

**Florida Department of Education
Amendments to Race to the Top (RTTT) Local Education Agency (LEA) Projects –
Summary of Changes to the Amendment Process**

Below is a summary of the changes made to simplify the process for RTTT amendments and to respond to feedback received by LEAs.

Action	Requirements for 2010-11 Third Quarter Amendment	Requirements for 2010-11 Fourth Quarter Amendment
Number of amendments/Quarter	<ul style="list-style-type: none"> One amendment per quarter 	<ul style="list-style-type: none"> Two amendments per quarter
Timelines for Submission	<ul style="list-style-type: none"> February 22 - March 4, 2011 — Submission of LEA Request to Amend February 22 - March 11, 2011 – DOE Approval of Request Date Request Approved - March 16, 2011 – Submission of LEA Amendments 	<ul style="list-style-type: none"> May 9 - 27, 2011 – Submission of Request to Amend and Amendments (Scope of Work and Budget) June 27 - July 1, 2011 – Submission of minor budget amendments
LEA Request to Amend	<ul style="list-style-type: none"> Name, title, phone, and email address of person requesting the amendment Specific area to be revised for Scope of Work and Budget Narrative description of proposed revision and rationale 	<ul style="list-style-type: none"> Name, title, phone, and email address of person requesting the amendment Type of amendment (budget or scope of work change, or both)
DOE Approval to Amend	<ul style="list-style-type: none"> Email to LEA approving Request to Amend – after review 	<ul style="list-style-type: none"> Immediate approval of request
Amendment	<ul style="list-style-type: none"> Proposed revisions entered via the online Grants Management System 	<ul style="list-style-type: none"> Process unchanged Identification of key personnel and deliverables and supporting activities timelines for Year 2 Justification/Rationale for proposed revisions by MOU Criterion for Budget and Scope of Work
DOE 160	<ul style="list-style-type: none"> Submitted via the online system signed by LEA finance office and Superintendent/Agency Head 	<ul style="list-style-type: none"> Unchanged
Unexpended Funds	<ul style="list-style-type: none"> Not automatically available during the next quarter 	<ul style="list-style-type: none"> Automatically made available at the beginning of the next quarter