



UNITED STATES DEPARTMENT OF EDUCATION  
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES



February 21, 2014

Harriet Dichter  
Director, Office of Early Learning  
820 N. French Street, 5<sup>th</sup> Floor  
Wilmington, DE 19801

Dear Ms. Dichter,

This letter is in response to Delaware's request to amend its approved Race to the Top – Early Learning Challenge (RTT-ELC) grant project budgets. The U.S. Departments of Education and Health and Human Services (the Departments) approved Delaware's grant projects and scope of work in December 2012. On December 20, 2013, the Delaware Office of Early Learning submitted amendment request #4 to the Departments, whereby it proposes to revise and refine its overall grant budget and the budgets related to its different projects. It would also revise budget numbers across project years to reflect more accurate expense projections, as well as create an additional project that separates out its Technical Assistance work from other grant management activities.

As you are aware, the Departments have the authority to approve amendments to your RTT-ELC plan and budget, provided that such a change does not alter the scope or objectives of the approved proposal. On July 18, 2012, the Departments sent a "Grant Amendment Submission Process" document to RTT-ELC Project Directors indicating the process by which amendments would be reviewed and approved or denied. To determine whether approval could be granted, the Departments have applied the conditions noted in that document and compared it with RTT-ELC program requirements and conditions.

No new activities or outcomes have been added to the State plan. All budget changes are recorded in the GRADS 360 system and the detailed amendment request is saved in the official grant file. The following amendments to the State's overall and project budgets are approved, as described here:

Project amounts in 17 of their 18 projects (with the exception of Project 3, Financial Incentive Program for Quality Improvement) will be adjusted. One of the main reasons why adjustments will be made is to match contracted amounts that have now been determined. Other reasons for budget adjustments include less than expected personnel or contract costs for given projects and greater than expected costs for elements of other projects, such as additional supports for early learning teams or a more comprehensive push to ensure family and community engagement.

Total grant funds for Year 1 will be reduced by \$49,323, due mainly to delays in procurement and lower than anticipated costs. The Year 2 projected grant budget will be increased by

\$658,772. The year 3 projected grant budget will be decreased by \$3,020,899. The year 4 projected grant budget will be increased by \$2,411,449.

It is our understanding that this amendment will not result in a change in your State's performance measures and outcomes, participation rates, or grant activities, although the TA set-aside funds will be placed into a new project (Project 18) for easier tracking. In addition, delays in spending funds will not substantially change the scope of work.

Please note that this letter will be posted on the Department of Education's website as a record of the amendment request.

We are confident that Delaware will continue its comprehensive efforts towards building successful state systems of early learning. If you need any assistance or have any questions regarding RTT-ELC, please do not hesitate to contact the Project Officers for this grant, Richard Gonzales at [Richard.Gonzales@acf.hhs.gov](mailto:Richard.Gonzales@acf.hhs.gov) and Deborah Spitz at [Deborah.Spitz@ed.gov](mailto:Deborah.Spitz@ed.gov).

Sincerely,



Libby Doggett  
Deputy Assistant Secretary  
Office of Early Learning  
Office of Elementary and Secondary  
Education  
U.S. Department of Education



Linda K. Smith  
Deputy Assistant Secretary for Early  
Childhood Development  
Administration for Children and Families  
U.S. Department of Health and Human  
Services

Cc: Governor Jack A. Markell