



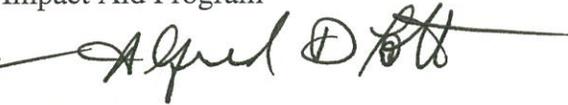
UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Impact Aid Program

December 1, 2015

## MEMORANDUM

TO : Impact Aid Program 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) 2017 Impact Aid Section 8002 and Section 8003 Applications  
Due February 1, 2016 – Memorandum #2016-01

The Impact Aid electronic applications (eApplications) for both Section 8002 and 8003 are now available on-line at [www.G5.gov](http://www.G5.gov). You will find a full set of application instructions and other 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 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) receives Impact Aid funds under both sections of the law, you must complete and submit both applications.

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

The deadline for submission of your application is:

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

**Monday, February 1, 2016**

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 1, 2016, for your application to be considered complete and timely filed. **There is no grace period to submit the signature pages after the deadline.**

### **Submit Your Signature Pages**

You must submit your signed cover and assurances pages on or before the deadline to complete your application. There are three methods to submit your signature pages by the due date. **Please use only one of the three methods.**

- 1) Upload your signed cover page and assurances into the eApplication and submit these signed documents through G5 (a user guide for this procedure is posted with the eApplication instructions);
- 2) Email a scanned copy of the pages to [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov) with a read-receipt request to receive proof of submission; or
- 3) Fax the pages to 1-866-799-1272 and keep your fax email confirmation as proof of submission.

**Incomplete applications are late.** If you complete your 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 1, 2016—your application will be ineligible and you will receive no payment for FY 2017.

### **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).

### **Register in G5**

If you have not previously registered for G5, you must create a G5 username and password to access your FY 2017 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](http://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 received Impact Aid is not a new applicant.**

### **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**

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).