



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Impact Aid Program

November 21, 2011

## MEMORANDUM

TO : Impact Aid Program Section 8002 Applicants  
State Representatives for Impact Aid  
Others Interested in the Impact Aid Program

FROM : Alfred D. Lott, Director  
Impact Aid Program

SUBJECT : Fiscal Year (FY) 2013 Impact Aid Section 8002 Application  
Due January 31, 2012 – Memorandum #2012-02

The Impact Aid Section 8002 electronic application (e-Application) is now available on-line at [www.G5.gov](http://www.G5.gov). You will find a full set of application instructions as well as other information documents posted within your e-Application package. We urge you to start working with your application well before the due date. Do not wait until the last minute to submit your application and fax the signature pages. Each year, some applicants submit their applications late after waiting too long to begin the process, incurring the 10 percent payment reduction penalty. Don't let this happen to you.

If your school district also applies for Impact Aid under Section 8003, you will receive a separate memo announcing that application.

### **Submit Your Complete e-Application before the Deadline**

The deadline for submission of your application is:

**4:30 p.m. Eastern Standard Time**

**Tuesday, January 31, 2012**

A complete application contains all required e-Application forms submitted on-line in G5—including the Table 1 Worksheet—plus signed copies of the cover page, assurances and Table 1 submitted by e-mail or by fax. Incomplete applications will be considered not timely filed. If you do not complete your application until after the deadline, it will be late and your payment will be reduced by 10 percent of the total. If you do not submit all required forms and signatures within 60 days of the deadline—April 2, 2012—your application will be ineligible and you will receive no payment for FY 2013.

After you submit the e-Application on-line, you also must submit signature pages by fax or as a PDF document by e-mail. Our fax number is 1-866-799-1272. Keep your fax confirmation as proof of submission. We will accept faxed or e-mailed signature pages for three business days following the deadline (through Friday, February 3), but the pages must be signed and dated on or before January 31, 2012 for your application to be considered complete and timely. As an alternative you may scan your signature pages to a PDF document and send them as an e-mail attachment to [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov). Set up your e-mail with an automatic return receipt and keep your e-mail receipt as proof of submission.

### **What's New This Year?**

We have redeveloped e-Application, and it has been relocated to a new Internet address within the Department of Education's G5 grants management system, [www.G5.gov](http://www.G5.gov). You must register at the new site to create a new username and password to access your FY 2013 application.

If you have bookmarked the old system, please delete your old bookmark and use the new address. The old version of e-Application has been retired and the username and password that you used last year will not work in G5.

You should register right away, even if you are not ready to start working with your application. To register, start at the main portal for G5, [www.G5.gov](http://www.G5.gov). Click the "Sign Up" link on the left side of your screen and follow the prompts.

### **Register with Your Impact Aid Number**

When you register, G5 first will prompt you to enter information on your user profile. The system will create a username based on your e-mail address and you will create a password to go along with it. It is critical that you complete the third step of entering your school district's Impact Aid number on your profile. The system uses your Impact Aid number to determine the correct forms to put into your application and to "pre-populate" those forms with data such as your school district's name and address and the eligible properties claimed on last year's application. This will save you a lot of work.

If you do not enter your Impact Aid Number on your user profile, the system will assume that you are a new applicant and will assign you a temporary number that begins with "GIA." If this happens or you cannot remember your Impact Aid Number, please contact us for assistance.

### **Use the G5 Tutorials and Sign Up for Our On-line Webinars**

There are on-line tutorials in G5 that demonstrate how to register and how to create and submit your application. On the main portal for G5, point your cursor at "Main" on the

blue menu ribbon and select “Online Training” from the drop-down menu. On the next screen, double-click “G5 for Impact Aid Applicants” then double-click “Impact Aid Application” to see a list of available tutorials.

We offer webinars to demonstrate the tutorials. These webinars will be presented several times between now and the application deadline. You can sign up to attend on-line at [educate.webex.com](http://educate.webex.com). Click “Training Center” on the menu ribbon, and then click the “Upcoming” tab to see a list of all our scheduled webinars. If you register for a webinar and decide later not to attend, please cancel your registration as soon as possible to make your space available for another applicant.

### **Use the Revised Worksheet for Estimating the Value of Federal Property**

You will find among the documents in your e-Application a link to a Microsoft Excel worksheet that you must complete as part of your application. The revised Table 1 Worksheet is to be completed by the local official who completes Table 1. The worksheet structures the process of developing reasonable estimates of the value of the eligible Federal property in the school district.

The revised Table 1 Worksheet is based on the procedures described in the Final Rule published in the Federal Register on November 20, 2008. That Final Rule is also posted with the application instructions inside G5. Please review the rule and the Table 1 Worksheet, and share these documents with the local tax official who completes Table 1. The local official must apply the regulations in completing the Table 1 Worksheet to prepare the estimated value of Federal property reported on Table 1 of the application.

For the FY 2013 application, you are in the first year of the Three-Year Cycle described in the Final Rule and the application instructions. The parcels that you select to establish your estimated assessed value (EAV) for the FY 2013 application will be used for the succeeding two application years.

***If you use recent sales for your properties, make sure you follow the instructions for allowable recent sales, and prepare your documentation of the proportion of recent sales to be submitted to the Impact Aid Program office when requested.***

The completed Table 1 Worksheet must be uploaded in your e-Application before you submit the application on-line. Please review the application instructions for a full explanation of this form.

In addition, you need to obtain the information necessary to provide accurate information for Table 3. You need to accurately provide the total number of acres of each type of taxable property and the total taxable value of each type of property. Table 3 will be reviewed in comparison to the information provided on Table 1 to determine reasonableness of your estimated assessed value of the federal property.

*Information provided for Tables 1 and 3 that is not verifiable or does not appear reasonable could delay the review and approval of your application for payment.*

**Get Help with Your Application**

Call the toll-free customer service hotline at 888-336-8930 (TTY 866-697-2696) if you encounter difficulties registering or working with G5. If you have questions about the content of your Impact Aid application, call us at the Impact Aid Program at 202-260-3858 or e-mail [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov).