



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

December 2, 2008

**MEMORANDUM**

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

FROM : Catherine Schagh, Director  
*Catherine Schagh*  
Impact Aid Program

SUBJECT: Fiscal Year (FY) 2010 Impact Aid Section 8003 Application  
Due **February 2, 2009** - Memorandum #2009-01

The Impact Aid Section 8003 electronic application is now open for you to use on-line at <http://e-grants.ed.gov>. Please see the enclosed pages for introductory information on this system. We urge you to start working with your e-Application well before the due date. If your school district also applies for Impact Aid under Section 8002, you will receive a separate mailing for that application.

The deadline for electronic submission of the e-Application is 4:30 p.m. Washington, D.C., time on **February 2**. After you submit the e-Application, you also must submit **signature pages by fax** or as a **PDF document by e-mail**. We will accept faxed or e-mailed signature pages for three business days following the deadline (through February 5), but the pages must be signed and dated by January 31 for your application to be considered complete and timely. Our toll-free fax number is **866-799-1272**.

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.

**Register with your Impact Aid Number**

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.

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. Click the "Register" button on the e-Application login screen. When you register, enter your Impact Aid Number in your user profile. Do not miss this step: this tells e-Application to populate your forms with the property and identifying data included in your school district's application from last year so that you do not have to re-enter all your information.

You can find your school district's Impact Aid Number on the address label on the envelope this memo came in or on any payment voucher you have received from us. When you enter your Impact Aid Number, enter the first two digits and the last four digits, with no break or hyphen between. For example, enter Impact Aid Number 10-AL-2008-1234 as 101234. Please review the attached "Easy Steps for Impact Aid e-Application Users" to help you get started.

**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, you do not need to complete Table 9.

If this is the first time your district is submitting housing units on Table 9, you should enter the housing data through the e-Application. **For each individual housing unit**, identify the name of the military base, the street address, number of children expected to reside in the unit after renovation and, if the unit was demolished, the date funds became available for rebuilding. Do not include housing that was demolished but for which there are no funds to rebuild. Please review and follow the enclosed page describing formatting rules for individual housing addresses.

**If your school district has claimed housing on Table 9 in previous years, the properties that you claimed in the previous years will be available on the drop down list in Table 9. Please make every effort to enter your data through the e-Application. If you are unable to work with the e-Application, you may contact the Impact Aid Program. We may be able to provide you with an *Excel* spreadsheet listing all of the housing your school district has claimed in previous years. .**

**Submit before 4:30 p.m., Washington, D.C. time, February 2**

The Impact Aid e-Application system will close at 4:30 p.m., Washington, D.C., time, on February 2, 2009. In addition to submitting electronically, your signature pages must be signed by February 2 and faxed within three business days following that deadline to be timely. The third business day following February 2 is February 5. A complete application must contain all the required forms, including all signature pages as well as appropriate tables.

Please follow these steps to ensure a successful submission:

1. When your application is complete, click the **Ready to Submit** button at the bottom of the screen to bring up the Application Submission screen.
2. Enter the requested information for the person who is authorized to sign the completed application, then click the SUBMIT button at the bottom of the page.
3. **Pay close attention to the messages on the screen.** An on-screen message will confirm that you have submitted your application. **Print and keep this message** as proof of timely submission.
4. You will also receive an e-mail message shortly thereafter with another confirmation message. **Print and keep this message.**
5. **If your electronic submission fails,** you will see an on-screen message with instructions. This can happen, for example, if you do not complete one or more of the required forms. You must correct any problems and click the **SUBMIT** button again to successfully submit your application.
6. Set your printer to "**landscape**" before you print your forms.
7. **Print the cover and other signature pages** of your application. **Your authorized official must sign these forms on or before February 2.**

8. **Fax all signature pages to us as soon as possible after you submit, or scan them to a PDF document and send them by e-mail.** All of the required signature pages must be received by fax or e-mail within three business days following the deadline to be considered timely. The third business day following February 2 is February 5. Keep your fax or e-mail confirmation!
9. Keep a copy of the entire application for your records, as well as the back-up data that you used to prepare your application.
10. Mail a copy of the application to your State representative using the SEA transmittal form and list of State contacts enclosed with this memo.

The e-Application system will continue to accept late applications for 60 days after the due date, i.e. until April 30, 2009. Applications cannot be submitted after that date. Once you submit an e-Application, you may amend it until September 30, 2009.

### **FAX Cover Sheet**

Please use the enclosed fax cover sheet to transmit your signature pages. Our toll free fax number is **1-866-799-1272**. Keep your fax confirmation as proof of submission.

As an alternative to faxing your signature pages, you can 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.

### **Indian Policies and Procedures**

If your school district serves children living on Indian lands you must also send your Indian Policies and Procedures (IPPs) by e-mail to [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov) or fax them with your signature pages. If you opt to fax or e-mail the IPPs, be sure to get a receipt for your e-mail or fax to confirm your submission.

A new feature to the e-Application system this year also allows you to upload your IPPs with your application. The system will send them to the Impact Aid Program as an attachment to your application. Documents must be in Microsoft Word, either a .doc or .rtf file format, to be uploaded in e-Application.

To upload the IPPs, open your application. Click on the link to the Impact Aid, Sec. 8003 Cover Page. Make sure all required fields are completed on this form. Check the Form Completed box and click on Save. Open the Impact Aid IPP Narrative form. On this

page there is a dialog box that allows you to upload the IPPs document. In the \* Title field, enter the name of the document. For example, you may call it "ABC School District's FY 2010 IPPs." Please include the name of your school district here. Tab to the \* File field. If you know the path or location of the file you may type it in the field. If you do not know the exact location, click on the "Browse" button. This button will allow you to look in your personal folders for the document you wish to upload. Once you find the file, click on it. The file path should now appear in the \*File field. Check the Form Completed box and click on Save. If you need to add another IPP-related document, click on Create a New Form and follow the steps above.

### **How to Get Help**

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

### **Late Applications**

An application is late if it is submitted electronically after 4:30 p.m. on February 2 or if the signature pages are sent later than February 5. We can accept complete applications within 60 days after the application deadline, but payments based on late applications submitted electronically within that 60-day window will be reduced by 10 percent. Any application we receive after the 60-day window will not be eligible for payment.

#### Enclosures:

Easy Steps for Impact Aid e-Application Users

Steps for Printing

Application Instructions

Frequently Asked Questions

Table 9 Housing Address Format Rules

FAX cover sheet

SEA Transmittal Form

State Representatives List