

How to fill out the RTTT Request for Funds document

To comply with the federal requirements from the US Department of Education, the Colorado Department of Education (CDE) will require **ALL** LEAs (including LEAs that are part of a BOCES or pooling district) to request reimbursement funds via Tracker. The Request for Funds form needs to be uploaded to Tracker by the 10th of each month.

Process for LEAs/BOCES Pooling Funds: For LEAs that are pooling funds the BOCES or lead district will invoice the districts for their expended amount, the LEA will request funds from CDE, and CDE will send a check directly to the LEA. The LEA is responsible for paying the BOCES or primary district.

1. Open the "RTTT Request for Funds" document in Excel located in Tracker under 2.1 RTTT Implementation
 - a. Login into Tracker (<https://tracker.cde.state.co.us>)
 - b. Choose "(11) Race to the Top (RTTT)" under "Instruments", then click "Search"
 - c. Click on "LEA/BOCES 0000"
 - d. Click "(11) Race to the Top (RTTT)"
 - e. Choose "II. Implementation" then click "2.1: RTTT Implementation"
 - f. Under "Resources" click on the link "RTTT Request for Funds" to open the file
2. In the highlighted box select your district from the dropdown menu. "Total 4-Year Allocation," "Year-by-Year Funds Available," and "Current Year – Total Funds Available" amounts will be automatically populated.
3. Enter the total expenditures to date. For subsequent requests after your first, enter the previously requested funds for the current year. The "Current Request for Funds" amount will calculate automatically. The "Remaining Funds Available" for the current year will automatically populate.
4. Save your Request for Funds Excel sheet as "LEA Code – Year.Month.Day Document Name". Example: 0000 – 2012.07.10 Request for Funds
5. Submit file via Tracker by the 10th of the month.
 - a. Login into Tracker (<https://tracker.cde.state.co.us>)
 - b. Choose "(11) Race to the Top (RTTT)" under "Instruments", then click "Search"
 - c. Click on "LEA/BOCES 0000"
 - d. Click "(11) Race to the Top (RTTT)"
 - e. Choose "II. Implementation" then click "2.1: RTTT Implementation"
 - f. On the right hand side, click the paperclip next to "RTTT Request for Funds" to upload your file
 - g. When naming your file to upload, please name it as your "LEA Code – Year.Month.Day and Name of Document" Example: 0000 – 2012.07.10 Request for Funds