



**RTTT Participating LEA Year 3 (June 1, 2013 – May 31, 2014)
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 3**” under the **2013-2014** year 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 – Year 3; Race to the Top Scope of Work – Year 3 Template; a link to the Race to the Top Website; a link to ArizonaCommonCore.org (Arizona’s Common Core Standards website); RTTT LEA Allocations list - *Updated*; and a Considerations Document for Implementation of Arizona’s Common Core Standards.
3. Review your previously submitted **Year 2** LEA SOW, which has been uploaded (as of May 1, 2013) into your 2013-2014 LEA ALEAT Filing Cabinet. The file name will be your LEA name (**Example:** “ARIZONA UNIFIED SCHOOL DISTRICT.xls”).
4. Complete the following tabs with detailed information for **Year 3 (June 1, 2013 – May 31, 2014)** in your LEA SOW excel file:
 - *AZ RTTT Activities - Year 3*
 - *Plan Justification - Year 3*
 - *Budget Summary*
 - *Implementation Team Contacts*

Note: You may choose to complete the information required for Year 3 in your original SOW template, or you may use the blank Year 3 template provided in ALEAT under ‘Resources’.
5. Save and upload your final completed detailed LEA SOW into **ALEAT**. 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 RTTT budgeted activities found within your completed Year 3 LEA SOW.
7. **You have now completed the Year 3 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 3 LEA SOW excel file through ALEAT and fiscal application through the Grants Management system is May 31, 2013****