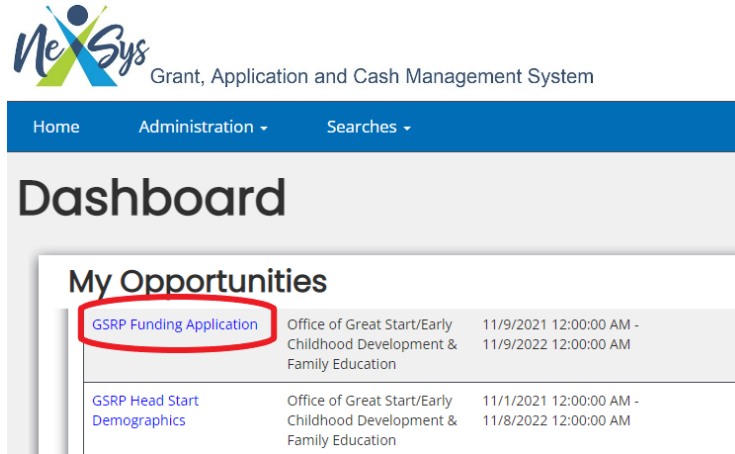


FY25 GSRP Funding Application HELP

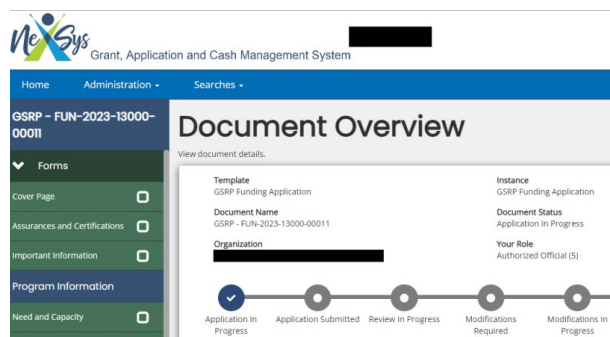
Once you have logged into NexSys, you will see the Dashboard with “My Opportunities” available. Scroll down to the GSRP Funding Application and click the blue highlighted wording.



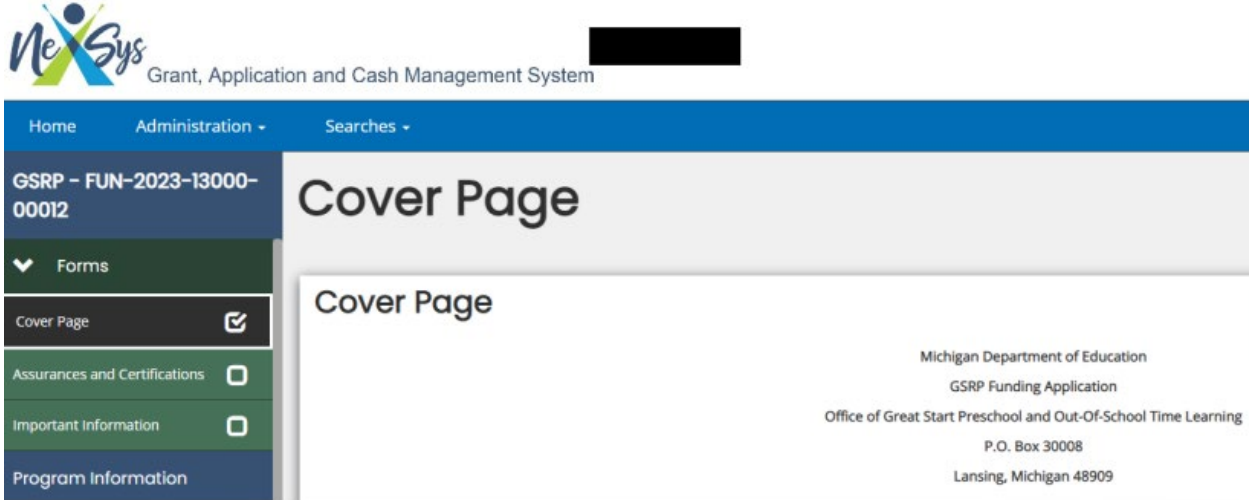
The pop-up screen below will appear. Use the drop-down arrow to select the ISD you are completing the application for.



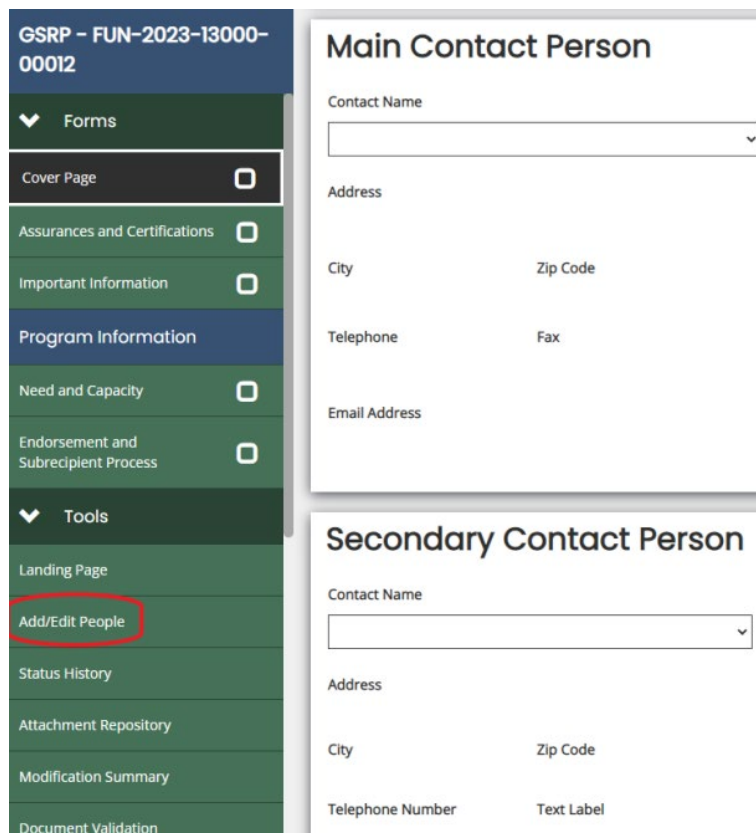
The Document Overview screen will appear. Begin by selecting the Cover Page in the left navigation menu.



Complete 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.





To Add/Edit People: Scroll down on the left navigation menu to the Tools section. In the Tools Section select Add/Edit People.

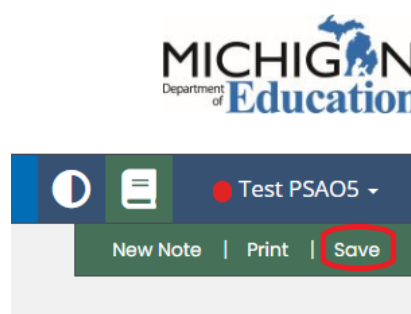


The Add/Edit People screen will display all individuals that currently have access to NexSys within your ISD. Use the edit option to add additional individuals to this document (Funding Application).

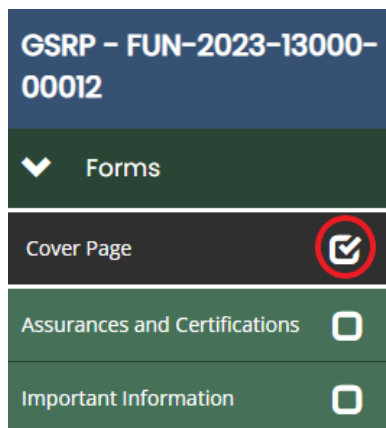
▼ People Assigned to this Document +

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

After you have selected a Main and Secondary Contact Person on the Cover Page, click SAVE in the upper right corner of the screen.



When you have successfully completed and saved each page, you will see a checkmark next to that page on the left navigation menu indicating that it is complete.



Continue completing pages in order from the left navigation menu. Open the Assurances and Certifications page. Review and SAVE the page. Open the Important Information page. Review and SAVE the page.

Need and Capacity Page Directions

Overview

All numbers entered on the Need and Capacity page 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.

This year, the American Community Survey (ACS) data utilized to determine the number of eligible children, identifies the total number of children who are at least four but less than five years of age as of September 1 residing within the ISD.

Descriptions of the Great Start Readiness Program (GSRP) program options can be found within the [Program Administration and Staffing](#) section of the [GSRP Implementation Manual](#).

Instructions for Completing the Table

Important! Calculate your funding request!

The ISD's total funding request is calculated by first multiplying the number of children the ISD is requesting to serve in each program option, by the per child rate for that program option. The request is the grand total of funds requested for each program option.*

# of children requesting to serve in the Extended GSRP option	x	\$11,530*
+		
# of children requesting to serve in the School-Day option	x	\$9,608*
+		
# of children requesting to serve in the GSRP/Head Start Blend	x	\$4,804*
+		
# of children requesting to serve in the Part-Day option	x	\$4,804*
=		
Total funding requested by the ISD		

*Per child rates will be adjusted as applicable when the 2024-25 budget is signed.

Care should be taken to calculate and compare the funding being requested *and* number of children the ISD is requesting to serve in 2024-25, to funds earned and children served in 2023-24.

To ensure the ISD will minimally receive the same amount of funding in the coming year as was earned in the current year, the total funding requested for 2024-25 must equal or exceed the amount earned in 2023-24*.

**The amount earned in 2023-24 will be adjusted to 2024-25 per child rates for comparison.*

Total funding is only one part of the overall request. The ISD should also consider the total number of children requesting to be served to ensure the 2024-25 request is sufficient to serve all children for which capacity exists or is planned across all classrooms and program options.

NOTE: ISDs are not held to program options requested on the Funding Application.

- Line 1: This line is prepopulated by MiLEAP and displays the number of children, at least four but less than five years of age as of September 1, from all families residing within the ISD per ACS data.
- Line 2: This line is prepopulated by MiLEAP. For 2024-25, to allow requests that align with the Governor's proposal for universal eligibility, this line displays the same number as line 1. *Disregard the description for line 2 displayed on the page.*
- Line 3: This line is prepopulated by MiLEAP and displays the expected number of children served exclusively in Head Start within the ISD during 2023-24. This number does not include children served with GSRP/Head Start Blend funds. Head Start numbers are imported from the NexSys Head Start Demographic application, submitted by every Head Start grantee that serves children residing within the ISD. A zero will display automatically if no data is available from the Head Start grantee(s). If accuracy of the displayed data is in question, please contact your assigned GSRP consultant.
- Line 4: This line is calculated by NexSys and displays the number of eligible children the ISD may request to serve (line 2 – line 3).
- Line 5: **Complete this line.** Enter the number of children the ISD is requesting to serve in the Extended Program option.
- Line 6: This line is calculated by NexSys and displays the number of eligible children remaining the ISD may request to serve (line 4 minus line 5).

- Line 7: **Complete this line.** Enter the number of children the ISD is requesting to serve in the School-Day option.
- Line 8: This line is calculated by NexSys and displays the number of eligible children remaining the ISD may request to serve (line 6 minus line 7).
- Line 9: **Complete this line.** Enter the number of children the ISD is requesting to serve in the GSRP/Head Start Blend option.
- Line 10: This line is calculated by NexSys and displays the number of eligible children remaining the ISD may request to serve (line 8 minus line 9).
- Line 11: **Complete this line.** Enter the number of children the ISD is requesting to serve in the Part-Day option.
- Line 12: This line is calculated by NexSys and displays the number of eligible children remaining unserved (line 10 minus line 11) from the total number eligible in line 4.
- Line 13: **This line requires completion if there are children who remain unserved in line 12.** Discuss the barriers that exist to serving all of the children who are eligible. SAVE changes.
- Line 14: **This line requires completion if the ISD is requesting to serve more children than are eligible in line 4 as indicated by a negative number displayed in line 12.** Note that ISDs may only request to serve more children than are eligible for reasons related to: changes in population or data inaccuracies (supported by evidence such as the number of eligible children served in the prior-year), or significant changes to Head Start programming. 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 the ISD is requesting to serve in 2024-25.

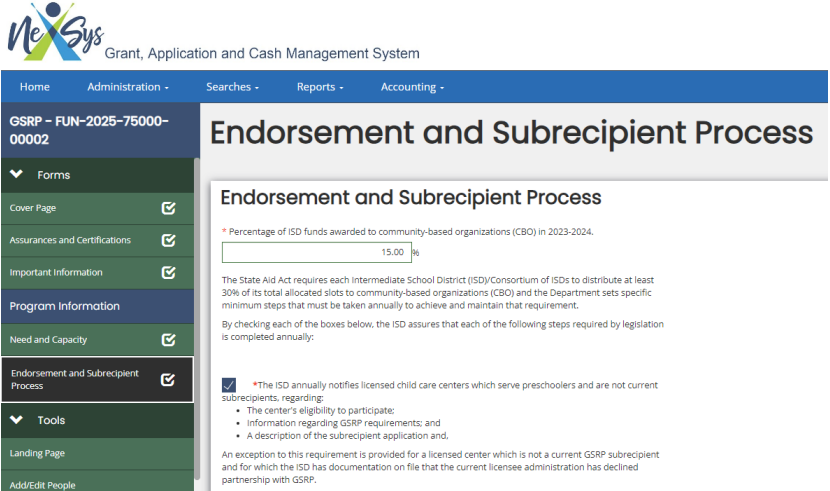
Endorsement and Subrecipient Process

Overview

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

Instructions for Completing the Page

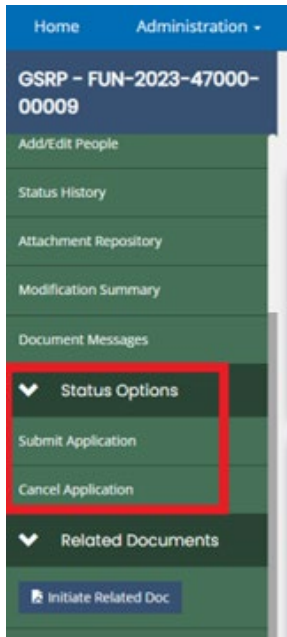
- Enter the percentage of ISD funds awarded to community-based organizations (CBOs) in 2023-24.
- Read through each item on the page, checking the box indicating that the ISD has completed all of the required steps. SAVE changes.



The Funding Application is now complete. All pages on the left navigation menu should now display a check indicating successful completion. If not, return to the applicable page, complete, and SAVE any changes. The completed application is now ready to submit.

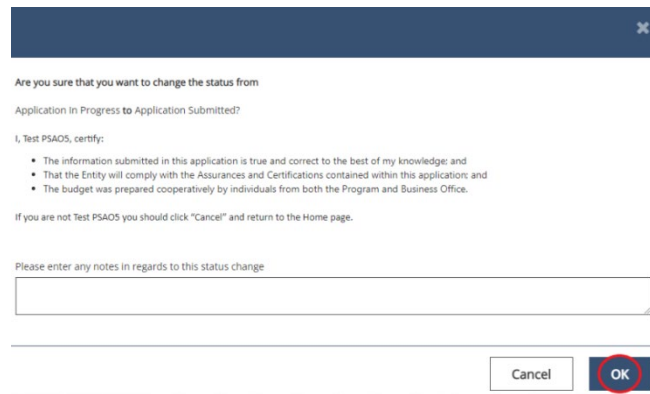
The application must be submitted by a Level 5 user from the ISD.

Submit the Application



On the left navigation menu, scroll down to Status Options.

The Level 5 user will choose the Submit Application option to submit the Funding Application. 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.***



Once submitted, the Document Overview screen will indicate Application Submitted. The Funding Application process is now complete and available for MiLEAP to review.

