



COLORADO

Department of Education

Consolidated Application Post-Award Revision System

PARS

2015-2016

November 2015

Purpose of Post-Award Process

- Provide specific windows of time for districts to adjust/revise the activities and budget that were approved in the initial consolidated application process.
- Provide an opportunity for districts to establish their actual carryover and final award amounts

Revision Timeframes

2015 – 2016 Post-Award Revision windows

- First window: November 30, 2015 – January 15, 2016
- Second window: February 15, 2016 – March 11, 2016

Revision Request Guideline

- Revision request needs to include changes for all ESEA programs (Title I-A, I-D, II-A, III-A, III-SAI, and VI-B). Do not submit multiple revision requests during any given window.
- Revisions for all Strategy Category tabs must be included in the request – no separate requests for individual Strategy Category tabs

What should an LEA submit?

	Online Platform	Strategy-based 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
No Changes to Final Allocations or Carryover	NO	NO

Grants Fiscal & Final Allocations

- For changes that do not require prior approval, submit a revised budget to Grants Fiscal at:
 - electronic_budget@cde.state.co.us
- Final allocations are posted at:
 - http://www.cde.state.co.us/cdefisgrant/nclb_download

Examples of changes that DO NOT need prior approval

- **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
 - Decrease amount of Indirect Costs charged to a grant in order to increase amount of Direct Costs charged to already approved activity.
- **Dollar amount adjustments to match changes in final allocations or carryover**

Changes that DO require prior approval via the PAR System

- Any revision to the scope or objectives of the activity
- Strategy-based budget revisions that include contracting out or otherwise obtaining the services of a third party
- Increase of Indirect Costs charged to a grant
- New activities that the district wishes to conduct based on additional funds available through carryover or final awards

Changes requiring prior approval continued...

- **All changes referenced in the Omni Circular 2 CFR Part 200 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 \$1000 or equipment considered “small and attractive”
 - Addition of travel expenses to budget
 - Addition of any Capital Expenditures
 - Proposal Costs

A complete list can be found at:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Changes requiring prior approval continued...

- Changes to the scope or objectives of the project
 - Remove training days for math and replace with an additional district reading coach
- Strategy-based budget revisions that include the purchase of equipment
 - Computers for Title I teachers not included in the previous budget
- NOTE: the strategy-based budget must provide the rationale in the action step for the activity, just as when the district initially submitted its proposed budget in June.

How to request approval for revisions (PAR on-line)

- 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 requestor's contact information
- For each Strategy Category tab indicate whether revisions are being submitted by selecting "Yes" or "No"
 - If "Yes" is selected, a text box will open
 - Provide a brief rationale for the change(s) requested

How to Request Approval for Revisions(SBB aligned to PAR)

- In the text box (PAR), provide a brief narrative description of the requested changes to provide clarification of revision requests noted in Column AB of the Strategy-based budget
- Ensure that any applicable revisions in program implementation are reflected in the revised Strategy-based budget
 - Indicate Revision 1 in dropdown in column AB of the Strategy tabs/sheets
 - Update revision number in subsequent submissions
 - Provide sufficient detail to clarify the changes to the action step
 - Use column AC to provide further clarification if needed
 - Indicate 'Revised Budget' using dropdown on line 13 of Cover Page and revision number on line 14

How to request approval for revisions continued...

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 is the only submission by the district in submitting a request for the current window

Final step in submission process

- Submit a revised Strategy-based 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 Melea Benzel
 - Email: consolidatedapplications@cde.state.co.us with subject line “post award signature authorization page”

You must complete these two steps for your revision request to be reviewed.

When to expect a response

- Program staff will begin reviewing requests, as time allows, before the submission window closes. Any requests not approved prior to the submission close will be reviewed within 30 days of the submission request.
 - You should anticipate a response no later than a few weeks after the window closes

Responding to feedback

- For program specific questions, contact the program staff member that reviewed your Consolidated Application Post Award Review Request.
- For general Post Award Revision Request questions, contact consolidatedapplications@cde.state.co.us

Contacts

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