



## Race to the Top No Cost Extension

Obtaining a no cost extension in Illinois will vary slightly from the process outlined in the LEA extension request to the United States Department of Education. Since approval for the extension was just granted, final dates have been delayed to allow districts to submit their requests for extension. If your LEA would like an extension, please mail or email a signed letter of intent to ISBE. Once that has been submitted, your coaches can help you draft up the extension and closeout documentation outlined above, since they will be being collected concurrently.

The second step for a no cost extension is to complete the scope of work spreadsheet to signify what is completed and what requires an extension. You will only need to submit this document once; it will be used for both closeout and extension. We ask that the districts complete and return this document to ISBE via email ([RT3submit@ISBE.net](mailto:RT3submit@ISBE.net)) by November 30<sup>th</sup>.

The third step in the extension process is providing a document that details how an extension will aid your district in accomplishing the Race to the Top goals. In this document, please describe how the work to be done will align with your original scope of work and align with the goals of Race to the Top (See Appendix A for Race to the Top expectations). Additionally, explain how the extension will impact student growth and achievement. **The narrative document will be due to ISBE on or before December 18<sup>th</sup>, 2016.** In addition to this narrative, you must agree to develop a sustainability plan for the initiatives, and participate in sustainability training provided by the Center for Performance and the Productivity Center at Edvance Research, Inc. **Each district applying for an extension must agree to submit the sustainability plan to ISBE on or before January 31<sup>st</sup>, 2016.** Your Race to the Top coaches will help develop and implement the sustainability plan.

Finally, the districts must submit an amended budget to address possible carry-over funds for the extended period. All final budget amendments for the no cost extension will go through the same LEA process currently in place through the eGrant Management System and Illinois Web Application Security (IWAS). Budget amendments will be submitted and reviewed at three levels; twice at the program level and once at the fiscal level. This process will ensure all applications adhere to the goals and objectives of the funding source. This will be done once ISBE reviews and approves the LEA extension and gets IWAS updated to reflect your LEA's extended completion date. We will notify the districts when IWAS/eGrants has been updated to reflect the LEA extension.

If you have any questions please do not hesitate to contact us by phone (217) 782-3950 or by email at [RT3submit@isbe.net](mailto:RT3submit@isbe.net).