

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**DATE:** May 9, 2011

**TO:** District Superintendents  
District Race to the Top Coordinators  
District Finance Officers

**FROM:** Linda Champion, Deputy Commissioner  
Finance and Operations

**SUBJECT:** Revised Procedures for Submitting Amendments to Local Education Agency (LEA) Race to the Top (RTTT) Entitlement Grants

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We are pleased to announce the procedures and timelines for submitting amendments, for the fourth quarter of 2010-11, to the LEA RTTT Entitlement Grants. These procedures have been revised based upon the feedback received via the online survey that was conducted April 15 - 22, 2011, and individual discussions with district staff. For your information, attached are the Summary of Changes to the Amendment Process and An Updated Overview. The highlights of these revisions include:

- Simplification of the LEA Request to Submit an Amendment;
- Extension of the timeframe for the submission of an amendment;
- Addition of a second amendment window for minor budget revisions during the last week of each quarter; and
- Automatic availability of unexpended funds during the next quarter.

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

Superintendents, RTTT Coordinators, and Finance Officers  
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The Online Grant System, at <https://app1.fldoe.org/grants/reporting/>, will be open from May 9 - 27, 2011, for the submission of amendments. Please note that for these amendments:

- The Scope of Work must be revised to indicate the specific quarter in Year 2 (2011-12) for each deliverable and activity for each Memorandum of Understanding (MOU) Criterion.
- The Budget must be revised to include the additional allocations to LEAs given the non participation of five LEAs (see attached RTTT LEA Adjusted Allocations Chart).

We are also conducting a conference call for finance officers on these revised procedures and other issues during the week of May 9-13, 2011. We will provide you with the conference call-in number as soon as it is scheduled.

We look forward to our continued work with you and your staff as we all seek to implement RTTT.

LC/sgg

Attachments (3)

cc: DOE RTTT Leads  
DOE Grants Management Staff