



Star International Academy
 Universal Academy

Universal Learning Academy
 Noor International Academy

March 2, 2021

To Whom it May Concern,

On February 24, 2021 the Michigan Department of Treasury announced a new grant, The **GSRP, Head Start, Adult Education, and Young Adult Special Education COVID-19 Grant Program**, pursuant to Public Act 257 of 2020, Section 553. This program provides grants to eligible GSRP, head start, adult education, young adult special education classroom teachers in a district or nonprofit nonpublic school spent outside of normal working hours and additional costs classroom teachers have incurred or experienced to provide a continuity of learning during the period of school closure in 2019-2020 as a result of the COVID-19 pandemic.

The grant is for eligible teachers of these programs who worked during the school closure of the 2019-2020 School Year, after Executive Order 2020-35 was put into effect on April 2, 2020 through the end of the school year. Potentially eligible staff will be required to complete and submit Form 5741 to their districts to claim the grant. **Please note these are public grant funds, the State of Michigan requires eligible Teachers to attest and affirm that the statements listed below are true, and all eligibility requirements to receive the COVID-19 Grant funds are met.**

To meet eligibility for the GSRP, Head Start, Adult Education, and Young Adult Special Education COVID-19 Grant Program, the teacher must meet ALL the following criteria:

- Prior to the issuance of Executive Order 2020-35 on April 2, 2020, must have performed at least 75% of my standard instructional workload in a brick and mortar classroom at a district or nonprofit nonpublic school
- After issuance of Executive Order 2020-35 on April 2, 2020, must have developed tools and methods to deliver distance learning, take home packets, or other methods described in the district or nonprofit nonpublic school's continuity of learning plan
- Must have worked additional time spent outside of normal working hours, experienced hazardous conditions, or incurred additional costs related to ensuring students could effectively participate in the school's continuity of learning plan

Eligible classroom teachers who wish to apply for the grant must certify their eligibility by completing and signing Form 5741 in DocuSign by no later than **April 9, 2021**.

We are working hard to ensure a smooth and efficient process, and we are kindly asking for your cooperation to help us do so by:

- Submitting your Form 5741 on time; **forms cannot be accepted after the deadline, April 9, 2021.**
- Please review the form 5741 carefully and fully prior to submission. **Incomplete forms or forms completed incorrectly will not be accepted** as meeting the eligibility requirements to receive the grant. No revised forms or amendments will be accepted.
- Carefully review the eligibility requirements on the completed form. **If you do not qualify for the GSRP, Head Start, Adult Education, and Young Adult Special Education COVID-19 Grant Program, please do not fill and/or submit the form for processing.**

An eligible teacher who works full-time and is calculated as 1.0 FTE (full-time equivalency) will receive up to \$500.00 and an eligible classroom teacher whose work time is calculated as less than 1.0 FTE shall receive that portion of the FTE applied amount. **The Grant funding checks are anticipated to be sent directly from the Michigan Department of Treasury to teachers and support staff in June 2021.** Please note that the amount will be based on the FTE of an eligible assignment as defined by the Michigan Department of Education, and based on the work performed during the eligible time period.

As of March 2, 2021 the district has notified all potentially eligible individuals and sent Form 5741 via DocuSign. If you have not received the form and wish to appeal, do so in writing to hr@hesedu.com by April 9, 2021.

If you have any questions, or need any additional information on this process, please reach out to us at hr@hesedu.com.

Thank you,

Human Resources