

Great Start Readiness Program Important Dates

13-14 Final Expenditure Reports - DUE October 31, 2014

Reports to be completed with templates provided

Detailed ledgers should be provided by e-mail (PDF)

There may be follow questions and additional documentation may be required

First payments for 2014-15 will be released on October 23, 2014 provided all required documents are received

Payments will be in accordance with the terms outlined in the Budget section of the agreement

Required documents for 14-15:

	Due
1 Intent to accept Transportation Funds, budget and allocation method	9.26.14
2 Subcontract Agreement	10.01.14
3 Current Certificate of Insurance (outlined in the subcontract agreement)	10.01.14
4 Form W-9 - Request for Taxpayer Identification Number (new partners - only)	10.01.14
5 EFT Payment Authorization Form (optional) (new partners - only)	10.01.14
6 Excel Budget Summary and Detail in template (provided by 9/16/2014) (additional follow up may be required once budgets are reviewed)	10.20.14
7 Program data as outlined in the Excel work book (provided by 9/16/2014) Site & Classroom Information Program Quality	10.01.14
8 Cost allocation memo and cost allocation plan, if applicable (refer to cost allocation memo)	10.20.14

Quarterly expense reporting due the 25th of month after end of quarter

Similar format to the budget template - each partner's template will be distributed once budgets are approved by MDE

First report due January 2015 - must be accompanied by detailed account ledgers

For personal assistance with your application, please contact Dianne Eisinger at 517.244.1206 to set up an appointment.