

LEA/BOCES Subgrant Amendment Submission Process

An LEA/BOCES subgrantee may request a revision to its approved RTTT grant project. LEA/BOCES may propose revisions to goals, activities, timelines, budget, or annual targets, provided the following conditions are met:

- Such revisions do not result in the LEA/BOCES' failure to comply with the terms and conditions of this award and the program's statutory and regulatory provisions;
- The revisions are aligned with the Colorado's RTTT application; and
- The CDE and the LEA/BOCES mutually agree in writing to such revisions.

CDE has sole discretion to determine whether to agree to such revision or modifications.

This document provides guidelines for LEA/BOCES requesting to amend their grant scope of work or budget. Circumstances requiring submission of an amendment request are as follows:

- **Changes in activities.** An LEA/BOCES must request an amendment for any proposed revision that constitutes a substantial change in activities from the approved grant project, regardless of budgetary impacts. Colorado's RTTT office can help you determine whether the change is a substantial change in activities. Such changes may include, but are not limited to, changes in goals, activities, timelines, annual targets, or performance measures.
- **Major budgetary changes.** Budgetary changes include transfers among direct cost categories (i.e. personnel, travel, equipment) and among separately budgeted programs, projects, function, or activities that exceed 10% of the current approved budget. In such cases, an LEA/BOCES must request an amendment to its budget. For additional information, please read the "Allowable Budget Revisions" section under Module 2 in the LEA/BOCES RTTT Workbook.

What to include in the amendment request:

- **Allowable Activity(s) that would be affected by the change.**
- **Description of the requested change.** Include a brief explanation of the original work/activities/budget and a detailed description of the new work/activities/budget being requested. Please include in your explanation the rationale for the proposed change and how it will help the LEA/BOCES meet its goals.
- **Impact statement regarding performance targets.** Explain how this change would affect the LEA/BOCES' performance targets, and how the requested change helps the LEA/BOCES meet its goals.
- **Budget documentation.** Include the most recent relevant project-level budget table(s), and indicate with "track changes" the requested changes. Colorado's RTTT office may request additional supplementary information, as needed. If the requested change impacts the budget, please determine if the budget must be amended according to the guidelines.
- **Signatures.** For LEAS/BOCES receiving amounts greater than \$200,000, the RTTT main contact person identified in the approved scope of work for the LEA/BOCES and the Superintendent must sign the request. For LEA/BOCES receiving amounts less than \$200,000, only the main contact person needs to sign the request.

When and how to submit an amendment request:

- All requests should be submitted to the Colorado's RTTT office via e-mail.
- Amendment requests must be submitted and approved prior to implementing any changes to grant activities.

Amendment requests can be submitted to Colorado's RTTT office at any time. The RTTT office will make every effort to review and make a determination on submitted amendment requests within ten business days. In cases where a decision cannot be made without more information or clarification from the LEA/BOCES, decision timeframes will be adjusted on a case-by-case basis.

Decision to withdraw from RTTT Grant

An LEA/BOCES may choose to withdraw from the RTTT grant project as long as the terms of the withdrawal are consistent with the termination terms in the MOU signed between the State and the LEA/BOCES and, if applicable, with the SOW.