

Race to the Top – Phase 3
No-Cost Extension Amendment Template
June 2014

Dear (Race to the Top program officer),

This letter is to inform you of (State's) request to amend its approved Race to the Top plan and budget to extend the period of obligation for (activity/project(s)). The required documentation, outlined in the *Race to the Top Amendment Requests with No Cost Extensions Guidance and Principles*, is described below.

Required Documentation

1. **Grant activity or project(s) that would be affected by the extension.** This description should include the activity or project(s) in the State's Race to the Top plan impacted by the extension. If multiple activities or projects are included, the State should explain how they are related.
2. **Brief description of the currently approved section of the Race to the Top plan impacted by the no cost extension request.** Please include all relevant aspects of the Race to the Top plan (*e.g.*, activities, budget, timelines, performance measures) to provide context for why this request is necessary.
3. **Brief description of no cost extension request.** The request should include the approach, timeline, and budget changes and how these changes impact this part of the State's plan. This description should include how the request is aligned to the grantee's scope and objectives, including the State's Scope of Work and overall reform theory of action. The grantee must also address how it plans to execute a revised approach within the new timeline (*i.e.*, no later than October 1, 2016, for liquidation by December 31, 2016).
4. **Rationale and impact.** Include an explanation of why the proposed change to extend the grant period is warranted, and how the proposal aligns with the Race to the Top *Principles*, respectively. The rationale should include how the change will help the State meet the targets and goals in its Race to the Top plan. The response should also demonstrate consideration of how this change impacts other aspects of the State or LEA plan(s) (see #7).
5. **Sustainability.** An explanation for how the State will address sustainability for this work. This may include funding sources, capacity building, or research to assess impact of the current project(s). If a request includes using grant funds to complete a portion of a larger or long-term project, please include this context and how the project will be completed/sustained beyond the grant period.

6. **Information sharing.** This section should include a brief description of how investments add value to other States and/or the public domain. Consistent with Grant Condition M, the grantee should explain or demonstrate how it is “making work developed under the grant freely available...unless otherwise protected by law or agreement as proprietary information.”
7. **LEA subgrants.** A description of the State’s approach to no cost extensions for the 50 percent LEA subgrants (*i.e.*, allocations to participating LEAs). This should include the State’s process for considering requests and the factors the State will consider in granting such requests.
8. **Race to the Top budget documentation.** Include the most recent relevant project-level budget table(s) and summary budget table and versions reflecting the proposed revisions in the amendment request. Revised budget tables should reflect funds shifting into a Year 5 and being liquidated by December 31, 2016. The State’s program officer may request additional supplementary information, as needed.

(State) acknowledges that the U.S. Department of Education may request supplementary information to inform consideration of this request.

*As the designated payee or authorized representative for **(State’s)** Race to the Top grant, I certify that the grantee (Governor) is aware of this request, this request is being submitted prior to implementing any changes to the approved projects and/or budgets, and that this revision does not result in the grantee’s failure to comply with the terms and conditions of this award and the Program’s statutory and regulatory provisions.*

Payee or authorized representative *Date*

Grantee signature *Date*
(if required by the Department for substantial amendment request)

Attached: Documentation to satisfy all of the components listed above.
 If the State is requesting approval for more than one no cost extension request at this time, please include the key components for each request.