



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Impact Aid Program

December 1, 2016

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) 2018 Impact Aid Section 7002 and Section 7003 Applications
Due January 31, 2017 – Memorandum #2017-01

The Impact Aid electronic applications (e-Applications) for both Section 7002 (formerly 8002) and 7003 (formerly 8003) are now available on-line at 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 application submission is **11:59 p.m. Eastern Standard Time, Tuesday, January 31, 2017.**

A complete application contains all required e-Application forms submitted on-line in G5, plus signed copies of the cover page and assurances. The pages must be signed and dated on or before January 31, 2017, to be considered complete and submitted by the deadline to be timely filed. **There is no grace period to complete the application after the deadline.**

Submit Your Signature Pages

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 instructions.
- 2) Email a scanned copy of the pages to Impact.Aid@ed.gov with a read-receipt request to receive proof of submission.
- 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, 2017, your application will be ineligible and you will receive no payment for FY 2017.

Register and Find the Impact Aid eApplication in www.g5.gov

The electronic application is posted in the Department of Education’s G5 grants management system, www.G5.gov. If you have not previously registered for G5, you must create a G5 username and password to access your FY 2017 application. Register immediately, even if you are not ready to start working with your application.

Within the main page for G5, www.G5.gov click the “Sign Up” link on the left side of your screen and follow the prompts. Follow the prompts 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. At the bottom of your user profile, select “Applicant” under “Available Types.” This will take you to a screen where you can enter your six digit Impact Aid number. Your LEA’s Impact Aid number is embedded in a string of numbers and letters located in the top right corner on all Impact Aid payment vouchers; the six digit number is the first two digits (indicates your State) and last four digits (indicates your unique LEA).

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 you cannot locate your Impact Aid Number, please contact us for assistance. **A new staff member in an LEA that has previously received Impact Aid is not a new applicant.**

Get Help

Call the toll-free **G5 Helpdesk 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 (202) 260-3858 or e-mail Impact.Aid@ed.gov.