

Consolidated Application Post-Award Revision Requests

How to Submit

- Determine that a Post Award Revision is needed
 - Consult with all Title program coordinators and fiscal contacts about changes to be made
 - Gather necessary narrative from all Title programs to explain the requested changes
- Log into the Post Award Revision using the same process as used for the Consolidated Application completion:
<http://www.cde.state.co.us/scripts/cfpu/consapp/index.asp>
- Enter the required contact information for the person submitting the Revision
- For each Title Program, indicate whether revisions are being requested by selecting "Yes" or "No"
- If "Yes" is selected, a text box will open
- In the text box(es), provide a narrative description of the requested changes for each Title Program
- Using the LEA's final approved budget form, make any necessary budget revisions to align with each narrative revision request
- Review the revised budget to ensure that all narrative revision requests and budget revisions are in alignment
- Before submitting the Post Award Revision Request, the submitter must complete an assurance by typing his/her name into the text box to:
 - confirm that all programs have been consulted and included in the submission if so desired
 - acknowledge that this submission is the only opportunity for the LEA to submit a request for the current window
- Click the submit box
- Submit the revised budget by email to the Grants Fiscal Inbox
electronic_budget@cde.state.co.us
- Print and sign the Consolidated Application Post-Award Revision Signature Authorization Page. Fax to Nicole Dake at 303.866.6637 or email to consolidatedapplications@cde.state.co.us with subject line "post award signature authorization page"