



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

November 30, 2010

MEMORANDUM

TO : Impact Aid Program Section 8003 Applicants
State Representatives for Impact Aid
Others Interested in the Impact Aid Program

FROM : Delores Barber, Acting Director
Impact Aid Program

SUBJECT: Fiscal Year (FY) 2012 Impact Aid Section 8003 Application
Due **January 31, 2011** - Memorandum #2011-01

The Impact Aid Section 8003 electronic application is now available on-line at <http://e-grants.ed.gov>. To help you get started, we enclose the “Easy Steps” document. You will find a full set of application instructions as well as other information documents posted within the **e-Application**. 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 late after waiting too long to begin the process, incurring the 10 percent penalty. Don't let this happen to you.

The deadline for electronic submission of the **e-Application** is 4:30 p.m. Washington, D.C., time on Monday, January 31. After you submit the **e-Application**, 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 Thursday, February 3), but the pages must be signed and dated on or before January 31 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. Set up your e-mail with an automatic return receipt and keep your e-mail receipt as proof of submission.

If your school district also applies for Impact Aid under Section 8002, you will receive a separate memo announcing that application.

Register with your Impact Aid Number

If you have not previously used e-Application, you should register now to get an e-Application username and password. Do this right away, even if you are not ready to start working with your application. The enclosed "Easy Steps" instruction will walk you through the registration process.

If you prepared last year's application on-line, you already have an e-Application username that should be associated with your school district's Impact Aid Number. If you have forgotten your username or password, check the e-Application login screen for instructions to help you.

When you log in, check your user profile to make sure that all your information is correct, and that your Impact Aid Number is shown correctly. If your user profile shows a number beginning with "TIA" you must change that number to your correct Impact Aid Number. See the "Easy Steps" enclosure for help with this.

Applicants Claiming Base Housing Renovations using Table 9

Applicants serving military bases where on-base housing is being renovated on the survey date may claim these housing units on Table 9. **If this situation does not apply to your school district, do not complete Table 9.** We will send separate instructions to school districts that claimed housing on Table 9 in previous years.

How to Get Help

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

Enclosure:

Easy Steps for Impact Aid e-Application Users