

## Rural Education Achievement Program (REAP) 2025

**Welcome to the U.S. Department of Education's (Department's) data collection page for the Rural Education Achievement Program (REAP).**

This Main Page is a space to share information and data between State educational agencies (SEAs) and the REAP team at the Department. This includes State and local educational agency (LEA) data necessary to determine eligibility for either the [Rural Low-Income School \(RLIS\)](#), or the [Small, Rural School Achievement \(SRSA\)](#) formula grant programs. For comprehensive information on REAP, see the REAP Informational Document, which is available to download [here](#).

Below you will find key information, processes, and the grantmaking timeline for REAP eligibility criteria and allocation processes in fiscal year (FY) 2025, and applicable data definitions. This page also includes information on process updates that will be in place for FY 2025. The Department recommends that you use this page as a resource throughout the data collection period, SRSA application window, and award allocation processes.

To work on your State Eligibility Spreadsheet, scroll down and click on your State's workgroup under the Child Pages section.

### Accessing Connect.gov

[Connect.gov](#) is the online data sharing platform for the FY 2025 data collection. These pages may only be accessed by State-identified SEA staff and the REAP program team at the Department. Information can only be submitted and edited by State-identified contacts and the Department's REAP program officers. Each State-identified staff member who needs access to this page must be "sponsored" (i.e., given access) by the REAP team and then register with [Connect.gov](#). Please contact your REAP program officer if there are any changes in which staff at your SEA should have access.

To receive email notifications when changes are made to this page, please click on the eye icon in the upper right and add yourself as a "watcher." Any time there is a post or change, you will be notified by email.

### Key Information

Please note the following for the FY 2025 REAP eligibility data collection:

- **Timeliness of Accurate SEA-provided Data:** To ensure a timely launch of the SRSA grant application, it is imperative that SEAs provide initial data according to the timelines established by the REAP team and, as necessary, provide timely updates to State-provided data. All data updates, including any information about potential LEA operational status changes, should be provided during the data collection period prior to the launch of the SRSA application. The REAP team will only consider data updates after the launch of the SRSA application to the extent practicable.
- **Updated Instructions:** Instructions and information on both the Main Page and the Child Pages have been updated for clarity. Specifically, additional information has been added to the Operational Status and Virtual Schools sections.
- **Prior Year Correction Requests:** The Department has reviewed each State's correction requests from the prior year, FY 2024, and, as needed, adjusted data in each State's FY 2025 Eligibility

*REAP Connect.gov Main Page Instructions*

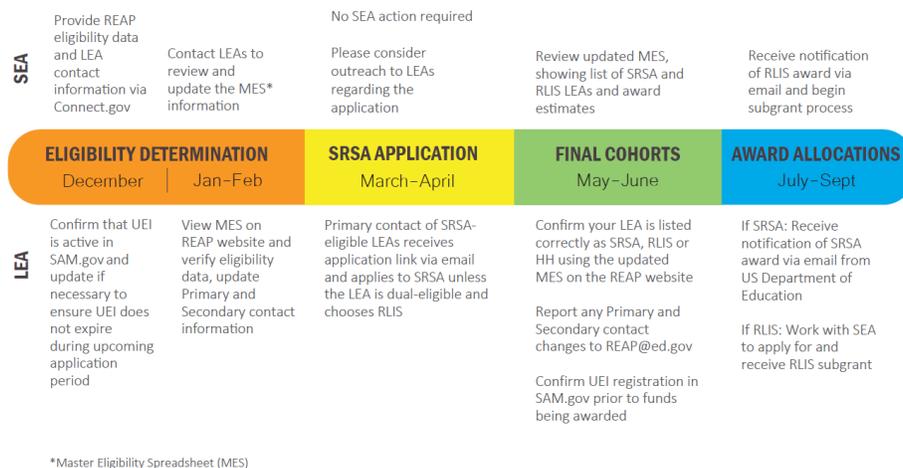
Spreadsheet to reflect the requests. SEAs should review these updates for accuracy along with providing any new corrections for FY 2025.

- **RLIS Hold Harmless:** An LEA that meets the criteria for the RLIS Hold Harmless in FY 2025 (as determined by the Department) will be awarded a percentage of the amount of RLIS funds it received in FY 2019. The Department will work directly with impacted States to provide details regarding the RLIS HH allocation process. Note that this does not impact an SEA’s data collection submission. For more information, see the Department’s [RLIS Hold Harmless page](#).
- **Issues or Concerns:** If your SEA has concerns about reporting data for the purposes of REAP in FY 2025, please notify the Department as soon as possible by emailing your REAP program officer or leaving a comment on your State’s [Connect.gov](#) page.

**Process and Timeline**

The Department annually receives LEA data from the National Center for Education Statistics (NCES) and collects data from SEAs to determine LEA eligibility for SRSA and RLIS grant awards. The Department makes this data public in the REAP Master Eligibility Spreadsheet, which is linked on the [SRSA Eligibility page](#) and updated throughout the application and award process.

For the FY 2025 grant award cycle, the Department will collect REAP eligibility data in Winter 2024 to determine eligibility for SRSA and RLIS grants that will be awarded starting July 1, 2025. Once eligibility determinations are made, the Department will invite SRSA-eligible LEAs to apply for funding. See the below timeline for additional information.



**Eligibility Designations**

[SRSA Eligible](#)

An LEA is eligible for the SRSA program if it meets the statutory criteria of being both small and rural.

(1) To be considered small, an LEA must have a total average daily attendance (ADA) of fewer than 600 students or serve only schools that are located in counties that have a population density of fewer than 10 persons per square mile.

(2) To be considered rural, all schools within the LEA must have an assigned school locale code of 41,42, or 43 by the Department's National Center for Education Statistics (NCES) or be located in an area of the State defined as rural by a State governmental agency, as determined by the Secretary.

### RLIS Eligible

An LEA is eligible to participate in the RLIS program if it meets the criteria of being both low-income and rural.

(1) To be considered low-income, 20 percent or more of the children ages 5 to 17 served by the LEA are from families with incomes below the poverty line based on data from the U.S. Census Bureau's Small Area Income and Poverty Estimates (SAIPE). Rural non-geographic LEAs for which SAIPE data are not available with poverty of 20 percent or more based on the same State-derived equivalent of SAIPE data that the State uses to make allocations under Part A of Title I of the ESEA, consistent with 34 C.F.R. § 200.72, are also considered low-income for RLIS eligibility purposes.

(2) To be considered rural, all schools within the LEA must have a school locale code of 32, 33, 41, 42, or 43 (assigned by NCES), or be located in an area of the State defined as rural by a governmental agency of the State, as determined by the Secretary.

### Dual Eligible

An LEA may meet the eligibility criteria for both SRSA and RLIS, making the LEA dual-eligible. The ESEA includes a "Choice of Participation" provision, under which a dual-eligible LEA may choose to participate in either SRSA or RLIS in a given fiscal year. Section 5225(b) requires a dual-eligible LEA to notify the Department of whether it will participate in either SRSA or RLIS.

A dual-eligible LEA indicates it is choosing SRSA by applying to the Department for a grant under SRSA (i.e., completing the SRSA application). A dual-eligible LEA that does not submit an SRSA application in accordance with SRSA application submission procedures will be included in the RLIS cohort for that fiscal year.

If a dual-eligible LEA is expected to receive \$0.00 under the SRSA program, the Department will not send that LEA an SRSA application and will automatically move it to the RLIS cohort. See the below Allocation section for more information on estimated award amounts for dual-eligible LEAs.

**Note:** Any SRSA-eligible LEA may exercise the **Alternative Fund Use Authority (AFUA)**. This means that a dual-eligible LEA may exercise AFUA even if the LEA chooses to participate in RLIS instead of SRSA. For additional information please see the AFUA Appendix C (page 43) in the REAP

[Informational Document](#).

SEAs may refer a dual-eligible LEA to the following webpage, [Considerations for Dual-Eligible LEAs](#), for help in determining which program may best meet its needs.

## **SRSA and RLIS Allocation Estimates**

REAP allocation processes are determined by statute. The Department uses some data elements collected from SEAs to determine REAP allocations (e.g., Title II, Part A and Title IV, Part A LEA allocation amounts for SRSA, average daily attendance for both RLIS and SRSA). Additional information on the SRSA allocation formula and RLIS allocation processes is available in the REAP [Informational Document](#).

There is an eligibility column for both SRSA and RLIS on the REAP Master Eligibility Spreadsheet to indicate whether an LEA is eligible for the respective program. If eligible, the Department provides an estimated award amount for that program. For a dual-eligible LEA expected to receive more than \$0.00 in SRSA funds, the Department will provide estimated award amounts with the SRSA application materials sent to the LEA. The Department also encourages SEAs to highlight the estimated award amount columns in the REAP Master Eligibility Spreadsheet when communicating with LEAs to help an LEA determine which program formula will result in a larger grant award.

Please note that allocation estimates are based on historical ratable adjustment data for SRSA and per pupil amounts for RLIS. Funding for FY 2025 awards will vary from the estimated amounts depending on factors such as the amount Congress appropriates for the program, the number of LEAs nationwide that are eligible to receive SRSA grant funding, and the number of eligible LEAs that apply for funding.

### **LEA Identifying Information**

The identifying information for each LEA included in the REAP Master Eligibility Spreadsheet is provided by NCES and includes an LEA's NCES ID, name, mailing address, and phone number. SEAs are encouraged to submit updates to this data directly to NCES in addition to notifying the Department via the State Eligibility Spreadsheet.

### **LEA Agency Type**

An entity may be eligible for REAP if it meets the definition of an LEA in [ESEA section 8101\(30\)](#). NCES provides LEA classifications by agency type for the purposes of REAP (e.g., "Regular public school district that is NOT a component of a supervisory union," "Independent Charter District").

### **NCES Locale Codes**

The Department uses NCES-provided locale codes for each school within an LEA to determine if an LEA meets the rural eligibility criteria. SEAs should not modify the locale codes when submitting eligibility data to the Department. Note that, on the REAP Master Eligibility Spreadsheet, an LEA's locale designation includes the individual locale codes for each school within the LEA, as determined by NCES. For more information on locale code designations, see the [NCES website](#). During the REAP data collection process, an SEA may submit a locale code test request to the Department for schools that 1) do not have locale codes or 2) have a locale code that the SEA believes to be inaccurate. See your State's Child page for instructions on how to submit a locale code test request.

### **Population Density**

An SEA should not modify the U.S. Census Bureau's (Census') population density data that the Department uses to determine if an LEA qualifies for the population density exception under [ESEA section 5211\(b\)\(1\)\(A\)\(i\)\(II\)](#). NCES provides this data for the REAP Master Eligibility Spreadsheet.

### **Small Area Income Poverty Estimates (SAIPE)**

In accordance with section 5221(b)(1) of the ESEA, the Department is required to use Census' Small Area Income and Poverty Estimates (SAIPE) data to determine the percent of children from families below the poverty line served by an LEA for purposes of RLIS eligibility. When available, SAIPE data must be used to determine RLIS eligibility. For an LEA for which current SAIPE data are unavailable, a State must submit the same State-derived poverty data used to determine LEA allocations under Part A of Title I of the ESEA in the most recent school year. State-submitted SAIPE equivalent poverty data will only be accepted for an LEA for which SAIPE data are unavailable.

The Department uses the most current SAIPE data available to determine an LEA's eligibility. The dataset for the current year, FY 2025, will be available to the Department in December 2024. The December 2024 SAIPE data will be estimates that are still within the challenge period.

FY 2025 will follow the same SAIPE process as last year. When the Department makes an initial version of the REAP Master Eligibility Spreadsheet available for SEAs, the Department will include the 2024 SAIPE data (data that becomes available in December 2024) along with instructions for how SEAs can provide data for LEAs for which SAIPE data are unavailable. The Department will only collect LEA-level data from SEAs if an LEA is missing SAIPE data. For only those LEAs, SEAs will be asked to provide the same State-derived poverty data used to determine LEA allocations under Part A of Title I of the ESEA in the most recent school year. This data will be included in the public REAP Master Eligibility Spreadsheet and used to determine RLIS eligibility.

For additional information on SAIPE estimates and how to submit a challenge, see [Census' website](#). Please note that if Census modifies an LEA's SAIPE data during the challenge period, the Department will rely on the updated SAIPE data (generally finalized in March of each year) when determining eligibility for RLIS.

### **Operational Status**

**SEAs must provide any data related to LEA operational status changes to the REAP team during the data collection window prior to the launch of the SRSA application.** The REAP team will only consider data updates after the launch of the SRSA application to the extent practicable.

- An LEA must be operational during school year (SY) 2024-2025 to be included as eligible on the REAP FY 2025 Master Eligibility Spreadsheet. An LEA with the operational status of closed or inactive, or that is not included in the REAP FY 2025 Master Eligibility Spreadsheet is not considered eligible for the purposes of the Department's FY 2025 REAP allocations.
- An LEA that will be operational for the first time in SY 2025-2026 will not be included on the Master Eligibility Spreadsheet as eligible to receive an FY 2025 REAP award. If the SEA anticipates that an LEA may be operational in a future school year, it should report the LEA's operational status to NCES. An LEA that begins operation in SY 2025-2026 will be included in the REAP Master Eligibility Spreadsheet in FY 2026.
- Some LEAs are listed with an operational status of future, as reported by the SEA to NCES as of September 1, 2024. A "future" LEA may be included on the REAP Master Eligibility Spreadsheet as eligible for an FY 2025 award only if the future LEA is operational in SY 2024-2025 and otherwise meets the eligibility requirements for RLIS or SRSA.
  - To determine the eligibility of a future LEA that is operational in SY 2024-2025, the Department will ask the SEA for current data (i.e., data from the 2024-2025 school year) for the future LEA (e.g., ADA, Title allocations, State definition of rural) and consult with NCES on locale code designations.

## Virtual Schools

Schools that are full virtual centers (i.e., all instruction offered by the school is virtual, although students and teachers may meet in person for field trips, school-sponsored social events or assessment purposes; all students receive all instruction virtually) are ineligible to generate or benefit from REAP funding. These schools are reported to NCES as “fully virtual schools” and are reflected in the Department’s data for the purposes of REAP; specifically, locale codes for full virtually schools have been removed from the LEA’s locale codes.

In order to ensure that funds are not generated by or obligated for full virtual students, the **ADA generated by any fully virtual school within an LEA must be excluded from the total ADA for the LEA**. Refer to ADA instructions below for information REAP ADA requirements.

ADA for all schools other than fully virtual schools are included for eligibility determination. This includes the following categories of schools:

- Primarily virtual schools - the school’s major purpose is to provide virtual instruction to students, but some traditional classroom instruction is also provided; most students receive all instruction virtually.
- Supplemental virtual schools - instruction is directed by teachers in a traditional classroom setting and virtual instruction supplements face-to-face instruction by teachers; students vary in the extent to which their instruction is virtual.
- Non-virtual schools - the school does not offer any virtual instruction; no students receive any virtual instruction.

If a school was not identified as fully virtual by NCES but is actually fully virtual, the SEA must notify the Department of the change through the State Eligibility Spreadsheet. The SEA must exclude ADA generated by the virtual school from the total ADA that the SEA reports for the LEA. The Department will remove the applicable locale code from the LEA.

## State Definition of Rural

The ESEA authorizes the Department to waive the locale code REAP eligibility criteria based on a demonstration by the LEA, and concurrence by the SEA, that the LEA is located in an area defined as rural by a governmental agency of the State. Thus, an SEA may, but is not required to, submit a State definition of rural (i.e., how a governmental agency of the State defines rural) and which LEAs in the State meet that definition as an alternative means of establishing eligibility (i.e., an alternative to NCES rural locale codes) under the SRSA or RLIS program. However, submitting a rural definition does not ensure the Department will waive the locale code criteria for all LEAs identified as rural by the State. After submission by the State, proposed State rural definitions are reviewed by the Department. This review may require verification of the applicability of the State definition of rural by the SEA.

## Average Daily Attendance (ADA)

For the purposes of REAP eligibility and allocations, the annual ADA determination is described in Part B, Subpart 3, section 5231 of the ESEA:

### **SEC. 5231. ANNUAL AVERAGE DAILY ATTENDANCE DETERMINATION.**

(a) CENSUS DETERMINATION — Each local educational agency desiring a grant under section 5212 and each local educational agency or specially qualified agency desiring a grant under subpart 2 shall —

(1) not later than December 1 of each year, conduct a census to determine the number of students in average daily attendance in kindergarten through grade 12 at the schools served by the agency; and

(2) not later than March 1 of each year, submit the number described in paragraph (1) to the Secretary (and to the State educational agency, in the case of a local educational agency seeking a grant under subpart (2)).

Each SEA provides the results of the census conducted to determine the number of students in average daily attendance in kindergarten through grade 12 at the schools served by each LEA. The census must be conducted not earlier than the start of the school year and not later than December 1. ADA from the census conducted during the school year preceding the Federal fiscal year in which the data are collected is used to calculate allocation amounts for the upcoming awards (e.g., the Department collects SY 2023-2024 ADA from SEAs in Winter of 2024 and the data determines FY 2025 awards (awards made in July 2025)).

Additionally, each SEA will provide the date or date range during which a census was conducted for the purposes of REAP ADA data collection, including the month(s) and year (e.g., August-October 2023).

### **Title II, Part A and Title IV, Part A Allocation Amounts**

To meet the statutory requirements with respect to the SRSA allocation formula, SEAs must report the total amount of Title II, Part A and Title IV, Part A funds that each LEA has received from the applicable fiscal year appropriation (see next paragraph for information on which year's data to provide). Note that the amount an SEA reports should reflect the total amount of funds that the LEA received under the applicable Title program (e.g., the amount should be listed as \$0 if an LEA refuses an allocation).

For each LEA, an SEA must provide the total amount of funds received under Title II, Part A and Title IV, Part A of the ESEA during the school year preceding the fiscal year during which data are collected. In other words, for the FY 2025 REAP awards to be made in July 2025, the SEA should provide SY 2023-2024 LEA award amounts, which were made out of an SEA's FY 2023 Title II, Part A and Title IV, Part A allocations, respectively.

### **SRSA Application and LEA Contact Information**

Once the FY 2025 Master Eligibility Spreadsheet is available, the REAP team will share it with all SEAs and REAP-eligible LEAs for review prior to the launch of the SRSA application. If an eligible LEA is inadvertently not included, the SEA or LEA should contact [reap@ed.gov](mailto:reap@ed.gov) prior to the launch of the SRSA application.

The SRSA application will be emailed directly to each eligible LEA's primary contact. We have prepopulated the primary contact for SRSA LEAs based on the most recent data we have available (e.g., what was provided on the FY 2024 SRSA application or through other updates from the LEA). An SEA should **only update LEA contact information if it is sure that it has more accurate or current contact information**. The Department uses this data to contact LEAs, including those eligible for SRSA, and will include final contact information on the SRSA Grant Award Notification (GAN), as applicable.

## *REAP Connect.gov Main Page Instructions*

The REAP team monitors which LEAs apply for SRSA, sends reminders directly to LEAs, and posts application status updates to this site throughout the application period. We encourage SEA staff to use these status updates to support SRSA-eligible LEAs in applying for REAP funding by reminding SRSA-eligible LEAs in your State to apply to the Department for SRSA funding and to watch for communications from the REAP team.

If an SEA needs to update LEA contact information at any point after submitting initial eligibility data, please email those updates to your program officer.

### **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 currently valid OMB control number. The valid OMB control number for this collection is 1810-0646. Public reporting burden for this collection of information is estimated to average 38 hours per response, including the 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, per Part B of Title V of the Elementary and Secondary Education Act (ESEA). If you have comments or concerns regarding the status of your individual submission of this form, please contact the Office of Elementary and Secondary Education's Rural Education Achievement Program at [reap@ed.gov](mailto:reap@ed.gov) or 202-401-0039 directly.

- [REAP Homepage, including links to SRSA and RLIS Homepages](#)
- [REAP Resources](#)
- [REAP Informational Document](#)
- [Master Eligibility Spreadsheets for Prior Years](#)
- [-U.S. Census Bureau – Small Area Income and Poverty Estimates \(SAIPE\) Program](#)

## Rural Education Achievement Program (REAP)

Welcome to the U.S. Department of Education's (Department's) data collection page for the Fiscal Year 2025 Rural Education Achievement Program (REAP) grants (awards to be made in July 2025).

### Connect.gov State Child Page

- This Child Page provides the ability to centrally store all State and local educational agency (LEA) data necessary to determine eligibility for Rural and Low-Income School (RLIS) and the Small, Rural School Achievement (SRSA) formula grants. Only State-identified contacts with [Connect.gov](#) access can submit and edit this information.
- Refer to the REAP Main Page on [Connect.gov](#) for detailed information on where the data comes from and how it is used.
- The first section of this page, “LEA Data Tab Column-by Column Instructions,” provides detailed information on what data is included in each column of the tab and what data is required from SEAs.
- Detailed instructions for editing the spreadsheet and inputting data into individual columns is at the bottom of this page under the “Instructions for Inputting Data” section.
- To receive email notifications when changes are made to this page, please click on the eye icon in the upper right and add yourself as a “**watcher**.” Any time there is a post or change, you will be notified by email.
- To work on your State Eligibility Spreadsheets, scroll down and click on the Excel document “ST\_25InitialEligibility.xlsx.”
- To communicate with your REAP Program Officer regarding questions or information regarding eligibility, please use the comments section on this Connect State Child page. [Connect.gov](#) will automatically notify your program officer. This site will keep all correspondence centralized and transparent throughout the eligibility process.

### LEA Data Tab Column-by-Column Instructions:

- Columns A through M and Column O are provided by NCES (note the cells in these columns are color-coded gray). Please do not make any edits to the data in these columns, as the Department will create the REAP Master Eligibility Spreadsheet using the data NCES provided. An SEA should review all the data provided by NCES. Additionally, an SEA will be asked to make corrections to some NCES data, such as an LEA's virtual designation (Column M) or status as “future” (Column O). Any corrected data will be provided in additional columns on the spreadsheet. Individual column instructions, including how to make corrections to data, are described below.
- Some columns use **dropdown values** to record data. For these columns (Columns N, P, and Q), you will need to select the relevant dropdown option. If your SEA utilizes Excel formulas to complete these columns, you may continue to do so as long as the data that is being added to the columns matches one of the dropdown options. The individual dropdown options for each column are indicated in the application sections below (e.g., to see the dropdown options for Column N, see the Column N section below).
- The Department will provide SAIPE data to State Coordinators in January via the REAP Master Eligibility Spreadsheet on [Connect.gov](#). SAIPE data are not included on the initial State Eligibility Spreadsheets. Once SAIPE data are available, State Coordinators should submit the same State-derived poverty data used to determine LEA allocations under Part A of Title I of the ESEA in the most recent school year for each LEA for which SAIPE data are **unavailable**. For more information, see the SAIPE section on the [Connect.gov](#) Main Page.

Below are the column-by-column instructions for Columns N and P through AB. Click on the triangle to view full instructions for each column:

### **Column N: Virtual Designation Corrections**

- For context, Column M includes data provided by NCES on an LEA’s virtual designation. Column M should not be edited. Column M has the following designations:
  - Blank (meaning no schools within the LEA are virtual)
  - At least one school within the LEA is fully virtual
  - Fully virtual LEA
- If the Department has made a correction in FY 2025 that was requested in the prior year, FY 2024, the correction will be reflected in Column M.
- Column N is reserved for SEAs to provide corrections to the virtual designations provided by NCES. For example, if an LEA is listed as “Fully Virtual LEA” in Column M but the LEA only has one school within it that is fully virtual, the SEA may use Column N to correct the LEA’s virtual designation to “At least one school within LEA is fully virtual.”
  - Please note the correction, including the NCES ID of impacted schools, in Column AA – “FY25 Comment and Correction Requests.”
  - If the Department has made a correction in FY 2025 that was requested in the prior year, FY 2024, the comment will be included in Column AB – “FY24 Comments.”
- If no correction needs to be made, leave Column N blank.
- Column N has three dropdown options that can be used to submit corrections:
  - Schools/LEA not virtual
  - At least one school within LEA is fully virtual
  - Fully Virtual LEA

### **Column P: LEA Operational Status Corrections**

- All LEAs included on the State spreadsheet were reported as operational by NCES. An SEA may use Column P to update or correct an LEA’s operational status (e.g., LEA closure, merger, etc.) during the current school year (SY) (e.g., for FY 2025 awards, SY 2024-2025). For example, if an LEA will close or merge prior to July 1, 2025, an SEA should update Column P to “Will close or merge prior to July 2025.”
- If no correction is needed, leave Column P blank.
- Column P has four dropdown options that can be used to submit corrections:
  - Closed
  - Merged
  - Will close or merge prior to July 2025
  - Future/Newly opened
- Note that Column O includes NCES designations of “Future” for individual LEAs. Do not make corrections to Column O. If additional LEAs need to be designated as “Future,” select that dropdown in Column P.
- If an LEA is marked as “Merged” or “Will close or merge prior to July 2025,” provide additional details in Column AA – “FY25 Comments and Correction Requests.”
- If an SEA has requested a correction to an LEA’s operational status in the prior year, FY 2024, the comment will be included in Column AB – “FY24 Comments” to indicate the requested change. The SEA should review these comments and add a comment indicating the operational status of the LEA.

- If there is a correction that cannot be made using the drop down in Column P, the correction may be noted in Column AA.

### **Column Q: LEA Defined as Rural by the State**

- Only those SEAs that choose to submit a rural definition as an alternative means of establishing eligibility (i.e., not NCES rural locale codes) under the SRSA or RLIS program should complete Column Q. For an LEA that is located in an area defined as rural by a governmental agency of the State, select “yes” in Column Q. Note that this is your SEA’s concurrence that the use of the definition and the applicable list of LEAs is accurate for the purposes of REAP.
- If the State definition of rural does not apply to an LEA, the SEA may leave Column Q blank or select “No” for the applicable LEA.
- For an LEA that is located in an area defined as rural by a governmental agency of the State (i.e., if “yes” is entered in Column Q), the SEA must submit the State definition of rural for the purposes of REAP. Specifically, if there is an applicable definition of rural by a governmental agency of the State, the SEA must provide the following information in the “Additional Information” tab in the yellow fields under Item #2 – State Definition of Rural:
  1. The identity of the State agency that established the definition; and
  2. A copy of the State-approved definition of rural.

### **Column R: Average Daily Attendance (ADA)**

- In Column R, provide the results of the census conducted to determine the number of students in average daily attendance in kindergarten through grade 12 at the schools served by each LEA. The census must be conducted not earlier than the start of the school year and not later than December 1. ADA from the census conducted during the school year preceding the Federal fiscal year in which the data are collected is used to calculate allocation amounts for the upcoming awards (e.g., the Department collects SY 2023-2024 ADA from SEAs in the Fall of 2024 and the data determines FY 2025 awards (awards made in July 2025)).
- ADA generated by any fully virtual school within an LEA must be excluded from the total ADA for the LEA.

### **Column S: FY23 Title II-A Amount**

- In Column S, for each LEA, enter the total amount of funds that LEA received through Title II, Part A of the ESEA during the school year preceding the fiscal year during which data are collected. In other words, for the FY 2025 REAP awards to be made in July 2025, please enter the amount of the LEA’s Title II, Part A award for SY 2023-2024, which was made from the SEA’s FY 2023 Title II, Part A allocation.
- If an LEA did not receive Title II, Part A funding, the allocation for that LEA should be left blank.

### **Column T: FY23 Title IV-A Amount**

- In Column T, for each LEA, enter the total amount of funds that LEA received through Title IV, Part A of the ESEA during the school year preceding the fiscal year during which data are collected. In other words, for the FY 2025 REAP awards to be made in July 2025, please enter

the amount of the LEA's Title IV, Part A award for SY 2023-2024, which was made from the SEA's FY 2023 Title IV, Part A allocation.

- If an LEA did not receive Title IV, Part A funding, the allocation for that LEA should be left blank.

**Column U: Primary LEA Contact Fname (First Name)**

- Review the **first name** of the listed official for each LEA who can serve as the **primary point of contact** on matters involving the SRSA application.
- REAP has prepopulated current contact information as available from last year's SRSA application or as provided by the LEA. Only update LEA contact information if you are sure that you have more accurate or current contact information.

**Column V: Primary LEA Contact Lname (Last Name)**

- Review the **last name** of the listed official for each LEA who can serve as the **primary point of contact** on matters involving the SRSA application.
- REAP has prepopulated current contact information as available from last year's SRSA application or as provided by the LEA. Only update LEA contact information if you are sure that you have more accurate or current contact information.

**Column W: Primary LEA Contact Email**

- Review the **email** of the listed official for each LEA who can serve as the **primary point of contact** on matters involving the SRSA application.
- REAP has prepopulated current contact information as available from last year's SRSA application or as provided by the LEA. Only update LEA contact information if you are sure that you have more accurate or current contact information.

**Column X: Secondary LEA Contact Fname (First Name)**

- Review the **first name** of the listed official for each LEA who can serve as the **secondary contact** on matters involving the SRSA application.
- REAP has prepopulated current contact information as available from last year's SRSA application or as provided by the LEA. Only update LEA contact information if you are sure that you have more accurate or current contact information.

**Column Y: Secondary LEA Contact Lname (Last Name)**

- Review the **last name** of the listed official for each LEA who can serve as the **secondary contact** on matters involving the SRSA application.
- REAP has prepopulated current contact information as available from last year's SRSA application or as provided by the LEA. Only update LEA contact information if you are sure that you have more accurate or current contact information.

**Column Z: Secondary LEA Contact Email**

- Review the **email** of the listed official for each LEA who can serve as the **secondary contact** on matters involving the SRSA application.
- REAP has prepopulated current contact information as available from last year’s SRSA application or as provided by the LEA. Only update LEA contact information if you are sure that you have more accurate or current contact information.

### **Column AA: FY25 Comments and Correction Requests**

- If you have any revisions to data included in Columns A-M or O, or need to provide details on information submitted in Columns N, P-Z, please submit these in Column AA. For example, if an LEA is marked as “merged” in Column P, provide details (i.e., with what LEA, etc.) in Column AA.
- If the historical comment in Column AB needs to be confirmed or updated, provide information in Column AA.

### **Column AB: FY24 Comments (History)**

- The Department has reviewed each State’s correction requests from the prior year, FY 2024, and, as needed, adjusted data in each State’s FY 2025 Eligibility Spreadsheet to reflect the requests.
- If the Department has made a correction in FY 2025 that was requested in the prior year, FY 2024, a comment will be included in Column AB. SEAs should review these updates for accuracy along with providing any new corrections for FY 2025.

### **Additional Information Tab**

After completing the LEA Data tab, SEAs will need to complete the Additional Information tab.

- Item #1: Average Daily Attendance (ADA) Collection Date or Date Range—Each SEA must follow the instructions at the top of the Additional Information tab to provide the date or date range during which the census was conducted for the purposes of the ADA data provided in Column R, including the month(s) and year (e.g., August-October 2023).
- Item #2: State Definition of Rural—Only those SEAs that choose to use a rural definition as an alternative means of establishing eligibility (i.e., not NCES rural locale codes) under the SRSA or RLIS program must complete the State Definition of Rural section of the Additional Information tab. Follow the instructions to provide the identity of the State governmental agency that established the definition and a copy of the rural definition.
  - For a State that previously submitted a State definition of rural, it is available on the State’s child page from the previous year (e.g., to see the State definition of rural submitted in FY 2024, see your State’s FY 2024 child page).
  - Any State using a State definition of rural must provide the data to the Department each year.

### **Locale Code Test Request Tab**

If your SEA would like to submit a locale code test request for one or more LEAs, complete the “Locale code test request” tab on your State spreadsheet. Follow the instructions at the top of the tab.

**Instructions for Editing Spreadsheets:**

[Instructions for Downloading and Uploading Spreadsheets \(VIEW Button\)](#)

IMPORTANT: Do NOT change any pre-populated values in columns other than those included in Step 5 below.

1. Find your State Eligibility spreadsheet listed below. (We have already populated it with certain data.)
  2. Click on the name of the spreadsheet, then click VIEW-ONLY. This will open the spreadsheet in a new window.
  3. Save it on your desktop. Important: Make sure you save the file with the SAME name and file-type.
  4. Add data to your saved copy on your desktop.
  5. In the State Eligibility spreadsheet LEA Data tab, complete the following **blank columns** for each LEA:
    - Virtual Designation Corrections (Column N)
      - Note: this column utilizes dropdown options.
    - LEA Operational Status Corrections (Column P)
      - Note: this column utilizes dropdown options.
    - If applicable, alternative rural definition for the current school year (Column Q)
      - Note: this column utilizes dropdown options.
    - Average daily attendance (ADA) (Column R)
    - FY 2023 Title II, Part A Amount (Column S)
    - FY 2023 Title IV, Part A Amount (Column T)
    - Primary LEA Contact (First Name) (Column U)
    - Primary LEA Contact (Last Name) (Column V)
    - Primary LEA Contact (Email) (Column W)
    - Secondary LEA Contact (First Name) (Column X)
    - Secondary LEA Contact (Last Name) (Column Y)
    - Secondary LEA Contact (Email) (Column Z)
  6. In the Additional Information tab, complete the following:
    - Item #1: Average Daily Attendance (ADA) Collection Date or Date Range
    - If applicable, Item #2: State Definition of Rural
  7. If applicable, complete the Locale Code Test Request tab.
  8. Under "Documents" below, click the "Attach File" button. Then click "Attach" to upload the spreadsheet. Important: Make sure you upload the file with **exactly the SAME name** and file-type as the original.
  9. Close the file. All changes to the spreadsheet will be automatically uploaded, timestamped, and noted as the most recent version on the main REAP page.
  10. To see your changes, refresh the page (pressing F5 in Windows), then re-select the file.
- [Instructions for Editing Spreadsheets in Max.gov \(EDIT Button\)](#)
    1. Find your State Eligibility spreadsheet listed below. (We have already populated it with certain data.)
    2. Click on the name of the spreadsheet, then click Edit. This will open the spreadsheet in a new window.
    3. Once you have finished editing the spreadsheet, Save the file.
    4. Close the file. All changes to the spreadsheet will be automatically uploaded, timestamped, and noted as the most recent version on the main REAP page.

5. To see your changes, refresh the page, then re-select the file.

**NOTE on Comments and Corrections**

If you have any comments or revisions to columns on the eligibility spreadsheet (e.g., details regarding an LEA merger that is noted in Column P), please submit these in Column AA "FY 2025 Comments and Correction Requests." However, if you need to ask any questions about eligibility, please use the comments section on this Connect State Child page.

**Submission Date**

**Please submit eligibility data by January 3, 2025.** If you need more time or have any questions, you can communicate with your REAP Program Officer using the comments section at the bottom of this page.

**Helpful Links**

- [REAP Homepage, including links to SRSA and RLIS Homepages](#)
- [REAP Resources](#)
- [REAP Informational Document](#)
- [Master Eligibility Spreadsheets for Prior Years](#)
- [-U.S. Census Bureau – Small Area Income and Poverty Estimates \(SAIPE\) Program](#)