

Consolidated Application Post-Award Revision System

Revision Timeframes

2011-2012 Application Revision Windows

- ❑ December 1, 2011 – January 13, 2012
- ❑ February 20, 2012 - March 16, 2012

Revision Request Guidelines

- ❑ Only one revision request and corresponding budget may be submitted in each window!
- ❑ Revisions for all programs must be included in the request – no separate requests for individual Title Programs

Purpose of Post-Award Revision System

- To obtain CDE approval for any revisions to consolidated application plan and/or budget that require prior approval
- Note: Not all program changes require prior approval! If prior program approval is not needed, you do not need to submit a revision request

Changes that do not require prior approval

- Budget revisions that reflect only final allocations and carryover amounts
- Minor program adjustments that do not alter the overall scope or goals of the approved application

Example: No Prior Approval Needed

- Minor program adjustments that do not alter the overall scope or goals of the approved application
 - Reading intervention training for new teachers changed from 2 days to 3 days
 - Increased number of days for teachers to observe in master teachers' classrooms
 - Increased days and number of teachers for math training and reduction in reading training

Budget implications when prior program approval is not needed

- All LEAs must submit a revised budget that reflects final allocations and carryover amounts
- Submit a revised budget to Grants Fiscal at: electronic_budget@cde.state.co.us

Changes that require prior approval via the Post-Award Revision System

- Any revision to the scope or objectives of the project
- Budget revisions that include contracting out or otherwise obtaining the services of a third party
- Changes in key personnel specified in the application or budget
- Indirect costs

Changes that require prior approval continued...

- All items under OMB Circular A-87 that contain requirements for prior approval of certain types of costs, including but not limited to:
 - The purchase of equipment with a unit cost greater than \$1,000 or equipment considered “small and attractive” between \$500-\$1,000
 - Addition of travel expenses to budget
 - Addition of any Capital Expenditures
 - Proposal Costs

(http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html)

Example: Prior Approval is Needed

- Changes to the scope or objectives of the project
 - Remove training days for math and replace with an additional district reading coach
- Budget revisions that include the purchase of equipment
 - Computers for Title I teachers
- Changes in key personnel specified in the application or budget
 - PD Coordinator named in budget has changed

Budget implications when prior program approval is needed

- All changes to program that require prior approval must be reflected in a revised budget
 - The budget and narrative must match
- In addition to these program changes, the budget should reflect final allocations and carryover amounts
- Submit the revised budget to Grants Fiscal at: electronic_budget@cde.state.co.us

Allocation Changes

- Final allocations are posted at:
http://www.cde.state.co.us/cdefisgrant/NCLB_download.htm
- The allocations now posted for Titles I-A, II-A and VI-B are different than the June allocations. These figures reflect decreases in revised allocations as compared with the initial allocation released on June 27, 2011 due to Congressional budget cuts.

What Should an LEA Submit?

	Narrative	Budget
Programmatic Changes that Require Prior Approval	YES	YES
Programmatic Changes that <u>do not</u> Require Prior Approval	NO	YES
Changes to Final Allocations and Carryover	NO	YES

How to Request Approval for Revisions

- Determine that a Post Award Revision is needed
 - Consult with all Title program coordinators about changes to be made
 - Gather necessary narrative from all Title programs to explain the requested changes
 - Consult with the fiscal contact completing the revised budget

How to Request Approval for Revisions continued...

- Log into the Post Award Revision using the same process used for the Consolidated Application completion:
<http://www.cde.state.co.us/scriptscfpu/consapp/index.asp>
- Enter the required contact information
- For each Title Program indicate whether revisions are being submitted by selecting “Yes” or “No”
 - If “Yes” is selected, a text box will open
- In the text box, provide a brief narrative description of the requested changes

How to Request Approval for Revisions continued...

- Ensure that any applicable revisions in the narrative are reflected in the revised budget
- Before submitting the Post Award Revision Request, the submitter will be asked to 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
 - Acknowledge that this submission is the only opportunity for the district to submit a request for the current window

How to Request Approval for Revisions continued...

- Submit a revised budget by email to the Grants Fiscal inbox:
electronic_budget@cde.state.co.us
- Print and sign Signature Authorization Page
 - Fax: 303.866.6637 attention Nicole Dake or
 - Email:
consolidatedapplications@cde.state.co.us with subject line “post award signature authorization page”

When to Expect a Response

- Program staff will not begin reviewing requests until the submission window closes.
 - You should anticipate a response a few weeks after the window closes.
- Program staff cannot review a request unless the signed Signature Authorization page has been sent to CDE

Questions

- For program specific questions, contact the program staff member that reviewed your Consolidated Application
- For general Post Award Revision Request questions, contact DeLilah Collins at 303.866.6850 or collins_d@cde.state.co.us