

GSRP, Head Start, Adult Education, and Young Adult Special Education Teachers COVID-19 Grant Program Checklist

GENERAL INFORMATION

DISTRICT/NONPROFIT NONPUBLIC SCHOOL NAME _____

- Districts and nonprofit nonpublic schools should obtain the Grant Submission Template and draft a list of potential grant recipients beginning **February 23, 2021**.
- Districts and nonprofit nonpublic schools must identify eligible teachers for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program including determining the FTE calculation for the eligible grant recipients by **March 19, 2021**.
- Districts and nonprofit nonpublic schools must email eligible classroom teachers the Teacher Certification Form 5741 by **March 19, 2021**. The school district and nonprofit nonpublic schools must also notify eligible recipients of the FTE calculation to be applied for eligibility if less than fully reported as 1 FTE by **March 19, 2021**. Teacher Certification Form 5741 can be found at the following link www.michigan.gov/MIClassroomHeroes.
- District and nonprofit nonpublic school must post a notice that the eligible teachers have been identified and provided Teacher Certification Form 5741 by **March 19, 2021** to provide an opportunity for written appeals of eligibility status on a school website and at least 1 other means of widely used communication. This notice shall provide an opportunity for any teacher to appeal eligibility status or the FTE calculation to the district or nonprofit nonpublic school in writing prior to **April 9, 2021**.
- If an appeal from the teacher is received, the district or nonprofit nonpublic school must notify the teacher in writing including a statement outlining the reason for ineligibility for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program. The district or nonprofit nonpublic school must retain all documentation regarding any appeals received including written responses regarding grant eligibility or FTE calculations issued by the district for 7 years.
- Eligible grant recipients must return Teacher Certification Form 5741 to the district or nonprofit nonpublic school in the form and manner the district requires no later than **April 9, 2021**.
- Districts and nonprofit nonpublic schools must verify the information of eligible teachers is accurate on the Grant Submission Template.
- Districts must indicate if the eligible teacher are full time and 1.0 FTE or should be pro-rated as less than 1.0 FTE, using the Grant Submission Template.
- Nonprofit nonpublic schools must indicate if the eligible teacher is full time and 1.0 FTE or should be pro-rated as less than 1.0 FTE, using the Grant Submission Template.

Michigan Department of Treasury

- A final list of eligible grant recipients must be compiled and electronically submitted to the Michigan Department of Treasury as early as **April 9, 2021 or no later than April 19, 2021** utilizing the Michigan eSignature Solution by means of the Grant Submission Template. The link to submit the completed Grant Submission Template can be found on the MI Classroom Heroes grant website at www.michigan.gov/MIClassroomHeroes , including instructional aids.

School districts and nonprofit nonpublic schools are strongly encouraged to ensure the accuracy of this data prior to submission. For detailed information regarding the Grant Submission Template or the Michigan eSignature Solution, please visit the MI Classroom Heroes website at www.michigan.gov/MIClassroomHeroes.

- District and nonprofit nonpublic school should ensure the address listed on the Teacher Certification Form 5741 for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program, provided by the eligible classroom teacher is accurate and complete when electronically submitting their grant eligibility lists to the template submission system, Michigan eSignature Solution.

If after submission, the district or nonprofit nonpublic discovers the need to request an address or name changes, school districts and nonprofit nonpublic schools can update the addresses of eligible teachers and support staff through a special Revised Submission Template provided by the state Treasury Department. The state Treasury Department asks that only one email submission be provided by each school district and nonprofit nonpublic school. Address changes and name changes are due by **April 23, 2021**.

For detailed information about the Revised Submission Template and process, please visit the MI Classroom Heroes website.

- Districts and nonprofit nonpublic schools shall maintain documentation of teacher eligibility. Records of all eligible teachers for the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program have been obtained and will remain on file for 7 years.
- More information on the GSRP, Head Start, Adult Education, and Young Adult Special Education Teacher COVID-19 Grant Program, including a detailed Frequently Asked Questions (FAQ) guide, can be found at: www.michigan.gov/MIClassroomHeroes:

MI Classroom Heroes Contact Information:

- Email: TSSC19Grants@michigan.gov
- Phone: 517-241-6000
- www.michigan.gov/MIClassroomHeroes