GSRP Manager:
Dawn Kalkman

Consultants:
Mischele McManus
Heather Lucas
Kelly Isrow
Brenda Vronko

GSRP Fiscal Manager:
Bethanie Kramer

GSRP Fiscal Analyst:
Kelly Voegeding

GSRP Fiscal Auditor:
John Brooks

MiLEAP
Michigan Department of Lifelong
Education, Advancement, and Potential
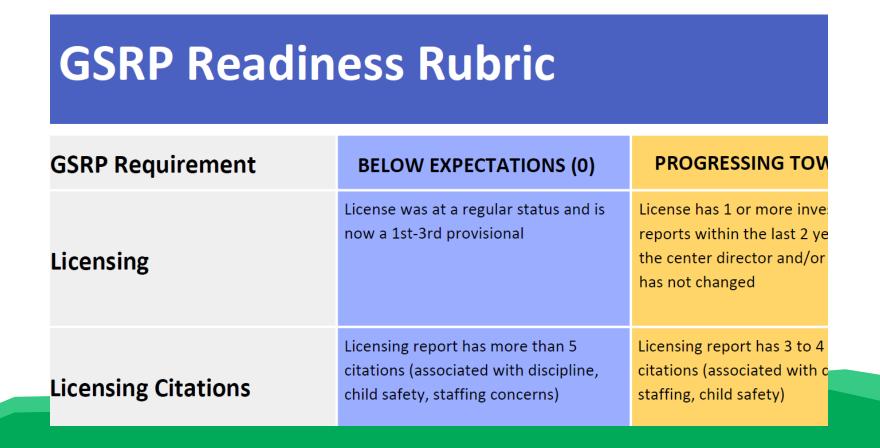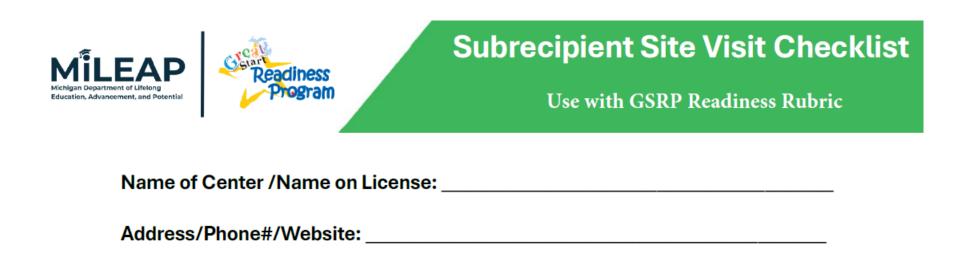
Onboarding Resources

Onboarding workgroup was created this summer to create some documents to support both ISDs and programs

- GSRP Provider Recruitment Guide
- GSRP Rubric
- GSRP Checklist
- GSRP Subrecipient Fiscal Guide

Provider Recruitment Guide

Subrecipient Fiscal Guide

GSRP Readiness Rubric

GSRP Requirement	BELOW EXPECTATIONS (0)	PROGRESSING TOW
Licensing	License was at a regular status and is now a 1st-3rd provisional	License has 1 or more inve reports within the last 2 ye the center director and/or has not changed
Licensing Citations	Licensing report has more than 5 citations (associated with discipline, child safety, staffing concerns)	Licensing report has 3 to 4 citations (associated with c staffing, child safety)

Subrecipient Site Visit Checklist

Use with GSRP Readiness Rubric

Name of Center /Name on License: _____

Address/Phone#/Website: _____

GSRP Onboarding Fiscal Video Series

Introduction/Overview of GSRP
- -Funding and the State School Aid Act
- -Subrecipient award amounts
- -Review legislative language
- -Defining fiscal terms
- -Generally accepted accounting principles

Capital Outlay – defined
- -Request process, breakdown of funding for the project
- -Bid process (3 or more for over threshold)
- -Timeline (over $20,000 must get MiLEAP approval before work)

Budgets
- -Object codes
- -Function codes
- -Key elements of a budget
    - -fair allocation of costs
    - -FTE
    - -proration
- -Allowable costs/not allowable costs
- -CACFP
- -Templates
- -Building a budget
    - -GSRP program, transportation, curriculum, start up

MiLEAP

GSRP Onboarding Fiscal Video Series

Invoices and receipt process
     -Reimbursement
     -Budget comparison
     -Payment schedules, processes, documents
          -various approaches (1/11th,
          reimbursement, etc)
     -ISD monitoring process

Final Expense Reports
     -Templates
     -Reporting (budget to actual, reporting to ISD)

Fiscal timeline
     -Budget revisions
     -Carryover budget
     -Fiscal year (grant year, ISD fiscal year)
     -Allocation through final funding
          -Actual pay equals final funding
     -How to communicate need for funding
          -transportation
          -curriculum
          -number of children
          -MiLEAP timelines
          -ISD processes and dates

MiLEAP