

OMB no. xxx-xxxx

Expiration Date: xxxx xx, 20xx

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

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

**Discretionary Construction Program
ALN 84.041C**

Opportunity Number: ED-GRANTS-xxxxxx-xxx



PROGRAM CONTACT INFORMATION

Email: Impact.Aid@ed.gov

Closing Date: 11:59 p.m. EDT, xxx xx, 2025

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

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

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 (form SF-424D)

Part 2: Application

- Additional Information
- Application Narrative
- Cost Estimate Table
- Independent Certification
- Program Assurances and Certifications

Part 3: Annual Financial Reports

- Annual Financial Reports

Part 4: 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 Unique Entity Identifier (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: Application

- Additional Information
- Application Narrative
- Cost Estimate Table
- Independent Certification
- Program Assurances and Certifications

This 11-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:

LOCAL EDUCATIONAL AGENCY (LEA) INFORMATION

Local Educational Agency - Enter the local educational agency's (LEA's) name.

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.

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 20xx-20xx. 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.

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 20xx-20xx school year.

SCHOOL FACILITY FOR WHICH FUNDING IS REQUESTED

Name of School Facility – Enter the name of the school facility and current address 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 last submission, as determined by the Grants.gov system, unless an applicant contacts the Department prior to the closing date to indicate a different submission should be the single submission considered for that entity.

Approximate Square Feet of New Construction - Enter the approximate square footage of the new building or addition if the application is for new construction. Also enter the address or other location information for the proposed new building if it is different from the school's current location.

Proposed Start and End Date: Enter the proposed date that the LEA will begin the project, and the date by which it will be finished.

Interest in the Current 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.

History of Current 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).

Percentage of Federally Connected Children in the School Facility – Enter the total enrollment in the school facility on the School Year 20xx-20xx for fiscal year 20xx application (submitted January 20xx) 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 20xx application for section 7003 (submitted January 20xx). This count will be different from the count submitted on the FY 20xx application if your school district has more than one school facility.

PROJECT NARRATIVE FOR EMERGENCY GRANTS

Project Narrative – Describe the emergency condition and Justification for Rebuilding (if applicable)

- 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\(b\)](#).

JUSTIFICATION FOR REBUILDING (IF APPLICABLE)

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.

COST ESTIMATE TABLE

Cost Estimate Table - 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 Davis-Bacon Act (40 U.S.C. 3141 et seq.), which established Federal minimum wage rates for construction labor for your locality.

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

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

INDEPENDENT CERTIFICATION

This form provides an independent assessment about the emergency condition. The form must be completed and signed by a local building inspector, a licensed architect, or a licensed engineer, and included as part of an emergency application for the discretionary construction program. The person providing this certification cannot be a member of the applicant's staff.

PROGRAM ASSURANCES AND CERTIFICATIONS

Program Assurances and Certifications – The Assurances and Certifications require TWO signatures, ONE at the bottom of page ten of the form and ONE at the bottom of page eleven of the form.

Part 3: 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 4: 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—ALN# [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.