

8. OFFICE	
Office Director Approval Signature: <u><i>Lizbeth Forward</i></u>	Date: <u>9/23/10</u>
Phone: _____	Comments: _____
9. GRANTS OFFICE	
Grants Office Approval Signature: <u><i>Mary A. Clark</i></u>	Date: <u>9-29-10</u>
Comments: _____	
<input type="checkbox"/> Exhibit A Not Required	<input checked="" type="checkbox"/> Exhibit B Not Required
10. DEPUTY SUPERINTENDENT	
Deputy Superintendent Approval Signature: <u><i>Sally Vary</i></u>	Date: <u>9-30-10</u>
Comments: _____	
11. SUPERINTENDENT	
Superintendent Approval Signature: <u><i>Michelle P. Hester</i></u>	Date: <u>10-1-2010</u>
Comments: _____	

INSTRUCTIONS

- A. Complete items 1-8 on this form. The Grants Administration and Coordination Unit will facilitate completion of items 9-11.
- B. **Attach three (3)** sets of Exhibits A and B (one original and 2 copies). Do not staple the pink form nor the originals of Exhibits A and B.
 - Exhibit A---List of applicants (alphabetical order) recommended for funding, the amount requested and the amount Recommended to be funded.
 - Exhibit B---List of applicants (alphabetical order) not recommended for funding and the amount each requested.
- C. Attach the grant award letters for the Superintendent's signature and the non-award letters for the Service Area Director's signature. The letters should be submitted in the same order given in Exhibit A and/or B. For each final Grant Award Notification letter, a Grant Award Notification form (yellow sheet) also needs to be submitted for the Superintendent's signature.
- D. Transmit Grant Award Approval Form (pink), attachments, and letters to the **Grants Administration and Coordination Unit**.

Note: This process takes, on average, two weeks from the time the packet with the Office Director's signature on it is delivered to the Grants Office, until the time the fully signed packet is routed to the person administering the grant program. This time varies depending upon the number of corrections that are necessary and the availability of all of the signers. It can take longer particularly around holiday times when the signers may be out of the office. Proofread and plan accordingly.

Michigan Department of Education
Office of Education Improvement and Innovation
2009-2010

Exhibit A

ISD Collaboration Grant
Applicant Recommended for Funding

<u>Applicant</u>	<u>Previous Award</u>	<u>Amended Amount</u>	<u>Total Recommended Award</u>
Wayne County Regional Educational Service Agency	\$898,500	\$19,775	\$918,275
		Total	\$918,275