



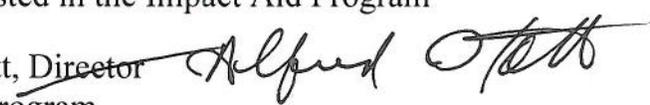
UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Impact Aid Program

December 3, 2013

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) 2015 Impact Aid Section 8003 Application
Due January 31, 2014 – Memorandum #2014-01

The Impact Aid Section 8003 electronic application (e-Application) is now available on-line at 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.

The FY 2015 Impact Aid Section 8002 will be announced in March, with a due date in April 2014. A separate memo announcing that application will be sent at a later date.

Submit Your Complete Application before the Deadline

The deadline for submission of your application is:

11:59 p.m. Eastern Standard Time

Friday, January 31, 2014

A complete application contains all required e-Application forms submitted on-line in G5, with required signature pages submitted by e-mail or by fax on or before the due date. **There is no 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, 2014, 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.

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, 2014—your application will be ineligible and you will receive no payment for FY 2015.

Find the Impact Aid eApplication at www.g5.gov

The electronic application is located within the Department of Education’s G5 grants management system, 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 2015 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. 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 announced on our listserv and presented several times between now and the application deadline. You can sign up to attend on-line at 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.

Military or Indian Housing Renovations

Applicants serving military bases or Indian lands where housing is being renovated on the survey date may be eligible to have these units considered for a payment increase. If this condition affects your school district, you may record the contact information for the housing official who will provide and certify the necessary information, using a form posted inside the application. The Impact Aid Program will then directly contact that official to complete the review process.

Get Help with Your Application

Call the toll-free G5 Hotline at 1-888-336-8930 (TTY 1-855-333-2807) 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.