



RTTT LEA Detailed Scope of Work (SOW) & Fiscal Application Completion & Submission Checklist

1. Access the ADE ALEAT system through the Common Logon, and choose “**Race to the Top Scope of Work – Year 2**” under your Monitoring Instruments.
2. Review the information listed under “Compliance Indicators”, which includes instructions and resources for how to complete your LEA SOW.
Provided resources include: Completion & Submission Checklist; Race to the Top Scope of Work – Year 2 Template; a link to the Race to the Top Website; a link to the new Arizona Common Core Standards Website; RTTT LEA Allocations list; and a Considerations Document for Implementation of Arizona’s Common Core Standards.
3. Review your submitted *initial* LEA SOW, which was uploaded into your LEA ALEAT filing cabinet as a reference on August 2, 2012. You may choose to complete the information required for Year 2 in your original plan template and upload the revised document into ALEAT, or use the blank Year 2 Template provided in ALEAT under ‘Resources’. The file name will be your LEA name (**Example:** “ARIZONA UNIFIED SCHOOL DISTRICT.xls”).
4. Complete the following tabs with detailed information for **Year 2 (June 1, 2012 – May 31, 2012)** in your LEA SOW excel file:
 - *AZ RTTT Activities - Year 2*
 - *Plan Justification - Year 2*
 - *Budget Summary*
 - *Implementation Team Contacts*
5. Save and upload your final completed detailed LEA SOW into the ALEAT system. Please name your final LEA SOW excel file as “RTTT-“ followed by your LEA name.
(**Example:** “RTTT-Arizona Unified School District.xls”)
6. Complete a **fiscal-only** application in the **Grants Management** system. The application should align with, and account for, the budgeted activities found within your completed LEA SOW.
7. **You have now completed the Year 2 LEA SOW and fiscal application submission process!** **Next steps** may include contact with ADE RTTT Program Staff regarding your submitted plan and fiscal application as part of the review and approval process.

****The target date for submitting your detailed Year 2 LEA SOW excel file through ALEAT and fiscal application through the Grants Management system is October 1, 2012 ****