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

**INSTRUCTIONS FOR COMPLETING THE
FY 2023 APPLICATION FOR
IMPACT AID SECTION 7007(b) FUNDING**

**Discretionary Construction Program
ALN 84.041C**

Opportunity Number: ED-GRANTS-031523-001



PROGRAM CONTACT INFORMATION

Phone: 202-260-3858

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Closing Date: 11:59 p.m. EDT, May 15, 2023

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 1810-0657. Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email Jacqueline Edwards at Jacqueline.Edwards@ed.gov. Please do not return completed applications to this address.

If you have comments or concerns regarding the status of your individual submission of this application, please contact:

Jacqueline Edwards, Competition Manager
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-6200
Jacqueline.Edwards@ed.gov

Note: Please do not return the completed application to this address.

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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) 2023 Discretionary Construction Program Grant (Discretionary Construction Grant) under the United States Department of Education (Department's) Impact Aid Program. For FY 2023, up to \$18.4 million is available to fund emergency repairs 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 take the time to review the applicable priorities, selection criteria, and all the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all the procedural rules that govern the submission of the application or the application does not contain the information required under the program ([34 CFR§75.216](#) (b) and (c)).

To apply for this competition please use the government-wide website, <http://www.grants.gov>. We encourage that early in the process of compiling an application for submission you familiarize yourself with Grants.gov and register or identify who has access to your entity's registration within your entity and become a user or clarify roles for submitting applications using Grants.gov. We recommend that you submit early.

If you are new to or would like a refresher on applying for a grant at the Department, please review our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at [2022-26554.pdf \(govinfo.gov\)](#). These Common Instructions supersede the version published on December 27, 2021, and, in part, describe the requirement to have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN); be registered in the System for Award Management (SAM.gov), the Government's primary registrant database; provide your UEI number and TIN on your application; and maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

Please note, the narrative portion of an application must be submitted using either read-only, flattened Portable Document Format (PDF) or a Microsoft Word document. Please see related instructions within this application package.

If you have any questions about the program after reviewing the application package, please call or e-mail Jacqueline Edwards at (202) 987-1743, 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

Program Background Information

Program Overview

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 funding. Additional information can be found in the application notice which contains statutory information, priorities, and allowable activities.

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 2023 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 2023 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);
 - 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; or
- The LEA is eligible to receive funds for fiscal year 2023 for heavily impacted districts under section 7003(b)(2) of the Act (20 U.S.C. 7707(b)(2)).

Eligibility requirements are outlined in the Notice Inviting Applications (NIA). [Click here](#) to access the NIA for this competition.

Applicant Guide

Applications are entered into the [Grants.gov](#) system; applications submitted via email will not be accepted. For more information, including how to submit a paper application in cases in which electronic submission is not possible, please read the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at [2022-26554.pdf \(govinfo.gov\)](#).

A completed application will include a program narrative. The program narrative is the section of the application that directly responds to the selection criteria. Applicants should describe, in detail, activities planned under the grant. The program office suggests that applicants limit the program narrative to 3 pages. Narrative attachments must be submitted as files in a read-only, flattened Portable Document Format (PDF) or as a Microsoft Word document. If applicants upload a different file type or submit a password-protected file, we will not review that material. A minimum of three peer reviewers will evaluate each proposal. Reviewers will be asked to review

the applicants' responses to each criterion and score each of their assigned proposals. Not responding to a specific criterion could negatively affect the score.

The NIA for this competition provides the selection criteria, application requirements, program requirements, eligibility, definitions, and explanations on how each criterion and requirement will be applied during the review process.

[Click here](#) to access the NIA for this competition.

Selection Criteria

The selection criteria for this competition are from 34 CFR 222, Subpart L. The maximum score for all the selection criteria and the maximum possible score for addressing each selection criterion (indicated in parentheses) is detailed in the NIA for this grant competition. Each criterion also includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion. The selection criteria for this competition can be found in the NIA for this grant competition.

[Click here](#) to access the NIA for this competition.

Program Authority

ESEA Title VII, section 7007(b)

[Click here](#) to view the statute and regulations for this program.

Training for Prospective Applicants

The Impact Aid Program will hold one technical assistance webinar for prospective applicants. When possible, information from the session will be posted on the program website. The date and time for the webinar is: **March 22, 2023, 2:00 PM Eastern Time**. Please register for the webinar at [this link](#).

A copy of the slide deck will be posted on the Impact Aid Resources page at: <https://impactaid.ed.gov/resources/#construction>

Application Submission Procedures

The deadline for submission of applications through Grants.gov is **11:59:59 PM EST on May 15, 2023**.

Application Transmittal Instructions

You must submit your application through [Grants.gov](#) and follow the [Common Instructions](#) referenced earlier and which contains requirements and information on how to submit an application. Find additional training resources on navigating Grants.gov, including video tutorials, [here](#).

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. Grants.gov no longer provides support for Microsoft Internet Explorer 9 or below.

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

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 Unique Entity Identifier (UEI) 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 usually takes approximately 7 to 10 business days, but can take longer depending on 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>. Please note that your organization will need to update its SAM registration annually.

To register in SAM.gov, click on the “Get Started” link under the “Register Your Entity...” heading in SAM.gov. Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), that are not already registered in SAM.gov must complete the “Register Entity” registration option and NOT the “Get a Unique Entity ID” option. The “Get a Unique Entity ID” option, which is not a full registration, is only available to entities for reporting purposes. Failing to complete the “Register Entity” option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award. Information about SAM is available at www.SAM.gov. To further assist you with registering in SAM or updating your existing SAM registration, see the [Quick Start Guide for Grant Registrations](#) and the Entity Registration Video at <https://sam.gov/content/entity-registration>.

- 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.

You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, 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 Reader 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>

We discourage paper applications, but if electronic submission is not possible (e.g., you do not have access to the internet), (1) you must provide a prior written notification that you intend to submit a paper application and (2) your paper application must be postmarked by the application deadline date. If you submit your prior written notification by email, it must be received by the Department no later than 14 calendar days before the application deadline date. If you mail your notification to the Department, it must be postmarked no later than 14 calendar days before the application deadline date (See the [2022 Common Instructions](#) for detailed instructions regarding this procedure).

Helpful Hints When Working with 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> as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

Slow Internet Connections

When using a slow internet connection, such as 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. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. **If you do not have access to a high-speed internet connection, 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 14 calendar days before the application deadline date.** (See the Federal Register notice for detailed instructions and the [2022 Common Instructions](#).)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. 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. 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.

Electronic Application Submission Checklist

We recommend that your electronic application be organized in the following manner and include the following parts 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.

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.

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
- Assurances for Construction Programs (SF-424D)

Part 2: [Other Attachments: Additional Information](#)

- Information Required for the Impact Aid Program
- Program Assurances and Certifications

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
- Assurances for Construction Programs (Form SF-424D)

These documents are included as Mandatory Forms in Grants.gov. Each form has its own place to upload it into the system. They can also be downloaded from the Department of Education website at <https://www2.ed.gov/fund/grant/apply/appforms/appforms.html>

Complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct assistance number and program name automatically wherever needed on other forms.

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 UEI number). General instructions for Form SF 424 can be downloaded as a PDF file from Grants.gov at https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf.

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

The *Assurances for Construction Programs (Form SF-424D)* is in the Mandatory Forms section of Grants.gov and will be its own upload into the system. The general instructions for Form SF-424D can be downloaded from Grants.gov at <https://apply07.grants.gov/apply/forms/instructions/SF424D-V1.1-Instructions.pdf>.

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 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.** The Notice Inviting Applications (NIA) does not define novice applicants or provide special consideration to novice applicants. Check “No” for this question.
- 3. Qualified Opportunity Zones.** The NIA does not include a Qualified Opportunity Zone priority. Leave this question blank.
- 4. Human Subjects Research.** For question a), check “No.”

Part 2: Other Attachment: Additional Information

- Information Required for the Impact Aid Program
- Program Assurances and Certifications

This four-page form 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>.

Applicant’s Impact Aid Number – Enter the local educational agency’s (LEA’s) six-digit Impact Aid Number that is found at the top of its LEA record in the Impact Aid Grant System.

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 as of the survey date reported on the LEA’s fiscal year 2023 application (submitted January 2022) 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, as of the survey date reported on the LEA’s fiscal year 2023 application for section 7003 (submitted January 2022). This count will be different from the count submitted on the FY 2023 application if your school district has more than one school facility.

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 2021-2022 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 2021-2022. 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 in more than one jurisdiction such as two counties and must use multiple lines on this form.

Program Assurances and Certifications - The Assurances and Certifications require TWO signatures, ONE at the bottom of page three of the form and ONE at the bottom of page four of the form.

Part 3: Project Narrative Attachment Form

- Application Narrative and Justification for Rebuilding (if proposing complete building replacement)

The narrative will be uploaded into Grants.gov as part of the “Project Narrative Attachment Form” in the Mandatory Forms section.

There is no sample form or template for this requirement. 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. 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.);
- The proportion of the building occupants affected by the condition;
- How the emergency condition adversely affects the health, safety and well-being of the occupants of the school facility;
- Any actions the LEA has taken to respond to the emergency condition, and why the applicant has been unable to resolve the condition;
- How the proposed project will address the emergency condition and the anticipated effect on the useful life of the facility;
- The potential effects of delaying the project, including increased future costs;
- A timeline of major activities such as design, contract solicitation and award, and construction begin and end dates; and
- 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\(b\)](#).
- *See Justification for Rebuilding instructions on the next page.*

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.

Part 4: Budget Information

[Construction Program Cost Estimate Table](#)

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>.

The data entered on this table should be based on a recent professional estimate. **The estimates should take into consideration the delay between the application for funds and actual construction.** Consider that awards will not be made until 6 to 9 months after the application deadline.

This program is subject to the Build America, Buy America Act (Pub. L. 117-58) domestic sourcing requirements. Accordingly, grantees and their contractors may not use their grant funds for infrastructure projects or activities unless—

- (a) All iron and steel used in the infrastructure project or activity are produced in the United States;
- (b) All manufactured products used in the infrastructure project or activity are produced in the United States; and
- (c) All construction materials are manufactured in the United States.

For more information, see the Department’s Build America Buy America website at: <https://www2.ed.gov/policy/fund/guid/buy-america/index.html>. Grantees may request a waiver for these requirements, but **do not assume a waiver request will be granted when creating your cost estimate.**

For each line item, in column 1, provide the amount that the school district can contribute to the line item from state or local funds (non-federal share). In column 2, indicate the amount of grant funds requested under this application (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 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.”

Part 5: Independent Certification – Signature Required

[Independent Certification Form](#)

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

An application for an emergency grant must include a signed statement from an appropriate official certifying that the deficiency described in the narrative threatens the health or safety of the occupants or prevents the use of all or a portion of the building. Appropriate certifying officials may include individuals such as fire marshals, state building inspectors, local zoning officials, military installation officials, Indian Health Services officials, architects, 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.**

The certifying official must either submit a statement on official letterhead or use the sample form located on our website here: <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.

Part 6: Annual Financial Reports

Annual Financial Reports

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

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: 1) the area upon which the construction will occur has soil that is stable and suitable for construction, and 2) existing infrastructure will be able to sustain the new facility or addition.

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

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

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 process and a list of names by State can be found at: [Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](#).

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# [commenter must insert number--including suffix letter, if any], 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 4:30 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.