

**FLORIDA DEPARTMENT OF EDUCATION (FLDOE)**  
**RACE TO THE TOP (RTTT): Grant Deliverables Tracking Process**

Principals and/or Career and Technical Education (CTE) administrators were provided a copy of their school's Improvement Strategies based on the 2008 and/or 2009 Differentiated Accountability (DA) Recommendations.

It is understood that the implementation of the CTE RTTT grants actually takes place at the school level, however, coordination and documentation of the deliverables should be maintained at the district level for federal and state accountability.

Recipients receiving the CTE RTTT grant must provide performance and progress accomplishments and financial reports on the following dates:

- April 30, 2012
- August 31, 2012
- March 1, 2013
- The final report should be submitted June 30, 2013.

This information can be sent electronically to [Jodi.Tillman@fldoe.org](mailto:Jodi.Tillman@fldoe.org) or hard copy to:

**Jodi Tillman**  
**Florida Department of Education**  
**325 West Gaines Street Rm 424**  
**Tallahassee, FL 32399-0400**  
**850-245-9439**

**INSTRUCTIONS:**

The **Improvement Strategies & DA Recommendations DELIVERABLES Form** must be used to submit the required deliverable tracking report. The following protocol should be followed:

- 1) A comprehensive list of deliverables, all accomplishments, and progress updates should be recorded on the attached template (supporting documentation should be maintained at the District CTE office).
- 2) The applicable CTE Regional Specialist will visit the grant recipients on a regular basis for updates on each of these items and participating schools must provide tangible documentation and evidence that completion or progress was/is being made on each Improvement Strategy.
- 3) Each District CTE Office should maintain RTTT CTE Deliverables records reflecting each update and, attached to each form, the documentation supporting progress being made and/or achieved deliverables.
- 4) As barriers to achievement of identified deliverables are uncovered, the CTE Specialist will confer with school administration, district CTE staff, and appropriate FLDOE staff to determine the best intervention(s) to overcome the barrier(s) to achieve the deliverable outcomes.

If you have any questions on completing the required performance report please contact your Regional CTE DA Specialist.

Sincerely,  
Jodi Tillman