

U.S. DEPARTMENT OF EDUCATION
IMPACT AID PROGRAM

**INSTRUCTIONS FOR COMPLETING THE
FY 2017 e-APPLICATION FOR
IMPACT AID, SECTION 7007(b) FUNDING**

Discretionary Construction Program

PROGRAM CONTACT INFORMATION

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DEADLINE: 11:59 p.m. EST, September xx, 2017

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The Impact Aid Section 7007(b) Program

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 (34 CFR Part 222, Subpart L), 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 www2.ed.gov/programs/8007b/index.html or from the IAP. If you need further assistance in preparing this application please call the IAP at 202-260-3858.

Who May Apply

An LEA is eligible to receive an emergency grant under section 7007(b) of the 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 2017 competition, we are accepting applications under the first and second priorities 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 the fiscal year 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 the fiscal year for heavily impacted districts under section 7003(b)(2) of the Act (20 U.S.C. 7707(b)(2)).

An LEA is eligible to receive an emergency grant under the second priority of section 7007(b) of the Act if it meets one of the following two criteria:

- The LEA enrolls at least 40 percent of federally connected children in ADA who either reside on Indian lands or who have a parent on active duty in the U.S. uniformed services.

- The school with the emergency condition enrolls at least 40 percent of federally connected children in ADA who either reside on Indian lands or who have a parent on active duty in the U.S. uniformed services.

Additionally, to qualify under the second priority, the LEA must meet all of the following criteria:

- The LEA must be eligible to receive Impact Aid Basic Support Payments for the fiscal year.
- The LEA must have used at least 75 percent of its bond limit.
- The LEA must have an average per-student assessed value of real property available to be taxed for school purposes that is below its State average.

When to Apply

Deadline—The deadline for submitting this electronic application is:

11:59 p.m., Eastern Standard Time, September xx, 2017.

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 or emailed by the application deadline.

How to Apply

Prepare and submit this application by using the U.S. Department of Education’s electronic grant application system, G5 e-Application, available online at www.G5.gov. If you are not already a registered user, you must register on this web site to begin the electronic grant application process. Whether you are a new user or have used this web site in the past, we urge you to log on to the site and familiarize yourself with it at your earliest convenience, and to complete the application process well before the due date.

After submitting the electronic application, you must **email or fax** to the Impact Aid Program all forms for which signatures are required. Your authorized representative must sign and date the cover page of the application. After signing, fax the page to the Impact Aid Program at 866-799-1272, our toll-free fax number, or scan the pages to a PDF file and send the file by email to Impact.Aid@ed.gov, and enter “Section 7007(b) Application” in the subject line. If you choose to fax the forms, use the cover sheet from the list of Documents & Instructions on the Package Information screen in e-Application. Your application is not complete until you have submitted the electronic application online and you have emailed or faxed all pages with signatures to the Impact Aid Program.

In addition, you 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. Use the transmittal form from the list of Documents & Instructions on the Package Information

screen in G5 e-Application. Your SEA Impact Aid contact is included in a list on our website at www.ed.gov/about/offices/list/oese/impactaid/searl.html.

Cover Page

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 7003 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 7003 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. 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 G5 e-application system.

Enrollment - Enter the total enrollment in this school facility for school year 2015-2016 as of the survey date reported on the local educational agency's fiscal year 2017 application for section 7003.

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, leave this blank. 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.

Additional Information

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).

Acres 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 2015-2016 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 2015-2016. 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.

Project Narrative

Give the proposed start and end dates for the project.

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
- 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.

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 indicate the potential effects of delaying the project, including increased future costs.

Describe the proposed project in as much detail as possible. 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. 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.

Independent Certification

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 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 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. The signed certification must either be uploaded to the application in PDF format or be faxed to the IAP 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.

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 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. Most applicants find 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.

Cost Estimate Table

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.

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. In column 2, indicate the amount of grant funds requested. The form will automatically total column 1 and column 2 to indicate the total cost estimate for that line item.

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

On line (f) 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).

Children Who Attend This School Facility

Report on these pages those children included on Tables 1 through 5 of the applicant's section 7003, FY 2017 (school year 2015-2016) application who attended the school facility for which funding is requested.

Annual Financial Reports

Please upload into G5, fax (1-866-799-1272) or e-mail (Impact.Aid@ed.gov) the LEA's audited financial reports for the most recent three fiscal years. These reports will be used to verify the amount of available local funds that could be used for this project in accordance with [34 CFR 222.192](#). 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.

Appendix

Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities 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 7W301, 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 12:00 a.m. midnight (Washington, DC time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

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_s poc/. 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).