

## Section: Slot Distribution

**Language from the Implementation Manual:** The ISD must have a written process to distribute GSRP slots that will be fair to all current and potential early childhood partners. The document will reflect policy and procedures to follow each year, with specific consideration of allocating slots to community partners. An approvable process addresses the following:

Review of existing programming and local considerations:

1. Are there current subrecipients that struggle to fill their slots?
2. For current subrecipients, how does the ISD weight classroom quality and grant compliance in hold-harmless determinations?
3. Are there areas of high-need that require additional slots? If so, how will need for services be balanced with quality of programming?
4. Are there Focus or Priority Schools in your ISD that have qualifying children but do not have GSRP?
5. How are subrecipient decisions regarding program options and services addressed? (For example, Part-day vs. School-day, transportation, etc.)
6. Are there administrative issues that would prohibit a program from being funded? (For example, licensing, fiscal capacity, pattern of late or incomplete reporting, etc.)
7. Are there specific local issues that will impact the distribution of slots or that could be addressed through the distribution plan?
8. How does the ISD partner with the local GSC, Resource Center, and others to build the capacity of local community agencies to take part in GSRP in future years?

**Policy:** Ingham ISD must follow the locally developed process for choosing subrecipients and awarding slots.

### **Procedures: Process to Choose Subrecipients and Award Slots**

1. **Total community need for GSRP-** Community need is represented by the allocation request and is identified per each program based on the number incoming kindergartners, free and reduced lunch numbers, early childhood special education numbers and prior year GSRP enrollment and waitlist information. Points are awarded based on ability to fill requested GSRP allocation. Points are also awarded based on the number of preschool options in the community.
2. **Involvement of the GSRP Advisory Committee in analyzing data and decision making-**When the CNRA is released from MDE, the ECC will bring the requirements to the GSRP Advisory council meeting where a portion of the meeting will be devoted to revising the protocol if needed and making sure that it represents local considerations for slot distribution. At this time as well, the ECC will send each existing subrecipient a slot request form, for any subrecipient requesting expansion a justification of need including data will be submitted with the request. In May, the ECC will request any information on program or transportation options that may have changed during the current program year for current subrecipients and complete the other sections of the rubric with data collected from IISD. The ECS' will complete the PQA sections of the rubric on May 30<sup>th</sup> after all PQA's have been completed. At this time, the ECC will complete a rubric for any potential subrecipient that submitted a slot request. The ECC will assign all scores and disseminate in rank order. The June GSRP Advisory Council meeting will be designated annually to review the Competitive Process Rubric scores for all current subrecipients and potential subrecipients.
3. **Conditions for the continued awarding of slots to current subrecipients-** The Competitive Process Rubric provides each subrecipient with a total score. Subrecipients will be ranked by score and must maintain or improve year to year to maintain current allocation. Scores will be presented at the June GSRP Advisory

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meeting and sent out in the GSRP Advisory Council minutes. Scores will also be sent individually for any subrecipient or potential subrecipient not present at the June GSRP Advisory Council meeting.

4. **Percentage of slots awarded to community partners in the previous grant year-** Community partners will have first priority for unallocated slots until the 30% mandated requirement is met.
5. **Steps taken to increase the ability of LEA's and community agencies not yet serving as subrecipients to receive slots-** Ingham ISD (IISD) will work with the Central Resource Center to access the GSQ ratings for licensed centers. The CRC will distribute lists of potential subrecipients with their star rating to the ECC bi-monthly.
  - IISD will contact the programs with a rating of 3 or higher to determine their interest in participating in GSRP. This contact will happen bi-monthly as new 3 star programs are being validated. Possible outreach could include; e-mail, phone calls, community information meeting, brochure of benefits for partnering, in person contact.
  - In June the ECC will obtain a list of all centers in the Great Start to Quality and send an informational letter to all programs.
  - Programs that show an interest in participating will be asked to complete a questionnaire (provided by MDE) and return it to IISD. The questionnaire will provide the basis for centers to become familiar with the requirements for implementing GSRP.
  - Programs that are interested will be given the phone numbers and emails for the Early Childhood Supervisor and Outreach and Recruitment Specialist for any follow up questions.
  - IISD will schedule on-site interviews with potential community partners to see the facility, follow up on responses to the questionnaire, provide sections of the Implementation Manual and additional requirements for operating GSRP.
  - IISD will also share the Competitive Process Rubric criterion and this narrative with appeal process with potential community partners to inform them of the selection criteria used to award GSRP slots.
  - The ECC will maintain contact with all programs, those that choose to put in a slot request will follow the same process outlined in #2 above in May and scores will be generated in June. For potential subrecipients that express interest in GSRP after the June rankings, the same process will be followed and slots allocated if available.
  - Programs that are selected to receive slots will be contacted by email, followed by a phone call to discuss next steps.
  - Programs that were not selected to receive slots will be contacted and include reasons for the decision not to provide slots. *If the Claimant is not satisfied with the response received he/she may appeal. The Claimant shall submit a written protest to the Director of Early Childhood Services at Ingham Intermediate School District, 2630 W. Howell Road, Mason, MI 48854 or via e-mail to [mnichols@inghamisd.org](mailto:mnichols@inghamisd.org). If the claimant is not satisfied with the response received he/she may appeal to the Superintendent. Appeals must be made within fifteen (15) days of the response from the Director of Early Childhood Services and shall also be submitted in writing. The Superintendent shall issue his/her resolution within thirty (30) days. His/her decision shall be final.* Programs that are not awarded slots will also be referred to the Central Resource Center for technical assistance to build their capacity to meet GSRP requirements for the future.
6. **Competitive process used for all potential new subrecipients and current subrecipients requesting expansion, with priority given to meeting the legislatively mandated 30 percent of slots to community partners-** All subrecipients requesting expansion and potential new subrecipients will receive a total score on the Competitive Process Rubric and scores will be ranked from highest to lowest. Community agencies will have first priority for slots in rank order until the mandated 30% is met. After the 30% is met, slot distribution will continue in rank order.

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