



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Impact Aid Program

December 1, 2014

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) 2016 Impact Aid Section 8003 Application
Due February 2, 2015 – Memorandum #2015-01

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.

If your local educational agency (LEA) 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

Monday, February 2, 2015

A complete application contains all required e-Application forms submitted on-line in G5, plus signed copies of the cover page and assurances page. The pages must be signed and dated on or before February 2, 2015, for your application to be considered complete and timely filed. **There is no grace period to submit the signature pages after the deadline.**

New This Year

You will be able to upload your signed cover page and assurances into the eApplication and submit these signed documents through G5. If you do not upload these signature pages through G5, you may fax or email the pages as you have in recent years. Using either method, you must submit properly dated signature pages on or before February 2. 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. Request an email delivery receipt and keep this receipt as documentation of submission on or before February 2.

Incomplete applications are considered not timely filed. If you submit your complete application after the deadline, your payment will be reduced by 10 percent of the total payment. If you do not submit a complete application with all required forms and signatures within 60 days of the deadline—April 3, 2015—your application will be ineligible and you will receive no payment for FY 2016.

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.

G5 Registration

If you have not previously registered for G5, you must create a G5 username and password to access your FY 2016 application. You should register immediately to avoid technical delays, 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. When you register, G5 first will prompt you to enter information on your user profile. Your username will be the email address you enter on your profile. The G5 system will then prompt you to create a password.

You must enter your Impact Aid number in your user profile. This allows the system to generate an application specifically for your LEA based on the prior year's application information. This will save you some time and effort. Your LEA's Impact Aid number is on all Impact Aid payment vouchers, as the first two digits and last four digits of the application number in the top right corner. At the bottom of your user profile, select Applicant under Available Types. This will take you to a screen where you can enter the Impact Aid number.

If you do not enter your LEA's 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 LEAs that have never before applied for Impact Aid. **A new staff member in an LEA that has previously applied for Impact Aid is not a new applicant.**

Military or Indian Housing Renovations

If your LEA serves an installation or Indian lands where housing is being renovated or rebuilt on the survey date, your LEA may be eligible for a payment adjustment. If this situation applies, you may use the form posted inside the application to submit the contact information for the housing official who will provide and certify the required information. The Impact Aid Program will use the information you provide to directly contact that official to complete the review

process. If no contact information is received with the application, we will not consider your LEA for a payment adjustment.

G5 Tutorials

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.

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.