

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

The McKinney-Vento Homeless Assistance Act Education for Homeless Children and Youth Technical Assistance Session will begin soon.

Please test your speakers using the [Audio Setup Wizard](#).

We have shared three files with you. Save and/or print them to take notes during the session:

- McKinney-Vento RFP_Final.docx
- McKinney-Vento RFP TA Session presentation handout.pdf
- Sample Creating SMART Objectives.docx
- TimelineofObjectivesActivitiesandMeasuresTemplate.docx

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McKinney-Vento Homeless Assistance Act Education for Homeless Children and Youth
Discretionary Subgrant
2014-15

Technical Assistance Training: June 3, 2014
Technical Assistance Webinar: June 6, 2014

Linda Mirabal-Pace
McKinney-Vento State Coordinator
Office of Federal and State Accountability

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Technical Assistance Objectives

- Review programmatic and fiscal requirements
- Outline 2014 changes
- Present application timeline and key components
- Explain Application Narrative components
- Provide submission instructions
- Answer questions.

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Purpose of Grant

To improve the identification, enrollment, attendance, and success in school of homeless children and youth.

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Basic Information

- Deadline for submission: **4:30 p.m., July 10, 2014**
- Notice of Intent to Apply: **June 16, 2014**
- Submit application online:
<https://adobeformscentral.com/?f=hRq2gsVjsxFHf%2AHA-0oWA>
- SCDE's Grant Opportunities Web site:
<http://ed.sc.gov/SCDE-Grant-Opportunities/>

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2014 -17 Changes

- Competitive Priorities
- Online Application
- Rubric weighting
- Limit of 20 percent for Activity 5
- Reporting requirements

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Eligible Applicants

- All South Carolina public LEAs
- A consortium of LEAs.

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Timeline of Granting Process

Date	Activity/Action
June 16, 2014	Deadline for e-mail Notice of Intent to Apply
July 10, 2014	Deadline for receipt of applications
August 2014	Notification of awards
TBD	Required meeting for subgrantees
August 15, 2014	Program must begin
June 1, 2015	End-of-school-year report due
October 31, 2015	Year-end Report due

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Funding Overview

- Available funds: Approximately **\$725,000**
- Estimated number of awards: **14–22**
- Minimum award: **\$10,000**
- Maximum award: **\$50,000**
- Project period:
August 1, 2014 through June 31, 2017 (3 year)
- Budget period:
August 1, 2014 through June 31, 2015 (1 year)

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Statutory Requirements

- Assessment of Needs
- Collaboration
 - within the LEA
 - especially Title I, Part A
 - with other local agencies
 - with other state agencies
- Maintenance of Effort
- Prohibition Against Segregating Homeless Students
- Assurance, Terms, and Conditions (see RFP, pages 47-52)

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Statutory Requirements (cont.)

Civil Rights and General Education Provisions Act (GEPA)

Ensure proposed program is

- accessible to individuals with disabilities
- non-discriminatory, especially regarding race, color, sexual orientation, and national origin.

Applicant must include a GEPA Statement (see RFP, page 53).

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Statutory Requirements (cont.)

Services to Homeless Children and Youth

- must not replace the regular academic program
- must be designed to expand upon or improve the school's regular academic program
- may be provided through programs on school grounds or at other facilities (e.g., shelters and nonprofit community social service centers).

Services provided on school grounds

- may be made available to students determined by LEA to be at risk of failing or dropping out of school
- will give priority to homeless children and youth.

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SCDE Requirements

Consortium Applicants

- must designate one LEA as lead applicant and fiscal agent
- If funded/prior to accepting award, lead applicant must submit a memorandum of agreement
 - signed by all LEAs
 - outlining all services each LEA agrees to provide
 - including dollar amounts for value of services to be provided
- Lead applicant must receive and administer grant funds in compliance with approved application and budget and is responsible for all required financial and programmatic reports.

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SCDE Requirements

PowerSchool

- All LEAs must use PowerSchool to submit data for the federal Consolidated State Performance Report
- Upon identification as homeless, liaison (or designee) must enter student's homeless status in PowerSchool and indicate if student is an unaccompanied homeless youth.

Subgrantees

- Must report outcome-based data for evaluation purposes, including measures for academic performance
- Must designate a person to submit all program data by deadlines set by the SCDE.

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SCDE Requirements

Required Subgrantee Meetings

- Must participate in two per year in Columbia
- Budget for project director and liaison
- Additional information to be provided.

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Program Accountability and Monitoring

SCDE monitors that each applicant:

- meets the eligibility requirements
- provides assurances of compliance with program implementation and reporting requirements
- appropriately uses funds
- implements activities within the timeline
- is subjected to evaluation of their financial systems

<http://ed.sc.gov/agency/as/>

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Program Accountability and Monitoring

Expenditure Reporting Due Dates

Quarter	Reporting Period	Report Due Date
1 st Quarter	July 1–September 30	October 31
2 nd Quarter	October 1–December 31	January 31
3 rd Quarter	January 1–March 31	April 30
4 th Quarter	April 1–June 30	July 31

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Authorized Activities

1. Tutoring, supplemental instruction, and enriched educational services
2. Expedited evaluations for homeless students
3. Professional development
4. Provision of referral services for medical, dental, mental, and other health services
5. Assistance to defray excess cost of transportation (no more than **20%**)

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Authorized Activities

6. Appropriate early childhood education programs for preschool-aged homeless children
7. Services and assistance to attract, engage, and retain homeless children and youths in public school programs
8. Before- and after-school, mentoring, and summer programs
9. Payment of fees and other costs associated with tracking, obtaining, and transferring records

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Authorized Activities

10. Education and training to the parents of homeless children and youths
11. Coordination between schools and agencies providing services to homeless children and youths
12. Provision of pupil services (including violence prevention counseling) and referrals for such services
13. Activities to address the particular needs of homeless children and youths that may arise from domestic violence

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Authorized Activities

14. The adaptation of space and purchase of supplies for any non-school facilities made available to provide services
15. The provision of school supplies
16. The provision of other extraordinary or emergency assistance needed to enable homeless children and youths to attend school.

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Unauthorized Activities

- Rent or utilities
- Motel or temporary housing
- Costs associated with non-educational field trips (such as amusement or fun parks)
- Costs associated with very high priced educational field trips

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Unauthorized Activities

- Gift cards or other incentives for students or program staff
- Providing or supporting religious activities
- Purchasing promotional items
- Purchasing any types of vehicles to transport students
- Purchasing or constructing a building.

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Review Process

- New scoring rubric (Appendix B)
- Three reviewers individually score
- Scores will be averaged
- Applications can earn up to 100 points
- Must earn 60 points to be eligible for funding.

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Competitive Priority Points

Maximum of 10 competitive priority points

- Consortiums (5 points)
- Collaboration with Continuum of Care (5 points)

Must earn minimum 70 points to be eligible

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Selection Criteria

Narrative Sections	Points Available
1. Needs Statement	10
2. Goals and Objectives	20
3. Activities	35
4. Management and Collaboration	20
5. Evaluation	15
Subtotal	100
Competitive Priorities (total available)	10
Total	110

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Questions?



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Application Overview

- Lead Applicant Information
- McKinney-Vento LEA Liaison
- Project Coordinator Information
- Superintendent Information
- Financial Director Information
- Program Information
- Budget Summary

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Application Overview

Proposal Attachments

- Project Abstract
- Application Narrative
 - Table of Contents
 - Needs Statement
 - Goals and Objectives
 - Activities
 - Management and Collaboration
 - Evaluation
- Budget Narrative

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Application Overview

Appendices

- Certification Signature Page
- Timeline of Objectives, Activities, and Measures
- GEPA Statement
- Memorandums of Agreement for Consortia (if applicable)
- Letter from Continuum of Care (if applicable)

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Application Narrative Format

Length of Narrative:	Maximum of 20 pages (excludes table of contents, abstract, budget, and appendices)
Font/Size:	Times New Roman or Arial/11 or 12 point
Margins:	1" on all sides
Page Numbers:	Bottom right-hand corner.
Spacing	Double-spacing throughout narrative; charts and tables may be single-spaced.
Final File Format:	PDF document

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Project Abstract

One-page description of the proposed project that includes

- documented need based on needs assessment
- each main component (e.g. tutoring, training, school supplies)
- proposed goals and objectives for the project
- the number of students to be served
- the amount of funding requested.

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Application Narrative Content



- Table of Contents
- 1. Needs Statement
- 2. Goals and Objectives
- 3. Activities
- 4. Management and Collaboration
- 5. Evaluation

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1. Needs Statement (10 points)

1.a. LEA's trends in homeless identification to include

- Analysis on trends in consideration of predicted rates based on poverty data
- Submission of data in application (pages 26-27)

1.b. Identification of academic and social/emotional needs based on data

- Include major barriers within and outside LEA

1.c. Effectiveness of existing programming and resources within and outside LEA

- Include data/feedback, methodology, and analysis of outcomes.

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2. Goals and Objectives (20 points)

- Primary goal of McKinney-Vento subgrants to LEAs is to improve the identification, enrollment, attendance, and success in school of homeless children and youths.
- State any additional specific goals based on the needs section
- List all SMART objectives proposed to achieve the goal(s).

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SMART Objectives

- **Specific** – identifies target population (who?)
- **Measurable** – stated in quantifiable terms (how many? how much?)
- **Achievable** – stated in terms of outcomes (what?)
- **Relevant** – ties to the need statement
- **Time specific** – includes a timeframe (“by when?”)

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Objectives

- Start with verbs (increase, reduce, enhance, etc.)
- Relate to outcomes (are measurable)
- Format:
[Verb] X number of X, by X, by X of time.

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Sample Objectives

- Improve the average attendance rate of McKinney-Vento identified students so that it is equal to or greater than the average attendance rates of all LEA students by June 2017.
- Improve the enrollment process by May 2015 to ensure that all identified homeless students are enrolled in school within 24 hours.

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Sample Objectives

- Increase school stability (i.e., retention in school of origin) for McKinney-Vento students by ___% each year over the previous year.
- Improve the literacy skills and reading proficiency of McKinney-Vento students in grades 3–8 each year as evidenced by at least a 5% increase in performance on the Palmetto Assessment of State Standards.

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Sample Objectives

- Increase the academic achievement of McKinney-Vento students as evidenced by their promotion rates to the next grade at rates equal to or greater than their housed peers by June 2017.

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3. Activities (35 points)

- Tasks done to achieve the objectives
- Can be based on scientifically based or evidence-based interventions. Like objectives, activities use action verbs such as work, create, and hire
- Must lead to measurable outcomes (see page 54 of RFP for examples).

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3. Activities

- 3.a Provide description of activities, rationale for selection, how these activities are expected to improve student academic achievement, and how the activities reflect the needs
- 3.b Describe specific measurable indicators or outcomes of each activity that indicate the activity is working toward the objective and the data source(s) for measuring this outcome
- 3.c Develop a Timeline of Objectives, Activities, and Measures (pages 22-23 of RFP) that accurately reflects the activities discussed above.

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4. Management and Collaboration (20 points)

4.a. Describe administrative structure for the proposed project, including

- key personnel (including the McKinney-Vento liaison) who will be involved and their anticipated programmatic and/or fiscal responsibilities
- person responsible for managing and administering the project
- for consortium, the lead applicant must explain how the project will be managed collaboratively with the other LEAs.

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4. Management and Collaboration

4.a. (continued)

- if intending to hire staff, indicate qualifications and planned responsibilities
- if contracting with a vendor for direct services, describe the services to be provided by whom, and describe the fiscal arrangements.

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4. Management and Collaboration

4.b. Title I, Part A collaboration, describe the

- process used to determine amount of the Title I, Part A set-aside for 2013–14 activities
- percent spent on activities for homeless children and youth (if < 100 percent, explain why).
- proposed Title I, Part A set-aside for 2014–15, including
 - set-aside amount,
 - planned activities, and
 - mechanisms to improve ongoing coordination.

If no current Title I, Part A collaboration exists, describe plan to incorporate collaboration within first year of grant program.

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4. Management and Collaboration

4.c. Other collaborations, describe

- activities in place, planned activities, and services or resources provided
- specific past steps the LEA/consortium has already undertaken to build, maintain, and improve collaborations
- future steps it will take to solidify these collaborations.

For consortium applications, include collaborations among members of consortium (meetings, technical assistance, transportation route-sharing, etc.).

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4. Management and Collaboration

4.d. Collaborations with community agencies, describe

- activities in place, planned activities, and services or resources provided
- specific steps LEA/consortium has undertaken to build, maintain, and improve collaborations
- future steps to solidify these collaborations.

If no current collaborations with outside agencies exist, describe plan to incorporate collaboration within first year of grant program.

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5. Evaluation (max 15 points)

- Describe process you will undertake (including methodology) to determine whether:
 - adjustments to project are needed based on data analysis
 - all steps of project have been fully and faithfully implemented; and
 - project goals and outcomes have been met.
- Describe outcome measures that will indicate project success.
- Indicate who will be responsible for documentation and evaluation.

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Budget Narrative

The three-year budget narrative must

- align with the budget summary
- be tied to the needs assessment
- include estimates for in-kind funds
- be submitted on the Excel spreadsheet (RFP, page 57)
- include all formulas used to calculate line-item expenses

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Budget Narrative

Must provide clear evidence that the expenditures are

- allowable
- appropriate
- justifiable
- reasonable
- adequate
- directly connected to the proposal narrative.

Save as an Excel file to be uploaded into the online application.

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Budget Narrative

Budget Narrative Template

The screenshot shows a spreadsheet titled "Detailed Y1R Budget and Narrative". It has columns for "Budget Category", "Y11 Request", "Y11 In-kind", "Y12 Request", "Y12 In-kind", "Y13 Request", "Y13 In-kind", and "Total". There are several rows with data, including "Personnel Services" and "Instructional Services".

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Required Forms and Attachments



- Certification Signature Page (See RFP, page 46)
- Timeline of Objectives, Activities, and Measures
- GEPA Statement
- Memorandums of Agreement for Consortia (if applicable)
- Letter from Continuum of Care (if applicable)

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Certification Signature Page

The applicant certifies to abide by the SCDE Terms and Conditions and Assurances by signing the Certification Signature Page.

Obtain all signatures prior to submitting the application.

Appendix C: Required SCDE Forms

Certification Signature Page SCDECS-101

Certification I Agree
I hereby certify that to the best of my knowledge, the information and data contained in this application are true and correct. The applicant's governing body has duly authorized this application and documentation, and the applicant will comply with the Program Specific Assurances (if applicable) and the SCDE Assurances and Terms and Conditions of the grant awarded. The applicant is registered and current (active) on the federal System for Award Management (SAM) at www.sam.gov (formerly CCR.gov).

Authorized Official (duly authorized representative of charter committee)

<small>Name:</small>		<small>E-mail:</small>	
<small>Position:</small>		<small>Fax:</small>	
<small>Telephone:</small>			
<small>Signature of Authorized Official:</small>	<small>Signature of Authorized Financial Official:</small>		
<small>Date Signed:</small>	<small>Date Signed:</small>		
<small>Signature of Project Director:</small>			
<small>Date Signed:</small>			

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Timeline of Objectives, Activities, and Measures Template

Timeline of Objectives, Activities, and Measures Template
 McKinney-Vento Homeless Assistance Act
 2014-15 Education for Homeless Children and Youth Grant

Use a new page for each objective, add lines as needed. Save all pages as one PDF document to upload in the online application.

Objective Number: _____ Objective: _____

<small>Start/End Date</small>	<small>Activity to Achieve Objective</small>	<small>Number of M-V students to be impacted</small>	<small>Data Source(s)</small>	<small>Measurable Outcome</small>	<small>Person/Agency Responsible</small>
1.					
2.					
3.					

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Questions?



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McKinney-Vento Education of Homeless Children and Youth Application Submission Process

Julie W. Hicks
Grants Program, Office of General Counsel
South Carolina Department of Education
June 3 and 6, 2014

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General Information

- Deadline: **July 10, 2014, at 4:30 p.m.**
- Online progress can be saved
- Applications can not be accessed once submitted
- Read the entire Request for Proposals (RFP) prior to going online
- McKinney-Vento Open Grant Opportunity page:
<http://ed.sc.gov/scde-grant-opportunities/McKinney-Vento.cfm>
- Submit the application at
https://adobeformscentral.com/?f=hRq2gsVjxjFHFf*HA-0oWA#

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Saving an Incomplete Application

You may return to an incomplete application.

Click on **Save** at the bottom of the last completed page.

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Saving an Incomplete Application

Enter the person's e-mail address that will need the link to return.

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Saving an Incomplete Application

Your data has been saved.

Please click the button within 28 days to complete and submit your form:

Retrieve Form

or click on the link below:
<https://scedformscentral.com/?id=FAZ-85&E=CumulativeR?g=2900ZymmmiVhysuPM/B4QJLAsLLMqYw9Zzcas52vFFZJdAipdyOeagYDio>

If you cannot access this link, copy and paste the entire URL, into your browser.

Note: After 28 days your saved form will be discarded.

E-mail with link.

Online confirmation each time you save.

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Prior to Submission

- Complete the proposal attachments
 - Obtain all signatures early
 - Save the documents as directed in the RFP
- Compile the online form sections information using the screenshots in the RFP prior to beginning the application submission.

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Application Proposal Content

- Lead Applicant Information
- McKinney-Vento LEA Liaison
- Project Coordinator Information
- Superintendent Information
- Financial Director Information
- Program Information
- Budget Summary
- Proposal Attachments

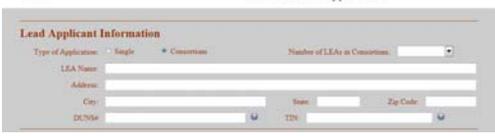


2014-15 McKinney-Vento Homeless Education Assistance Act
Education for Homeless Children and Youth
Online Grant Application

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Lead Applicant Information

2014-15 McKinney-Vento Homeless Education Assistance Act
Education for Homeless Children and Youth
Online Grant Application



Type of Application: Single Consortium Number of LEAs in Consortium:

LEA Name:

Address:

City: State: Zip Code:

DUNS# TIN

Enter the formal name and address.
Do not use a person's name or contact information.
Contact your finance office for DUNS# and Tax Identification Number (TIN).

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McKinney-Vento LEA Liaison

McKinney-Vento LEA Liaison (the lead applicant)

Title: First Name: Last Name:

Position:

Address:

City: State: Zip Code:

Phone Number: Cell Number:

E-mail: Fax Number:

If funded, the McKinney-Vento LEA Liaison will also serve as the Project Coordinator for this grant? Yes No

For the liaison, indicate the percentage of their FTE that is dedicated to McKinney-Vento and if it is less than 100 percent, indicate the liaison's other duties/roles along with their corresponding base percentage, source of funding, and percentage for each.

Job Position	Percentage	Job Funding Source	Percent FTE	Percentage
<input type="text"/>				

Provide the Project Director's formal name and contact information.

This person will receive a confirmation e-mail after the application is submitted.

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Project Coordinator Information

If funded, the McKinney-Vento LEA Liaison will also serve as the Project Coordinator for this grant? Yes No

Provide the Project Coordinator's information if the Liaison will not be serving as coordinator for this grant.

Project Coordinator Information

Title: First Name: Last Name:

Position:

Address:

City: State: Zip Code:

Phone Number: Cell Number:

E-mail: Fax Number:

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Superintendent and Financial Director Information

Superintendent Information

Title: First Name: Last Name:

Position:

Address:

City: State: Zip Code:

Phone Number: Cell Number:

E-mail: Fax Number:

Financial Director Information

Title: First Name: Last Name:

Position:

Address:

City: State: Zip Code:

Phone Number: Cell Number:

E-mail: Fax Number:

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Budget Summary

Enter the budget summary for Year 1.

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Proposal Attachments

- Project Abstract
- Application Narrative
- Budget Narrative
- Appendices

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Attaching a File

1. Click

2. Select File

3. Click

4. File Attached

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Reminders

- You cannot return to an application once it is submitted
- If needed, reenter the entire application; the last completed submission will be reviewed
- The Lead Applicant's McKinney-Vento LEA Liaison will get the confirmation e-mail and copy of data submitted
- Retain the confirmation and data along with the other important grant documents.

Contact Information

For additional assistance, please contact:

Linda Mirabal-Pace
 Office of Federal and State Accountability
 803-734-6010
lpace@ed.sc.gov
