

**SECTION
E**

**TRANSMITTAL
INSTRUCTIONS
AND
CHECKLIST**

APPLICATION TRANSMITTAL INSTRUCTIONS

We strongly encourage each potential applicant to send a notification of its intent to apply for funding to LocalFlex@ed.gov approximately one month before the LEA intends to submit its application. The notification of intent to apply for funding is optional and should not include information regarding the application.

Applications Sent By Mail:

An application sent by mail must be addressed to Ms. Jill Staton, U.S. Department of Education, Office of Elementary and Secondary Education/School Support and Technology Programs, 400 Maryland Ave., SW, Rm. 3E213, Washington, DC 20202-6400. **You must mark the package “Attention: Local-Flex Application.”**

SPECIAL NOTE: Due to recent disruptions to normal mail delivery, we encourage you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U.S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to us. If you use an alternative delivery method, please obtain the appropriate proof of mailing noted above.

Electronic Submissions:

We encourage applicants who submit hard copies to also submit an electronic version of their application.

If you choose to submit your application electronically, you must send it via the Internet as a .doc file, an .rtf file, or .txt file to LocalFlex@ed.gov.

Applicants who plan to submit an electronic application only must also submit original hard copies of the signed cover page and assurances form. **The Department will not consider valid an electronic application that is submitted without an original signature.**

Applications Delivered by Hand/Courier Service:

An application that is hand delivered must be taken to Ms. Jill Staton, U.S. Department of Education, Office of Elementary and Secondary Education/School Support and Technology Programs, 400 Maryland Ave., SW, Rm. 3E213, Washington, DC 20202-6400. **You must mark the package “Attention: Local-Flex Application.”**

Deliveries are accepted between 8:00 a.m., and 5:00 p.m. (Washington, DC time) daily, except Saturdays, Sundays, and Federal holidays. Proper identification is necessary to enter the building.