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## **Preapproval for Investments**

October, 2014 Technical Assistance Alert

Occasionally unusual circumstances arise in the administration of the CFP grant that no amount of pre-planning can eliminate. If such a circumstance arises and it requires an approval of an investment before an amendment may be submitted, follow the process outlined below.

Send an e-mail to the Title I or the IIA person requesting the approval; State the unusual circumstance; and write the investment as you would write it in the application (or how you are changing an existing investment).

The program person will send you an e-mail back with the approval decision. This e-mail should be kept in your auditable grant records as documentation.

This process should only be used in those rare circumstances when there is not time to submit an amendment. If you have questions if an activity or initiative is approvable, continue the process of asking the program consultants as you have done in the past.

### **Preapproval of Investments**

March 2016 Email to the Field

Recently we have seen an increase in the number of requests for pre-approval of investments in the CFP amendments. As we have previously stated, pre-approvals are reserved for "emergency situations only".

Given the increase, and the lack of clarity about what an "emergency" might be, we thought this would be an opportune time to provide some clarity around the issue.

Title I and Title IIA investments are built on the premise of thoughtful planning in the form of collaborative needs assessment, deliberate action planning, and the focused and intensive implementation of professional learning and services for students. In Vermont we deliberately use the term "investment" to indicate a commitment to the long term sustainability of effort.

Given the deliberate nature of this process, emergency situations should be rare. Here are some examples:

- You have been ill/out for an extended period of time and missed critical deadlines.
- You have an investment for a position (i.e. coaching) and you finally find someone for the position. You want to get pre-approval to get the process for hiring started immediately so as not to lose the person.

- You have a teacher who was just hired and you want to send him to the focused conference that the rest of the content team will be attending. You need to add the person and the deadline is fast approaching. In this case, the conference might be considered for pre-approval. Take note: in most cases a conference will not be considered an "emergency" situation.

Please note that as responsive as the CFP tries to be, expecting that a pre-approval will be done in a day or within a 'few days. is not reasonable. If a pre-approval is done. it is the expectation that a revision or grant amendment will be completed within a few days.

The CFP Team does encourage LEAs to ask about, or submit draft investments that they are not sure about the allowability of, so that when included in an application or amendment, the probability of approval is increased.