

Great Start Readiness Program (GSRP)



2024-25 (FY25) Program Implementation Plan (PIP)

Instructions for Entry into NexSys



**Please read these instructions before beginning in NexSys.
Complete pages in sequence from top to bottom.**

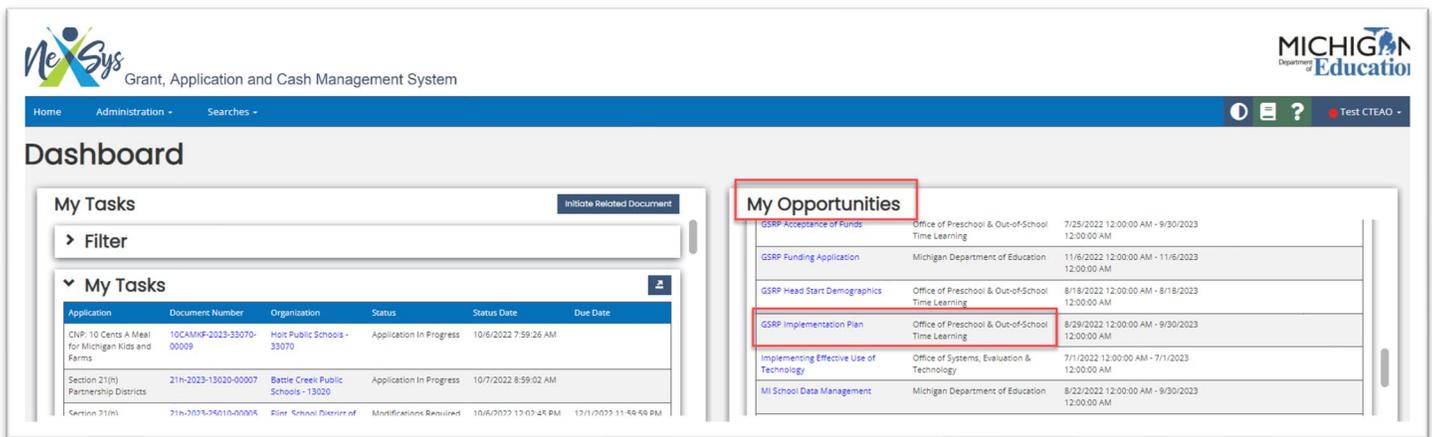
Failure to do so will cause data entry issues and page errors.

MiLogin & Accessing NexSys

Completing the PIP requires the user to have a MiLogin account, and NexSys access. Please consult these [MiLogin instructions](#) for details.

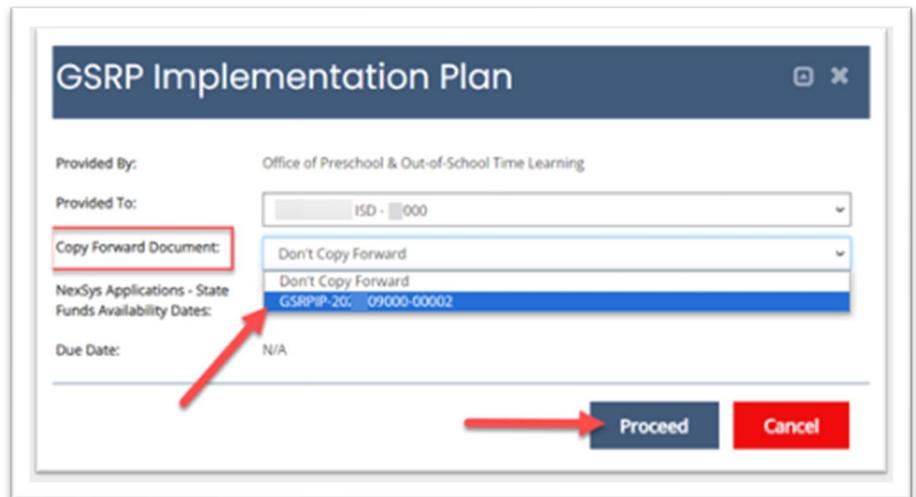
Step 1: Initiate the PIP

A **Level 5 User** will go to **"My Opportunities."** Click and scroll to find the 2024-25 Program Implementation Plan – Listed as: **GSRP Implementation Plan.**



Extremely Important!

Upon initiating, a dialog box will open requiring the user to select the ISD name and specify whether to "Copy Forward" information from the previous year's GSRP PIP. **Copying forward will pull all subrecipient names and ECS names from the previous year's PIP into this year's plan.**



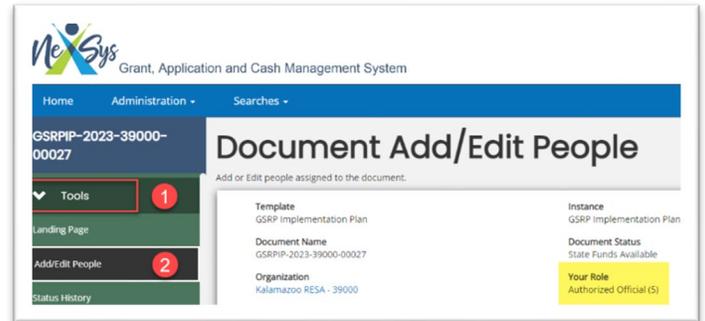
Users should select and copy last year's PIP to avoid starting with a blank plan!

Step 2: Add Level 4 users to the PIP as needed

Level 4 users must be added/assigned to the PIP in order to access:

To add a user to a document/application:

1. On the Left Navigation Menu scroll down to Tools.
2. Click Add/Edit People.
3. Click the + button in the People Assigned to this Document box. And select "Add User From Organization."
4. Complete the Person Search information to search for active entity users or click Search to display all.
5. Locate the user to be assigned to the document in the Person criteria search results.
6. Assign a document role for the appropriate user(s).
7. Assign an Active/Inactive date(s) for access. (Inactive dates do not have to be assigned but are there for use for temporary users.)
8. Click **SAVE**.
9. User(s) will be added to the document/application.



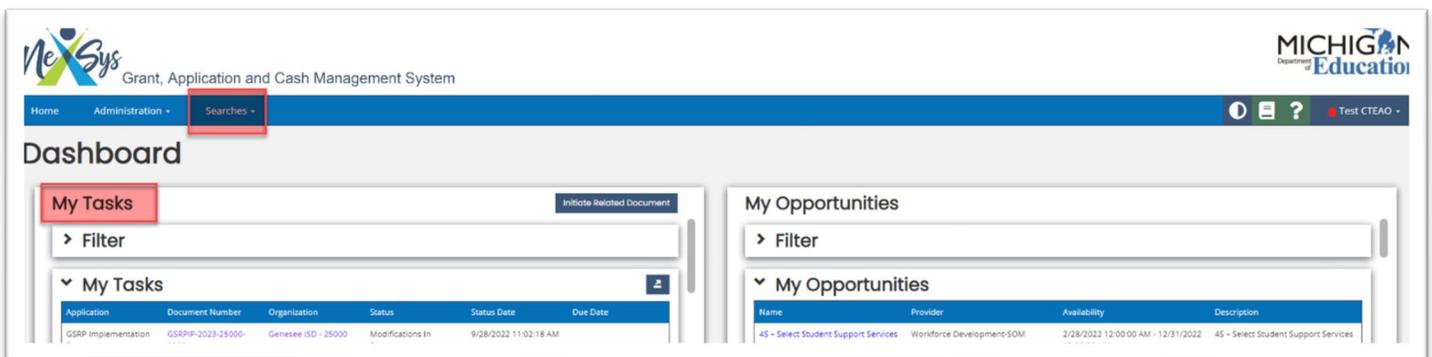
Helpful Information

Preparing for Completion of the PIP

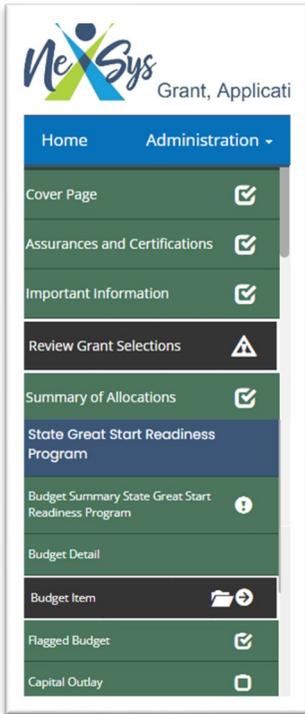
Users may wish to open last year's PIP in NexSys for review and use as a reference.

Locating an initiated application

After the PIP has been initiated it can always be found within My Tasks or by using the Searches menu option. Search for **GSRP Implementation Plan**.



Left Navigation Menu



Once the user has selected the PIP, all available pages for review/completion are shown on the green and blue Left Navigation Menu. This menu is visible from every page.

Progress is indicated by **checkboxes**. Pages that have been completed with no page errors will have a checkmark in the box next to the page title on this menu.

Once completed, pages with warnings or errors will display a **caution or exclamation mark** indicating the page must be reopened for review and/or adjustment before submission.

Pages that have not yet been opened/saved will display an empty checkbox.

Some pages with multiple entries – thus multiple subpages – will display a **folder icon**. Clicking on this icon shows the user all pages available within the heading. Creation of additional new pages where a folder icon is present require the user to open an existing page and click ADD in the top right corner of the screen.

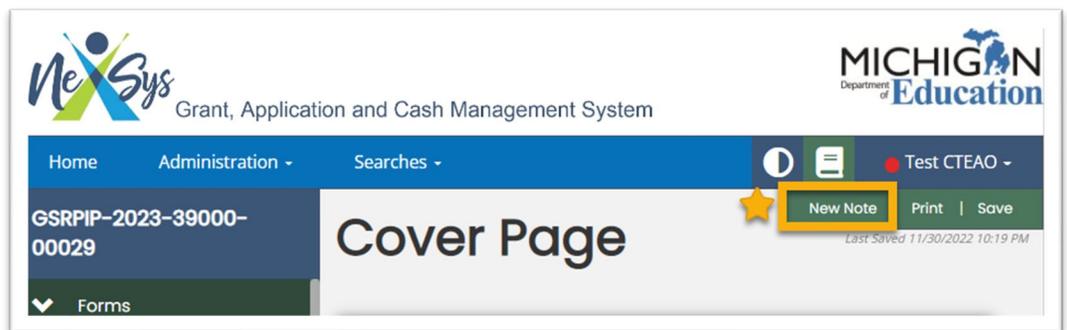
Not all items on the menu will be used for GSRP, thus may not display a checkbox prior to submission. These include Flagged Budget, Capital Outlay (only use if capital outlay is budgeted), and State of Michigan Attachments.

SAVE, ADD, and DELETE functions are found on each page at the upper right corner of your screen.

Using Notes

Located in the upper right corner of each screen, users may select “New Note” to enter clarifying information or specify other additional required information as indicated on the Breakdown of Funds and ECS pages.

Notes are highly recommended on budget pages to provide additional detail that may help with MiLEAP budget review and approval.



Print Versions and Downloads

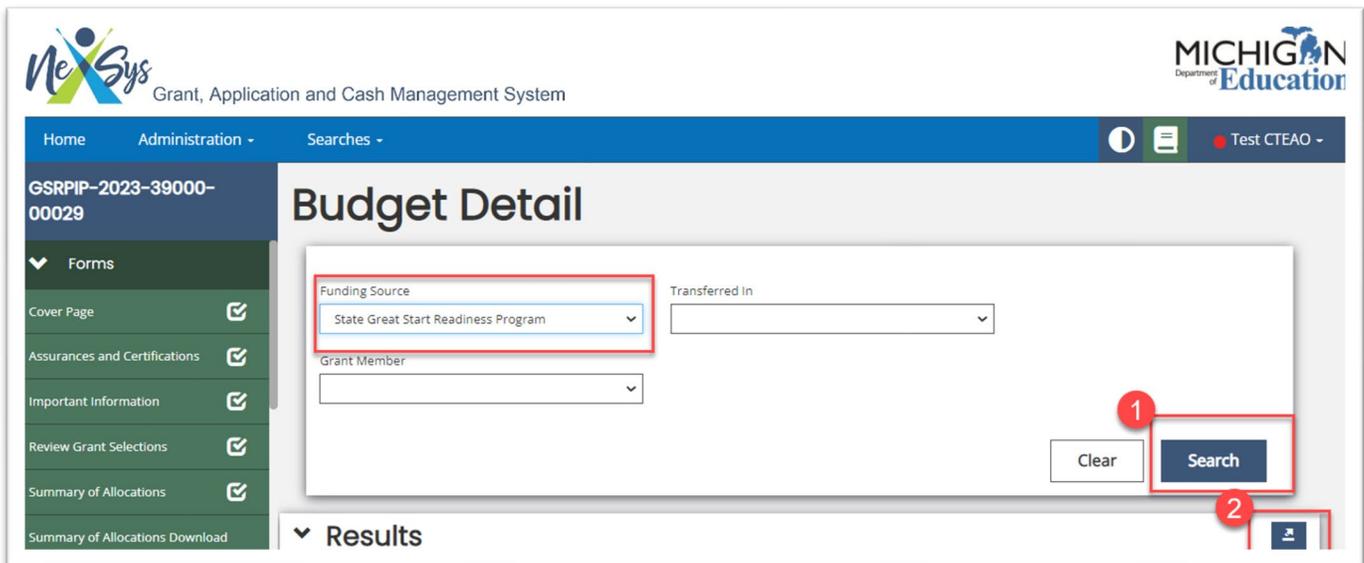
Each page offers the user an option to Print the page. Located in the upper right corner of each screen, users may select "Print" to generate a PDF version of the page. Please note, it may take several minutes for the PDF to open or populate in the download folder.

Download versions are also available for most pages. These are located on the Left Navigation Menu. Clicking on a download will open a new tab/window displaying a dynamic web version of the download. From the open download, the user may also click "Export to Excel" to generate a spreadsheet of the data displayed.

NOTE: To create an Excel Export of the **Budget Detail**, select any Budget Detail page from the Left Navigation Menu. Filter to the budget desired using the drop-down boxes, or leave the filter drop-downs blank to choose ALL budget items. Click Search. Now click the export icon located just below the Search box.

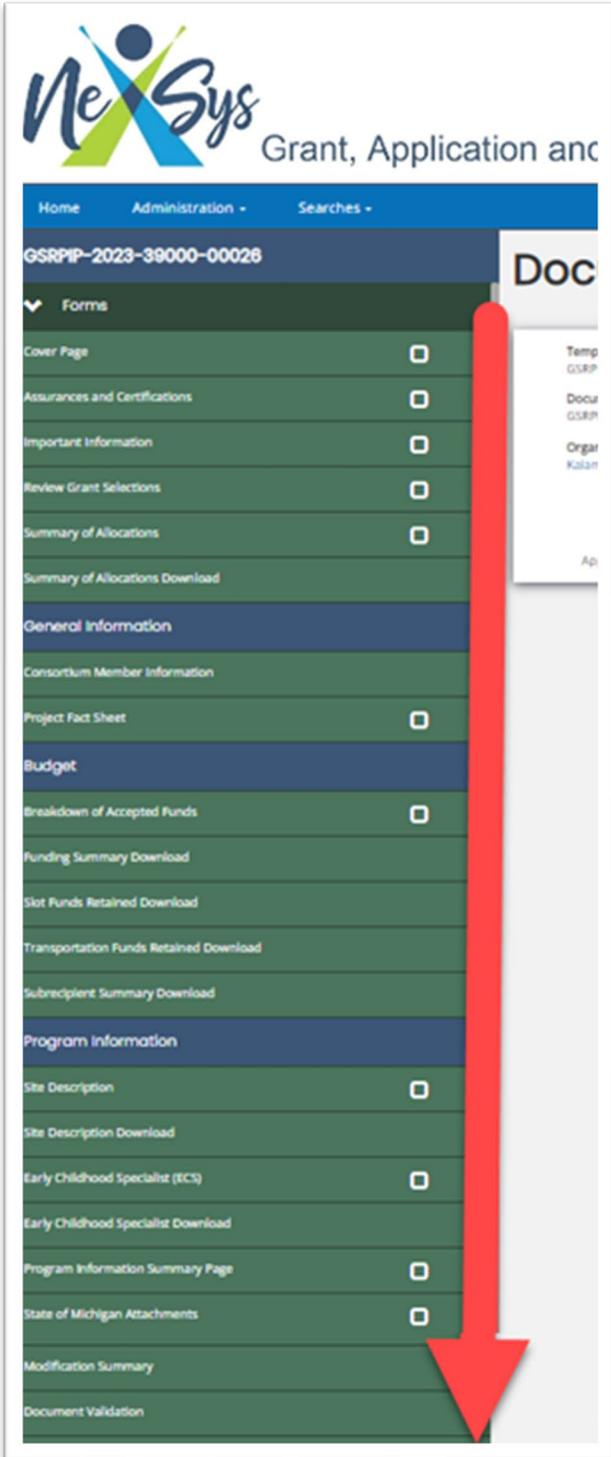


Failing to click Search immediately before exporting may result in partial or missing data.

A screenshot of the NeSys web application interface. The page title is "Budget Detail" for grant "GSRPIP-2023-39000-00029". The interface includes a left navigation menu with options like "Cover Page", "Assurances and Certifications", and "Summary of Allocations Download". The main content area contains three dropdown menus: "Funding Source" (set to "State Great Start Readiness Program"), "Transferred In", and "Grant Member". Below these are "Clear" and "Search" buttons. A "Results" section is partially visible at the bottom. Red callouts with numbers 1 and 2 highlight the "Search" button and the "Export to Excel" icon, respectively.

VERY IMPORTANT!

Complete Pages in Order



Information and data builds from page to page as each is opened, completed, and saved.

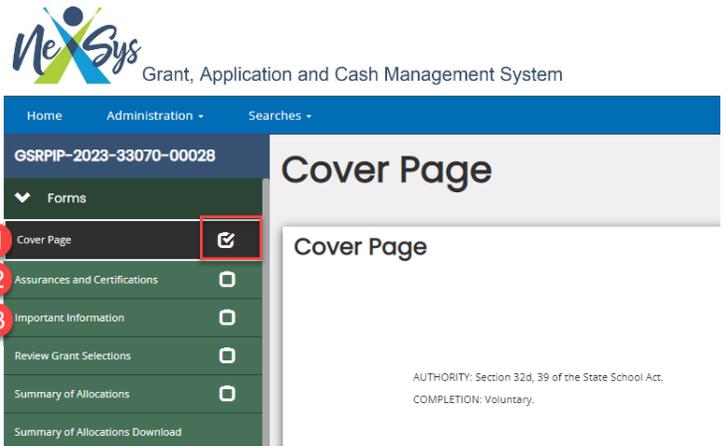
Skipping or completing pages out of order will result in missing or inaccurate display of data on pages and within dropdown boxes needed for completion of subsequent pages.

Please complete pages in order from the top of the Left Navigation Menu to the bottom.



Let's begin!

- Open the Cover Page. Complete Contact Persons. **SAVE**.
- Open the Assurances and Certifications. Review and **SAVE**.
NOTE: Submission of the GSRP Implementation Plan (PIP) in NexSys constitutes acknowledgement of and agreement to abide by and adhere to these Assurances. Failure to uphold these Assurances may result in the recapture of GSRP funding.



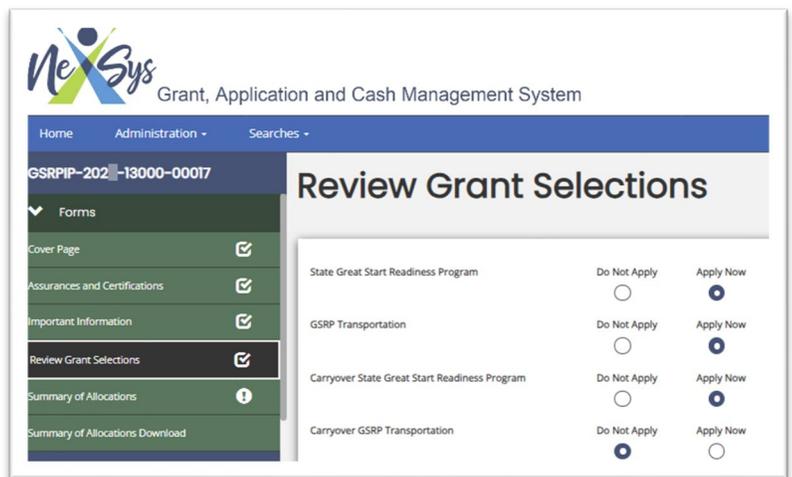
- Open the Important Information Screen. Review and **SAVE**.

Review Grant Selections

Important:

A selection must be entered for every funding source listed on the page. Apply only for applicable funding as follows, otherwise select "Do Not Apply":

- ☑ Select Apply Now for "State Great Start Readiness Program".
- ☑ If Transportation funds have been allocated to the ISD, select Apply Now for "GSRP Transportation".
- ☑ If the ISD will Carryover FY24 Program funds, select Apply Now for "Carryover State Great Start Readiness Program".
- ☑ If the ISD will Carryover FY24 Transportation Funds, select Apply Now for "Carryover GSRP Transportation".
- ☑ **SAVE**



*NOTE: "Apply Now" or "Do Not Apply" can be changed as needed. If Carryover is not selected during PIP initiation, the setting can be changed at a later date.

Summary of Allocations

The Summary of Allocation page is completed by MiLEAP.

It is updated any time changes to Program or Transportation Allocations occur. The ISD's current allocation amounts are easily found in the Summary Table at the top of the page (red box).

- Open the page. Review.

GSRPIP-202 -13000-00017

Forms

- Cover Page ✔
- Assurances and Certifications ✔
- Important Information ✔
- Review Grant Selections ✔
- Summary of Allocations ✔
- Summary of Allocations Download
- Consortium Information
- Consortium Member Information
- General Information
- Project Fact Sheet !
- Breakdown of Accepted Funds !
- Funding Summary Download
- Program Funds Retained Download
- Transportation Funds Retained Download
- Subrecipient Summary Download
- State Great Start Readiness Program
- Budget Summary State !

Summary of Allocations

Instructions:
Below is a summary of allocation adjustments to date. If no data appears, there have been no adjustments to your allocation.

Summary			
State Funds Allocation	Federal Funds Allocation	Transportation Funding	Total Grant Funding
\$9,563,816	\$0	\$286,294	\$9,850,110

State Allocation Worksheet

Date	Transaction Type	Allocation Type	ISD	Amount
2024-07-24	Original Allocation	State Allocation	Intermediate School District - 13000	\$9,563,816

Federal Allocation Worksheet

Date	Transaction Type	Allocation Type	ISD	Amount
				\$0

Transportation Allocation Worksheet

Date	Transaction Type	Allocation Type	ISD	Amount
2024-07-24	Original Allocation	Transportation Allocation	Intermediate School District - 13000	\$286,294

Consortium Members Only!

→ **Complete only if the ISD is the fiscal agent for a multi-ISD consortium, all others skip to Project Fact Sheet (page 11).**

Adding Consortium Members

The ISD that will serve as the Fiscal Agent must complete this page to invite applicable ISDs to join the consortium.

To send invitations to Consortium members, follow onscreen instructions highlighted in the green box, pictured as steps 1 – 3 below.

To add a Grant Member:

- Select if member to be added is a Consortium or district Building.
- Search for member by entering either Entity Name (partial is acceptable) or Agreement Number.
- Select appropriate Entity from search results by clicking the "+" button.
- Select the appropriate Funding Source and click **Save**.

To Delete a Grant Member:

- Confirm all budget items have been deleted for the Grant Member to be removed.
- Click the **Delete** button next to the Grant Member to be deleted.
- Confirm deletion by clicking **Delete**.

Type: Consortium 1

Entity Name (Partial) or Agreement Number: Manistee 2

Clear Search

▼ Results

Add	Entity	Agreement Number	Building Code
+ 3	Manistee Area Public Schools - 51070	51070	00000
+	Manistee ISD - 51000	51000	00000

Completion of step 4 (**SAVE**) sends the invitation.

Once the invitation(s) has/have been issued, contact the ISD(s) invited and request the ISD log into NexSys and respond to the consortium invitation.

NOTE: NexSys does not send a notification email to the invited ISD(s). The ISD serving as the Fiscal Agent must notify invited ISD consortium members when the invitation has been sent.

Accepting Consortium Membership

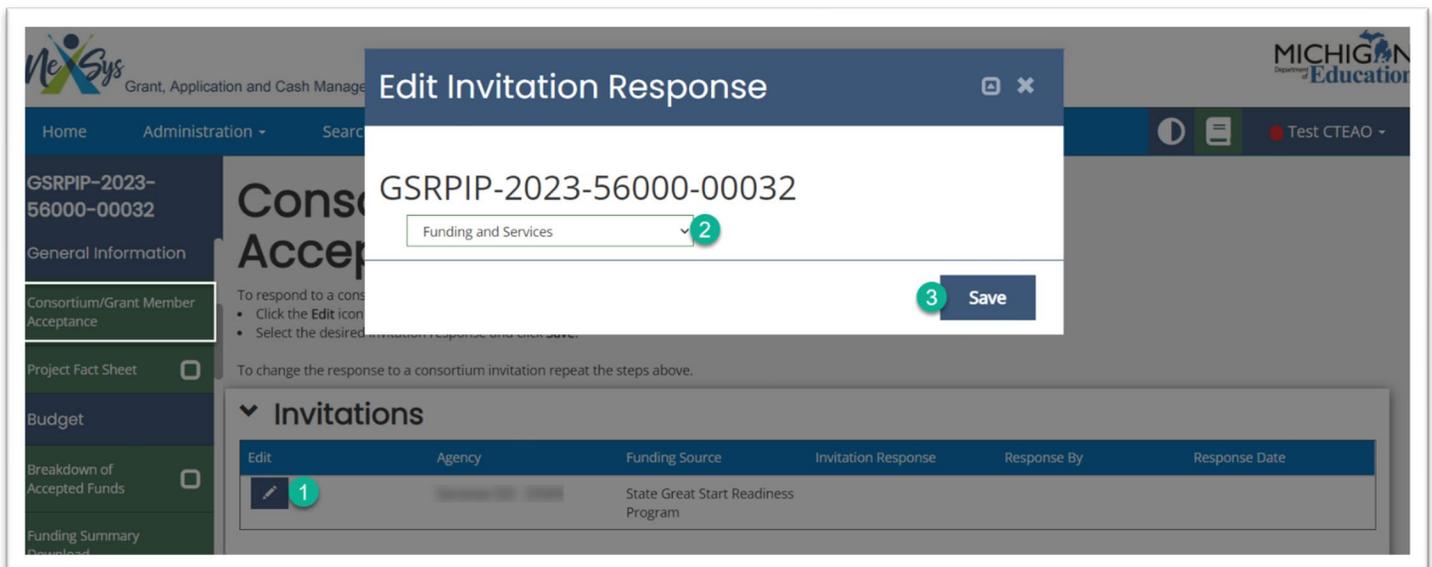
After the invitation is sent by the Fiscal Agent ISD, the invited ISD must view and respond to the invitation as follows:

- A. Login to NexSys.
- B. Select Searches from the top menu bar, click on Applications, and filter for GSRP Implementation Plan in the My Application/Task drop-down menu. **Select the GSRP Implementation Plan belonging to the Fiscal Agent ISD.**
- C. Once the Fiscal Agent ISD PIP has been opened, scroll down to Consortium/Grant Member Acceptance on the Left Navigation Menu.

Follow onscreen instructions, noted as steps 1 – 3 below:

- 1. Click the Edit icon.
- 2. Select "Funding and Services" from the drop-down menu in the dialog box that opens.
- 3. **SAVE** and Exit.

The Fiscal Agency ISD must now review the Summary of Allocations page which will display all funding from the consortium member ISD(s).



Project Fact Sheet

Open the Project Fact Sheet. Lines 1 and 8 will display the ISD's *maximum* State and Transportation (if applicable) Allocation amounts.

To complete the page:

1. **Enter** the amount of State funding the ISD accepts in line 2.

2. **Complete** lines 5a, 5b, 5c, 5d, and 5e to indicate the number of CHILDREN who will be served in each program option. Line 5f calculates and displays the total number of CHILDREN the ISD intends to serve.

3. Line 6, the Projected Number of Children Served Funding Total displays the sum of lines 5a-5e in dollars. **Line 6 must be equal to the funding accepted in line 2.**

4. Any funding NOT ACCEPTED will be displayed in line 7. **This amount will be recaptured by MiLEAP following the submission and MiLEAP review of the PIP.**

5. Consortium note: If funds are returned from within a consortium of ISDs, the Fiscal Agent ISD will be prompted to complete an additional box – 7a, specifying the funding amounts being returned by each member of the consortium.

Line	Description	Amount
1.	State funds maximum allocation	\$9,563,816
2.	State funds accepted	\$ 9,085,040
3.	Federal funds maximum allocation	\$
4.	Federal funds accepted	\$
5.	Number of Children to be Served	
a.	Part-Day (\$5,093/child):	20
b.	GSRP/Head Start Blend (\$5,093/child):	20
c.	Extended GSRP/Head Start Blend (\$6,111/child):	20
d.	School-Day (\$10,185/child):	500
e.	Extended Program (\$12,222/child):	300
f.	Projected total number of children to be served:	860
6.	Projected Number of Children Served Funding Total	\$9,085,040
7.	Difference between total funds allocated and total funds accepted equals balance of funding returned	\$478,776
Transportation		
8.	Transportation fund maximum allocation	\$286,294
9.	Transportation funding accepted	\$ 285,000

Project Fact Sheet Continued

6. The maximum Transportation Allocation will be displayed in line 8.
7. **Enter** the transportation funding the ISD accepts in line 9.
8. Any Transportation funding NOT ACCEPTED will be displayed in line 10. **This amount will be recaptured by MiLEAP following the submission and MiLEAP review of the PIP.**
9. Line 11 displays the ISD's Total Grant Funding Accepted, which is the total State (line 2) and Transportation (line 9) funding accepted.

Early Childhood Contact (ECC) Information

NOTE: Information entered in this section will be utilized to update the [GSRP ISD Early Childhood Contacts listing](#) posted to the GSRP Website.

10. Line 12 is required. Information entered under line 12 identifies the individual responsible for the duties of GSRP Early Childhood Contact (ECC).
11. Line 13 is optional. Information entered under line 13 identifies a Co-ECC if applicable.
12. **SAVE** the page.

Breakdown of Accepted Funds

This page MUST be completed before beginning any Site Description pages!

Funding amounts entered on this page must tie to the State Program and Transportation budgets. It is **STRONGLY RECOMMENDED** that ECCs and Business Officials collaborate to complete the Breakdown of Accepted Funds and Budget Screens accurately.

Breakdown of Accepted Funds

Attention

Funding Summary						
Total Transportation Funding Accepted	Total STATE Program Funding Accepted	Total FEDERAL Program Funding Accepted	Total Program Funding Accepted	Total Grant Funds Accepted	Total Children to be Served	Expenditure Period
\$950,000	\$28,632,000	\$0	\$28,632,000	\$29,582,000	3,400.00	10/1 - 9/30

Instructions: In the table below report only the transportation amounts the ISD retains for each item.

Transportation Funds Retained		
Funds to Transfer Out	Funds Retained for ISD Administration	Total Transportation Funds Retained by ISD
\$	\$	\$0

Instructions: In the table below report only the amounts the ISD retains to administer GSRP and support GSRP subrecipients.

Program Funding Source	Funds to Transfer Out	Funds Retained for ISD Administration	Funds Retained for Outreach and Recruitment	Funds Retained for Program Services	Total Program Funds Retained by ISD
Funds Retained from STATE Funding	\$	\$	\$	\$	\$0
Funds Retained from FEDERAL Funding	\$	\$	\$	\$	\$0

Callout Box 1 (Yellow): Amounts entered to transfer out must be reflected as FC 411 "Transferred to __ISD" on the Transportation Budget.

Callout Box 2 (Yellow): This amount must be reflected within the ISD portion of the Transportation Budget.

Callout Box 3 (Red): Amounts entered to transfer out must be reflected as FC 411 "Transferred to __ISD" on the Program Budget.

Callout Box 4 (Red): Amounts entered as retained for Admin, Outreach, or Program Services must be reflected within the ISD portion of the Program Budget.

Funding Summary Table (shown above outlined in GREEN)

Funding totals displayed in this summary table pull directly from the amounts accepted by the ISD on the Project Fact Sheet.

The Total Children to be Served is calculated by NexSys. This is the combined total of all children entered in Line 5a-5e on the Project Fact Sheet.

To Complete this table:

1. Select the ISD Expenditure Period from the drop-down box. This is the 12-month period during which the ISD will expend the FY25 Funding Accepted. FY25 GSRP expenses must be incurred and recorded within this grant expenditure period.
 - a. If "Other" is selected in this drop-down box, enter the ISD Grant Expenditure Period as a *New Note*. (Click New Note at the top right of the screen.)

Transportation Funds Retained Table (shown above outlined in GOLD)

The ISD will indicate Transportation funds retained by the ISD in this table as follows:

1. Funds to Transfer Out: Enter the total Transportation funds the ISD will transfer, if any, to a *neighboring ISD* for the transportation of resident ISD children educated in that *neighboring ISD*.

Funds expected to be transferred out must be reflected on the transportation budget under function code 411 as "Funds Transferred to __ISD." For additional guidance on requirements for serving cross-ISD children, see the [Budget and Financial Guidelines section](#) of the GSRP Implementation Manual.

2. Funds Retained for ISD Administration: Enter the total Transportation funds the ISD will retain, if any, for grant administration. *Funds budgeted as Administrative Expenses (function code 23x, 24x, 25x, or 28x) cannot exceed 4% of the total transportation funding accepted. Funds Retained for ISD Administration must be reflected on the Transportation Budget within the ISD's portion of the budget.*
3. NexSys will calculate the Total Transportation Funds Retained by the ISD.

Program Funds Retained Table (shown above outlined in RED)

The ISD will indicate State Program funds retained by the ISD in the Funds Retained from STATE Funding row as follows:

1. Funds to Transfer Out: Enter the total State Program funds the ISD will transfer, if any, to a *neighboring ISD* for the education of resident ISD children educated in that *neighboring ISD*.

Funds expected to be transferred out must be reflected on the state Program budget under function code 411 as "Funds Transferred to __ISD." For additional guidance on requirements for serving cross-ISD children, see the [Budget and Financial Guidelines section](#) of the GSRP Implementation Manual.

Funds Retained for ISD Administration: Enter the total State Program funds the ISD will retain, if any, for grant administration. *These are expenses entered under function codes 23x, 24x, 25x, and 28x (except 282) within the ISD's portion of the Program budget. This amount cannot exceed 4% of the grand total Program funding accepted.*

2. Enter the total State Program funding the ISD will retain, if any, for Outreach and Recruitment personnel, activities, supplies and materials. *These are expenses entered under function code 282 on the ISD's portion of the Program budget. This amount, combined with all subrecipient outreach and recruitment personnel, activities, supplies and materials (all function code 282), cannot exceed 2% of the grand total Program funding accepted.*

3. Enter the total State Program funding the ISD will retain, if any, for program support costs. Examples include ECC/ECS costs, Classroom Coach/CLASS subscription costs, ongoing child assessment tool (GOLD, COR) subscription costs, ISD provided professional learning, etc.
4. NexSys will calculate the Total Funds Retained by the ISD. The row total should be equal to the total amount the ISD will budget on its State Program budget for all program support costs, less costs for directly operating GSRP classrooms, when applicable. ISDs directly operating classrooms will accept additional funds to run classrooms; these funds will be reflected in the table below.

ISD and Subrecipient Funding Awards Table

This section provides input lines for the ISD to indicate how the remaining funds will be awarded to subrecipients to run GSRP classrooms.

Every subrecipient receiving funding must be entered into this table. An Agreement Number is required to populate the information for each subrecipient.

- If the previous year’s PIP information was copied forward when the PIP was initiated, all previous year subrecipients will be listed.
- New subrecipients must be added (see instructions below).
- Previous year subrecipients that will not receive current year funding must be deleted. Click the red “-” sign at the far-right end of the applicable row.



While on the Breakdown of Accepted Funds page, click CTRL-F to open a key word search box. This can be used to quickly locate subrecipients on the table.

The following information for each subrecipient will be required to begin:

- Agreement Number
- Expenditure Period
- Provider Type
- Funding Amounts Awarded
- Children to be Served
- CBO Funding awarded (if applicable)

Program Funds Retained Download

Transportation Funds Retained Download

Subrecipient Summary Download

Funding Summary Download

Program Funds Retained Download

Subrecipient Summary Download

State Great Start Readiness Program

Budget Summary State

Budget Detail

Add State Budget Item

Flagged Budget

Instructions: In the table below report only the amounts the ISD and GSRP subrecipients are awarded to provide GSRP.

Is this a new sub-recipient?	Agreement Number	Name	Expenditure Period	Provider Type	Accepted Transportation Funds	Accepted State Program Funds for GSRP Sites	Accepted Federal Program Funds for GSRP Sites	Total Accepted Funds	Total Accepted Children to be Served	Total Accepted CBO Funds		
<input type="checkbox"/>	41000 5 of 9	Kent ISD - 41000	7/1 - 6/31	ISD	\$	\$	\$	\$0		\$	+	-
<input type="checkbox"/>	41010 5 of 9	Grand Rapids Public Schools - 41010	7/1 - 6/31	District/PSA	\$	\$	\$	\$0		\$	+	-
<input type="checkbox"/>	63SPX0021 9 of 9	TUTOR TIME LEARNING CENTERS LLC - 63SPX0021	7/1 - 6/31	For-Profit	\$	\$	\$	\$0		\$	+	-
<input type="checkbox"/>	990040538 9 of 9	Trinity's playhouse early learning center LLC - 990040538	7/1 - 6/31	For-Profit	\$	\$	\$	\$0		\$	+	-
Sub Totals					\$0	\$0	\$0	\$0	0	\$0		
Total Funds Retained (from Above)					\$0	\$0	\$0					
Fiscal Agent Balance Remaining					\$950,000	\$28,632,000	\$0		3,400			
Total CBO Percentage										%		

Complete one row per subrecipient. Complete all columns for each row.

For Children Transferred Out – Enter under the ISD

If funding for children will be transferred out, enter the corresponding number of children in the ISD row within the Total Accepted Children to be Served column. Do not enter funding for children transferred OUT; those funds are entered in Funds to Transfer Out within the Program Funds Retained Table above (see p.14). *IMPORTANT NOTE: If the ISD will not directly operate classrooms, but funds will be transferred out, a row must be added for the ISD. This will require a corresponding "empty" SITE be entered listing the ISD as the subrecipient. Create this site listing the Facility Name as "Transfer Out" and DC000000000 as the license number.*

ISD Row: Funding to Directly Operate Classrooms

If the ISD will directly operate classrooms, enter the funding being utilized and children being served in this row. Funding in this row is in addition to funds retained above.

New Subrecipients: Entering Agreement Number and Subrecipient Name

1. Click "+" at the far-right end of a row to create a blank row beneath it. (Rows for new subrecipient can be entered anywhere on the page, however NexSys will sort and group LEA and PSA subrecipients at the top of the page.) In the blank row, check the "Is this a new subrecipient?" box in the very first column. Enter the Agreement Number. Click **SAVE**. The CBO name will populate.

The Agreement Number can be located through an Educational Entity Master (EEM) Search of the Center for Educational Performance and Information's [\(CEPI's\) EEM Page](#). Click the search box shown below (outlined in red) and type the subrecipient name to locate information.



2. New CBO subrecipients may need to have an Agreement Number created. Perform a search of the EEM first to determine if the subrecipient already has a record. If no record is found, complete and submit the ["Add New Other Non-School Recipient"](#) form on the Center for Educational Performance and Information (CEPI) website. An agency security form must also be completed. All security forms can be obtained on the [Center for Educational Performance and Information \(CEPI\) EEM website](#). Contact GSRP staff for further guidelines on adding staff and new subrecipients to NexSys.

Complete all remaining columns for each subrecipient
Subrecipient Expenditure Period

A. Review/select the 12-month period during which each subrecipient will expend the FY25 Funding Accepted. FY25 GSRP expenses must be incurred and recorded within the grant expenditure period selected.

If "Other" is selected in this drop-down box, enter a *New Note* identifying the subrecipient and applicable Grant Expenditure Period. (Click New Note at the top right of the screen.)

Provider Type - Please select Provider Type with care!

1. In the drop-down box, review/select the applicable Provider Type for each subrecipient. See below for provider type definitions.

- **ISD:** Use ONLY for the ISD or ISD Consortium Members.
- **District/PSA:** Use for **ALL** Local School Districts and Charter Schools unless all classrooms are operated under the auspices of a Head Start contract (grantee or delegate).

CBO Provider Types:

- **Local Government**
- **Public For-Profit: Extremely rare!** The company sells stock/shares and must abide by special rules to protect shareholders. (Example: KinderCare Learning Centers)
- **Private For-Profit: Most For-Profit Centers are considered "Private."** Privately held. The cash, equipment and other property of the business belongs to an individual(s) who operates the business and retains the earnings from the business which may or may not be reinvested in the business. (Example: Most privately-owned child care centers)
- **Non-Profit:** Has no owners. Seeks to generate revenues to serve a specific organization mission, reinvests any earnings, typically tax-exempt. (Example: YMCA, faith-based providers)
- **Community College/University**
- **Head Start Grantee or Delegate**

Funding and Children Served

- Accepted Transportation and Accepted State Program Funds:** Enter the Program and Transportation funding amount(s) the ISD has awarded the subrecipient as applicable. These amounts should be equal to the amounts found in the GSRP contract signed by the subrecipient.
Note: The amounts entered for subrecipients must NOT include any funds or children Transferred In or Out.
- Total Accepted Children to be Served:** Enter the number of children to be served by the subrecipient. This amount should be equal to the number of children found in the GSRP contract signed by the subrecipient.
- Total Accepted CBO Funds:** For CBO subrecipients, enter the Program funding awarded in the Accepted CBO Funds column. Do not include transportation funding in this column.

Funds utilized by ISD/LEA Head Start Grantees/Delegates *to serve children in the GSRP/HS Blend program option* should be entered in this column as well. This may mean only a portion of the amount entered in the Accepted State Program Funds is entered in the Accepted CBO Funds column.

- Continue until all funds and children have been entered and the Fiscal Agent Balance Remaining at the bottom of the page is zero (0) in all columns. (**Green** highlight below.)

NeXsys Grant, Application and Cash Management System

Home Administration Searches Reports

GSRPIP-2024-41000-00033

Breakdown of Accepted Funds

Instructions: In the table below report only the amounts the ISD and GSRP subrecipients are awarded to provide GSRP

Is this a new sub-recipient?	Agreement Number	Name	Expenditure Period	Provider Type	Accepted Transportation Funds	Accepted State Program Funds for GSRP Sites	Accepted Federal Program Funds for GSRP Sites	Total Accepted Funds	Total Accepted Children to be Served	Total Accepted CBO Funds
<input type="checkbox"/>	41000 5 of 9	Kent ISD - 41000	7/1 - 6/30	ISD	\$ 450,000	\$ 8,632,000	\$	\$9,082,000	1,500	\$ 750,000
<input type="checkbox"/>	41010 5 of 9	Grand Rapids Public Schools - 41010	7/1 - 6/30	District/PSA	\$ 300,000	\$ 10,000,000	\$	\$10,300,000	1,500	\$
<input type="checkbox"/>	990040538 9 of 9	Trinity's playhouse early learning center LLC - 990040538	7/1 - 6/30	For-Profit	\$ 200,000	\$ 10,000,000	\$	\$10,200,000	400	\$ 10,000,000
Sub Totals					\$950,000	\$28,632,000	\$0	\$29,582,000	3,400	\$10,750,000
Total Funds Retained (from Above)					\$0	\$0	\$0			
Fiscal Agent Balance Remaining					\$0	\$0	\$0		0	
Total CBO Percentage										37.55%

- IMPORTANT LAST STEP! Delete** any subrecipient not receiving funding in the current year!
- SAVE** the page.

Breakdown of Accepted Funds Tips

There must be agreement between amounts entered on the Breakdown of Accepted Funds and corresponding subtotals within both budgets (State GSRP and Transportation). A cross check of these subtotals will help ensure a faster review and approval.

- A. See **purple** boxes below. **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 Subrecipient Awards Table. This total **must equal** the total of all funding entered in the ISD portion of the Transportation Budget.
- B. See **green** boxes below. **Add** the Funds Retained for Administration, Outreach and Recruitment, and Program Services on the Program Funds Retained Table *and* any funds entered in the Accepted State Program Funds for GSRP Sites column in Row 1 (the ISD Row) of the Subrecipient Awards Table.

This total **must equal** the total of all funding entered in the ISD portion of the State GSRP budget.

- C. See **gold** boxes below. For each subrecipient, the funding and number of children entered should match the amounts specified within the GSRP contract signed by the subrecipient.

GSRPIP-2024-41000-00033

Transportation Funds Retained Download

Subrecipient Summary Download

State Great Start Readiness Program

Budget Summary State

Budget Detail

Add State Budget Item

Flagged Budget

Capital Outlay

GSRP Transportation

Budget Summary Transportation

Budget Detail

Add Transportation Budget Item

A Transportation Funds Retained

Funds to Transfer Out	Funds Retained for ISD Administration	Total Transportation Funds Retained by ISD
\$	\$ 20,000	\$20,000

Instructions: In the table below report only the amounts the ISD retains to administer GSRP and support GSRP subrecipients.

B Program Funds Retained

Program Funding Source	Funds to Transfer Out	Funds Retained for ISD Administration	Funds Retained for Outreach and Recruitment	Funds Retained for Program Services	Total Program Funds Retained by ISD
Funds Retained from STATE Funding	\$	\$ 20,000	\$ 20,000	\$ 20,000	\$60,000
Funds Retained from FEDERAL Funding	\$	\$	\$	\$	\$0

Instructions: In the table below report only the amounts the ISD and GSRP subrecipients are awarded to provide GSRP.

Is this a new sub-recipient?	Agreement Number	Name	Expenditure Period	Provider Type	Accepted Transportation Funds	Accepted State Program Funds for GSRP Sites	Accepted Federal Program Funds for GSRP Sites	Total Accepted Funds	Total Accepted Children to be Served	Total Accepted CBO Funds
<input type="checkbox"/>	41000 5 of 9	Kent ISD - 41000	7/1 - 6/30	ISD	\$ 450,000	\$ 8,632,000	\$	\$9,082,000	1,500	\$ 750,000
<input type="checkbox"/>	41010 5 of 9	Grand Rapids Public Schools - 41010	7/1 - 6/30	District/PSA	\$ 300,000	\$ 10,000,000	\$	\$300,000	1,500	\$

Breakdown Page & Budget Agreement Tips Continued

See **blue** box in the screenshot on the next page. The Provider Type column is used to determine the function code under which funds must be budgeted.

The grand total Program funds awarded to each Provider Type **must equal** the amounts entered on the State GSRP budget under the applicable function codes.

Likewise, the grand total Transportation funds awarded to each Provider Type **must equal** the amounts entered on the Transportation budget under the applicable function codes.

Provider Types and applicable function codes

LEA/PSA – function code 411

FOR-PROFIT (Public or Private) – function code 441

NON-PROFIT/COLLEGE or UNIVERSITY/HEAD START – function code 445

See the next page for a visual of how totals are calculated on the Breakdown of Accepted Funds for budget agreement.

Budget Pages

It is important that budgets be entered according to instructions. Budgets that do not follow the pattern referred to in the instructions will be returned for modification.



Click SAVE each time a Budget Summary Page is opened to refresh totals.

Navigating the Budget Pages

A budget is required for each funding source for which the ISD has accepted funds.

Each budget is located on the Left Navigation Menu and is clearly identified by its funding source.

The **Budget Summary** page for the applicable funding source displays aggregated totals by function and object code categories, and totals at the bottom. If funds are Transferred In, the Budget Summary is the page that displays totals with and without those funds.

The **Budget Detail** is a single page accessible from within the choices for each funding source that displays *all* budget items entered across all active budgets in the application. The user can filter this view to display a single funding source or category. Budget Detail can also be exported to an Excel spreadsheet. See instructions on page 5 of this document under "Print Versions and Downloads" for more about exporting reports to Excel.

Budget Item pages are utilized to add, edit, or review details of individual budget items. Once an item has been added, a folder icon will appear on the Left Navigation Menu. View items by clicking on the folder icon. To add new items, first navigate to an *existing item on the budget you wish to add to*, then click ADD in the top right corner of the screen.

The **Flagged Budget** feature is not used for GSRP.

Capital Outlay is used to add, edit, or review details of budget items considered a capital outlay of funds. Once an item has been added, a folder icon will appear on the Left Navigation Menu. View items by clicking on the folder icon. To add new items, first navigate to an *existing item*, then click ADD in the top right corner of the screen.

State Great Start Readiness Program	★
Budget Summary State	!
Budget Detail	
Add State Budget Item	📁➔
Flagged Budget	☑
Capital Outlay	📁➔
GSRP Transportation	★
Budget Summary Transportation	☑
Budget Detail	
Add Transportation Budget Item	📁➔
Flagged Budget	☑
Capital Outlay	📁

GSRP Budget Information

GSRP Implementation Manual: [Budget and Financial Guidelines section](#)

Please review the Budget and Financial Guidelines section of the GSRP Implementation Manual for detailed information on budget requirements, administrative expenses cap, recruitment and enrollment expenses cap, use of transportation funds, and procedures for capital outlay approval.

Please see also, the [FY25 GSRP Function/Object Code Descriptions](#) for detailed information on Function and Object Code use in GSRP.

Budgeting Funds

Upon completion of each budget, the TOTAL BUDGETED must equal the TOTAL FUNDS ACCEPTED for the applicable funding source (State/Transportation) on the Project Fact Sheet as follows:

State funds accepted – Project Fact Sheet page Line 2

Transportation funds accepted – Project Fact Sheet page Line 9

See page 11 for more information on the Project Fact Sheet.

Budgeting Funds Retained by the ISD

Program and Transportation Funds retained by the ISD for grant administration or for the operation of classrooms, must be budgeted with the proper Function Codes and Object Codes. Utilize the [FY25 GSRP Function/Object Code Descriptions](#) document to ensure proper function code use.

Each entry must provide a clear description to assist the reviewer in determining the allowability of planned expenditures. Detailed items must be reasonable for the quality of the project activities proposed and, in total, not exceed the maximum administrative costs allowable as applicable.

Administrative and Outreach and Recruitment Caps

ISD Administrative costs must not exceed 4% of the Program or Transportation allocation. Costs subject to the 4% cap are those budgeted by the ISD under function codes 23x, 24x, 25x, and 28x with the exception of function code 282. Administrative costs incurred for the direct operation of classrooms are exempt from the cap. Total Outreach and Recruitment costs must not exceed 2% of the Program or Transportation allocation. Costs subject to the 2% cap are those budgeted by the ISD and all subrecipients under function code 282.

Line items identified as a purchased service must identify personnel, materials, or services.

Salary and benefit descriptions must be included for each category of employee.

ISD Budget and Breakdown of Accepted Funds Page Agreement

The total of all funding entered in the ISD portion of the Program budget **must equal** the applicable "Funds Retained for Administration, Outreach and Recruitment, and Program Services" on the Program Funds Retained Table *plus* any funds entered in the "Accepted State Program Funds for GSRP Sites" column of the Subrecipient Awards Table on the Breakdown of Accepted Funds page.

Likewise, the total of all funding entered in the ISD portion of the Transportation budget **must equal** the "Funds Retained for Administration" on the Transportation Funds Retained Table *plus* any funds entered in the "Accepted Transportation Funds" column of the Subrecipient Awards Table on the Breakdown of Accepted Funds page.

Please see pages 19 of these instructions for further details and a screenshot.

Budgeting Funds Awarded to Subrecipients

The ISD is required to receive, approve, and keep on file, individual subrecipient budgets for each subrecipient that include line-item detail.

For entry into NexSys budgets, individual subrecipient budgets should be aggregated by Provider Type and then assigned a Function Code as follows:

- 411 = Districts/PSAs
- 441 = For-Profit Community-Based Organizations (CBOs)
Note: 441 appears in the budget dropdown box as "Payments to Other Governmental Agencies." This is the correct GSRP code for For-Profit CBOs.
- 445 = Non-Profit CBOs, Colleges/Universities, Head Start, Local Government



One aggregated total for each Provider Type is needed.

The aggregated total for each Provider Type is entered as a single budget item within the proper Function Code under the "Other" Object Code 7000-8000.

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
255238	24-25		10/01/2024	09/30/2025	2025

Salaries (1000)	Benefits (2000)	Purchased Services (3000,4000)	Supplies & Materials (5000)	Other Expenses (7000,8000)	Total
\$	\$	\$	\$	\$ 1,500,000	\$1,000,000

Example of aggregated entry of all Non-Profit subrecipient funding.

Subrecipient Budget and Breakdown of Accepted Funds Page Agreement

The total program funding budgeted for subrecipients under each corresponding Provider Type Function Code **must equal** the funding awarded to each Provider Type on the Breakdown of Accepted Funds page.

The total transportation funding budgeted under each corresponding Provider Type function code **must equal** the funding entered on the Breakdown of Accepted Funds page.

Please see pages 20-21 of these instructions for further details and a screenshot.

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
13000	255238	24-25		10/01/2024	09/30/2025	2025

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000,4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000,8000	Total
110- Basic Programs	\$450,000	\$450,000	\$0	\$0	\$0	\$0	\$900,000
220- Support Services - Instructional Staff	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
280- Support Services - General	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
310- Community Services - Direction	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
SUBTOTAL	\$450,000	\$450,000	\$100,000	\$0	\$1,000,000	\$0	\$2,000,000
410- Payments to Other Public Schools Within the State of Michigan	\$0	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000
440- Payments to Other Government Entities	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
820- Facilities Acquisition	\$0	\$0	\$0	\$0	\$55,040	\$0	\$55,040
TOTAL	\$450,000	\$450,000	\$100,000	\$0	\$1,055,040	\$7,000,000	\$9,055,040
Total State Funds Accepted							\$9,055,040
Availability Balance							\$0

Entering Budget Items

1. Click on "Budget Item" under the applicable funding source header to begin entering budget items.
2. Follow onscreen instructions.
3. **SAVE** each item.
4. Click ADD to enter additional items.

State Budget Item

Funding Source

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
255238	24-25		10/01/2024	09/30/2025	2025

Select the appropriate Function Code for this budget item: **282: Communication Services**

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below.

Local television & radio ads

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000,4000)	Supplies & Materials (5000)	Other Expenses (7000,8000)	Total
\$	\$	\$ 50,000	\$	\$	\$50,000

TIP! Click **SAVE** each time a Budget Summary Page is opened to refresh totals.

Entering Budget Items: Transferred OUT Funds

Funds Transferred OUT must be reported on the applicable budget as a total using Function Code 411 with the name of the ISD or ISDs the funds are being transferred to in the description.

Entering Budget Items: Transferred IN Funds

Transferred IN funds must be reported using the *Indicate if the budget item represents* drop-down box when adding a **Budget Item**.

GSRP Implementation Plan - State Funds					
Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
235238	123456	3733.7	07/01/2022	09/30/2023	2023

Select the appropriate Function Code for this budget item:
283: Staff/Personnel Services

Indicate if the budget item represents:
Transferred in Funds

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:
Background Checks (Funds Transferred to from Midland)

Salaries (1000)	Benefits (2000)	Purchased Services (3000,4000)	Supplies & Materials (5000)	Other Expenses (7000,8000)	Total
\$	\$	\$ 9,999	\$	\$	\$9,999

Transferred IN funds may be budgeted for any allowable GSRP expense but **must be designated** as Transferred IN funds.

The Budget Summary page will display a grand total with and without Transferred In funds at the bottom of the page only. Transferred In items will not display within budget summary lines.

The Budget Detail page will display items entered as Transferred IN funds but does not include these items within the totals at the bottom of the page.

ALL Transferred IN funds must be reported and include the name or names of ISDs where funds came from, as well as how they will be used. The proper object codes must be used if the funds are in the ISD portion of the budget.

Additional Information: Funds Transferred IN and OUT

Cross-ISD funds:

- Must be reported even if ISDs are exchanging amounts (cannot be netted)
- Must be reported in the budgets
- Must be spent in the same grant year they are earned

As with other funds, Cross-ISD funds must be expended on items that are allowable, necessary, and reasonable.

See "Cross-ISD Enrollment" in the [Budget and Financial Guidelines section](#) of the GSRP Implementation Manual for detailed instructions on Transferred IN and Transferred OUT funds.

Carryover Budget

GSRP Program and Transportation funds remaining as reported in the 2023-24 (FY24) GSRP Final Expenditure Report (FER) are available for carryover and may be expended through June 30, 2025 with the submission of a Carryover Budget as applicable.

Any FY24 funds remaining that are not budgeted within the applicable Carryover Budget will be recaptured by MiLEAP.

On the left navigation menu, the Carryover Budget(s) will display below the current year's Program and Transportation budgets. If a Carryover Budget is not displayed, return to the Review Grant Selections page. Select "Apply Now" for the required Carryover Budget and SAVE. The Carryover Budget will become available on the left navigation menu.

Entering Carryover Budget Items

- IMPORTANT! To begin, open the Carryover Budget Summary page for the applicable budget and SAVE the page.** This will update the budget to display the funding available based on funds remaining in the FY24 FER in NexSys. Failure to SAVE upon opening the page may result in an error in the Availability Balance on the page.
- Carryover Budget Items are entered following the same method as all other budget items.

Note: The 4% administrative or 2% outreach and recruitment cap apply to the total expenditure of funds from the fiscal year in which they were allocated. As such, if carryover funds will be budgeted for costs that fall under a cap, care should be taken to calculate the total of funds reported spent in the FER *plus* the funds budgeted in the Carryover Budget to ensure the cap is not exceeded.

Example:

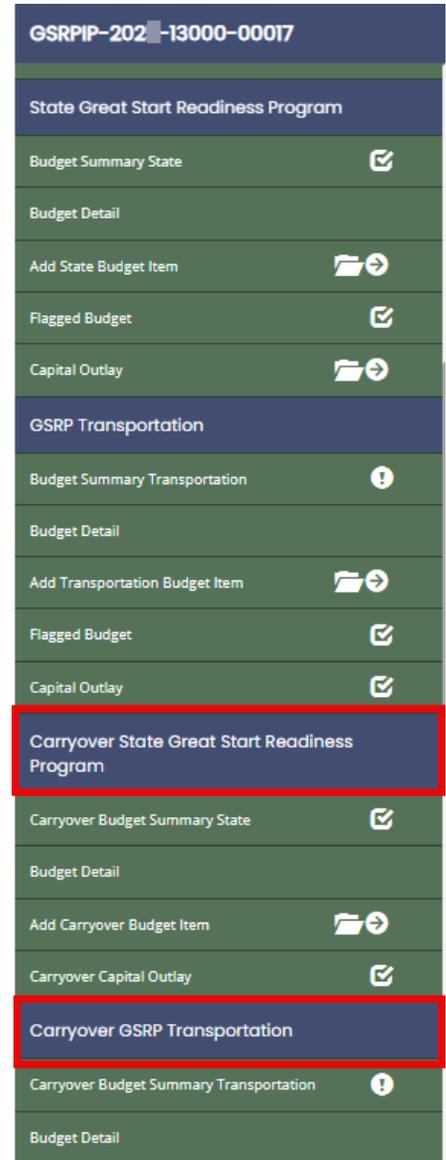
FY24 Program Allocation = \$2,700,000

4% Cap on administrative expenses = \$108,000

FY24 administration expenses **reported in the FER** = \$52,000

FY24 administration expenses **budgeted in the Carryover Budget** = \$8,000

✓ Total administration expenses subject to the 4% cap = \$60,000





Do not begin the Site Description Page until the Breakdown of Accepted Funds Page has been fully completed!

Site Description

A Site Description Page must be created for every physical location* where GSRP classrooms are operated.

*If multiple individually *licensed* classrooms operate GSRP at one site, each license must have a site description page created for it.

Multiple Site Description Pages can be completed for each subrecipient as needed, assuring the ability to create a Page for every site (physical location).

Creating Site Description pages:

1. Click on Site Description from the Left Navigation Menu.

Once a Site has been created, a folder icon will appear on the Left Navigation Menu. View sites by clicking on the folder icon. To add new Sites, first navigate to an existing Site, and then click ADD in the top right corner of the screen.

2. Select the Subrecipient receiving funds and administering the classroom(s) at the location from the drop-down box.



The Breakdown of Accepted Funds page must be completed before adding Site Description pages. The Subrecipient drop-down box will only list subrecipients identified on the Breakdown of Accepted Funds page.

3. Enter the Facility Name.

IMPORTANT: The Facility Name must be the program name as it appears on the license.

4. Enter Address, City, Zip Code, License or Tribal Number, and Number of GSRP Classrooms operated by this subrecipient at this location.



Please verify that a correct and valid Facility Name and License Number are entered by checking the [Child Care Licensing Search site](#).

5. **NEW!** Indicate if the subrecipient provides transportation to/from this site.

6. Enter Site Administrator information.

7. Select the Developmental Screener from the drop-down box. If "Other" is selected, enter details in the text box.

8. Select the Curriculum from the drop-down box. If "Other" is selected, enter details in the text box. **If the subrecipient is using a non-approved curriculum as part of a waiver under Sec. 32d(5), enter the name of the approved curriculum that will be implemented when the waiver period is completed.**

NOTE: KinderCare Early Foundations may only be used by KinderCare subrecipients.

9. If a Supplemental Curriculum is in use at this site (e.g., Heggerty Phonemic Awareness, Second Step, etc.) list the name(s) in the text box provided.
10. Select the Ongoing Child Assessment tool from the drop-down box. If "Other" is selected, enter details in the text box.
11. Select the Program Evaluation Tool(s) in use at this site to meet the GSRP end-of-year assessment requirement. Select both tools only if both tools will be used to meet the GSRP requirement.

Note: Entry of the tool used for program evaluation at each site is required even if the site will not be assessed during the current fiscal year per the ISD's program evaluation plan.

12. **SAVE**. NexSys will populate the Agreement Number field.
13. Click ADD to create additional pages following the steps above.

Create and complete a Site Description page for every site where GSRP funded children are enrolled.

Every subrecipient listed on the Breakdown of Accepted Funds page must have at least one Site Description page.

- GSRPIP-2025-13000-00017
- Carryover Budget Summary Transportation
- Budget Detail
- Add Carryover Budget Item
- Carryover Capital Outlay
- Program Information
 - Site Description
 - Site Description Download
 - Early Childhood Specialist (ECS)
 - Early Childhood Specialist Download
 - Program Information Summary Page
 - State of Michigan Attachments
- Site Description Download
- Early Childhood Specialist (ECS)
- Early Childhood Specialist Download
- Program Information Summary Page
- State of Michigan Attachments
- Site Description Download
- Early Childhood Specialist (ECS)
- Early Childhood Specialist Download
- Program Information Summary Page
- State of Michigan Attachments
- Site Description Download
- Early Childhood Specialist (ECS)
- Early Childhood Specialist Download
- Program Information Summary Page
- State of Michigan Attachments
- Site Description Download
- Early Childhood Specialist (ECS)
- Early Childhood Specialist Download
- Program Information Summary Page
- State of Michigan Attachments
- Tools
 - Landing Page
 - Add/Edit People
 - Status History
 - Attachment Repository
 - Modification Summary
 - Document Validation
 - Notes

Site Description

Instructions:
YOU MUST COMPLETE CONSORTIUM MEMBER INFORMATION (IF APPLICABLE), PROJECT FACT SHEET, AND THE BREAKDOWN OF ACCEPTED FUNDS PAGE!
The Subrecipient dropdown box below will not populate correctly if preceding pages are not completed in order.
1. Enter information for each Site that will be used this school year.
2. Click SAVE.
3. To enter another site, click Add.

Subrecipient:
Agreement Number:
Facility Name (as it appears on the license):
Address:
City:
Zip Code:

Facility Name must match the license!

Site Number
License #:
TRIBAL #:
Number of GSRP Classrooms:
Site Provides Transportation: Yes No

Ensure license number is accurate and valid!

Indicate if transportation is provided to/from this site.



Site Administrator
Name:
Title:
Site Administrator Email:

Developmental Screening
Identify the comprehensive, standardized developmental screening tool used at this site:
If the "Other" option is selected for Developmental Screening above, please describe. The description is limited to 200 characters.

Curriculum
Identify the research-validated, comprehensive curriculum used at this site:
If any supplemental curricula in use at this site:
If the "Other" option is selected for Curriculum above, please describe. The description is limited to 200 characters.

Ongoing Child Assessment
Identify the comprehensive, ongoing child assessment tool used at this site:
If the "Other" option is selected for Ongoing Child Assessment above, please describe. The description is limited to 200 characters.

Program Evaluation Tools
Program Evaluation Tools
* If you select both Classroom Coach and CLASS there must be an ECS with training & reliability in both assessment tools.
Classroom Coach
CLASS

Early Childhood Specialist (ECS) Screen

An Early Childhood Specialist (ECS) Page must be created for every ECS assigned to a GSRP classroom. Every classroom must have an assigned ECS.

1. If the previous year's PIP information was copied forward when the PIP was initiated, all previous year ECS will be listed and must be reviewed.
2. Click on Early Childhood Specialist from the Left Navigation Menu.

Once an ECS page has been created, a folder icon will appear on the Left Navigation Menu. View ECS by clicking on the folder icon. To add a new ECS, first navigate to an existing ECS, and then click ADD in the top right corner of the screen.

3. Review each ECS record.
 - a. Ensure the Number of Classrooms Supported is updated.
 - b. Ensure that the program evaluation tool certification date is updated.
 - c. Delete the ECS record for any ECS no longer assigned to GSRP.
4. For new ECS records: Enter the required contact information (Name, Official Title, Email, etc.) and number of classrooms this ECS will support.

5. If an ECS staffing vacancy exists and some classrooms do not currently have an assigned ECS, check "To Be Hired" and enter the number of classrooms affected. Enter a Note to provide information about how the classrooms are being supported until the vacancy is filled.

6. Select the master's degree from the drop-down box. If "Related Field" is selected, enter details in the text box. **Include the date and name of the MiLEAP Consultant that provided approval.** If no detail about a Related Field degree is entered, the application will be returned with a request for more information.

The screenshot shows the 'Early Childhood Specialist (ECS)' form in the NEXSys system. The form is divided into several sections: 'To Be Hired' (with a checkbox), 'Name', 'Official Title', 'Email', 'Telephone', 'Number of Classrooms Supported', and 'Master's Degree in:'. Below these fields is a 'Note' section with a text area and a 'Save' button. The 'ADD' button is highlighted in the top right corner of the form. The left navigation menu shows 'Early Childhood Specialist (ECS)' selected.

7. Select the tool(s) the ECS will use to complete the GSRP required end-of-year assessment in each assigned classroom. Enter the most current certification date for each tool selected.

8. **SAVE.**

9. Click ADD to create additional pages following the steps above.

Program Information Summary Page

Every classroom must have an assigned ECS.

This page will calculate and compare the total number of classrooms entered on all Site pages to the total number of classrooms entered on all ECS pages.

- Open the Program Information Summary Page and **SAVE**.
- If the number of classrooms entered on all Site pages is not equal to the number of classrooms supported by all ECS, an Error will display.
- To correct the error, Site and/or ECS pages must be added or edited.
- Correct errors and return to this page. **SAVE** to confirm errors have been corrected.

TIP!

TIP: The Site Description Download and/or Early Childhood Specialist Download may be helpful in identifying any data entry errors. See page 5 for Print Version and Downloads instructions.

Submission: Checklist & Tips

PIP Submission Checklist!

- Download the PIP Submission Checklist from the notification email or the [GSRP Website](#) and review to ensure your PIP is error free! Your quick review will help avoid returns for common errors and speed up the approval process.

Enter Notes:

- Please use "New Note" on any page as needed to offer additional detail that may help the reviewer to understand your information and speed review.

Thank you!

Document Validation & Submission

When all pages have been completed, scroll down to Tools on the Left Navigation Menu. Select "Document Validation" for a first layer check for page errors that will block submission.

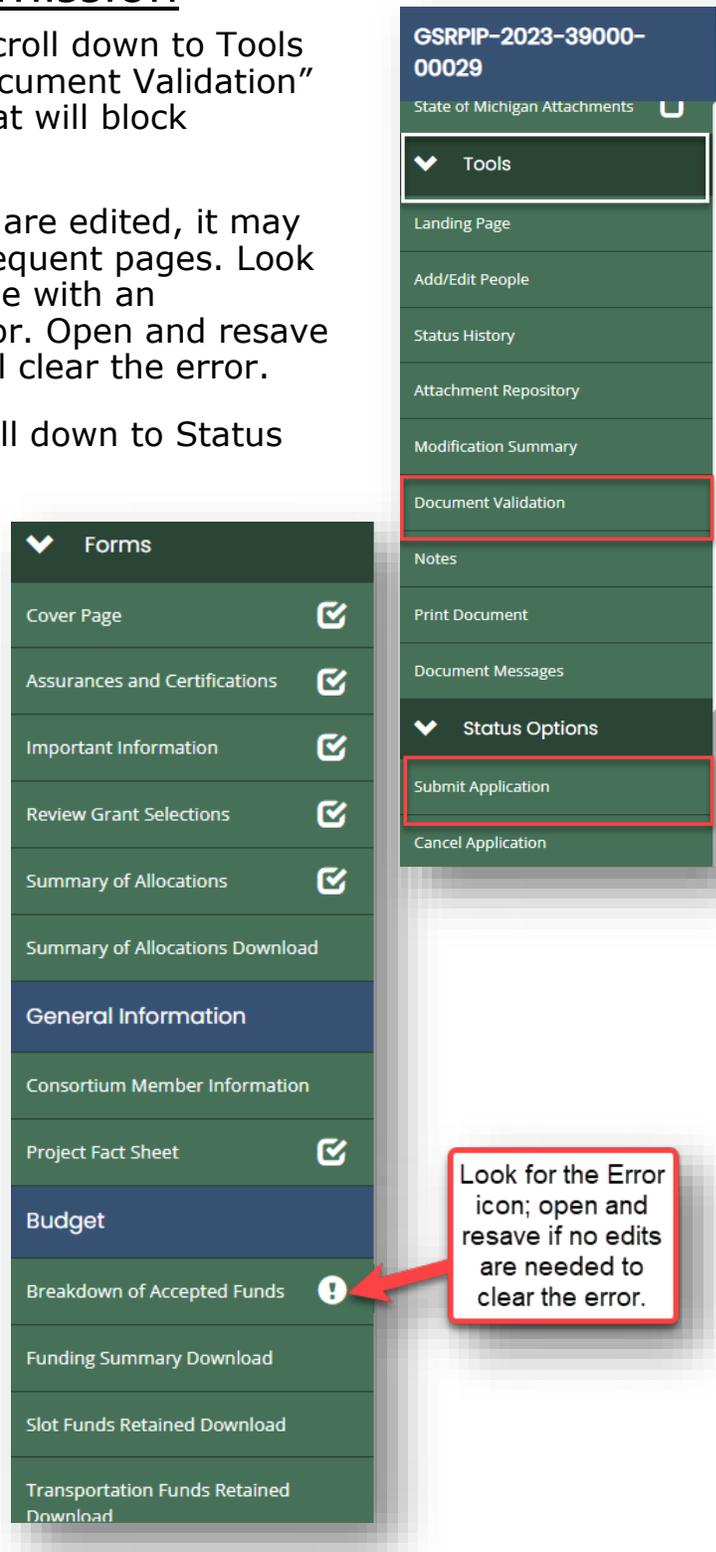
Address errors if indicated. When pages are edited, it may require reopening and/or resaving subsequent pages. Look on the Left Navigation Menu for any page with an exclamation point icon indicating an error. Open and resave the page if no edits are needed. This will clear the error.

When Document Validation is clear, scroll down to Status Options. Select "Submit Application."

If any underlying errors are present, a dialogue box will appear. Address errors if indicated.

When no additional errors are present, select "Submit Application."

Congratulations! Your PIP is complete!





Completed PIP must be submitted by November 20, 2024.

If you have questions on the completion of the PIP, please contact your assigned consultant.

Kelly Isrow, IsrowK@Michigan.gov

Heather Lucas, LucasH@Michigan.gov

Mischele McManus, McManusM@Michigan.gov

Brenda Vronko, VronkoK@Michigan.gov

Thank you!