

**Office of Federal Programs  
Office Hours 12/15/11**

# Topics for Today

- Including Targeted Assistance (TA) and School wide (SW) Components in the Unified Improvement Plan (UIP)
- Consolidated Application Post-Award Revision System

# Resources

- Supportive Addenda Forms
  - Addenda Forms (District Level)
    - Title IA
      - PI, CA
  - Addenda Forms (School Level)
    - Title IA
      - SW, TA, SI, CA, Restructuring
  - Title III Addendum for Grantees on Improvement (AMAOs)
- Required Addendum Form
  - Title IIA (2141c)
- Link:  
<http://www.cde.state.co.us/Accountability/UnifiedImprovementPlanningTemplates.asp>

# Use of the Addenda

- “Easy-to-use” format to ensure that all requirements are met by pasting the form to a completed UIP template
- Schools and districts may use more than one form, if appropriate.
- This form provides a way to ensure all components of the program are met through
  - (1) assurances,
  - (2) descriptions of the requirements or
  - (3) a cross-walk of the Title I program elements in the UIP

# Addenda Walk Through

□ Link:

<http://www.cde.state.co.us/Accountability/UnifiedImprovementPlanningTemplates.asp>

- TA Addendum
- SW Addendum
- CA Addendum

# Questions/Contacts

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# 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](mailto: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](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](mailto:electronic_budget@cde.state.co.us)

# Allocation Changes

- Final allocations are posted at:  
[http://www.cde.state.co.us/cdefisgrant/NCLB\\_download.htm](http://www.cde.state.co.us/cdefisgrant/NCLB_download.htm)
- Final allocations reflect the decreases in revised allocations resulting from the passage of Public Law (PL) 112-33 as compared with the initial allocation released on June 27, 2011.



# 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

# 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 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](mailto: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](mailto: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](mailto:collins_d@cde.state.co.us)