

## IMPACT AID PROGRAM

### INSTRUCTIONS FOR COMPLETING APPLICATION FOR DISCRETIONARY CONSTRUCTION PROGRAM, SECTION 8007(b), ELEMENTARY AND SECONDARY EDUCATION ACT

**Public 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. Public reporting burden for this collection of information is estimated to average 4.5 hours per response, including time for reviewing instructions, searching existing data sources, 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 benefit (20 USC 7707(b) Elementary and Secondary Education Act, as amended). 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, Impact Aid Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-6244 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1810-0657.

Please read these instructions and the application notice carefully before you complete the application. You should also review the authorizing statute (section 8007(b) of the Elementary and Secondary Education Act) and regulations (34 CFR Part 222), 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) Internet web site, [www.ed.gov/offices/OESE/ImpactAid](http://www.ed.gov/offices/OESE/ImpactAid), or from the IAP. If you need further assistance in preparing this application please call the IAP at 202/260-3858.

#### WHO MAY APPLY

A limited number of local educational agencies (LEAs) that are eligible for funding under the Impact Aid Program and that meet certain fiscal capacity and effort requirements may apply for assistance under the discretionary construction program. See the program regulations at 34 CFR 222.170 for complete eligibility requirements.

#### HOW AND WHEN TO APPLY

**The deadline for submitting this electronic application is 4:30 p.m., Washington, D.C. time,**

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Also, fax the original signed copies of the application cover page to the U.S. Department of Education Impact Aid Program by 4:30 p.m., Washington, D.C. time, on the deadline date. An applicant for an emergency grant must also submit by fax a signed certification by a local

official, on letterhead, that the deficiency in the school facility identified in the application threatens the health or safety of the occupants or prevents the use of all or a portion of the building. An application cannot be considered timely filed and eligible for consideration for funding unless all of these documents are received by the application deadline.

**The fax number for the Application Control Center is (866) 799-1272**

When an LEA submits the application to the U.S. Department of Education, it must forward a complete copy of the application to its state educational agency (SEA). At the same time, if its state participates in the Executive Order 12372 review process, it must submit a copy of the application to its state's designated single point of contact.

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**COVER PAGE  
(PAGE 1)**

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**Emergency Grant**

An applicant that wishes to apply for funding for more than one school facility must submit a separate application for each school facility.

**Federal Debt Delinquency**

Check Yes if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check No.

**Applicant's DUNS Number**

Enter the LEA's DUNS number that is used on the LEA's section 8003 or section 8002 application. This number also may be found on any Impact Aid payment voucher the LEA has received since 1999.

**Applicant's Taxpayer Identification Number**

Enter the LEA's taxpayer identification number as assigned by the Internal Revenue Service.

**Applicant's Impact Aid Number**

Enter the LEA's Impact Aid Number that is used on the LEA's section 8003 or section 8002 application. This number also may be found on any Impact Aid payment voucher the LEA has received.

**LEA Identification and Address**

Make corrections to the LEA name and address information that is displayed, if necessary.

**Contact Person**

Enter the name, title, phone and fax numbers, and e-mail address of the appropriate person to be contacted at the LEA if there are questions regarding this application.

**Name of School Facility**

Enter the name of the school facility for which funding is requested. An applicant that wishes to apply for funding for more than one school facility must submit a separate application for each school facility.

**Enrollment**

Enter the total enrollment in this school facility for school year 2010-2011 as of the survey date reported on the local educational agency's fiscal year 2008 application for section 8003.

**Executive Order 12372 Review**

Enter the date the LEA's application was submitted to its state for review. If the applicant's state does not participate in this review process or has not selected this program for review, enter N/A (for not applicable). See the appendix for additional information.

**Authorized Representative Certification**

Enter the name and title of the LEA's authorized representative. The representative must sign and date the cover page of the application, the Impact Aid Program Assurances and Certifications page, the Assurances for Construction Programs, and the Additional Department of Education Construction Assurances.

The IAP cannot consider an application for funding unless it is complete and timely filed. This means that the forms must be submitted electronically and the signature pages must be faxed by the application deadline.

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**ADDITIONAL INFORMATION  
(PAGE 2)**

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**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 8002 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 2003-2007 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 2010-2011. 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.

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**PROJECT NARRATIVE FOR EMERGENCY GRANT APPLICATION  
(PAGE 3)**

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Enter the proposed start and end dates for the project.

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

- Detailed description of the nature and scope of the emergency condition
- Identify which mechanical systems are impacted
- How much of the building is involved

- Identify the population affected (students, teachers, administrators, etc.)
- Identify 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 applicant 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 indicate the potential effects of delaying the project, including increased future costs.

Describe the proposed project in detail. Provide information on how the proposed project will address the emergency condition. Include 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.

Limit the length of the project narrative to the space provided on the form. Do not include supplemental drawings, photographs, or other extraneous materials relating to the proposed project as the reviewers will not consider them.

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**INDEPENDENT CERTIFICATION FOR EMERGENCY GRANT APPLICATION  
(PAGE 4)**

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Enter the name, title and organization of the certifying local official. An application for an emergency grant must include a signed statement on this form from an appropriate certifying 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 form provided or submit a report 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.

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**JUSTIFICATION FOR REBUILDING  
(PAGE 5)**

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An applicant that believes that rebuilding would be less expensive or more cost effective than repairing or renovating the existing facility must provide a detailed justification, including 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. Limit the length of this project narrative to the space provided on the form. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

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**COST ESTIMATE TABLE  
(PAGE 6)**

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

On line (a), 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) 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) 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) provide estimates for state and local permits, compliance monitoring, taxes, contingency planning, and any other miscellaneous costs.

On line (e) sum lines (a) through (d) and place the sub totals in each column.

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

Subtract line (f) from line (e) and place the result on (g).

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**CHILDREN WHO ATTENDED THIS SCHOOL FACILITY AND WHO WERE  
INCLUDED ON TABLES 1 THROUGH 5 OF THE APPLICANT'S SECTION 8003  
APPLICATION  
(PAGES 7 THROUGH 10)**

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Report on these pages those children included on Tables 1 through 5 of the applicant's section 8003 FY 2012 (school year 2010-2011) application who attended the school facility for which funding is requested.

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**ASSURANCES AND CERTIFICATIONS  
(PAGES 11 AND SF-424D)**

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The authorized representative for the LEA should review these assurances and certifications and then sign and date each form. The signature of the LEA's representative commits the applicant to the assurances contained in the application, including the assurance that the applicant meets all statutory, regulatory and administrative requirements.

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**FINANCIAL INFORMATION**

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The Impact Aid Program will request audited financial reports for the preceding three years from highly ranked applicants before final award decisions are made. These reports will be used to verify the amount of available funds that could be used for this project. In cases where matching funds are required, additional documentation of in-kind contributions will be requested at that time. 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.

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**CONSTRUCTION FEASIBILITY STUDY**

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For selected applicants requesting funding for new construction, the Impact Aid Program will request a feasibility of construction study prior to making an award determination. The 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.

## Appendix A

The list below, prepared by the U.S. Department of Education is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. It reflects those changes made by OMB as of 08/15/01. The only official and up to date version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. You may review and/or download the Adobe pdf (portable document format) version of this document at the aforementioned site. Please include this statement in any reproduction of this unofficial list.

You are strongly encouraged to access the Intergovernmental Review (SPOC List) link to the Grants Management Information section of the OMB web page regularly in the course of completing grant applications to be submitted to your designated State Single Point of Contact (SPOC). If you do not have access to the Internet, please use the list below to contact the office or individual listed in order to confirm the State Single Point of Contact (SPOC).

### **STATE SINGLE POINTS OF CONTACT (SPOCs)**

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.

Catalog of Federal Domestic Assistance [<http://www.cfda.gov/public/cat-app4-index.htm>].



<p style="text-align: center;"><b>ARKANSAS</b></p> <p>Tracy L. Copeland  Manager, State Clearinghouse  Office of Intergovernmental Services  Department of Finance and Administration  1515 W. 7<sup>th</sup> Street, Room 412  Little Rock, Arkansas 72203  Telephone: (501) 682-1074  FAX: (501) 682-5206  tlcopeland@dfa.state.ar.us</p>	<p style="text-align: center;"><b>CALIFORNIA</b></p> <p>Grants Coordination  State Clearinghouse  Office of Planning and Research  P.O. Box 3044, Room 222  Sacramento, California 95812-3044  Telephone: (916) 445-0613  FAX: (916) 323-3018  State.clearinghouse@opr.ca.gov</p>
<p style="text-align: center;"><b>DELAWARE</b></p> <p>Charles H. Hopkins  Executive Department  Office of the Budget  540 S. Dupont Highway , 3<sup>rd</sup> Floor  Dover, Delaware 19901  Telephone: (302) 739-3323  FAX: (302) 739-5661  chopkins@state.de.us</p>	<p style="text-align: center;"><b>DISTRICT OF COLUMBIA</b></p> <p>Luisa Montero-Diaz  Office of Partnerships and Grants  Development  Executive Office of the Mayor  District of Columbia Government  414 4<sup>th</sup> Street, NW, Suite 530 South  Washington, DC 20001  Telephone: (202) 727-8900  FAX: (202) 727-1652  Opgd.eom@dc.gov</p>
<p style="text-align: center;"><b>FLORIDA</b></p> <p>Cindy Cranick  Florida State Clearinghouse  3900 Commonwealth Boulevard  Douglas Building, Mail Station 47  Tallahassee, Florida 32399-2100  Telephone: (850) 922-5438  FAX: (850) 414-0479  clearinghouse@dca.state.fl.us</p>	<p style="text-align: center;"><b>GEORGIA</b></p> <p>Georgia State Clearinghouse  270 Washington Street, SW  Atlanta, Georgia 30334  Telephone: (404) 656-3855  FAX: (404) 656-7901  gach@mail.opb.state.ga.us</p>

<p style="text-align: center;"><b>ILLINOIS</b></p> <p>Virginia Bova  Department of Commerce and Community Affairs  James R. Thompson Center  100 West Randolph, Suite 3-400  Chicago, Illinois 60601  Telephone: (312) 814-6028  FAX: (312) 814-8485  vbova@commerce.state.il.us</p>	<p style="text-align: center;"><b>IOWA</b></p> <p>Steven R. McCann  Division of Community and Rural Development  Iowa Department of Economic Development  200 East Grand Avenue  Des Moines, Iowa 50309  Telephone: (515) 242-4719  FAX: (515) 242-4809  Steve.mccann@ided.state.ia.us</p>
<p style="text-align: center;"><b>KENTUCKY</b></p> <p>Ron Cook  Department for Local Government  1024 Capital Center Drive, Suite 340  Frankfort, Kentucky 40601  Telephone: (502) 573-2382  FAX: (502) 573-2512  ron.cook@mail.state.ky.us</p>	<p style="text-align: center;"><b>MAINE</b></p> <p>Joyce Benson  State Planning Office  184 State Street  38 State House Station  Augusta, Maine 04333  Telephone: (207) 287-3261  Telephone: (207) 287-1461 (direct)  FAX: (207) 287-6489  Joyce.benson@state.me.us</p>
<p style="text-align: center;"><b>MARYLAND</b></p> <p>Linda Janey  Manager, Clearinghouse and Plan Review Unit  Maryland Office of Planning  301 West Preston Street – Room 1104  Baltimore, Maryland 21201-2305  Telephone: (410) 767-4490  FAX: (410) 767-4480  linda@mail.op.state.md.us</p>	<p style="text-align: center;"><b>MICHIGAN</b></p> <p>Richard Pfaff  Southeast Michigan Council of Governments  535 Griswold, Suite 300  Detroit, Michigan 48226  Telephone: (313) 961-4266  FAX: (313) 961-4869  pfaff@semcog.org</p>

<p style="text-align: center;"><b>MISSISSIPPI</b></p> <p>Cathy Mallette  Clearinghouse Officer  Department of Finance and Administration  1301 Woolfolk Building, Suite E  501 North West Street  Jackson, Mississippi 39201  Telephone: (601) 359-6762  FAX: (601) 359-6758</p>	<p style="text-align: center;"><b>MISSOURI</b></p> <p>Angela Boessen  Federal Assistance Clearinghouse  Office of Administration  P.O. Box 809  Truman Building, Room 840  Jefferson City, Missouri 65102  Telephone: (573) 751-4834  FAX: (573) 522-4395  igr@mail.oa.state.mo.us  kirchhofft@mail.oa.state.mo.us</p>
<p style="text-align: center;"><b>NEVADA</b></p> <p>Heather Elliott  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  Helliott@govmail.state.nv.us</p>	<p style="text-align: center;"><b>NEW HAMPSHIRE</b></p> <p>Jeffrey H. Taylor  Director  New Hampshire Office of State Planning  Attn: Intergovernmental Review Process  Mike Blake  2½ Beacon Street  Concord, New Hampshire 03301  Telephone: (603) 271-2155  FAX: (603) 271-1728  Jtaylor@osp.state.nh.us</p>
<p style="text-align: center;"><b>NEW MEXICO</b></p> <p>Ken Hughes  Local Government Division  Room 201, Bataan Memorial Building  Santa Fe, New Mexico 87503  Telephone: (505) 827-4370  FAX: (505) 827-4948  khughes@dfa.state.nm.us</p>	<p style="text-align: center;"><b>NORTH CAROLINA</b></p> <p>Jeanette Furney  Department of Administration  1302 Mail Service Center  Raleigh, North Carolina 27699-1302  Telephone: (919) 807-2323  FAX: (919) 733-9571  jeanette.furney@ncmail.net</p>
<p style="text-align: center;"><b>NORTH DAKOTA</b></p> <p>Jim Boyd  Division of Community Services  600 East Boulevard Ave, Dept 105  Bismarck, North Dakota 58505-0170  Telephone: (701) 328-2094  FAX: (701) 328-2308  jboyd@state.nd.us</p>	<p style="text-align: center;"><b>RHODE ISLAND</b></p> <p>Kevin Nelson  Department of Administration  Statewide Planning Program  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-2093  FAX: (401) 222-2083  knelson@doa.state.ri.us</p>

<p style="text-align: center;"><b>SOUTH CAROLINA</b></p> <p>Omeagia Burgess  Budget and Control Board  Office of State Budget  1122 Ladies Street – 12<sup>th</sup> Floor  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  aburgess@budget.state.sc.us</p>	<p style="text-align: center;"><b>TEXAS</b></p> <p>Denise S. Francis  Director, State Grants Team  Governor’s Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  dfrancis@governor.state.tx.us</p>
<p style="text-align: center;"><b>UTAH</b></p> <p>Carolyn Wright  Utah State Clearinghouse  Governor’s Office of Planning and Budget  State Capitol, Room 114  Salt Lake City, Utah 84114  Telephone: (801) 538-1535  FAX: (801) 538-1547  cwright@gov.state.ut.us</p>	<p style="text-align: center;"><b>WEST VIRGINIA</b></p> <p>Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  fcutlip@wvdo.org</p>
<p style="text-align: center;"><b>WISCONSIN</b></p> <p>Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street – 6<sup>th</sup> Floor  P.O. Box 7868  Madison, Wisconsin 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  jeffrey.smith@doa.state.wi.us</p>	<p style="text-align: center;"><b>AMERICAN SAMOA</b></p> <p>Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs  Office of the Governor/Department  of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  pmgaleai@samoatelco.com</p>
<p style="text-align: center;"><b>GUAM</b></p> <p>Director  Bureau of Budget and Management Research  Office of the Governor  P.O. Box 2950  Agana, Guam 96910  Telephone: 011-671-472-2285  FAX: 011-671-472-2825  jer@ns.gov.gu</p>	<p style="text-align: center;"><b>PUERTO RICO</b></p> <p>Jose Caballero / Mayra Silva  Puerto Rico Planning Board  Federal Proposals Review Office  Minillas Government Center  P.O. Box 41119  San Juan, Puerto Rico 00940-1119  Telephone: (787) 723-6190  FAX: (787) 722-6783</p>

<b>NORTHERN MARIANA ISLANDS</b>	<b>VIRGIN ISLANDS</b>
<p>Ms. Jacoba T. Seman  Federal Programs Coordinator  Office of Management and Budget  Office of the Governor  Saipan, MP 96950  Telephone: (670) 664-2289  FAX: (670) 664-2272  omb.jseman@saipan.com</p>	<p>Ira Mills  Director, Office of Management &amp; Budget  # 41 Norre Gade Emancipation Garden Station,  Second Floor  Saint Thomas, Virgin Islands 00802  Telephone: (340) 774-0750  FAX: (787) 776-0069  Irmills@usvi.org</p>

Changes to this list can be made only after OMB is notified by a State’s officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].