

GUIDELINES FOR COMPLETING THE FY 2019 SRSA APPLICATION PACKAGE

These guidelines have been developed to assist eligible local educational agencies (LEAs) with completing the required FY 2019 application package for a funding opportunity under the Small Rural School Achievement (SRSA) program.

Initial steps:

1. Check the [Fiscal Year \(FY\) 2019 REAP Eligibility Spreadsheet](#) to make sure your LEA is eligible to submit an SRSA application. If you have questions or concerns about the data submitted by the State on behalf of your LEA(s), please immediately contact your REAP State Coordinator.
2. Your LEA DUNS number must be active in the System for Award Management (SAM) to submit an application in Grants.gov and to draw down awarded grant funds from the U.S. Department of Education's G5 Financial Management System. To confirm that your DUNS number is active in SAM, go to the SAM website, click the "Check Status" tab at the top of the webpage, and then enter your DUNS number in the "Use the SAM Status Tracker Now." Ideally, your DUNS will be active during the period of February 20, 2019 through December 31, 2019. (There is no cost to use SAM.)
3. Go to www.Grants.gov to review information posted under the "APPLICANTS" tab. (All applicants must be registered with Grants.gov to complete and submit an application using Workspace. If you are not registered, click this link [<https://www.grants.gov/web/grants/applicants/registration.html>].)

A complete SRSA application package must include all seven required forms. Provided below are instructions for completing each of the required forms.

1. Application for Federal Assistance SF-424

The Application for Federal Assistance SF-424 has twenty-one (21) sections to complete.

Item 1: Type of Submission – Check **Application**

Item 2: Type of Application – Check **New**

Item 3: Date Received – Leave Blank, the system will automatically fill-in the date.

Item 4: Applicant Identifier – This box **MUST** be filled-in with the LEA's **9 digit NCES ID number** found in **Column A** on the FY [2019 Eligibility Spreadsheet](#). The **NCES ID number** is a unique identifier that helps us to verify that the name and address listed on the application is correct. Applications submitted without the NCES ID number will not be processed.

Item 5a: Federal Entity Identifier – Leave Blank

Item 5b: Federal Award Identifier – Leave Blank

Item 6: Date Received by State – Leave Blank

Item 7: State Application Identifier – Leave Blank

Item 8: APPLICANT INFORMATION: (There are 6 sections to be completed)

Item 8a: Legal Name: (Insert **name of LEA**. Do not use your personal name.)

Item 8b: Employer/Taxpayer Identification Number (EIN/TIN):

Item 8c: Organizational DUNS: Enter District's/LEA's **9 digit DUNS number**. (DUNS **must** be ACTIVE in SAM.gov.)

Item 8d: Address – complete required fields

Item 8e: Organizational Unit: fill-in as appropriate

Department Name:

Division Name:

Item 8f: Name and contact information of person to be contacted on matters involving this application. (This should be the name of the Superintendent, as the Authorizing Official.)

Item 9: Type of Applicant: Select, G. Independent School District

Item 10: Name of Federal Agency: Insert, **Department of Education**

Item 11: Catalog of Federal Domestic Assistance Number: Insert, **84.358** **CFDA Title:** Insert, **Rural Education**

Item 12: Funding Opportunity Number: Insert, **ED-GRANTS-022019-001 (system may auto-fill)**

Title: Insert, **Office of Elementary and Secondary Education (OESE): Small, Rural School Achievement Program CFDA 84.358A**

Item 13: Competition Identification Number: Insert, **84-358A2019-01 (system may auto-fill)**

Title: Insert, **Small, Rural School Achievement Program Grant**

Item 14: Areas Affected by Project (Cities, Counties, States, etc.): Leave Blank

Item 15: Descriptive Title of Applicant's Project: Insert, **SRSA Application**

Item 16: Congressional Districts Of: To complete the required information below go to House.gov, enter the zip code of your LEA under the "Find Your Representative" heading in the top-right corner of the website and click the "LOOK UP" button.

Item 16a: Enter applicant's congressional district

Item 16b: Enter all district(s) affected by program/project

(Enter 2 letter format for state abbreviation and 3 digit format for district number, e.g., CA-005 for California 5th district, CA-012 for California 12th district.)

Item 17: Proposed Project:

17a: Start Date: Insert, **07/01/2019**

17b: End Date: Insert, **09/30/2020**

Section 18: Estimated Funding (\$): (There are 7 items to be completed.)

Items 18a-18g: Insert, **0.00** in each box

Item 19: Is Application Subject to Review By State Under Executive Order 12372 Process?

Check option c: Program is not covered by E. O. 12372.

Item 20: Is the Applicant (LEA/School District) Delinquent On Any Federal Debt?

Place X in the appropriate box. If "Yes", provide explanation in an attachment.)

Item 21: Read statement, place an X in box next to **I AGREE and then complete the mandatory fields pertaining to the Authorized Representative.

2. US Department of Education Supplemental Information for the SF-424

We realize many LEAs face unexpected personnel changes throughout the school year; therefore, we strongly recommend that you do not submit the same contact information as provided on your application. An alternate contact could be the business manager/financial representative, the school secretary/administrative assistant or the principal/assistant principal. Having two contacts ensures that your LEA will receive updates and notices from the U.S. Department of Education.

Please complete the following Sections:

Section 1: Project Director: Fill-in Contact Name, Address, Phone/Fax Numbers and Email Address
(Project Director is a generic term used on this collection form.)

Section 2: Novice Applicant: Select “Not applicable to this program”

Section 3: Human Subjects Research: Question a., Select “No”. Question b., Leave Blank.

3. Assurances – Non-Construction Programs SF424B

Please read the nineteen (19) listed assurances and then complete **REQUIRED** fields - Signature of the Authorized Certifying Official, Title, Applicant Organization Name and Date Submitted.

4. U.S. Department of Education GEPA SF427

The U.S. Department of Education's General Education Provisions Act (GEPA) applies to applicants for new grant awards under the Department's programs. All applicants for new awards must include information in their applications to address this provision in order to receive funding. Section 427 requires each applicant for funds (other than an individual person) to include in the application a description of the steps the applicant proposes to take to ensure equitable access to and participation in its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, it is necessary to determine whether these or other barriers may prevent your students, teachers, etc. from access to or participation in the proposed Federally-funded project or activity. The description in the application of steps to be taken to overcome these barriers need not be lengthy.

Please click the **“Add Attachment”** tab at the bottom of this form (SF427) to upload your required GEPA Statement.

5. U.S. Department of Education Budget Information Non-Construction Programs ED524

The SRSA funding opportunity is formula based for one year only. You only have to complete the top portion of this form, **“Section A – Budget Summary U.S. Department of Education Funds”**. Please fill-in the **Name of Institution/Organization**; and complete **Project Year 1 (Column a)** by entering **0.00** for Budget Categories 1-12. The **Total (Column f)** will self-populate **0.00**.

Leave the rest of the form blank.

6. Disclosure of Lobbying Activities (SF-LLL)

Please complete the following sections:

- Section 1: Type of Federal Action, **Select b. grant**
- Section 2: Status of Federal Action, **Select b. initial award**
- Section 3: Report Type, **Select a. initial filing**
- Section 4: Name and Address of Reporting Entity, **Select, Prime** and fill-in LEA, Street, City, State, Zip, and Congressional District
- Section 5: Leave Blank.
- Section 6: Federal Department/Agency, **Fill-in Department of Education**
- Section 7: Federal Program Name/Description, **Fill-in Rural Education; CFDA Number, 84.358**
- Section 8: Leave Blank.
- Section 9: Leave Blank.
- Section 10a: If you do not employ a Registered Lobbyist, enter **"NA"** in the **REQUIRED** Name fields.
- Section 10b: If you do not employ a Registered Lobbyist, enter **"NA"** in the **REQUIRED** Name fields.
- Section 11: Read the statement and fill-in the **REQUIRED** Signature, Name and Date fields.

7. Grants.Gov Lobbying Form (ED-08-0013)

Please read the Certification Regarding Lobbying in its entirety and then complete the **REQUIRED** fields for Applicant's Organization, **Printed** Name and Title of Authorized Representative, Signature and Title.