# EASI Grant Revisions Guidance and Frequently Asked Questions

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|  | **17-18 EASI Awards**  ***Excel Sheet*** | **[18-19 EASI Awards](https://www.cde.state.co.us/apps/easiapp2018/login)**  ***[In EASI system](https://www.cde.state.co.us/apps/easiapp2018/login)***  (https://www.cde.state.co.us/apps/easiapp2018/login) | **[19-20 EASI Awards](https://www.cde.state.co.us/apps/easiapp/login)**  ***[In EASI system](https://www.cde.state.co.us/apps/easiapp/login)***  (<https://www.cde.state.co.us/apps/easiapp/login>) |
| **Please also reference the “How to make a revision” FAQ below** | | | |
|  | Revision Window: May 2020 | Revision Window: Ongoing | Revision Window: Ongoing |
| **Exploration** | All funds should have been spent and requested. | All funds should have been spent and requested. | Revision for implementation funds (max $10,000)   1. District will provide a brief summary of DR findings and explain the use of implementation funds as it relates to findings. 2. This information can be captured in the *Work Plan and Budget Request* section of the online application. 3. Provide as much detail as possible for the use of funds for example include the number of staff involved, cost per hour and number of hours for stipends, expected outcomes/deliverables. 4. Send information to your Support Coordinators (SC) will be sent district information to be reviewed. |
| **District Designed and Led** | District will provide a brief narrative that   1. Details the requested revisions as well as indicates the reasoning for those changes. 2. Indicates how these revisions support the goals established in the EASI application 3. Send narrative in an email or attached to an email to Support Coordinators. 4. The district’s SC and CDE’s EASI team will review revisions and notify by email if the revisions have been approved. | 1. For budget revisions, detail in the *Work Plan and Budget Request*. Indicate the start of the revision with the date. Also, indicate any change in dollar amount. For example, 1-16-2020 original amount $10,000 revised to $18,000 – increase instructional supplies – Apple TV for 15 Smart TVs ($12,000); Wall mounts for Smart TVs ($6000). 2. In the Description of the Activity, indicate how the revisions align with the original identified school improvement needs, provide the contextual fit and any available evidence base. 3. Upon completion of revisions, hit submit and send email to SC to notify them that the district application is ready for review. 4. The district’s SC and CDE’s EASI team will review revisions and notify by email if the revisions have been approved. | 1. For budget revisions, detail in the *Work Plan and Budget Request*. Indicate the start of the revision with the date. Also, indicate any change in dollar amount. For example, 1-16-2020 original amount $10,000 revised to $18,000 – increase instructional supplies – Apple TV for 15 Smart TVs ($12,000); Wall mounts for Smart TVs ($6000). 2. In the Description of the Activity, indicate how the revisions align with the identified school improvement needs, provide the contextual fit and any available evidence base. 3. Upon completion of revisions, hit submit and send email to SC to notify them that the district application is ready for review. 4. The district’s SC and CDE’s EASI team will review revisions and notify by email if the revisions have been approved. |
| **Connect For Success (CFS)** | 1. Submit any request for budget revisions to CFS Program Coordinator, Laura Meushaw. 2. Program Coordinator and CDE’s Grant Fiscal’s unit will be involved in the approving reallocated funds. 3. District will be notified of approval by email. | 1. Contact Laura Meushaw to discuss any revisions prior to making changes within the system. 2. When ready for revisions within the system, similar to DDL revisions, capture any budget revisions, in the *Work Plan and Budget Request* component of the online system.  Follow the same tracking of new items as DDL. 3. Upon completion of revisions, hit submit and email Laura Meushaw to indicate that the district application is ready for review. 4. The Program Coordinator will review revisions and notify by email if the revisions have been approved. | 1. Contact Laura Meushaw to discuss any revisions prior to making changes within the system. 2. When ready for revisions within the system, similar to DDL revisions, capture any budget revisions, in the *Work Plan and Budget Request* component of the online system.  Follow the same tracking of new items as DDL. 3. Upon completion of revisions, hit submit and email Laura Meushaw to indicate that the district application is ready for review. 4. The Program Coordinator will review revisions and notify by email if the revisions have been approved. |
| **Turnaround Network** | 1. Submit any request for budget revisions to Turnaround Network Program Coordinator, Nicole Monet. 2. Program Coordinator and CDE’s Grant Fiscal’s unit will be involved in the approving reallocated funds. 3. District will be notified of approval by email. | 1. Similar to DDL revisions, capture any budget revisions, in the *Work Plan and Budget Request* component of the online system. Follow the same tracking of new items as DDL. 2. Upon completion of revisions, hit submit and email Nicole Monet to indicate that the district application is ready for review. 3. The Program Coordinator will review revisions and notify by email if the revisions have been approved. | 1. Similar to DDL revisions, capture any budget revisions, in the *Work Plan and Budget Request* component of the online system. Follow the same tracking of new items as DDL. 2. Upon completion of revisions, hit submit and email Nicole Monet to indicate that the district application is ready for review. 3. The Program Coordinator will review revisions and notify by email if the revisions have been approved. |
| **Multi-Tiered System of Support (MTSS)** | 1. Support Coordinator will work with the MTSS Program Coordinator, Kristen Brown, to review any revisions. 2. Any budget revisions will be collected in the online system. 3. Evan Davis will be consulted regarding carryover funds and notified if there are any changes in total award. | 1. Support Coordinator will work with the MTSS Program Coordinator, Kristen Brown, to review any revisions. 2. Any budget revisions will be collected in the online system. 3. Evan Davis will be consulted regarding carryover funds and notified if there are any changes in total award. | No new applicants in 19-20 |
| **State Turnaround Leader Development (STLD)** | State funds were awarded at the onset of the grant. | 1. Please contact Kate Bartlett, Program Coordinator, if a district is interested in making STLD changes so that we can be in touch with the appropriate provider. 2. Then, similar to DDL revisions, capture any budget revisions, in the *Work Plan and Budget Request* component of the online system. Follow the same tracking of new items as DDL. 3. Upon completion of revisions, hit submit and email Kate Bartlett to indicate that the district application is ready for review. 4. The Program Coordinator will review revisions and notify by email if the revisions have been approved. | 1. Please contact Kate Bartlett, Program Coordinator, if a district is interested in making STLD changes so that we can be in touch with the appropriate provider. 2. Then, similar to DDL revisions, capture any budget revisions, in the *Work Plan and Budget Request* component of the online system. Follow the same tracking of new items as DDL. 3. Upon completion of revisions, hit submit and email Kate Bartlett to indicate that the district application is ready for review. 4. The Program Coordinator will review revisions and notify by email if the revisions have been approved. |
| **Accountability Pathways** | A table explaining potential changes is available at https://docs.google.com/document/d/1WT213Ot8TGsM9iYt\_fSy7hxqnKzcnpKrBWq5G924-fw/edit?usp=sharing | For schools that applied for implementation funds to begin in the 2020-2021 school year and that are pursuing early action, no changes will be necessary for their budget. For schools that applied for Pathways Implementation funding to begin in the 2020-2021 school year based on anticipated state board directed action, these schools would have their first year of implementation funds modified back to pathways planning funds.  This would require a budget revision to no more than $30,000 per school downwards.  This revision should be completed no later than December 2020.  An example of this is for a school that anticipated a hearing in the 2020-2021 school year developed an implementation budget to begin in July 2021.  Because they will not have directed action until at least the 2021-2022 school year, the budget revision would require the school revise their budget down to *$30,000 for the 2021-2022 school year.*  A table explaining potential changes is available at https://docs.google.com/document/d/1WT213Ot8TGsM9iYt\_fSy7hxqnKzcnpKrBWq5G924-fw/edit?usp=sharing | See previous column response.  A table explaining potential changes is available at https://docs.google.com/document/d/1WT213Ot8TGsM9iYt\_fSy7hxqnKzcnpKrBWq5G924-fw/edit?usp=sharing |

**Frequently Asked Questions**

**When do I need to make a revision?**

LEAs are able to make revisions at any time. Once the LEA hits “submit” on the last page of the online application their revisions will be sent to CDE and the application will be locked. For District Designed and Led and Exploration revisions, notify your Support Coordinator that revisions have been submitted. For specific programs (i.e., Connect for Success, Turnaround Network), LEAs should work directly with their program contact.

LEAs should submit Post-Award Revisions (PAR) for the following reasons:

* Need approval for new activities
* Any changes to equipment purchases require program approval.
* To update indirect costs if the LEA:
  + Overrode the indirect amount allocated, or
  + Will now take the full indirect cost rate.
* To reflect changes in the project/program scope or objective, such as:
  + PD activities to purchasing Instructional materials.
  + PD activities to hiring an Interventionist.
* Changes among direct cost programs (Instructional, Support, Improvement of Instructional Services, or Administrative) or object categories (Salaries, Benefits, etc.) that exceed, or are expected to exceed, 10% of the total budget for that category as last approved.

Exceptions to Post-Award Revisions

* Minor changes may not need to be captured through the PAR process.
* Minor adjustments that do not alter the overall scope or goals of the approved application.
  + Reading intervention training for new teachers changed from 2 to 3 days.
  + Increased number of days for teachers to observe master teachers’ classrooms.
  + Changes to reflect actual costs and updates to line items to reflect final allocations.

**Will the LEA be able to carryover funds for canceled/rescheduled activities? What is the process for approval of new or adjusted activities?**

Yes, use the process detailed in this document to make any revisions. Also, ensure that all funds already spent during the 19-20 school year are requested in a timely fashion from CDE. In doing so, CDE and the LEA can have a more informed conversation about the amount of carryover.

**Can LEAs/schools awarded exploration funds in 2019-2020, conduct diagnostic reviews in the fall if they were unable to complete the review in the spring?**

Yes. Although the original time frame required that Exploration funds be expended by December 30, 2020, CDE has extended the duration of the funds to June 30, 2021. This date is already included on the LEAs GAL.LEAs/schools should move forward with rescheduling any visits for a time that makes sense for the school community. Once the findings have been shared with stakeholders and an improvement plan has been developed, contact your Support Coordinator to discuss the use of implementation funds.

**How do I make revisions?**

To makerevisions, log back into your EASI application. [Both 18-19 and 19-20 application login pages are available](http://www.cde.state.co.us/fedprograms/easiapplication.) athttp://www.cde.state.co.us/fedprograms/easiapplication.When logging into the application, there are now two options: View Review Feedback and Update Application. Select ‘View Review Feedback’ to view any required revisions. Revisions will be noted in the *Overall Application Comments* section. Select ‘Update Application’ to address any revisions within your application.

Budget revisions only need to be made in the *Work Plan and Budget Request* section of the awarded service. For **budget revisions**, detail in the Description of Activity any programmatic revisions. Indicate the start of a revision with the date. Also, indicate any change in dollar amount. For example, *1/16/2020 original amount $10,000 revised to $18,000 – increase instructional supplies – Apple TV for 15 Smart TVs ($12,000); Wall mounts for Smart TVs ($6000)*. Upon completion of revisions, hit submit and email Support Coordinators or the service contact to notify them that the district application is ready for review.

At this time, the online system does not allow a grantee to adjust the indirect rate beyond the amount for the year awarded. If the LEA requested indirects in 2019-2020 and the indirect amount has increased for the 2020-2021 school year, the current amount will be added to the LEA’s award.

**What is the appropriate Program Code?**

Program codes allow LEAs to charge costs, instructional and support, directly to the benefiting program. Program codes include:

* **Instructional Program** refers to direct instructional services to students. These can be provided by a classroom teacher, interventionist, etc.
* **Support Program** refers to services that facilitate and enhance the instructional programs. Examples are school counselors, parent liaisons, transportation, community services, curriculum design, assessment, etc.
* **Improvement of Instructional Services** activities assist instructional staff in planning, developing, and evaluating the process of improving learning experiences for students.  Activities may include in-service training, workshops, conferences, etc.  All professional learning for instructional staff should be coded in this program.  Professional learning for other staff will be coded under the program in which they are budgeted, e.g. professional learning for parent liaisons will be coded under as a support program.
* **Administration** refers to any activity required for administering the grant, but not working with students directly.  Business services are included in this function.

**When will Year 2 (2020-2021) Grant Award Letters (GAL) be sent?**

GALs will be sent in July. The amount awarded in the GAL will be the Year 2 amount included in the original award letter sent in January.

**Will there be an EASI grant in fall 2020?**

Yes there will likely be a grant cycle in 2020. The EASI team is currently awaiting budget information in order to determine the amount of funding available and eligibility requirements.

**Who should I contact for other questions?**

Listed below are contacts based on routes and services. For all other EASI questions, please contact [Laura Meushaw](mailto:Meushaw_L@cde.state.co.us) (Meushaw\_L@cde.state.co.us, 303-866-6618).

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| **Route or Service** | **Contact** |
| Exploration | [Holistic Review: Support Coordinator](http://www.cde.state.co.us/cdeawards/easi-contacts#coordinators) (<http://www.cde.state.co.us/cdeawards/easi-contacts#coordinators>); AEC and Online Review: [Johann Liljengren](mailto:Liljengren_J@cde.state.co.us) (Liljengren\_J@cde.state.co.us, 303-866-6811) |
| District Designed and Led | [Support Coordinator](http://www.cde.state.co.us/cdeawards/easi-contacts) (<http://www.cde.state.co.us/cdeawards/easi-contacts>) |
| Connect for Success | [Laura Meushaw](mailto:Meushaw_L@cde.state.co.us) (Meushaw\_L@cde.state.co.us, 303-866-6618) |
| School Turnaround Network | [Nicole Monet](mailto:Monet_N@cde.state.co.us) (Monet\_N@cde.state.co.us, 720-737-2454) |
| School Turnaround Leaders Development Program | [Kate Bartlett](mailto:Bartlett_K@cde.state.co.us) (Bartlett\_K@cde.state.co.us, 720-765-6082) |
| Accountability Pathways | [Lindsey Jaeckel](mailto:Jaeckel_L@cde.state.co.us) ([Jaeckel\_L@cde.state.co.us](mailto:Jaeckel_L@cde.state.co.us), 720-357-4831) |
| MTSS | [Kristen Brown](mailto:brown_kristen@cde.state.co.us) ([brown\_kristen@cde.state.co.us](mailto:brown_kristen@cde.state.co.us), 303-866-6853) |