

## INSTRUCTIONS

- 1. Name of LEA/District.** Enter the name and official mailing address of the local educational agency (LEA) / school district that are applying for assistance. If there is an organizational unit (e.g. a regional service center or other recognized entity under which the district is organized), enter the name in the appropriate field. The mailing address you enter should be the official address where you want your grant award notification to be sent.
- 2. D-U-N-S Number.** Enter the applicant's nine digit DUNS number. If your organization does not have a DUNS number, you can obtain the number by calling 1-800-333-0505 or by completing a DUNS Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com/us/>
- 3. Tax Identification Number.** Enter the nine digit taxpayer's identification number (TIN) as assigned by the Internal Revenue Service.
- 4. NCES LEA ID Number.** Enter the seven-digit NCES LEA ID number. If you do not know this number, please visit <http://www.ed.gov/programs/reapsrsa/eligibility.html> to find your NCES ID data in the appropriate State spreadsheet for the current year. If you cannot find your NCES ID there, you can also go to <http://www.nces.ed.gov/ccd-web/school/index.asp>. Please make sure you review eligibility requirements for this program.
- 5. LEA Contact.** Enter the name, official mailing address, telephone and fax numbers, and e-mail address of the authorizing official (e.g. the district superintendent, the bookkeeper, or designated federal grant officer) for this grant application.
- 6. 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."
- 7. Executive Order 12372.** Check "Yes" if the application is subject to review by E.O. 12372. Also, please enter the month, day, and four (4) digit year (e.g., 12/12/2001). Otherwise, check "No." The purpose of Executive Order 12372 is to foster an 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 application notice, as published in the Federal Register, informs the applicant as to whether the program is subject to the requirements of E.O. 12372. In addition, the application package contains information on the State Single Point of Contact. An applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact. For more information regarding E.O. 12372, please refer to: <http://www.cfda.gov/public/eo12372.html>.
- 8. Incorporation by reference of assurances and certifications.** This application incorporates the assurances and certifications listed on the form and the applicant, through the signature of its authorized representative, hereby provides those assurances and certifications.
- 9. Authorized representative information and signature.** Provide the listed information and have the application signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. Be sure to enter the telephone and fax number and e-mail address of the authorized representative. Also, in item 9e, please enter the month, day, and four (4) digit year (e.g., 12/12/2001) in the date signed field.

### 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 40 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 (ESEA Section 6212/6221). 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 [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1810-0646. Note: Please do not return the completed REAP application to this address.

If you have comments or concerns regarding the status of your individual submission of this form write directly to:

Email: [REAPSEA@ed.gov](mailto:REAPSEA@ed.gov)  
Subject: SRSA Application Status

Or contact:

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