



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Impact Aid Program

November 29, 2012

## MEMORANDUM

TO : Impact Aid Program Section 8003 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) 2014 Impact Aid Section 8003 Application  
Due January 31, 2013 – Memorandum #2013-01

The Impact Aid Section 8003 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 8002, you will receive a separate memo announcing that application.

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

The deadline for submission of your application is:

**11:59 p.m. Eastern Standard Time**

**Thursday, January 31, 2013**

A complete application contains all required e-Application forms submitted on-line in G5, plus signed copies of the cover page, assurances and Table 9—if the latter is submitted—submitted by e-mail or by fax. **There is no longer a grace period to submit the signature pages after the deadline.** After you submit the e-Application on-line, you must submit properly dated signature pages by fax or as a PDF document by e-mail, on or before January 31. The pages must be signed and dated on or before January 31, 2012, for your application to be considered complete and timely filed. Our fax number is 1-866-799-1272. Keep your fax confirmation as proof of submission. 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 documentation of submission **on or before January 31**.

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 1, 2012—your application will be ineligible and you will receive no payment for FY 2014.

### **Find the Impact Aid eApplication at [www.g5.gov](http://www.g5.gov)**

The electronic application is located within the Department of Education’s G5 grants management system, [www.G5.gov](http://www.G5.gov). If you have not previously registered at G5, you must register at the site to create a username and password to access your FY 2014 application. 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 some 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 and you cannot locate your Impact Aid Number, please contact us for assistance. “New applicants” are local educational agencies that have never before applied for Impact Aid. If you are a new staff member in a school district that has previously applied for Impact Aid, you are not a new applicant and should seek out the Impact Aid Number for your school district.

### **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 Applications” 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.

### **Complete Table 9 Only if You Have Base Housing Renovations**

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. If you are not sure whether you should complete Table 9, please contact us.

### **Get Help with Your Application**

Call the toll-free G5 Hotline at 1-888-336-8930 (TTY 1-866-697-2696) 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 1-202-260-3858 or e-mail [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov).