U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
IMPACT AID PROGRAM

INSTRUCTIONS FOR COMPLETING THE FY 2021 APPLICATION FOR IMPACT AID SECTION 7007(b) FUNDING

Discretionary Construction Program
CFDA 84.041C

PROGRAM CONTACT INFORMATION

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Email: Impact.Aid@ed.gov

DEADLINE: 11:59 p.m. EDT, September 13, 2021

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United States Department of Education
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
IMPACT AID PROGRAM

Dear Applicant:

Thank you for your interest in applying for a fiscal year (FY) 2021 Discretionary Construction Program Grant (Discretionary Construction Grant) under the United States Department of Education (Department's) Impact Aid Program. For FY 2021, up to $17.4 million is available to fund emergency repairs and modernization of school facilities to certain eligible local educational agencies (LEAs) that receive Impact Aid. The purpose of the Discretionary Construction Grant competition is to support emergency repairs and renovations to a public elementary or secondary school facility to ensure the health, safety, and well-being of students and school personnel.

Please read the document in the attached application package entitled *Grants.gov Submission Procedures and Tips for Applicants,* which describes the submission procedures to ensure that your application is received in a timely and acceptable manner. Applications for funds under the FY 2021 Discretionary Construction Grant competition (CFDA 84.041C) must be submitted electronically using the governmentwide Grants.gov Apply site at www.Grants.gov on or before the deadline date. The electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs that was published in the Federal Register on February 13, 2019 (84 FR 3768) and available at www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf.

Please note that the deadline for submission of a grant application under this competition is **11:59:59 p.m., Eastern Time, on September 13, 2021. Applications submitted late will not be accepted.** The Grants.gov site works differently than the Department's e-Application System. We encourage you to familiarize yourself with Grants.gov and strongly recommend that you register and submit several days before the deadline. Please note that prospective applicants must register with Grants.gov and the System for Award Management (SAM) as well as obtain several authorizations in order to submit an application. This registration process can take several weeks, so we recommend that you begin the process well in advance of the application deadline date.

If you have any questions about the program after reviewing the application package, please call or e-mail Jacqueline Edwards at (202) 260-1546, or Jacqueline.Edwards@ed.gov. For questions or problems in navigating the Grants.gov system, please call the Grants.gov helpdesk at **1-800-518-4726**.

We look forward to receiving your application and appreciate your efforts to support a safe and healthy learning environment for our federally connected students.

Sincerely,

Faatimah Muhammad
Impact Aid Program Director

The Impact Aid Section 7007(b) Program

Program Office: Office of Elementary and Secondary Education (OESE), Impact Aid Program

CFDA Number: CFDA number 84.041C (Discretionary Construction Grants – Impact Aid Section 7007(b))

Program Type: Discretionary/Competitive Grants

Program Description: The Impact Aid Discretionary Construction Grant Program authorizes competitive grants for emergency repairs and modernization of school facilities to certain eligible local educational agencies (LEAs) that receive Impact Aid.

Please read these instructions and the application notice carefully before you complete the application. You should also review the authorizing statute (section 7007(b) of the Elementary and Secondary Education Act) and regulations, which provide detailed eligibility requirements, definitions of terms, and the specific requirements of various sections of the law. The authorizing legislation and regulations are available on the Impact Aid Program (IAP) web site at https://impactaid.ed.gov/legislation/. If you need further assistance in preparing this application, please contact Jacqueline Edwards at 202-260-3858.

Note for prior applicants: Impact Aid Program applications are no longer available in G5. All applications will be submitted in Grants.gov. All files must be saved and uploaded as a "flattened" (non-fillable, non-editable) PDF in Grants.gov.

Who May Apply

An LEA is eligible to receive an emergency grant under section 7007(b) of the Elementary and Secondary Education Act if it has a school facility emergency that the Secretary has determined poses a health or safety hazard to students and school personnel.

For the FY 2021 competition, we are accepting applications under the first priority only. To qualify under the first priority, the LEA must meet one of the following two criteria:

- The LEA is eligible to receive formula construction funds for fiscal year 2021 under section 7007(a) of the Act (20 U.S.C. 7707(a)) because it enrolls a high percentage (at least 50 percent) of federally connected children in average daily attendance (ADA) who either reside on Indian lands or who have a parent on active duty in the U.S. uniformed services. If qualifying under this criterion, the LEA must additionally:
    - Have no practical capacity to issue bonds (defined in 34 CFR 222.176 as having a total assessed value of real property in the LEA that may be taxed for school purposes that is less than $25 million); **or**
    - Have minimal capacity to issue bonds (defined in 34 CFR 222.176 as having a total assessed value of real property in the LEA that is at least $25 million, but not more than $50 million) and have used at least 75 percent of its bond limit.

- The LEA is eligible to receive funds for fiscal year 2021 for heavily impacted districts under section 7003(b)(2) of the Act (20 U.S.C. 7707(b)(2)).

When to Apply

Deadline—The deadline for submitting this electronic application is:

11:59:59 p.m., Eastern Time, September 13, 2021.

The IAP cannot consider an application for funding unless it is complete and timely filed. This means that the forms must be submitted at Grants.gov by the application deadline.

How to Apply

The full text of the Notice Inviting Applications (NIA) for new awards for the FY 2021 Discretionary Construction Grants competition can be found on the Federal Register website at the following URL:

https://www.federalregister.gov/documents/2021/08/12/2021-17202/applications-for-new-awards-impact-aid-discretionary-construction-grant-program (URL)

https://www.govinfo.gov/content/pkg/FR-2021-08-12/pdf/2021-17202.pdf (PDF)

Applicants should be sure to review the full text of the NIA as they complete their applications, as additional information, which is not included in this application package and is necessary for submission is included in the NIA.

Electronic Submission:
All applications for grants under this competition must be received on or before **11:59:59 p.m. on September 13, 2021, Eastern Time.** Your application and additional forms must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

An applicant may check the status of its application(s), any time after submission, by using the "Track My Application" feature available from the upper navigation on the Grants.gov site. Applicants may also check the status of a submission by logging into their Grants.gov account using the Applicant Login. After logging in, an applicant should click on the "Check Application Status" link on the left-hand menu. **Applicants should be careful that they download the correct application package for FY 21 Impact Aid Discretionary Construction Grant (84.041C).** Your application will be reviewed for the competition under which it is submitted, and only applications that are successfully submitted by the established deadline will be peer reviewed.

FY 2021 Discretionary Construction Grant Application Package
Please note that the application package for FY 2021 Discretionary Construction Grant (CFDA 84.041C) is for applicants to download and use as a guide only. **Applicants should reference the NIA for complete information.**

The Department will hold a pre-application webinar: Thursday, August 19, 2021, 1:00 p.m. – 2:30 p.m., Eastern time. There is no registration fee to attend this meeting. The meeting will be conducted via Microsoft Teams. To join the meeting, click this link at the meeting time: Impact Aid 7007(b) Discretionary Grant Pre-Application Webinar. To join by phone, attendees can dial (202) 991-0393 and use conference code 968 040 340#. Presentation materials and registration information will be uploaded onto our website at https://impactaid.ed.gov/resources/.

Apply: All applications must be submitted electronically via Grants.gov.
To submit an application on the Grants.gov website, hover over the "Applicant" tab. Select the "Apply for Grants" option, then click on "Download a Grant Application Package." Type in the CFDA (84.041) or the Funding Opportunity Number (ED-GRANTS-081221-001). Click "Download Package." For assistance with the use of the Grants.gov system, please contact the Grants.gov help desk, at (800) 518-4726, or email support@grants.gov. All applications for this competition must be submitted electronically via Grants.gov unless the applicant follows the procedures outlined in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs that was published in the Federal Register on February 13, 2019 (84 FR 3768) and available at www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf.

In addition, applicants must forward a complete copy of the application to your State educational agency (SEA) at the same time you submit it electronically to the U.S. Department of Education. Your SEA Impact Aid contact is included in a list on our website at www.ed.gov/about/offices/list/oese/impactaid/searl.html.

Application Submission Procedures

The deadline for submission of Discretionary Construction Grant applications through Grants.gov is September 13, 2021, at 11:59:59 p.m. Eastern Time.

Application Transmittal Instructions

Attention Applicants: This program **requires** the electronic submission of applications. Specific requirements and instructions can be found in the Federal Register notice announcing this grant competition. Please note that you **must** follow the Application Procedures as described in the Federal Register notice for this competition.

We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you follow the procedures outlined for a paper submission, which includes submission of a written statement to the Department no later than two weeks before the application deadline date.

Applications Submitted Electronically
Applications for grants under this program must be submitted electronically using the Governmentwide Grants.gov. Apply site at http://www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may **not** e-mail an electronic copy of a grant application to us.

Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system **no later than 11:59:59 p.m., Eastern Time, on the application deadline date.** Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 11:59:59 p.m., Eastern Time, on the application deadline date.

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in this application package to ensure that you submit your application in a timely manner to the Grants.gov system.

On December 31, 2017, *Grants.gov* retired the Legacy PDF format for submitting grant applications. A *Grants.gov* applicant must apply online using Workspace, a shared environment where members of a grant team may simultaneously access and edit different web forms within an application. An applicant can create an individual Workspace for each application notice and establish for that application a collaborative application package that allows more than one person in the applicant's organization to work concurrently on an application. The *Grants.gov* system also enables the applicant to reuse forms from previous submissions, check them in and out to complete them, and submit the application package. For access to further instructions on how to apply using *Grants.gov*, refer to: *www.grants.gov/web/grants/applicants/apply-for-grants.html.*

You may access the electronic grant applications at *www.Grants.gov.* You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (*e.g.,* search for 84.041 not 84.041C).

Please note the following:
- You must attach any narrative sections of your application as files in **.pdf** (Portable Document Format). Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters. The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

According to the instructions found in the Federal Register notice, <u>only those that follow the procedures</u> for an exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

<u>Submission of Paper Applications by Mail</u>:
If you follow the procedures for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, 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 84.041C)
> LBJ Basement Level 1
> 400 Maryland Avenue, SW
> Washington, DC 20202-5970

You must show proof of mailing consisting of one of the following:
(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:
(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.
If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Note for Mail Delivery of Paper Applications:
If you mail your application to the Department--
(1) You must indicate on the envelope and in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
(2) 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.

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser

ATTENTION – Workspace, Adobe Forms and PDF Files Required

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web

forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

   a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

   b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

   c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to https://www.grants.gov/web/grants/applicants/applicant-training.html

Helpful Reminders

1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: http://www.grants.gov/web/grants/register.html [Note: Your organization will need to update its SAM registration annually.]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: http://www2.ed.gov/fund/grant/apply/sam-faqs.html

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM. If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to

"Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/web/grants/applicants/encountering-error-messages.html. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Software Tip Sheet at: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: mailto:support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

If electronic submission is <u>required</u>, you must submit an electronic application before 11:59:59 p.m., Eastern Time, unless you follow the procedures in the Federal Register notice for an exception to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you intend to submit a paper application. If electronic submission is <u>optional</u> and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/web/grants/support.html for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: http://www.grants.gov/web/grants/applicants/applicant-faqs.html

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an**

exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, flattened .PDF files** or Microsoft Word documents in their application:

- Ensure that you attach *.**PDF files only** or Microsoft Word files for any attachments to your application, and any PDFs must be in a **read-only, flattened format** (meaning any fillable documents must be saved and submitted as non-fillable PDF files). PDF files and Microsoft Word files are the only Education approved file type accepted as detailed in the common instructions. Applicants must submit individual PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable PDF file. Any attachments uploaded that are not PDF files or are password protected files will not be read.

- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Submitting Applications with Adobe Reader Software

The Department of Education, working with Grants.gov, is currently using Adobe Reader software exclusively and applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms.

Please note: The compatible version of Adobe Reader is **required** for viewing, editing and submitting PDF forms through Grants.gov. Applicants should confirm the compatibility of their Adobe Reader version **before** downloading the application. To ensure applicants have a version of Adobe Reader on their computer that is compatible with Grants.gov, applicants are encouraged to use the test package provided by Grants.gov that can be accessed at

http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

Important issues to consider:

- If the applicant opened or edited the application package with any software other than a compatible version of Adobe Reader, the application package may contain errors that will be transferred to the new package even if you later download the compatible Adobe Reader version.

- Applicants **cannot** copy and paste data from a package initially opened or edited with an incompatible version of Adobe Reader and will need to download an **entirely new package** using the compatible version of Adobe Reader.

- Some applicants using an incompatible version of Adobe Reader **may have trouble** opening and viewing the application package while others may find they can open, view and complete the application package but **may not be able to submit** the application package through Grants.gov.

- Grants.gov **does not** guarantee to support versions of Adobe Reader that are not compatible with Grants.gov.

- Any and all edits made to the Adobe Reader application package **must** be made with a compatible version of Adobe Reader.

- If more than one person is entering text into a Workspace PDF form, the same version of Adobe Reader software should be used by each person. Check the version number of the Adobe software on each user's computer to make sure the versions match. Using different versions of Adobe Reader may cause submission and/or save errors – even if each version is individually compatible with Grants.gov.

For your convenience, a compatible version of Adobe Reader is available for free download at http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

We strongly recommend that you review the information on computer and operating system compatibility with Adobe available at http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html **before** downloading, completing or submitting your application.

Applicants are reminded that they should submit their application a day or two in advance of the closing date as detailed in the Federal Register Notice. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Application Instructions

Electronic Application Format

Applications for grants under this competition <u>must</u> be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions in this application package.

<u>In accordance with EDGAR §75.216 (b) and (c), an application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program.</u>

Important note: Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download a compatible version of Adobe reader (see Grants.gov for compatible versions).

Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. Also, please review the **Submitting Applications with Adobe Reader Software** and **Education Submission Procedures and Tips for Applicants** forms found within this package for further information and guidance related to this requirement.

We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Note: Please do not attach any pictures, narratives, supporting files, or application components to any forms unless it is specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application package.

Electronic Application Submission Checklist

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package, individually for each form on Grants.gov, or on the Impact Aid website at: https://impactaid.ed.gov/resources/. Closely review the notes on each instruction page for document location and upload information.

Review your electronic application to ensure you have completed the following forms and sections:

Part 1: Preliminary Documents
❑ Application for Federal Assistance (form SF 424)
❑ ED Supplemental Information for SF 424

Part 2: Other Attachments: Additional Information
❑ Information Required for the Impact Aid Program
❑ Program Assurances and Certifications
❑ Assurances for Construction Programs (SF-424D)

Part 3: Project Narrative Attachment Form
❑ Application Narrative

Part 4: Budget Information
❑ Construction Program Cost Estimate Table

Part 5: Independent Certification
❑ Independent Certification Form

Part 6: Annual Financial Reports
❑ Annual Financial Reports

Part 7: Intergovernmental Review (Executive Order 12372)
❑ State Single Point of Contact (SPOC) List

Part 1: Preliminary Documents

❑ Application for Federal Assistance (Form SF 424)
❑ ED Supplemental Information for SF 424

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and organization's DUNS number).

When applying electronically via Grants.gov, you will need to ensure that the organization DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the System for Award Management.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) <u>first</u>. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

NOTE: These documents are included as Mandatory Forms in Grants.gov. Each form will be its own upload into the system.

ADDITIONAL NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	**Type of Submission:** (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award Duration D. Decrease Duration B. Decrease Award (specify) E. Other C. Increase Duration	11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
		12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	**Applicant Identifier:** Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.		
5a.	**Federal Entity Identifier**: Enter the number assigned to your organization by the federal agency, if any.	16.	**Congressional Districts Of**: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	**Federal Award Identifier**: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

Item	Entry:	Item:	Entry:
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** (Required**)** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity. **f. Name and contact information of person to be contacted on matters involving this application:** Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.	21.	**Authorized Representative**: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)		

[**U.S Department of Education note**: As of fall, 2018, the FON discussed in Block 12 of the instructions can be found via the following URL: https://www.grants.gov/web/grants/search-grants.html.]

Instructions for U.S. Department of Education
Supplemental Information for the SF-424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

2. Novice Applicant. Check "Yes" if you meet the definition for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424"). By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "No" if you do not meet the definition for novice applicants**.**

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the <u>Federal Register</u> will specify this information

3. Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424.")

3a. If Not Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

3a. If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for SF-424.")

3b. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. **(A list of current FWAs is available at: http://ohrp.cit.nih.gov/search/asearch.asp#ASUR)** If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II, "Instructions for Exempt and Nonexempt Human Subjects Research Narratives" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request. <u>**No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research**</u>**.**

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-0170. If you have comments or concerns regarding the status of your individual submission of this form write directly to: (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Definitions for U.S. Department of Education
Supplemental Information for the SF-424

Definitions:

Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be **directly or indirectly** linked to that individual, the definition of human subject is met* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used <u>for similar populations</u>, it is not covered by this exemption***.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures

involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. *[This exemption applies only to retrospective studies using data collected before the initiation of the research.]*

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. *[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by HHS at the time the regulations were established. We will strictly construe this exemption because it was not intended to apply to ED research.]*

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects "exempt research" or "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.
If you marked "Yes" for item 3.b. and designated exemption numbers(s), attach the "exempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.
If you marked "No" for item 3.b. you must attach the "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for

monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
http://www.ed.gov/about/offices/list/ocfo/humansub.html

NOTE: The **State Applicant Identifier** on the SF-424 is for State Use only. Please complete it on the SF-424 in the upper right corner of the form (if applicable).

Part 2: *Other Attachment: Additional Information*
- ❑ Information Required for the Impact Aid Program
- ❑ Program Assurances and Certifications
- ❑ Assurances for Construction Programs (SF-424D)

Information Required for the Impact Aid Program

Applicant's Impact Aid Number – Enter the local educational agency's (LEA's) six-digit Impact Aid Number that is used on the LEA's section 7003 application. This number also may be found on any Impact Aid payment voucher the LEA has received.

Name of School Facility – Enter the name of the school facility for which funding is requested. Applicants may submit only one application for one educational facility as provided by 34 CFR 222.183. If an applicant submits more than one application, the Department will consider only the first submission, as determined by the Grants.gov system.

Enrollment – Enter the total enrollment in the school facility for school year 2019-2020 as of the survey date reported on the LEA's fiscal year 2021 application for section 7003.

Federally Connected Children – Enter the number of children with a parent in the Uniformed Services and the number of children who lived on Indian land attending the school facility for school year 2019-2020, as of the survey date reported on the LEA's fiscal year 2021 application for section 7003.

Interest in School Facility – Check Own, Lease, or Other. If you check Lease, enter the expiration date of the lease. If you check Other, provide additional information describing the arrangement for use of the building.

Type of Special District – If the applicant is a charter school, Alaskan Rural Education Attendance Area, or coterminous district, please check the appropriate box.

Age of School Facility – Enter the year the facility was built. If this building has had major renovations or additions since the original construction, enter the year and describe the nature of the renovation (e.g., replacement of roof, replacement of heating, ventilation and air conditioning system, construction of additional classrooms).

Acreage in LEA – Enter the total acres of land within the boundaries of the LEA. Enter the total acres of nontaxable Federal property within the boundaries of the LEA. Applicants may include Federal property that is not eligible for payments under section 7002 in the second figure.

Bonded Indebtedness – Enter the maximum bonding capacity of the LEA. Enter the amount of bonded debt owed by the LEA. Both these amounts must be as of the end of the LEA's 2019-2020 school year.

Assessed Value – For each taxing jurisdiction within the LEA, enter the total assessed value of the real property (land and improvements) in the LEA that was taxed for school purposes for school year 2019-2020. Most LEAs have a single taxing jurisdiction and may use just one line on this form to enter their data. Some LEAs contain multiple jurisdictions such as townships or are located in more than one jurisdiction such as two counties and must use multiple lines on this form.

Program assurances and certification

Be certain to complete all required assurances and certifications in Grants.gov and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

❑ Program Assurances and Certifications
❑ Assurances for Construction Programs (SF-424D)

NOTE: The *Information Required for the Impact Aid Program* and *Program Assurances and Certifications* will be uploaded into Grants.gov as part of the "Other Attachments" document, located in the Mandatory Forms section. These forms are located on the Impact Aid website at: https://impactaid.ed.gov/wp-content/uploads/2021/08/7007b-Additional-Information.pdf. The *Assurances for Construction Programs (SF-424D)* is in the Mandatory Forms section of Grants.gov and will be its own upload into the system.

Part 3: Project Narrative Attachment Form
❑ Application Narrative

Prepare a complete but succinct description of the proposed project that includes the following information:

- A detailed description of the nature and scope of the emergency condition,
- The age and condition of the facility,
- Which mechanical systems are impacted,
- How much of the building is involved,
- The importance of the affected area to the instructional program,
- The population affected (students, teachers, administrators, etc.), and
- The proportion of the building occupants affected by the condition.

Describe how the emergency condition adversely affects the health, safety and well-being of the occupants of the school facility.

Describe any actions the LEA has taken to respond to the emergency condition, and why the applicant has been unable to resolve the condition.

Describe how the proposed project will address the emergency condition and the anticipated effect on the useful life of the facility. Indicate the potential effects of delaying the project, including increased future costs. Propose a timeline of major activities such as design, contract solicitation and award, and construction begin and end dates.

Report other resources available to the LEA that can be used for this project. Include anticipated receipts such as state construction grants, which the LEA has not actually yet received. This information, along with information contained in the LEA's annual financial reports, will be used to evaluate the amount of grant funding in accordance with 34 CFR 222.191(b).

Most applicants find 2-3 pages sufficient for the project narrative. Do not include supplemental drawings, photographs, or other extraneous materials relating to the proposed project as the reviewers will not consider them.

Justification for Rebuilding

An applicant that believes that rebuilding would be less expensive or more cost effective than repairing or renovating the existing facility must include a justification that includes cost estimates for both alternatives. The applicant may propose rebuilding **only if the LEA holds title** to the existing facility for which funding is requested. Most applicants find an additional 1-2 pages sufficient for this justification. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

NOTE: The *Project Narrative Attachment Form*, located in the Mandatory Forms section in Grants.gov, should be used for your application narrative.

Part 4: Budget Information

❑ [Construction Program Cost Estimate Table](#)

The data entered on this table should be based on a professional estimate. The estimates should take into consideration the delay between the application for funds and actual construction.

For each line item, in column 1, provide the amount that the school district is able to contribute to the line item from state or local funds (non-federal share). In column 2, indicate the amount of grant funds requested (federal share). The form will automatically total column 1 and column 2 to indicate the total cost estimate for that line item.

On line (a) "Direct Project Costs", provide an estimate of the direct costs associated with this project. While there are no indirect costs allowed for these projects, a district may be reimbursed for direct costs that are necessary and reasonable to the grant. Examples of acceptable direct costs are supplies, equipment, advertising, and travel.

On line (b) "Planning/Design/Engineering/Environmental Impact Study", provide an estimate for the planning and design phase of the project. Examples of associated costs are construction feasibility study, building plans and specifications, the creation of bid documents, and engineering services.

On line (c) "Construction / Implementation", provide the estimated cost of construction. Examples of costs related to construction are the independent construction manager, labor, materials, and equipment costs.

On line (d) "Miscellaneous", provide estimates for miscellaneous items such as state and local permits, compliance monitoring, taxes (including TERO taxes), contingency planning, and any other various costs.

On line (e) "Project Summary", the form will sum line items (a) through (d) and place the sub-totals in each column.

On line (f) "Available Resources", identify any other available resources from local or state sources.

The form will subtract line (f) from line (e) and place the result on (g) "Total Request".

NOTE: The Construction Program Cost Estimate Table will be uploaded into Grants.gov as part of the "Other Attachments" document, located in the Mandatory Forms section. The cost estimate table template can be found at: https://impactaid.ed.gov/wp-content/uploads/2021/08/Impact-Aid-Discretionary-Construction-Cost-Estimate-Table.xlsx.

Part 5: Independent Certification – Signature Required

❑ Independent Certification Form

Be certain to complete the independent certification form located on the following page. A copy can also be found on our website at: https://impactaid.ed.gov/wp-content/uploads/2021/08/Independent-Certification.pdf. The signed certification must be uploaded in Grants.gov in a "flattened" (non-fillable, non-editable) PDF format on or before the application deadline. If the **signed** certification is not received by the application deadline, the application will not be eligible for funding.

<u>Form Instructions:</u>

Enter the name, title, and organization of the certifying local official. An application for an emergency grant must include a signed statement from an appropriate official certifying that the deficiency described in the narrative for the proposed project threatens the health or safety of the occupants or prevents the use of all or a portion of the building. The certifying official must either use the sample form or submit a statement on official letterhead. Appropriate certifying officials may include individuals such as fire marshals, state building inspectors, local zoning officials, military installation officials, Indian Health Services officials, or other individuals who are responsible for inspecting school facilities and identifying health and safety deficiencies. Certifying officials may not be a staff member of the applicant LEA.

NOTE: The Independent Certification Form will be uploaded into Grants.gov as part of the "Other Attachments" document, located in the Mandatory Forms section.

U.S. Department of Education
Impact Aid Program
Washington, D.C. 20202-6244

APPLICATION FOR IMPACT AID DISCRETIONARY CONSTRUCTION PROGRAM SECTION 7007(b)
Catalog of Federal Domestic Assistance #84-041C

INDEPENDENT CERTIFICATION FOR EMERGENCY GRANT APPLICATION

This form must be completed and signed by a local building inspector, a licensed architect, or a licensed engineer, and included as part of an emergency application for the discretionary construction program. The person providing this certification may not be a member of the staff of the applicant local educational agency (LEA).

Name :

Title :

Organization :

Street/P.O. Box :

City, State & Zip :

Phone :

For the school facility identified in this application, please:
1. Provide your professional and independent assessment of whether the condition is an emergency;
2. Describe how the condition adversely affects the health, safety and well-being of occupants of the school facility;
3. Describe the urgency of the need to address the condition; and
4. Provide any additional comments you believe are relevant.

If you require more space for your narrative, continue on one blank page, using the title on this form.

Independent Certification Page 2:

I certify that these statements are, to the best of my knowledge and belief, true, complete and correct.

SIGNATURE	DATE

Form Approved: OMB number 1810-0657, Expiration date: 09/30/2023

Part 6: Annual Financial Reports

❑ Annual Financial Reports

The Department needs the applicant's Annual Financial Reports (AFRs) from the three most recent fiscal years to verify the amount of available local funds that could be used for this project in accordance with [34 CFR 222.192](). Uploading the AFRs into Grants.gov is strongly preferred, but if file size limitations prevent this, you may email the LEA's audited financial reports for the most recent three fiscal years to Impact.Aid@ed.gov. In cases where matching funds are required, additional documentation of in-kind contributions will be requested. The IAP may contact state officials to verify data provided by an LEA in this application or in any additional data request, including funds that an LEA may receive from a state school construction program.

Note: Construction Feasibility Study

For selected applicants requesting funding for new construction, the Impact Aid Program may request a feasibility of construction study prior to making an award determination. An independent third party study should demonstrate that the area upon which the construction will occur is suitable for construction and will be able to sustain the new facility or addition. This study should include information to show that the soil is stable and suitable for construction, that the existing infrastructure can serve and sustain the new facility.

NOTE: The Annual Financial Reports will be uploaded into Grants.gov as part of the "Other Attachments" document, located in the Mandatory Forms section.

Part 7: Intergovernmental Review of Federal Programs (Executive Order 12372)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact (SPOC) process and a list of names by State can be found at:

https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.041C, U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 11:59:59 p.m. Eastern Time on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. ***Do not send applications to the above address.***

Not all states have chosen to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located in a State that does not have a SPOC, you may send application materials directly to the Department as described in the *Federal Register* notice.

NOTE: The Intergovernmental Review will be uploaded into Grants.gov as part of the "Other Attachments" document, located in the Mandatory Forms section.