

# GSRP Program Implementation Plan (PIP) Submission Checklist

## Project Fact Sheet Page

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

## Breakdown of Accepted Funds Page

- Check the *Transportation Funds Retained Table*.
  - **Add** the "Funds Retained for ISD Administration" on the *Transportation Funds Retained Table*, and any funds entered in the "Accepted Transportation Funds" column in Row 1 (the ISD Row) of the *ISD and Subrecipient Awards Table*. This total must **equal** the total of all funding entered in the ISD portion of the Transportation Budget.
- Check the *Program Funds Retained Table – State Funds Row*.
  - **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 *ISD and Subrecipient Awards Table*. This total must **equal** the total of all funding entered in the ISD portion of the State budget.
- Check the *Program Funds Retained Table* "Funds Retained for ISD Administration" box.
  - Is this amount under 4% of the "Total Program Funding Accepted" in the *Funding Summary Table*? The maximum the ISD may spend on administrative expenses is 4% of the ISD's total allocation.
- Check the *Program Funds Retained Table* "Funds Retained for Outreach and Recruitment" box.
  - Is this amount, *when combined with subrecipient expenditures on Recruitment and Enrollment*, under 2% of the "Total Program Funding Accepted" in the *Funding Summary Table*? The maximum amount that may be spent on recruitment and enrollment is 2% of the ISD's total allocation.
- Check that each subrecipient has the correct Expenditure Period.
- Check that each subrecipient has the correct Provider Type. *Please review Provider Type descriptions in the instructions, as necessary.*
- Check that CBO Funds have been entered for subrecipients as applicable.
- Subtotal funds awarded **by Provider Type** into their corresponding **Function Code** (411, 441, and 445) for "Accepted Transportation Funds," and "Accepted State Program Funds for GSRP Sites." This is most easily done by opening the Subrecipient Summary Download. Ensure the **amount budgeted for each Provider Type Function Code** on both budgets **EQUALS** these subtotals so that there is agreement between the Breakdown of Accepted Funds and budgets.

## State Budget

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

## Transportation Budget

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

## Site Descriptions Pages

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

## **Early Childhood Specialist Pages**

- Ensure that all ECS profiles pulled forward from last year have been reviewed and updated for accuracy:
  - Check the number of classrooms supported.
  - Check the program evaluation tool certification date.
- Ensure that any ECS listed as qualified based on a Related Degree has an explanation of the degree with the MDE consultant name and year approved.

*Notes are your friend!*

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

**Thank you!**