

**MICHIGAN DEPARTMENT OF EDUCATION**

Office of Educator Talent

**Section 95a – Educator Evaluation for  
Regional Intermediate School District Staff**

**Interim Progress and Financial Report due September 30, 2016 Final  
Report due September 30, 2017**

The Educator Evaluation Training Grant and the Educator Evaluation Staff Training Grant were authorized in PA 173, effective on November 5, 2015. These grants were awarded to individual Intermediate School Districts (ISDs), as well as a collaborative agreement with the Michigan Association of Intermediate School Administrators (MAISA) Regions for implementing the training required under section 95a of the State School Aid Act, PA 94 of 1979.

**INSTRUCTIONS**

**Educator Evaluation Training Grant**

Each grant recipient must submit an interim progress and a final progress report. The final report must state that the training was provided, how the training is connected to the use of the evaluation tools, training dates, name(s) of the person(s) providing the training, and verification that all constituent districts and public school academies (PSAs) agreed to the service agreement.

In the final expenditure report, each grant recipient must submit expenditure receipts and a brief narrative that includes those name(s) of the person(s) providing the training, the costs of the training, salary/benefits paid of those providing the training, reimbursements/salary for staff/trainer, costs of software purchased for training and any other costs that were paid for by funds under this grant. Include an explanation of any deviations from the approved budget.

**Educator Evaluation Staffing Grant (MAISA Regions)**

Each grant recipient must submit an interim progress and a final progress report. The final report must state the name of the ISD that was responsible for hiring staff and providing a description of how the funded position(s) supported educator evaluation training and implementation throughout the region.

In the final expenditure report, each grant recipient must submit expenditure receipts and a brief narrative that includes those name(s) of the person(s) providing the training, the costs of the training, salary/benefits paid of those providing the training, reimbursements/salary for staff/trainer, costs of software purchased for training and any other costs that were paid for by funds under this grant. Include an explanation of any deviations from the approved budget.

## **REPORTS Interim Report**

The interim progress and financial report consists of a short description of project activities to date, summary of financial expenditures, and summary of anticipated expenditures.

## **Final Report**

The final project and final expenditure report consists of the following:

- Project narrative with a description of the completed project and perceived outcomes for education delivery, and includes information described under the grant programs on the previous page.
- Summary of final grant expenditures, including dates of expenditures. Format may be in the form of a copy of a financial account or listing of expenditures.
- Financial narrative that includes information described under the grant programs on the previous page.
- Copy of the implemented training calendar.
- Evidence of the completed project, such as copies of invoices contracts, photographs, or other evidence to the satisfaction of the Michigan Department of Education (MDE).

## **PROJECT TIMELINE**

July 1, 2015: Beginning date of expenditure period

September 30, 2016: Interim Progress and Financial Report DUE

September 30, 2017: Grant end date and end of expenditure period

September 30, 2017: Final Project Report and Final Expenditure Report DUE

## **MONITORING VISITS**

All sub-recipients are subject to an on-site or desk review of the grant. Recipients must maintain and make available, in the event of a monitoring visit, evidence and documentation to support all expenditures for three (3) years after the grant end date.

## **QUESTIONS**

Questions regarding the report(s) may be directed to the Office of Educator Talent at 517-373-9661 or [MDE-EdEvals@michigan.gov](mailto:MDE-EdEvals@michigan.gov).

**Section 95a – Educator Evaluation Grant Interim Progress Report Due:  
September 30, 2016**

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**DISTRICT NAME**

**School District/s for grant project**

**Provide a short description of project activities to date and attach a summary of financial expenditures and summary of anticipated expenditures. . Expand the space as needed.**

**I certify that the information in this report is true and accurate.**

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Name and title of authorized signatory

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Signature of authorized individual

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Date of Signature

**Please submit the Interim Progress Report by  
September 30, 2016 by mail to:  
Office of Educator Talent  
Attention: Jennifer Robel  
Michigan Department of Education  
608 West Allegan Street  
Lansing, Michigan 48933**

**Please submit an electronic copy of the Interim Progress Report by  
September 30, 2016 to:  
Jennifer Robel @ [robelj@michigan.gov](mailto:robelj@michigan.gov)**

**Section 95a – Educator Evaluation Grant Final Progress Report Due:  
September 30, 2017**

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**DISTRICT NAME**

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**School District/s for grant project**

**Provide a 1-2 page narrative of grant-funded activities** with a description of the completed project and perceived outcomes for education delivery, and includes information described in the instructions.

**Attach the following documentation to this report:**

1. Summary of final grant expenditures, including dates of expenditures. Format may be in the form of a copy of a financial account or listing of expenditures.
2. Financial narrative that includes information described under the grant programs on the previous page.
3. Copy of the implemented training calendar.
4. Evidence of the completed project, such as copies of invoices contracts, photographs, or other evidence to the satisfaction of the MDE. **I certify that the information in this report is true and accurate.**

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Name and title of authorized signatory

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Signature of authorized individual

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Date of Signature

**Please submit the Final Progress Report by  
September 30, 2017 by mail to: Office of  
Educator Talent  
Attention: Martin Snitgen  
Michigan Department of Education  
608 West Allegan Street Lansing,  
Michigan 48933**

**Please submit an electronic copy of the Final Progress Report by  
September 30, 2017 to:  
Martin Snitgen at [snitgenm1@michigan.gov](mailto:snitgenm1@michigan.gov)**