

Race to the Top Optional Amendment Request Template

Dear (RTT program officer),

This letter is to inform you of (State's) request to amend its approved Race to the Top (plan and/or budget). The required documentation, outlined in the *Grant Amendment Submission Process* document, is attached.

1. Grant project area(s) affected by the change
2. Narrative description of the change requested
A brief explanation of the original work/activities/expenditures and a more detailed description of the new work/activities/expenditures being proposed;
3. Impact statement regarding performance metrics/outcomes
How this change will affect the State's performance targets and how the requested change will help the State in meeting its approved goals;
4. Budget documentation
If changes to the budget occurred, submit the most recent relevant project-level budget table(s) with "track changes" to indicate the changes proposed.

(State) acknowledges that the 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 assure 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
(if required by the Department for substantial amendment request)

Date

Attached: Documentation to satisfy all of the components listed above.

If the State is requesting approval for more than one amendment at this time, please include the four key components for each amendment request.