategic plan. Note that NexSys requires an entry of "FTE" **or** "Hours" greater than zero whenever the salaries category is entered at greater than zero.

Funds allocated to cover allowances, costs and services provided to or on behalf of employees and not included as compensation in salaries and wages. Benefits include (but are not limited to): mandatory coverage (employer share of social security, workers compensation, etc.), retirement, health insurance, life insurance, and long-term disability. Note that NexSys requires an entry into "benefits" for the same budget item whenever there is a "salaries" entry. If no benefits are offered, enter '0.'

The budget item description should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
311	Director Mileage: Jane Doe-2,000/year X \$.575 (current IRS rate)= \$1,130				\$ 1,150.00			\$ 1,150.00
311	Director Cell Phone: Jane Doe- \$30/month x 12 months=\$360				\$ 360.00			\$ 360.00
311	Clerical Support Salary: Beth Smith - .2 FTE (\$12.69 per hour/408 hours) =\$5,178. Clerical Support Benefits: Total Benefits 35% of salary (FICA, SUTA, Retirement, Health Ins, WC)= \$1,812.	0.2	\$ 5,178.00	\$ 1,812.00				\$ 6,990.00

### **330 – Community Activities**

**331: Community Activities**–Activities concerned with providing services to civic organizations, parent involvement, public forums, and community events.

i.e., GSFC related costs, parent cafes, parent focus groups, expenses to reduce barriers to participation, GSC parent member honorariums, GSC meeting costs, GSC and GS workgroup meeting costs, website costs, outside printing, marketing, and advertising.

### **350 – Custody and Care of Children**

**351: Custody and Care of Children**–Pertains to providing childcare in a group setting particularly in a setting in which they are not enrolled for care or education.

i.e., on-site childcare for meetings/activities/events

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
351	On-Site Child Care: 4 providers X 10 GSPC Meetings (2 hours x 10=20 hours) X \$20/hour=\$1,600				\$1,600.00			\$1,600.00



### **390 – Other Community Services**

**391: Other Community Services**–Services provided to the community that cannot be classified under the preceding areas of responsibility.

### **410 – Payments to Other Public Schools (ISDs, LEAs, or PSAs) within the State of Michigan**

**411: Payments to Other Public Schools within the State of Michigan**–Sub-grantee/flow through distribution only. **All other payments for services, supplies, and materials should be reported in the appropriate function and object code.**

i.e., local school district contracted to provide programs or services

### **440 – Payment to Other Government Entities (Do not include other public schools)**

Contracts and payments under this section are considered sub-grantee when the recipient's responsibility allows the GSC/GSFC to fulfill the requirements and/or objectives of the grant. The GSC is responsible for monitoring that funds were spent towards those requirements and/or objectives at the sub-grantee level.

**441: Payments to other Governmental Entities**–Sub-grantee relationships only.

i.e., non-public school, community organizations, universities

**445: Payments to Not-for-Profit Entities**–Sub-grantee relationships only.

i.e., United Way, chamber of commerce, local non-profit focused on system work or early childhood programming

Examples:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
411	284-XISD database fees \$10/child x approx 28 children (based on last year's numbers)=\$280					\$280.00		\$280.00
411	331-GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00
441	212-NFP implementation County Community Services: 3 home visitors (R. Train, S. Tree, M. Dog) 25 hours per week x 48 weeks x 23.00 per hour = \$27,600 x 3 = \$82,800. Benefits-Payroll Taxes (FICA, SS, city taxes) and Cash in lieu/health insurance at 48% x 3 = \$39,744	1.08	\$ 82,800.00	\$ 39,744.00				\$ 122,544.00
445	311-GSC Director at United Way: M. Kitty Salary \$55,612. Benefits-Payroll Taxes (FICA, SS, city taxes) and Cash in lieu/health insurance at 53% = \$29,474	1	\$ 55,612.00	\$ 29,474.00				\$ 85,086.00

## Outgoing Transfers

Projects that provide outgoing transfers of funds to community partner agencies or local districts must provide clear detail when entering budget items regarding the anticipated grant expenditures by partner agencies. Function Codes 441 or 445 should only be used when a sub-grantee relationship exists. All other payments for services, supplies, and materials should be reported in the appropriate function and object code.

## Other Examples:

### GSC Purchased Services – Multiple Function Codes

#### Contracted Services

Negotiated contracts for the performance of any activities that are necessary for the implementation and evaluation of activities in the GSC's strategic plan or this application.

**Contracted services do not include salaries and/or fringe benefits of the director/coordinator or parent liaison UNLESS that staff is issued a 1099 rather than a W-2 at calendar year end.**

i.e., *Ongoing* contracted services for consultation, facilitation, or project management (e.g., action agenda implementation, communications, etc.).

Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Contracted Services: Sarah's Consulting LLC- System Scans and Parent surveys for Strategic Planning				\$5,000.00			\$5,000.00

### Professional Fees

Contract or agreement with a third party for the **one-time** performance of activities toward the execution of activities outlined in the GSC's strategic plan or this application. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	One-Time Speaker: Sam Jones-Business Engagement-Outcome 3, Goal 2 (\$500 per day x 2 days=\$1000)				\$1,000			\$1,000

### Parent Support

Expenses related to local GSFCs and reimbursements for GSC parent members.

Family Coalition expenses:

- Salary/compensation and fringe benefits for parent liaison(s)
- Reimbursements or provisions that eliminate barriers to participation (e.g., transportation, off-site childcare, translator, etc.)

GSC parent expenses:

- Honorariums for meeting attendance
- Mileage
- Child care

GSFC barrier reduction:

- Child care
- Transportation (mileage, gas cards, taxi/Uber/Lyft fare, transit fare/tokens, etc.)
- Translation services

**Please Note: Computer or other technology purchases for the parent liaison(s) should be detailed as a separate budget item.**

The budget item description should indicate parent liaison by name and how cost was determined. Examples:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
311	Office Supplies: GSC Director-\$30/ month x 12 months=\$360					\$360.00		\$360.00
311	Office Supplies: Parent Liaison-\$20/month x 12 months=\$240					\$240.00		\$240.00
331	GSC Meeting Costs: Refreshments-\$1,200 (\$100/meeting x 12 meetings), Supplies-\$500					\$1,700.00		\$1,700.00
331	GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00
445	311-Office Supplies: GSC Director-\$30/ month x 12 months=\$360					\$360.00		\$360.00
445	331-GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00
331	GSPC Barrier Elimination: Transportation- Gas cards-10 x\$10 each = \$100 Uber Fares: 3 rides x \$10 each= \$30						\$130.00	\$130.00
331	GSPC Barrier Reduction: Spanish Translator- 5 meetings x \$30 per meeting = \$150						\$150.00	\$150.00

### Supplies & Meeting Costs

Consumable or non-consumable items with a unit cost of less than \$1,000. Consumable supplies are those items that are consumed as they are used (e.g., pencils, paper, etc.). Non-consumable supplies are those items that are not consumed as they are used (e.g., file cabinets, chairs, and other durable goods, etc.).

The budget item description should provide estimated costs and how cost was determined. These suggested function codes are for those GSC/GSFCs whose budgets are accounted for by the ISD. Use 400s for other configurations, but continue to provide detail, including a function code that would be ascribed if the ISD were directly budgeting for the item. Examples:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Office Supplies: GSC Director-\$30/ month x 12 months=\$360					\$360.00		\$360.00
311	Office Supplies: Parent Liaison-\$20/month x 12 months=\$240					\$240.00		\$240.00
331	GSC Meeting Costs: Refreshments-\$1,200 (\$100/meeting x 12 meetings), Supplies-\$500					\$1,700.00		\$1,700.00
331	GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00
445	331-Office Supplies: GSC Director-\$30/ month x 12 months=\$360					\$360.00		\$360.00
445	331-GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00

## Printing

Costs for duplication, production and printing of written materials directly related to this application or the GSC's strategic plan.

The budget item description should indicate estimated cost and how cost was determined. These suggested function codes are for those GSC/GSFCs whose budgets are accounted for by the ISD. Use 400s for other configurations, but continue to provide detail, including a function code that would be ascribed if the ISD were directly budgeting for the item. Examples:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
257	Printing/Reproduction: Internal-Approx \$58/month (charged only for consumption) x 12 months=\$696						\$696	\$696
331	Printing/Reproduction: Countywide Graphics and Printing-\$1,000 (Strategic Planning Materials including paper surveys and worksheets for data collection)				\$1,000			\$1,000
445	257-Printing/Reproduction: Internal-Approx \$58/month (charged only for consumption) x 12 months=\$696						\$696	\$696

## Equipment

Is any non-consumable item that is not attached to or included as a part of the cost of a facility? All computer-related equipment purchases must be recorded.

Equipment:

- Must be tagged as belonging to GSC – monitor/computer, laptop, netbook, printer, cell phone, digital camera, desks, chairs, file cabinets (office furniture).
- An inventory must be maintained of these items.
- The inventory must be available for review.

The budget item description should indicate the estimated cost of item and how cost was determined. Functions are selected to align with the individual or activity utilizing the equipment.

### **Travel**

Travel costs include mileage, registration fees, lodging, meals, and incidental expenses incurred by employees in travel status while on official business. The maximum *mileage rate (effective January 1, 2024) is the federal mileage rate of .67/mile.*

Travel guidelines promulgated by the hiring entity may be followed. It is recommended that employees and supported partners follow the State of Michigan or ISD travel procedures, including per diem and reimbursement rates. Current State of Michigan travel rates are posted at [State of Michigan Travel Rates](#).

Note: If provisions for travel expenses were made in contracted staff members' agreements, these expenses should be included as a separate line within that function code under contracted services.

The budget item description should indicate the estimated mileage and any additional transportation related costs, such as meals, lodging, etc. Functions are selected to align with the individual who will incur travel expenses.

These suggested function codes are for those GSC/GSFCs whose budgets are accounted for by the ISD. Use 400s for other configurations, but continue to provide detail, including a function code that would be ascribed if the ISD were directly budgeting for the item. Examples:



Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Mileage: GSC Director-Local Travel-500 miles/month x 12 x .575=\$3,450						\$3,450.00	\$3,450.00
331	Professional Development: GSC Director-Meals (3 days x \$50/day=\$150) and Lodging (2 nights x \$120/night=\$240), Mileage (260 miles roundtrip x .575=\$150) Total=\$540						\$540.00	\$540.00
331	Professional Development: GSC Director and Parent Liaisons-Conference Registration fees and materials 3 x \$175=\$525						\$525.00	\$525.00
311	Mileage: Lead Parent Liaison-Local Travel-700 miles/month x 12 x .575=\$4,830. Additional Parent Liaison mileage-200 miles/month x 12 x .575=\$1,380						\$6,210.00	\$6,210.00
311	Professional Development: Parent Liaisons-Meals (3 days x \$50/day=\$150 each x 2=\$300) and Lodging (2 nights x \$120/night=\$240 each x 2=\$480), Mileage (260 miles roundtrip x .575=\$150) Total=\$930						\$930.00	\$930.00

## Miscellaneous

Includes expenses which are not chargeable to other line items and are directly related to the implementation of the GSC's strategic plan or application.

The budget item description should list and briefly explain each miscellaneous cost. Costs that are designated "other" or "miscellaneous" are unacceptable. Examples:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Other: Annual Membership-MIAEYC and NAEYC \$110 x 2=\$220						\$220.00	\$220.00
391	Other: Outcome 2, Goal 1 and Outcome 4, Goal 2-Strengthening Families Training-Supplies and Materials (\$200) and Refreshments (\$100) 20 participants					\$300.00		\$300.00

## **APPENDIX B: STATUTE**

### Section 32p of the State School Aid Act, Public Act 120 of 2024

Sec. 32p. (1) From the state school aid fund money appropriated in section 11, there is allocated an amount not to exceed \$19,400,000.00 to intermediate districts for 2024-2025 for the purpose of providing early childhood funding to intermediate districts to support the goals and outcomes under subsections (2) and (4), and to provide supports for early childhood programs for children from birth through age 8. The funding provided to each intermediate district under this section is determined by the distribution formula established by the department of lifelong education, advancement, and potential's office of great start to provide equitable funding statewide. To receive funding under this section, each intermediate district must provide an application to the office of great start by not later than September 15 of the immediately preceding fiscal year indicating the strategies planned to be provided.

(2) Each intermediate district or consortium of intermediate districts that receives funding under this section shall convene a local great start collaborative and a family coalition that includes an active partnership with at least 1 community-based organization. The goal of each great start collaborative and family coalition is to ensure the coordination and expansion of local early childhood systems and programs that achieve the following outcomes:

- (a) Children born healthy.
- (b) Children healthy, thriving, and developmentally on track from birth to grade 3.
- (c) Children developmentally ready to succeed in school at the time of school entry.
- (d) Children prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade.

(3) Each local great start collaborative and family coalition shall convene workgroups to make recommendations about community services designed to achieve the outcomes described in subsection (2) and to ensure that its local great start system includes the following supports for children from birth through age 8: (a) Physical and social-emotional health. (b) Family supports, including, but not limited to, the provision of basic needs and economic self-sufficiency. (c) Parent leadership and family engagement. (d) Early education, including the child's development of skills linked to success in foundational literacy, and care. (e) Community infrastructure.

(4) From the funds allocated in subsection (1), at least \$3,500,000.00 must be used for the purpose of providing home visits to at-risk children and their families. The home visits must be conducted as part of a locally coordinated, family-centered, evidence-based, data-driven home visit strategic plan that is approved by the department of lifelong education, advancement, and potential. The goals of the home visits funded under this subsection are to improve school readiness using evidence-based methods, including a focus on developmentally appropriate outcomes for early literacy, to improve positive parenting practices, and to improve family economic self-sufficiency while reducing the impact of high-risk factors through community resources and referrals. The department of lifelong education, advancement, and potential shall coordinate the goals of the home visit strategic plans approved under this subsection with other state agency home visit programs in a way that strengthens Michigan's home visiting infrastructure and maximizes federal funds available for the purposes of at-risk family home visits. The coordination among departments and agencies is intended to avoid duplication of state services and spending, and should emphasize efficient service delivery of home visiting programs.

(5) By not later than December 1 of each year, each intermediate district shall provide a report to the department of lifelong education, advancement, and potential

detailing the strategies actually implemented during the immediately preceding school year and the families and children actually served. At a minimum, the report must include an evaluation of the services provided with additional funding under subsection (4) for home visits, using the goals identified in subsection (4) as the basis for the evaluation, including the degree to which school readiness was improved, the degree to which positive parenting practices were improved, the degree to which there was improved family economic self-sufficiency, and the degree to which community resources and referrals were utilized. The department of lifelong education, advancement, and potential shall compile and summarize these reports and submit its summary to the house and senate appropriations subcommittees on school aid and to the house and senate fiscal agencies by not later than February 15 of each year.

(6) In addition to the funds allocated in subsection (1), from the state school aid fund money appropriated in section 11, there is allocated an amount not to exceed \$4,000,000.00 for 2024-2025 only for the purpose of improving access to books and other literacy materials for children from birth to age 5. The formula described in subsection (1) must be used to allocate funds to intermediate districts under this subsection. An intermediate district may use the funding to support programs, including, but not limited to, the Dolly Parton Imagination Library, Reach Out and Read Michigan, or any other program that provides books and literacy materials to children from birth to age 5. If funding under this subsection is insufficient to enroll all interested families in the service, each intermediate district must prioritize enrollment to those families with the highest levels of economic need. If an intermediate district will not fully utilize funding under this subsection, those funds must be returned to the department of lifelong education, advancement, and potential for redistribution for the purposes under this subsection.

(7) An intermediate district or consortium of intermediate districts that receives funding under this section may carry over any unexpended funds received under this section into the next fiscal year and may expend those unused funds through June 30 of the next fiscal year. However, an intermediate district or consortium of intermediate districts that receives funding for the purposes described in subsection (2) in the current fiscal year shall not carry over into the next fiscal year any amount exceeding 15% of the amount awarded to the intermediate district or consortium in the current fiscal year. A recipient of a grant shall return any unexpended grant funds to the department of lifelong education, advancement, and potential in the manner prescribed by the department of lifelong education, advancement, and potential not later than September 30 of the next fiscal year after the fiscal year in which the funds are received.

### **Section 32d (4)(h)**

Participation in a school readiness advisory committee convened as a workgroup of the great start collaborative that provides for the involvement of classroom teachers, parents or guardians of program participants, and community, volunteer, and social service agencies and organizations, as appropriate. The advisory committee annually shall review and make recommendations regarding the program components listed in this subsection. The advisory committee also shall make recommendations to the great start collaborative regarding other community services designed to improve all children's school readiness.