TECHNOLOGY CHECK

Welcome! The webinar will begin shortly...

In the meantime, please take a couple of minutes to prepare your technology for the session:

There is no call-in line for this webinar. All audio will stream from your computer. Please check your speakers to ensure that the volume is turned up to a comfortable listening level.

Participants will not be able to speak during this webinar; however, we will answer questions that participants submit in the Q&A panel.
Fiscal Year 2019
Small, Rural School Achievement
Application Webinar

Mr. James Butler
Director,
Office of Formula Grants - Rural, Insular, and Native Achievement Programs

Mr. Patrick Carr
REAP Group Leader,
Office of Formula Grants - Rural, Insular, and Native Achievement Programs

Mr. Robert Hitchcock
Ms. Patricia Randall
Mr. Eric Schulz
Mr. Jacob Stern
REAP Program Officers
Introduction

Rural Education Achievement Program (REAP) Group Leader
Mr. Patrick Carr
Agenda

- Webinar Objectives
- Webinar Procedures
- Education Innovation Research (EIR)
- Pre-Application Overview
- How to Access the SRSA Application
- Overview of Grants.gov Workspaces
- FY 2019 SRSA Application Forms
- Conclusion & Questions
Webinar Objectives

At the conclusion of this webinar, participants will

- Understand the pre-application steps for the SRSA grant application
- Understand how to access the SRSA application in Grants.gov
- Know who to contact if they have technical questions about Grants.gov Workspace
- Know what information to insert into the required form fields for each SRSA application form
- Know how to submit the SRSA application
- Understand the submission confirmation process and how to track an SRSA application in Grants.gov
Webinar Procedures

- All attendees will be muted throughout the webinar.
- Please submit your questions in the Q&A panel.
- We will take time throughout the webinar to answer questions submitted through the Q&A panel.
- Please email REAP@ed.gov if you experience technical difficulties during the webinar.
Pre-Application Overview

Mr. Eric Schulz
LEAs need the following before going into Grants.gov:

1. Data Universal Numbering System (DUNS) Number
2. Active System for Award Management (SAM) registration for that DUNS

LEAs must establish the following in Grants.gov to access the SRSA application:

1. **Grants.gov Account**: You only need one. Uses unique email, username & password.

2. **Profile(s)**: A user profile corresponds to an applicant organization (i.e. an applicant) that the user represents. Users may have multiple profiles within one Grants.gov account.
Pre-Application Overview

LEAs must do the following to apply for the SRSA grant:

1. Make sure you are eligible by checking the REAP Eligibility Spreadsheet

2. Find Your NCES ID

* Your NCES ID is located in Column A on the REAP Eligibility Spreadsheet at: https://www2.ed.gov/programs/reapsrsa/fy19mastereligibilityspreadsheet.xlsx

YOU MUST ENTER YOUR NCES ID IN ITEM #4 ON THE SF-424, OR YOUR APPLICATION WILL NOT BE PROCESSED.
## Zero Allocations

<table>
<thead>
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<th>NCES LEA ID</th>
<th>District Name</th>
<th>Mailing Address</th>
<th>City ST Zip Zip 4 Phone</th>
<th>SRSA Eligible</th>
<th>SRSA Hold Eligible</th>
<th>SRSA Harmless</th>
<th>SRSA Eligible</th>
<th>SRSA $0 Detected</th>
<th>School Locale Codes (SRSA and RLIS)</th>
<th>Defined as Rural by State (SRSA and RLIS)</th>
<th>Average Daily Attendance (SRSA and RLIS)</th>
<th>SRSA $0 Detected</th>
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<th>LEA met RLIS Low Income criteria</th>
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<td>50.98</td>
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</tr>
</tbody>
</table>

- Check the REAP Eligibility Spreadsheet to see if your district will receive a positive SRSA allocation
- If you are Dual Eligible, understand which program will generate the most amount of grant funding for your district.
1. Pre-application: **Acquire a DUNS number**

- Register with DNB at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)
- Requires TIN from IRS and organization information
- You will be issued a **DUNS number**
- Takes 1 – 2 business days
- DNB Hotline: 1-800-234-3867

2. Pre-application: **Register DUNS number in SAM**

- Use DUNS to register with SAM at [www.SAM.gov](http://www.SAM.gov)
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the Authorized Organization Representative (**AOR**)
- Establish **Marketing Partner Identification Number (**MPIN**)
- Takes 7 – 10 business days
- SAM Hotline: 1-866-606-8220
SAM registration data is transferred to Grants.gov

- Organization data, EBiz POC information, and MPIN are electronically transferred from SAM to Grants.gov

- The organization is set up in Grants.gov and people within the organization are now able to register with Grants.gov and add profile to associate with organization

- **NOTE:** EBiz POC must **renew (reactivate)** SAM registration annually
3. Pre-Application: **Register in Grants.gov**
4. Pre-application: **Create Workspace Profile**

Profile associates you with organization

---

**REGISTER**

Congratulations! Your Grants.gov Account was successfully created.

If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

**How would you like to proceed?**

- Continue - Skip adding a profile at this time
- **Add Organization Applicant Profile** - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization
- Add Individual Applicant Profile - Allows you to apply for Opportunities on your own behalf

**Please complete to Add an Organization Profile and click Save:**

- **DUNS:**
- **Profile Name:**
- **Job Title:**

**Save**
Each organization has one EBiz POC

EBiz POC assigns roles: AOR or Workspace Manager

EBiz POCs assigned in SAM.gov

Users with Standard AOR role can submit applications

One organization can have many users with AOR role

Users with Workspace Manager role can create workspaces

Questions? Call Grants.gov: 1-800-518-4726
How to Access the SRSA Application in Grants.gov
Searching for the SRSA Application

Using the Grants.gov Search Field

• Type the words **rural education** into the “Enter Keyword” field within the SEARCH box located on the top right corner on the Grants.gov homepage

• Click “GO”
Searching for the SRSA Application

Search Results

- The top entry on the list should be the REAP SRSA grant.
- Click on the Opportunity Number: ED-GRANTS-022019-001
• Click on the PACKAGE tab to access the Application Package and the Application Instructions

• Click “Apply” to Log in
Login to Workspace

Login with your Grants.gov Username:

Login below for enhanced features. If you do not have a Username and Password, please Register as a New User.

*Username: [ ]

*Password: [ ] (Case Sensitive)

Login

Forgot My Username | Forgot My Password/Unlock My Account

Federal User - Login with your PIV / CAC Card:

Remember to plug in your PIV / CAC card

Go to PIV / CAC Login »
Overview of Grants.gov Workspace
What Is Grants.gov Workspace?
The online space on where you work on your grant application

Workspace is a shared, online environment where multiple administrators may simultaneously access and fill out forms within an application.

<table>
<thead>
<tr>
<th>Application Package Forms - Users are encouraged to follow antivir...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include in Package</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Go To Subforms (1)
The **Participants** tab lists the members, or “Participants,” of a workspace who work together to complete the required forms for a federal grant.
**Workspace: Add Participants**

**Adding Participants:**
Click the **Add from Workspace Organization** button to search for a user within your organization.

Click the **Add by Username** button to add a user from outside your organization.

**Removing Participants:**
Click the **Remove** link on the Participant record in the workspace.

**Reassigning Ownership:**
Click the **Make Owner** link in the Actions column.
Workspace: Add Participants

Core Roles:
- Standard AOR role
- Expanded AOR role*
- Workspace Manager role

*Expanded AOR role enables a user to view and submit the application for any workspace within the organization. Not all organizations will use this version of the AOR role
Workspace: Add Participants

Account Types:
- E-Business Point of Contact (EBiz POC)
- Applicant

Access Levels:
- Workspace Owner
- Workspace Participant
Completing Workspace Forms

Key Actions:
• Fill out webforms
• Lock/unlock forms
• Reuse forms from prior SRSA applications
Reusing Workspace Forms

- Click Reuse link to import a form from another workspace.
- Reusing an old form will overwrite all current form data.
Reusing Workspace Forms

- Search through past workspace forms with the same form title
- Click Select to import that form into workspace
Completing Webforms

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk
Completing Webforms

- Open text entry
- Drop-down menu
- Dates/calendar
Completing Webforms

• Radio buttons (multiple choice)

20. PRE-APPLICATION:
Attachment:
ExampleDocument.txt
ADD ATTACHMENT  DELETE ATTACHMENT  VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:
Attachment
ADD ATTACHMENT  DELETE ATTACHMENT  VIEW ATTACHMENT
Completing Webforms

More Features:

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields
Completing Webforms

More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time
Completing Webforms

- **Save**: Stores your form data & attachments to Workspace
- **Check for Errors**: Form validation & field-level errors
- **Close**: Exits the online form
Workspace: Submit Application

Process:
- User with AOR role submits
- Workspace Owner or user with AOR role may choose to Reopen Workspace
Workspace: Submit Application

- Once Submitted, confirmation message appears
After Submitting Your Application

• Make sure you receive an on-screen confirmation receipt
  • The date/time stamp is the official time of submission
  • Document your Grants.gov Tracking Number

• You will also receive email confirmations from Grants.gov
  • Save the email that contains your “Agency Tracking Number”
    • G5.Gov calls the Agency Tracking Number the “PR Award number”. Your FY2019 SRSA PR Award Number will begin with this sequence: S358A19.
    • Reference your PR Award Number (i.e. “Agency Tracking Number”) if you call the REAP Team with a question about your application.

• You will receive an email confirmation from the Department that received your application from Grants.gov.
Tracking Your Application

Details Tab of Submitted Workspace

- Track your application status and information by accessing the Details tab of the submitted Workspace.
- Download link provides a .zip file of the submission.
Workspace Resources

- [Workspace Overview](#) page on Grants.gov
- [Video: Learning Workspace Series](#) on Youtube.com

Information About Application Tracking

- [Track My Application](#)
Questions?

Grants.gov Hotline: 1-800-518-4726
FY 2019 SRSA Application Forms
Complete SRSA Application In Grants.gov

The application package consists of the following forms:

- Application for Federal Assistance (SF-424) [V2.1]
- ED GEPA 427 Form
- U.S. Department of Education Budget Information Non-Construction Programs
- Assurances for Non-Construction Programs (SF-424B)
- ED SF-424 Supplement
- Disclosure of Lobbying Activities (SF-LLL)
- Grants.gov Lobbying Form
SF 424 – Application for Federal Assistance

Note: Webform may appear different
SF 424 - Application for Federal Assistance

1. **Type of Submission:** Check “Application”
2. **Type of Application:** Check “New”
3. **Date Received:** Leave this blank; pre-populated field
4. **Applicant Identifier:** Enter LEA’s NCES ID (**Although it is not highlighted, this is a mandatory field. If your NCES ID is not entered correctly, the Department will not process your application.**)
   
8a. **Legal Name:** Enter the LEA Name, not a person’s name
8b. **Enter LEA Employer ID/Tax ID**
8c: **Organizational DUNS:** Enter LEA DUNS (**Your LEA’s DUNS number must be active in SAM.gov. If your DUNS is inactive, your application cannot be submitted.**)
8d: **Address:** Enter LEA’s physical address (use nine-digit zip code)
8f: **Enter name and contact information of the District Official that will be responsible for this grant. (usually Superintendent)**
SF 424 - Application for Federal Assistance

9. Type of Applicant: Select “G. Independent School District”
10. Name of Federal Agency is pre-populated
12. Funding Opportunity Number is pre-populated
15. Descriptive Title of Applicant’s Project: Enter “SRSA Application”

16. Congressional District: Enter Congressional District in the format of “SS-NNN”
    (www.house.gov click link “Find Your Representative”)

17. Select the following for START for FY 2019: 7/1/2019 END: 9/30/2020
18. Estimated Funding: Enter “0” for fields a-e
19: Check “c. Program is not covered by E.O. 12372”
20: Check Yes or No, as applicable. If yes, attach explanation.
21: Authorized Representative: Read and check box; Name and contact information of Authorized Representative (usually Superintendent)
General Education Provisions Act (GEPA) Form

This form is mandatory. You must upload a PDF version of your GEPA statement with your application.

The General Education Provisions Act (GEPA) statement consists of:

✓ A specific explanation of your LEA's proposed use(s) of SRSA grant funds; and

✓ A specific explanation of how your LEA will use SRSA funds in a way that addresses barriers to access and does not discriminate on the basis of any federally-protected category.

EXAMPLE:

“Our district will use SRSA grant funds to purchase computers and laptops as part of our school-wide technology upgrade. Because a significant portion of our students are from families where Spanish is the primary language spoken at home, we will provide user instructions for the computers both in Spanish and in English.”
# Budget Information Non-Construction Programs

Section A – Budget Summary U.S. Department of Education Funds

- Enter “0” throughout column A – “Project Year 1”

<table>
<thead>
<tr>
<th>U.S. DEPARTMENT OF EDUCATION</th>
<th>BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Institution/Organization</td>
<td>Applicants requesting funding for only one year should complete the column under “Project Year 1.” Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U.S. DEPARTMENT OF EDUCATION</th>
<th>BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS</th>
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<tr>
<td>Budget Categories</td>
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<tr>
<td>1. Personnel</td>
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<tr>
<td>2. Fringe Benefits</td>
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</tr>
<tr>
<td>3. Travel</td>
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<tr>
<td>4. Equipment</td>
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<td>5. Supplies</td>
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<td>6. Contractual</td>
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<tr>
<td>7. Construction</td>
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<td>8. Other</td>
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<tr>
<td>9. Direct Costs (lines 1-8)</td>
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<tr>
<td>10. Indirect Costs (To Be Completed by Your Business Office)</td>
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<tr>
<td>11. Training/Stipends</td>
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</tr>
<tr>
<td>12. Total Costs (lines 9-11)</td>
<td></td>
</tr>
</tbody>
</table>

**Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs, fill in the following sections:

1. **Do you have an Indirect Cost Rate Agreement approved by the Federal government?**
   - Yes
   - No

2. **If yes, please provide the following information:**
   - Approving Federal agency: [ ]
   - From: [ ]
   - To: [ ]
   - Indirect Cost Rate: [ ]

3. **If this is your first Federal grant and you do not have an approved indirect cost rate agreement, are you planning to use the default rate of 10% OMTDC?**
   - Yes
   - No
   - If you use a different rate (i.e., 10% of OMTDC), you must do the following:
   - Complete the appropriate form 2 CFR 200.110-119.
   - Indicate the rate used.

4. **If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages?**
   - Yes
   - No
   - If you choose to use the 10% rate, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR §75.650.

5. **For Restricted Rate Programs (check one):**
   - If you are using a restricted indirect cost rate that is included in your approved indirect cost rate agreement, fill in [ ].
   - If you are not using an approved indirect cost rate agreement, fill in the rate used.

Note: Webform may appear different
Budget Information Non-Construction Programs

Section B - Budget Summary Non-Federal Funds

- Enter "0" throughout column A - "Project Year 1"

<table>
<thead>
<tr>
<th>Name of Institution/Organization</th>
<th>Applicants requesting funding for only one year should complete the column under &quot;Project Year 1.&quot; Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>SECTION B - BUDGET SUMMARY</strong></td>
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<tr>
<td><strong>NON-FEDERAL FUNDS</strong></td>
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<td><strong>Budget Categories</strong></td>
<td><strong>Project Year 1</strong> (a)</td>
</tr>
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<td>1. Personnel</td>
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<tr>
<td>2. Fringe Benefits</td>
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<td>8. Other</td>
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<tr>
<td>9. Total Direct Costs (lines 1-5)</td>
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<tr>
<td>10. Indirect Costs</td>
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</tr>
<tr>
<td>12. Total Costs (lines 9-11)</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION C - BUDGET NARRATIVE** (see instructions)
SF 424 - Assurances for Non-Construction Programs

- Read pages 1-2
- Page 2 is pre-populated with authorizing official information

Note: Webform may appear different
Supplemental Information for SF 424

- Complete Mandatory fields
- This is your second point of contact, separate from your Authorizing Official, who will receive communications and have access to view the GAN in G5
- This should generally be your business officer or someone other than your Superintendent

Note: Webform may appear different
Disclosure of Lobbying Activities

• Complete, as applicable
• If you do not sponsor lobbying activities, complete fields 1-6 & 11, and type “NA” in mandatory fields for 10a, 10b

Note: Webform may appear different
Certification Regarding Lobbying

• Read and complete all mandatory fields

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subawardees shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1382, title 31, U.S. Code. Any person who fails to file a required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1382, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Note: Webform may appear different.
Tips for Applicants

• Register and submit early. You must submit your application by 11:59 p.m. Eastern time on April 26, 2019.

  • We recommend submitting your application at least one week prior to the deadline to ensure timely submission.

• Thoroughly read and follow all of the application instructions

• Activate your DUNS number at: www.SAM.gov.

• Your application will not be processed if your NCES ID number is incorrect and/or missing from the Applicant Identifier field (#4) of the SF-424.

• Find your NCES ID in Column A here: https://www2.ed.gov/programs/reapsrsa/fy19mastereligibilityspreadsheet.xlsx
# Resources for SRSA Grant Applicants

<table>
<thead>
<tr>
<th><strong>Grants.gov</strong></th>
<th>SRSA application</th>
<th><a href="https://www.grants.gov/view-opportunity.html?dpp=1&amp;oppId=313089">https://www.grants.gov/view-opportunity.html?dpp=1&amp;oppId=313089</a></th>
<th>1-800-518-4726</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G5</strong></td>
<td>Site where LEAs access SRSA grant funds</td>
<td><a href="http://www.g5.gov">www.g5.gov</a></td>
<td>1-888-336-8930</td>
</tr>
<tr>
<td><strong>System for Award Management (SAM)</strong></td>
<td>Required registration of DUNS number</td>
<td><a href="http://www.sam.gov">www.sam.gov</a></td>
<td>1-866-606-8220</td>
</tr>
<tr>
<td><strong>REAP eligibility spreadsheet</strong></td>
<td></td>
<td><a href="https://www2.ed.gov/programs/reapsrsa/eligibility.html">https://www2.ed.gov/programs/reapsrsa/eligibility.html</a></td>
<td></td>
</tr>
<tr>
<td><strong>SRSA/RLIS Comparison Chart</strong></td>
<td>Tool that shows similarities and differences between SRSA and RLIS</td>
<td><a href="https://www2.ed.gov/programs/reapsrsa/reapdualeligibilitytyside-by-side.pdf">https://www2.ed.gov/programs/reapsrsa/reapdualeligibilitytyside-by-side.pdf</a></td>
<td></td>
</tr>
<tr>
<td><strong>Questions?</strong></td>
<td><strong>Contact</strong> <a href="mailto:REAP@ed.gov">REAP@ed.gov</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Grants.gov Planned Outages

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 16-18, 2019</td>
<td><strong>Scheduled Maintenance Outage:</strong> Saturday, March 16, 2019 at 12:01 AM ET through Monday, March 18, 2019 at 6:00 AM ET.</td>
</tr>
<tr>
<td>April 20-22, 2019</td>
<td><strong>Scheduled Maintenance Outage:</strong> Saturday, April 20, 2019 at 12:01 AM ET through Monday, April 22, 2019 at 5:59 AM ET.</td>
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Questions?