

Florida Department of Education
**Amendments to Race to the Top (RTTT) Local Education Agency (LEA) Projects –
 An Updated Overview**

Parameters for Subsequent Amendments

To simplify the process for RTTT amendments and to respond to feedback received by LEAs:

- The Request to Amend will be simplified to only include:
 - Name, Title, Phone Number and Email address of person requesting the amendment.
 - Type of Amendment (Budget Change Only, Scope of Work Change Only, or Change to Both Budget and Scope of Work).
- The LEA will continue to receive an email approving the Request and indicating when the Amendment can be submitted.
- The timelines for submitting a substantive amendment (revisions to the Scope of Work and Budget) will be expanded.
- A justification for the proposed revisions, at the Memorandum of Understanding (MOU) Criterion/Project-level, will be required as part of the amendment submission.
- An additional window for a Budget ONLY Amendment will be opened during the last week of the quarter. This “new” end-of-the-quarter budget amendment will be limited to minor adjustments (i.e., changes that do not affect the Scope of Work).
- Unexpended funds will automatically be made available during the next quarter.

2010-11 Fourth Quarter Amendment

- The Amendment for the fourth quarter of 2010-11 **may** include amendments to the RTTT Budget but **must** include amendments to the Scope of Work to identify the following for each quarter for Year 2 (2011-12):
 - Key Personnel.
 - Deliverable Timeline.
 - Supporting Activities Timeline.

Timelines for Amendments

The timelines for amendments submitted during the fourth quarter of 2010-11 and the first quarter of 2011-12 are listed below.

Date	Activity
May 9 th	System Open for LEAs to Notify DOE of Amendments and to Submit Amendments
May 27 th	Last Day for Submission of Amendments
June 15 th	DOE Review/Approval of Amendments Completed
June 27 th – July 1 st	System Open for LEAs to Notify DOE of Amendments and to Submit Budget ONLY Amendments
July 5 th	DOE Review/Approval of Budget ONLY Amendments Completed
July 5 th – 7 th	RTTT ARRA Reporting for Fourth Quarter, 2010-11
July 11 th	System Open for LEAs to Notify DOE of Amendments and to Submit Amendments