

## IMPACT AID PROGRAM

### INSTRUCTIONS FOR COMPLETING APPLICATION FOR DISCRETIONARY CONSTRUCTION PROGRAM SECTION 8007(b), ELEMENTARY AND SECONDARY EDUCATION ACT

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0657. This information collection is required to obtain benefits. The time required to complete this information collection is estimated to average 3.3 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Impact Aid Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-6244.

Please read these instructions and the application notice carefully before you complete the application. You should also review the authorizing statute (section 8007(b) of the Elementary and Secondary Education Act) and regulations (34 CFR Part 222), which provide detailed eligibility requirements, definitions of terms, and the specific requirements of various sections of the law. The authorizing legislation and regulations are available on the Impact Aid Program (IAP) Internet web site, <http://www.ed.gov/programs/8007b/index.html> or from the IAP. If you need further assistance in preparing this application please call the IAP at 202/260-3858.

#### WHO MAY APPLY

A limited number of local educational agencies (LEAs) that are eligible for funding under the Impact Aid Program and that meet certain fiscal capacity and effort requirements may apply for assistance under the discretionary construction program. See the program regulations beginning at 34 CFR 222.170 for complete eligibility requirements.

#### HOW AND WHEN TO APPLY

**The deadline for submitting this application is August 5, 2005.**

An applicant must prepare and file a complete application with the U.S. Department of Education, Director, Impact Aid Program, on or before the final filing date specified above. The original signed application and three signed copies including the application cover page, the Section 8007(b) Program Assurances and Certifications page, the SF-424D (Assurances - Construction Programs), and the Section 8007(b) Additional Department of Education Construction Assurances page are to be sent to the U.S. Department of Education before or on the deadline date. An applicant for an emergency grant must submit an independent certification by a local official that the deficiency in the school facility identified in the application threatens the health or safety of the occupants or prevents the use of all or a portion of the building.

An application cannot be considered timely filed and eligible for consideration for funding unless all of these documents are received or mailed with acceptable proof of mailing by the application deadline. Acceptable proof of mailing is: (1) a legibly dated U.S. Postal Service postmark; (2) a legible mail receipt with the date of mailing stamped by the U.S. Postal Service; and (3) a dated shipping label, invoice, or receipt from a commercial carrier. Private metered postmarks and mail receipts that are not dated by the U.S. Postal Service are not acceptable proof of mailing.

Mail the original signed application and three copies to:

**U.S. Department of Education  
Director, Impact Aid Program  
400 Maryland Ave., SW  
Washington, DC 20202-6244**

When an LEA submits the application to the U.S. Department of Education, it must forward a complete copy of the application to its state educational agency (SEA). At the same time, if its state participates in the Executive Order 12372 review process, it must submit a copy of the application to its state's designated single point of contact. See the Appendix to these instructions for a list of state contacts.

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**COVER PAGE  
(PAGE 1)**

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**Emergency or Modernization Grant**

Check either **Emergency Grant** or **Modernization Grant**. An applicant that wishes to apply for funding for more than one school facility must submit a separate application for each school facility. An applicant may submit both an emergency grant application and a modernization grant application for the same school facility on separate forms.

**Federal Debt Delinquency**

Check **Yes** if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check **No**.

**Applicant's D-U-N-S Number**

Enter the LEA's DUNS number that is used on the LEA's section 8003 or section 8002 application. This number also may be found on any Impact Aid formula payment voucher the LEA has received since 1999.

**Applicant's Taxpayer Identification Number**

Enter the LEA's taxpayer identification number as assigned by the Internal Revenue Service.

**Applicant's Impact Aid Number**

Enter the LEA's Impact Aid number that is used on the LEA's section 8003 or section 8002 application. This number also may be found on any Impact Aid formula payment voucher the LEA has received.

**LEA Identification and Address**

Enter the LEA's name and complete mailing address, which should match the name and address that the applicant provides to the Department of Education on Impact Aid formula applications.

**Contact Person**

Enter the name, title, phone and fax numbers, and e-mail address of the appropriate person to be contacted at the LEA if there are questions regarding this application. This may be a different person from the contact person that the applicant provides for its Impact Aid formula application(s).

**Name of School Facility**

Enter the name of the school facility for which funding is requested. An applicant that wishes to apply for funding for more than one school facility must submit a separate application for each school facility.

**Enrollment – Section 8003 Applicants**

Enter total enrollment in this school facility for school year 2003-2004 as of the survey date reported on the local educational agency's fiscal year 2005 application for section 8003.

**Enrollment – Section 8002 Applicants**

LEAs that applied for section 8002 but did not apply for section 8003 should enter total enrollment in this school facility and total enrollment in the LEA on the state count date in the Fall of school year 2003-2004.

**Executive Order 12372 Review**

Enter the date the LEA's application was submitted to its state for review. If the applicant's state does not participate in this review process or has not selected this program for review, enter N/A (for Not Applicable). See the appendix for additional information.

**Authorized Representative Certification**

Enter the name and title of the LEA's authorized representative. The representative must sign and date the cover page of the application (page 1), the Impact Aid Program Assurances and Certifications (page 12), the Assurances for Construction Programs (page 14), and the Additional Department of Education Construction Assurances (page 15).

The IAP cannot consider an application for funding unless it is complete and timely filed. This means that the forms and all the signature pages all must be submitted by the application deadline.

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**ADDITIONAL INFORMATION  
(PAGE 2)**

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**Interest in School Facility**

Check **Own**, **Lease** or **Other**. If you check **Lease**, enter the expiration date of the lease. If you check **Other**, briefly describe the arrangement for use of the building.

**Age of School Facility**

Enter the year the facility was built. If this building has had major renovations or additions since the original construction, enter the year and describe the nature of the renovation (e.g., replacement of roof, replacement of heating, ventilation and air conditioning system, construction of additional classrooms). Provide the total square footage of the existing school facility.

**Acreage in LEA**

Enter the total acres of land within the boundaries of the LEA (the boundaries of the community served by the schools of the LEA). Enter the total acres of nontaxable Federal property within the boundaries of the LEA. Applicants may include Federal property that is not eligible for payments under section 8002 in the second figure.

**Bonded Indebtedness**

Enter the maximum bonding capacity of the LEA. Enter the amount of bonded debt owed by the LEA. Both amounts must be as of the end of the agency's fiscal year 2003-2004.

**Assessed Value**

For each taxing jurisdiction within the LEA, enter the total assessed value of the real property (land and improvements) in the LEA that may be taxed for school purposes for school year 2003-2004. Most LEAs have a single taxing jurisdiction and may use just one line on this form to enter their data. Some LEAs contain multiple jurisdictions such as townships or are located in more than one jurisdiction such as two counties and must use multiple lines on this form.

**State Average Assessed Value Per Pupil**

Enter the state average assessed value per pupil of real property (land and improvements) that was taxed for school purposes for school year 2003-2004. An applicant may need to obtain this information from its SEA.

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**TAX RATE INFORMATION  
(PAGE 3)**

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Enter the local real property tax levy, in mills or dollars and cents, that was used to raise funds for capital expenditures for the local educational agency (LEA) for fiscal year 2003-2004. If the LEA does not have

a separate tax rate for capital expenditures, enter the total tax rate for school purposes that was used for fiscal year 2003-2004. Most local taxing jurisdictions use a single tax rate for school operations expenditures for all types of real property under their authority. LEAs with such a single tax rate will only need to use one line of this table. LEAs with multiple tax rates should use a separate line to report each type of property and corresponding tax rate. When funds for capital expenditures for the LEA are raised by more than one taxing jurisdiction, use separate lines to report property types and tax rates for each jurisdiction.

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**PROJECT NARRATIVE FOR EMERGENCY GRANT APPLICATION**  
**(PAGE 4)**

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Describe in detail the nature and scope of the emergency condition, including what components of the building are involved and how much of the building is affected. For example, a leak in the roof in a portion of the school facility that has caused damage to the walls and ceilings would require repairs to the roof as well as the affected areas of the interior. Include information on the proportion of the building occupants affected by the emergency condition. Give the age of the facility systems associated with this project. For example, if you are requesting funds to replace the roof of the school facility, indicate the year in which the roof was last replaced.

Explain how the emergency condition adversely affects the health, safety and well-being of occupants of the school facility. Examples could be increased respiratory problems resulting from the presence of mold caused by water leaks, or classrooms that cannot be used because ceiling tiles are in danger of falling down.

Describe any actions the applicant has taken to respond to the emergency condition and why the applicant has been unable to resolve the condition.

Describe how the proposed project will address the emergency condition, and indicate the potential effects of delaying this project, such as increased future costs. Include the proposed start and end dates for the project.

Describe the proposed project and budget in detail. Provide information on how the proposed project will address the emergency condition. Include a timeline of major activities such as design, contract award, and construction start and completion. Report other resources available to the LEA that can be used for this project. Include anticipated receipts, such as a state construction grant, that the LEA has not actually received yet.

If the project will increase the square footage of the school facility, specify the amount of square footage to be added.

Wherever possible, limit the length of this project narrative to the space provided on the form. If a second page is necessary, continue the narrative on one blank page, using the title on this form. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

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**INDEPENDENT CERTIFICATION FOR EMERGENCY GRANT APPLICATION  
(PAGE 5)**

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An application for an emergency grant must include a signed statement on this form from an appropriate local official certifying that the deficiency described in the narrative for the proposed project threatens the health or safety of the occupants or prevents the use of all or a portion of the building. Appropriate local officials include individuals such as a local building inspector, a licensed architect, or a licensed engineer. The person providing this certification may not be a staff member of the applicant LEA.

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**PROJECT NARRATIVE FOR MODERNIZATION GRANT APPLICATION  
(PAGE 6)**

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Applications for modernization projects will not be considered in this competition.

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**JUSTIFICATION FOR REBUILDING  
(PAGE 7)**

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An applicant that believes that rebuilding would be less expensive or more cost effective than repairing or renovating the existing facility must provide a detailed justification, including cost estimates for both alternatives. The applicant may propose rebuilding only if the LEA holds title to the existing facility for which funding is requested.

Specify the total square footage of the proposed new facility.

Wherever possible, limit the length of this project narrative to the space provided on the form. If a second page is necessary, continue the narrative on one blank page, using the title on this form. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

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**CHILDREN WHO ATTENDED THIS SCHOOL FACILITY AND WHO WERE INCLUDED  
ON TABLES 1 THROUGH 5 OF THE APPLICANT'S SECTION 8003 APPLICATION  
(PAGES 8 THROUGH 11)**

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Report on these pages those children included on Tables 1 through 5 of the applicant's section 8003 FY 2005 (school year 2003-2004) application who attended the school facility for which funding is requested.

Enter the code numbers, names and addresses of the properties on these forms in this application as they appeared on the section 8003 application. For each property, enter the numbers of children who attended the school facility for which funding is requested. It is not necessary to list properties for which none of the children on the section 8003 application attended this school facility.

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**ASSURANCES AND CERTIFICATIONS  
(PAGES 12 THROUGH 15)**

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The authorized representative for the LEA should review these assurances and certifications for information and then sign and date each form. The signature of the LEA's representative commits the applicant to the assurances contained in the application, including the assurance that the applicant meets all statutory, regulatory and administrative requirements.

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**FINANCIAL INFORMATION**

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The Impact Aid Program will request audited financial reports for the preceding three years from highly ranked applicants before final award decisions are made. These reports will be used to verify the amount of available funds that could be used for this project. In cases where matching funds are required, additional documentation of in-kind contributions will be requested at that time, also.

The IAP may contact state officials to verify data provided by an LEA in this application or in any additional data request, including funds that an LEA may receive from a state school construction program.