

**Race to the Top – District
Application Submission Instructions
(Updated on October 31, 2012)**

Information in this document is based on information in the Notice inviting applications, Notice reopening the Race to the Top – District competition, and the Application.

Submission Deadline (Updated)

- For local educational agencies located in States affected by Hurricane Sandy and for which the President has issued a major disaster declaration or an emergency declaration, the new deadline is 4:30:00 p.m. Washington, D.C. time on Wednesday, November 7, 2012. The Federal Emergency Management Agency (FEMA) has a list of States for which the President has issued a major disaster declaration or an emergency declaration based on the effects of Hurricane Sandy. See <http://www.fema.gov/disasters/>.
- For local educational agencies everywhere else, the new deadline is 4:30:00 p.m. Washington, D.C. time on Friday, November 2, 2012.
- Applications for grants under this competition must be submitted in electronic format on a CD or DVD, with CD-ROM or DVD-ROM preferred, by mail or hand delivery.

Format of Application Submission

- All electronic application files must be in a .DOC (document), .DOCX (document), .RTF (rich text), or .PDF (Portable Document) format. If an applicant submits a file type other than the four file types specified in this paragraph, the Department will not review that material.
 - Each file name should clearly identify the part of the application it contains.
 - Applicants should not password-protect these files.
 - The CD or DVD containing the application should be clearly labeled with the applicant's name, city, State, and any other relevant information.
- LEA applicants must submit signed originals of Parts IV, V, and VII of the application.
- The applicant LEAs for a consortium application must submit signed originals of Parts IV, VI, VII of the application and a signed memorandum of understanding from each member LEA of the consortia (as described in Part XIII of the application).
- We strongly recommend the applicant to submit a CD or DVD of its application that includes the following files:
 - (1) A single file that contains the body of the application, including required budget tables, that has been converted into a .PDF format so that the .PDF is searchable. Note that a .PDF created from a scanned document will not be searchable.
 - (2) A single file in a .PDF format that contains all of the required signature pages. The signature pages may be scanned and turned into a PDF.
 - (3) Copies of the completed electronic budget spreadsheets with the required budget tables, which should be in a separate file from the body of the application. The spreadsheets will be used by the Department for budget reviews.

- Each of these items must be clearly labeled with the LEA’s name, city, state, and any other relevant identifying information.
- We recommend you limit the application narrative to no more than 70 pages, using the following standards:
 - A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
 - Each page has a page number.
 - Line spacing for the narrative is set to 1.5 spacing, and the font used is 12 point Times New Roman.
- The recommended page limit does not apply to the cover sheet; Parts X and XI, the budget sections, including the narrative budget justification; Parts IV-VII, the assurances and certifications; the resumes, the letters of support, or other appendices.

Submission of Applications by Mail

- If you submit your application by mail (through the U.S. Postal Service or a commercial carrier), we must receive your application (i.e., the CD or DVD, and the signed originals of Parts IV – VII and memoranda of understanding, as applicable) on or before the application deadline date.
- Therefore to avoid delays, we strongly recommend sending the application via overnight mail.
- Mail the original and two copies of the application to the Department at the following address:
 - U.S. Department of Education
 - Application Control Center
 - Attention: CFDA Number 84.416
 - LBJ Basement Level 1
 - 400 Maryland Avenue, SW.
 - Washington, DC 20202-4260
- If we receive an application after the application deadline, we will not consider that application.

Submission of Applications by Hand Delivery

- If you submit your application by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.416
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

- The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC, time, except Saturdays, Sundays, and Federal holidays.

Envelope requirements and receipt

- When you mail or hand deliver your application to the Department you must indicate on the envelope the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application.
- The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Resources

- Website: www.ed.gov/programs/racetothetop-district
Useful documents include Frequently Asked Questions; Notice Inviting Applications; Application; Executive Summary; and Technical Assistance Webinar slides.
- Questions: Email racetothetop.district@ed.gov or call 202-453-6800.