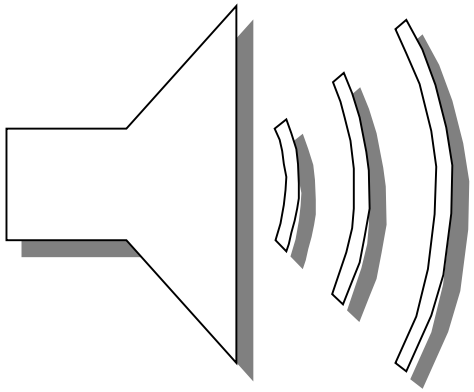
Welcome! The webinar will begin shortly…

To access the audio for this event, please dial:

US Toll Free: 1-877-369-5243

US Toll: 1-617-668-3633

And enter access code when prompted.



TECHNOLOGY CHECK

Participants will not be able to speak during this webinar; however, we will answer questions that participants submit in the Chat panel.

Other than statutory and regulatory requirements included in the document, the contents of this guidance do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Fiscal Year 2020 Small, Rural School Achievement Application

Introduction

Mr. Patrick Carr

Director, RINAP - Rural, Native, and Insular Achievement Programs

Acting Group Leader, REAP - Rural Education Achievement Program

Agenda

1. Webinar Objectives
2. Webinar Procedures
3. Accessing and Submitting Your SRSA Application
4. System for Award Management (SAM)
5. Resources
6. Questions

Webinar Procedures

- All attendees will be muted throughout the webinar
- Please submit your questions in the Chat panel
- We will take time throughout the webinar to answer questions submitted through the Chat panel
- If you experience technical difficulties during the webinar, please send a private chat message to the Event Producer
- These presentation slides are available on the REAP website

Webinar Objectives

At the conclusion of this webinar, participants will:

- Understand how to access the SRSA application via the unique MAX Survey link provided to eligible school districts in the invitation email
- Know what information is required to complete the SRSA application
- Know how to submit the FY 2020 SRSA application using MAX Survey
- Know who to contact if they have technical questions about MAX Survey
- Understand DUNS registration in the SAM system and its significance

Accessing and Completing the SRSA Application

Ms. Staci Cummins

Application Overview

This year the Department is using MAX.gov Survey to collect SRSA applications. The application process has been streamlined and we anticipate it will take approximately 30 minutes to submit an application.

All school districts that meet the SRSA eligibility requirements for FY 2020 will receive a **unique application invitation via email**, which will enable them to access the SRSA application in MAX Survey.

The FY 2020 SRSA application invitation email was sent on February 3, 2020

CHECK FOR AN EMAIL FROM the U.S. Department of Education at no-reply.survey@max.gov

Invitation Email

Invitation to submit a Small, Rural School Achievement (SRSA) program application

UD U.S. Department of Education <no-reply.survey@max.gov>
To Cummins, Staci

Reply | Reply All | Forward | ...
Tue 1/21/2020 2:49 PM

ABC Example School District
123 Book Ln
Readsville, MN 10001
Dual eligible

Dear Staci Cummins,

Your school district has been identified as eligible for funding under the **Rural Education Achievement Program (REAP)** for the 2020-2021 school year. REAP contains two programs: the Small, Rural School Achievement (SRSA) grant program and the Rural and Low-Income School (RLIS) grant program. For more information on REAP programs, see the U.S. Department of Education (Department) website.

The Department has implemented a new streamlined application process for the SRSA program beginning with school year 2020-2021. School districts are now able to access the application simply by clicking on the link provided at the end of this email, which is unique to ABC Example School District. The application form has also been revised and simplified so that it should take no more than 30 minutes to complete. In order to complete the application, a school district will need the following information: an authorized representative contact, a secondary contact, and its Data Universal Numbering System (DUNS) number. If you have any questions regarding the grant or application process, please check the Department website or contact the Department at REAP@ed.gov.

ABC Example School District

- **Dual eligible.** Please see the Dual eligible school districts section below for further instructions on the application.
- Under the SRSA program, the Department estimates that ABC Example School District would be eligible to receive **$17,000.***
- Under the RLIS program, the Department estimates that ABC Example School District would be eligible to receive **$10,000.***
- **To apply for SRSA funds, click the following link to complete an SRSA program application: https://surveys.max.gov/index.php/787654?token=zhGncEGOG&lang=en.**

Complete SRSA Application

Applicants will submit the following information:

- Contact information for School District:
  - Name and address
  - Authorized Representative
  - Secondary Contact
- DUNS
- Verify GEPA statement
- Assurances acceptance
- Certification signature

Instruction Page

Small, Rural School Achievement Application

The Small, Rural School Achievement Application, FY 2020.

Application Instructions

Welcome to the fiscal year (FY) 2020 Small, Rural School Achivement (SRSA) application!

We estimate it will take approximately 30 minutes to complete this application, which is the first of two tasks that must be completed in order to receive FY 2020 SRSA award funding. After submitting the application you will be automatically redirected to the second task, which is to confirm an active Data Universal Numbering System (DUNS) number status for your organization at System for Award Management (SAM.gov). School districts need an active DUNS number in order to drawdown SRSA funds, so we strongly encourage immediate action if your SAM status is inactive. Upon completion of the application you will receive a confirmation email, which will include a summary of your responses and an Application Tracking Number, which serves as an identifying number in case of questions.

Please submit the application by **April 17, 2020.** If you have any questions about the application, please see the FY 2020 SRSA Notice of Application Deadline, U.S. Department of Education (the Department) website, or contact the Department at reap@ed.gov.

Application Contents

- Contact information for School District:
  - Name and address
  - Authorized Representative
  - Secondary Contact
- DUNS
- Verify GEPA statement
- Assurances acceptance
- Certification signature
- Submit

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a currently valid OMB control number. The valid OMB control number for this collection is 1810-0646. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to receive awards authorized under the Elementary and Secondary Education Act of 1965, sections 5211-5212 and 5221.

If you have comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual submission of this form, please contact the Office of Elementary and Secondary Education's Office of State and Grantee Relations at SGR@ed.gov or 202-453-5563.

There are 12 questions in this survey.

Next →

School District Contact

School District Information

Please confirm you are applying for the Small, Rural School Acheivement (SRSA) grant for the correct school district by providing the information in the fields below. As a reminder, if you are the fiscal agent for multiple school districts, an application must be submitted for each school district.

* 1 **Your school district name and mailing address appears as follows:**

Example School District
789 Street St
Hereville, VT 00000

If this information is correct, please select "Yes" below. If not, please select "No" and then update the information in the space provided.

Choose one of the following answers

- ○ Yes
- ◉ No

2 **This application is for Example School District. If your answer to the above question is no, please provide only the corrected contact information below:**

Please fill in at least one answer

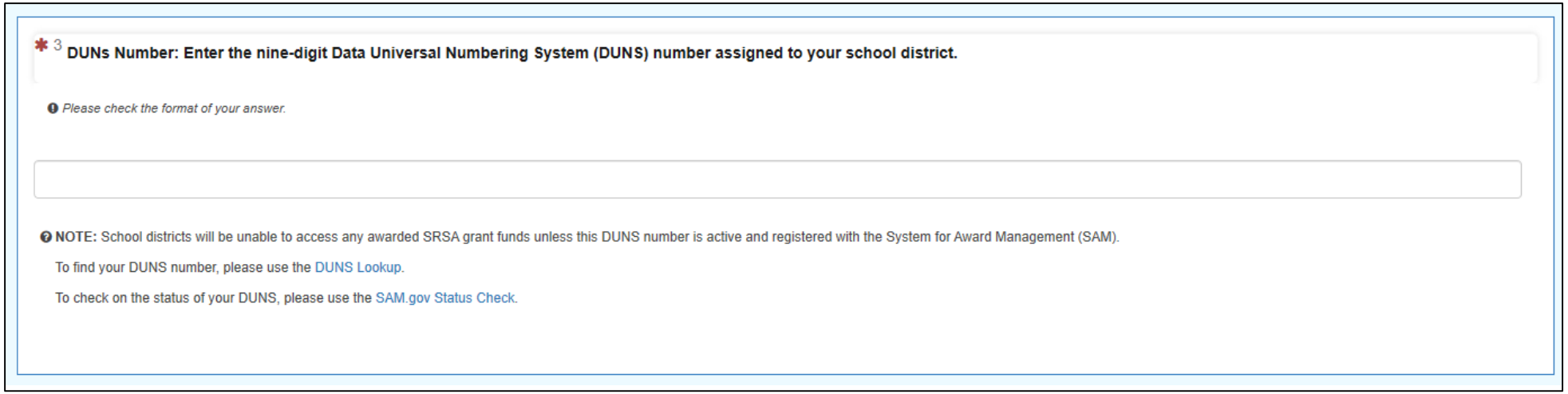
School District Name:

School District Mailing Address:

School District City:

School District State:

School District Zip:



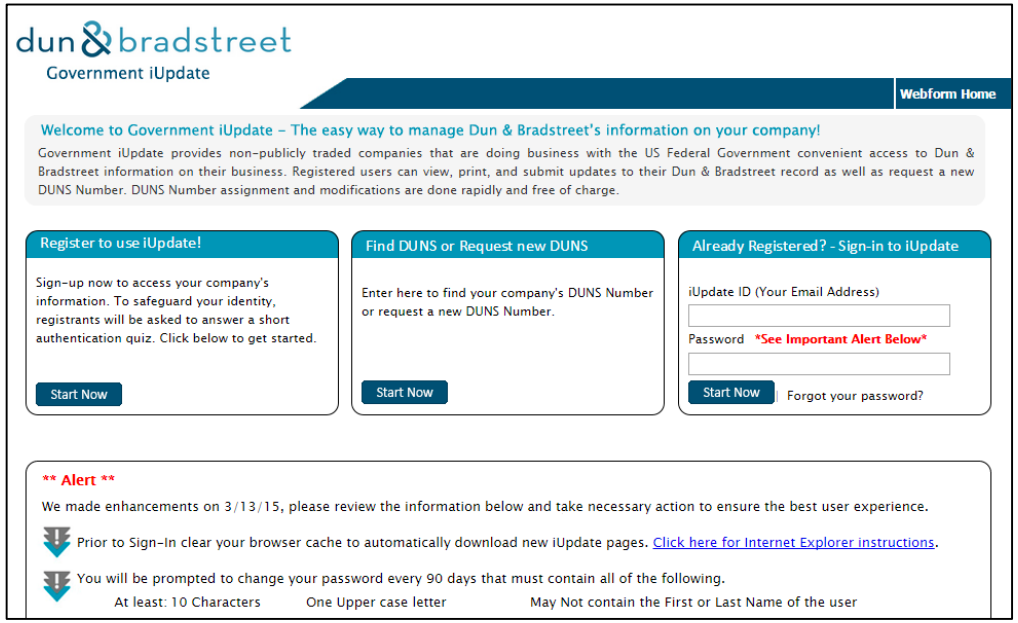
* 3 DUNs Number: Enter the nine-digit Data Universal Numbering System (DUNS) number assigned to your school district.

Please check the format of your answer.

NOTE: School districts will be unable to access any awarded SRSA grant funds unless this DUNS number is active and registered with the System for Award Management (SAM).

To find your DUNS number, please use the DUNS Lookup.

To check on the status of your DUNS, please use the SAM.gov Status Check.



dun & bradstreet
Government iUpdate

Webform Home

Welcome to Government iUpdate – The easy way to manage Dun & Bradstreet's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print, and submit updates to their Dun & Bradstreet record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

Start Now

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

Start Now

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password *See Important Alert Below*

Start Now | Forgot your password?

** Alert **

We made enhancements on 3/13/15, please review the information below and take necessary action to ensure the best user experience.

Prior to Sign-In clear your browser cache to automatically download new iUpdate pages. Click here for Internet Explorer instructions.

You will be prompted to change your password every 90 days that must contain all of the following.

At least: 10 Characters One Upper case letter May Not contain the First or Last Name of the user

- Register with DNB at **http://fedgov.dnb.com/webform**
- Requires TIN from IRS and organization information
- You will be issued a **DUNS number**
- Takes 1 – 2 business days
- DNB Hotline: (800) 234-3867

Data Universal Numbering System (DUNS) Number

Authorized Representative and Secondary Contacts

* 4 **School district authorized representative contact:**

Please fill in 5 answers

Authorized Representative Contact First Name:	Staci
Authorized Representative Contact Last Name:	Cummins
Authorized Representative Contact Title:	
Authorized Representative Contact Telephone Number:	
Authorized Representative Contact Email:	anastasia.cummins@ed.gov

NOTE: The authorized representative contact must be different from the secondary contact.

The school district authorized representative is the legally responsible person for this SRSA Grant. This contact person will recieve the Grant Award Notice (GAN), communication emails from the G5.gov system, updates from the U.S. Department of Education, and will have access to drawdown SRSA funds from G5.gov.

* 5 **School district secondary contact:**

Please fill in 5 answers

Secondary Contact First Name:	
Secondary Contact Last Name:	
Secondary Contact Title:	
Secondary Contact Telephone Number:	
Secondary Contact Email:	

The Small, Rural School Achievement Application, FY 2020.

25%

General Education Provisions Act (GEPA) Statement

Section 427 of the General Education Provisions Act requires that applicants for Small, Rural School Achievement (SRSA) funds include in their application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, the SRSA program for students, teachers, and other SRSA beneficiaries with special needs. This provision allows applicants discretion in developing the required description. 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, you should determine whether these or other barriers may prevent your students, teachers, etc., from such access or participation in the SRSA-funded project or activity. The description of steps to be taken to overcomes these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

The General Education Provisions Act (GEPA) statement consists of:

1. A specific explanation of your school district's proposed use(s) of SRSA grant funds; and
2. A specific explanation of how your school district will use SRSA funds in a way that addresses barriers to access and does not discriminate on the basis of any federally-protected category.

Example:

"Our school district will use SRSA grant funds to purchase computers and laptops as part of our school-wide technology upgrade. Because a significant portion of our students are from families where Spanish is the primary language spoken at home, we will provide user instructions for the computers both in Spanish and in English."

For more examples, please see the GEPA page on the REAP website.

* 6 **Has your school district previously submitted a GEPA Statement to the U.S. Department of Education that is still current, and will the school district continue to implement its SRSA grant consistent with that statement?**

Choose one of the following answers

- ○ Yes, my school district previously submitted a GEPA Statement to the U.S. Department of Education that is still current, and will continue to implement its SRSA grant consistent with that statement.
- ○ No, my school district has not previously submitted a GEPA Statement to the U.S. Department of Education or my school district's previously submitted GEPA statement is no longer current. As part of this application, I am submitting a GEPA statement below.

GEPA

Submitting a GEPA Statement

* 6 **Has your school district previously submitted a GEPA Statement to the U.S. Department of Education that is still current, and will the school district continue to implement its SRSA grant consistent with that statement?**

Choose one of the following answers

- ○ Yes, my school district previously submitted a GEPA Statement to the U.S. Department of Education that is still current, and will continue to implement its SRSA grant consistent with that statement.
- ● No, my school district has not previously submitted a GEPA Statement to the U.S. Department of Education or my school district's previously submitted GEPA statement is no longer current. As part of this application, I am submitting a GEPA statement below.

* 7 **If you indicated in question 6 that your school district does not have a current GEPA statement on file, please submit a GEPA statement below:**

Please check the format of your answer.

500 character limit. Please see the example above.

Section 427 of the General Education Provisions Act (GEPA)

Under section 427 of GEPA, an applicant to the Department for an award must describe the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted programs for students, teachers, and other program beneficiaries with special needs. For example, your GEPA statement might consist of:

- ✓ A specific explanation of **your school district's proposed use(s) of SRSA grant funds**; and
- ✓ A specific explanation of **how your school district will use SRSA funds in a way that addresses barriers to access** and does not discriminate on the basis of any federally-protected category

For more information, see the GEPA resource page on the REAP website.

EXAMPLE:

"Our school district will use SRSA grant funds to purchase computers and laptops as part of our school-wide technology upgrade. Because a significant portion of our students are from families where Spanish is the primary language spoken at home, we will provide user instructions for the computers both in Spanish and in English."

Assurances Acceptance and Verification Signature

* 9 **The applicant, through its authorized representative, agrees to these required assurances (above).**

Check all that apply

☐ Agree

* 10 **By submitting this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.**

Check all that apply

☐ Agree

* 11 **Today's Date:**

11/21/2019

Format: mm/dd/yyyy

* 12 **School District Authorized Representative Signature:**

Staci Cummins

Submitting the Application

The person who received the initial application invitation email will receive a confirmation email

After submitting, you are automatically redirected to the SAM.gov website

Confirmation of SRSA Application Submission

UD U.S. Department of Education <no-reply.survey@max.gov>
To Cummins, Staci

Reply | Reply All | Forward | ...
Tue 1/21/2020 3:05 PM

Dear Staci Cummins,

This email is to confirm that ABC Example School District has completed an application for Small, Rural School Achievement (SRSA) funding. A summary of your responses is included at the end of this message. Thank you for submitting your application.

If you have any questions, please check the Rural Education Achievement Program (REAP) website. If you need to update the information submitted in the application, please contact the Department of Education at REAP@ed.gov. Please include your Application Tracking Number in your email to allow us to identify your district and application.

Next steps

After your SRSA application is processed, a Grant Award Notification (GAN) will be sent to Staci Cummins, the school district authorized representative listed in the application, between July 1, 2020 and August 31, 2020. The GAN will be addressed to the authorized representative listed in the application, however, their title will be "Recipient State Director." Once the GAN has been received, the school district authorized representative will need an active DUNS number to drawdown funds in the G5.gov system. You can check the DUNS status on the System for Award Management. Your Application Tracking Number is: 10.

SRSA Program Resources

- Rural Education Achievement Program website
- SRSA website, including information on use of SRSA grant funds
- REAP State Program Coordinators
- Frequently Asked Questions (FAQ)

The Small, Rural School Achievement Application, FY 2020.

75%

Submit

Please click the "Submit" button in order to complete the FY 2020 SRSA application. **After you have submitted this application, an email confirming the application submission and a summary of responses will be sent to Staci Cummins at anastasia.cummins@ed.gov.** Please keep this information for your records.

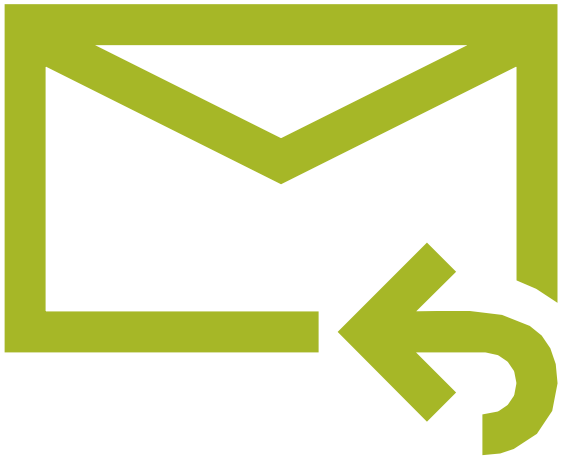
Your Application Tracking Number is: **10**. This is your unique identifying number assigned by the U.S. Department of Education to each application.

Once you have submitted the application, you will be automatically redirected to the System for Award Management (SAM) website in order to check the status of your Data Universal Numbering System (DUNS) number. In order to access SRSA grant funds, an eligible school district must be registered in the SAM with an active DUNS number. For reference, your DUNS number and SAM.gov contact information is included in the confirmation email.

Summary of your application responses:

Notes on the New SRSA Application

- If you are the contact for your school district and do NOT receive an invitation email, check your **email spam**
- The application link is unique to each school district and can be *forwarded* to the correct district contact
- The application can only be submitted **once**
  - If you need to make changes after submitting, contact the Department at reap@ed.gov
- You can access and fill out the application on your mobile device
- The contact who received the invitation email will receive the confirmation
  - If this contact needs to change, contact reap@ed.gov



System for Award Management (SAM)

Mr. Eric Schulz

Check the Status of Your DUNS Number in the System For Award Management (SAM)

SAM SYSTEM FOR AWARD MANAGEMENT

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

Log In

Login.gov FAQs

HOME | SEARCH RECORDS | DATA ACCESS | CHECK STATUS | ABOUT | HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 12/14/2019, from 8:00 AM to 3:00 PM

Learn About Registration Status

- How do I start a new registration?
- What is Draft status?
- What is Work in Progress status?
- What is Submitted status?
- What is Active status?
- What is Expired status?

What If?

- What if my entity fails TIN validation?
- What if my entity fails CAGE Code validation?
- What if I still need help?

What's Next?

SAM Status Tracker

Check Entity Registration Status

Page Description

You can quickly check an entity's registration status in SAM by entering a DUNS Number or CAGE Code. The SAM Status Tracker will show you the current status of that entity's most recent record, as well as tell you what steps are left to complete based on why they are registering.

The SAM Status Tracker only returns the registration status for publicly-searchable registration records. If you are a Federal government user, please log into SAM and use the Search Records link in the main navigation menu to view registrations or data that are not publicly available.

Use the SAM Status Tracker Now

Check registration status by typing in a DUNS Number.

DUNS Number _____ Plus 4 (Optional) _____

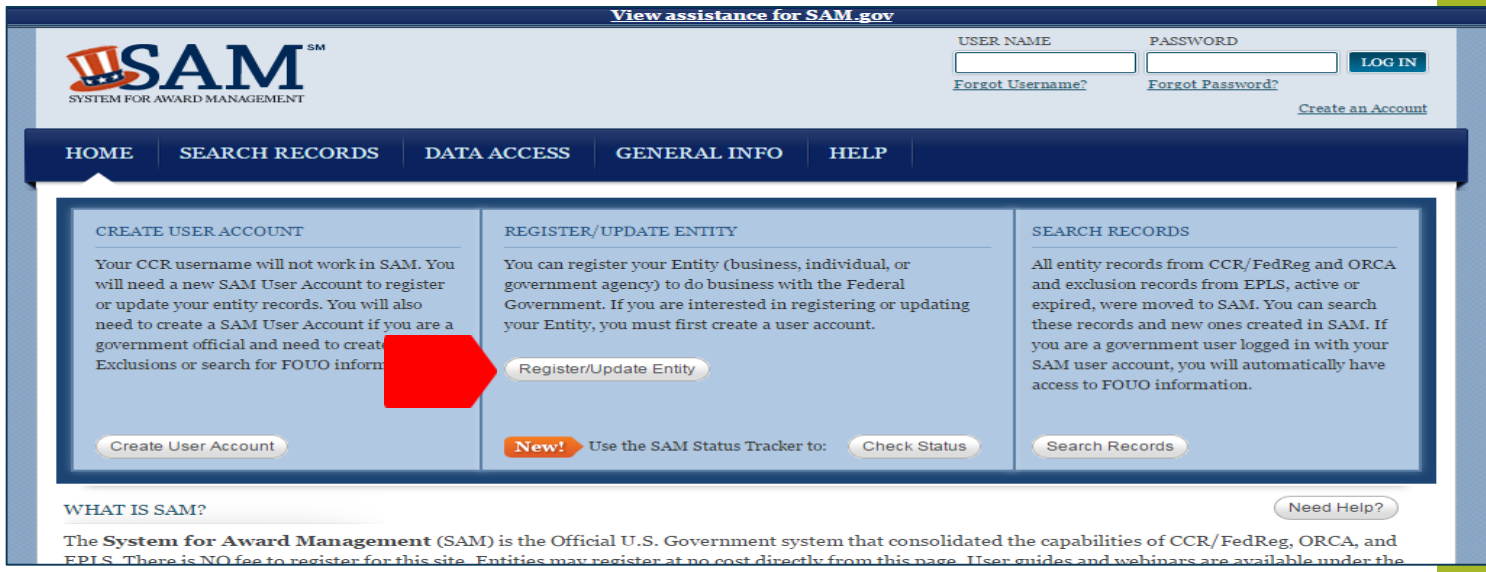
Or, check registration status by typing in a CAGE Code.

CAGE Code _____

Search | Clear

Ensure Your DUNS Number Is Active and Registered in the SAM.gov

- Register your school district's nine-digit DUNS number with SAM at **www.SAM.gov**
- Your school district's DUNS must be **active and registered in SAM** in order to access the district's SRSA grant funds in G5. Grantee school districts without an active DUNS number in SAM will have a Route Payment flag attached to their accounts, prohibiting access to funds until the DUNS is active and registered in SAM.
- Takes 7 – 10 business days
- SAM Federal Service Desk: **(866)-606-8220**



Timeline

- **February 3, 2020**: SRSA application invite sent to school district email
- **April 17, 2020**: SRSA application closes
- **July 2020:** SRSA grant funds awarded
- **September 30, 2022**: 2020 SRSA award obligation deadline
- **December 30, 2022**: 2020 SRSA award liquidation deadline

Note that the performance period has been extended by 12 months

Resources

System for Award Management (SAM)	Required registration and annual update of DUNS number.	www.sam.gov 1-866-606-8220
SRSA and RLIS Webpages	Includes access to eligibility spreadsheets, monitoring reports, and other resources.	https://oese.ed.gov/offices/office-of-formula-grants/rural-insular-native-achievement-programs/rural-education-achievement-program/
G5	Site where school districts access SRSA grant funds.	www.g5.gov 1-888-336-8930
NCES locale codes lookup	Find locale code designations by searching on an interactive map.	https://nces.ed.gov/programs/maped/LocaleLookup/
Questions?	Send your inquiries to REAP@ed.gov or to the Office of State and Grantee Relations (SGR) mailbox established for your State.	[state name].OESE@ed.gov E.g. for Michigan questions, email michigan.OESE@ed.gov

Feedback!

We will be collecting feedback regarding the new SRSA application process after the application closes—look for an email survey in your inbox!

The feedback survey will be quick and will help us continue to improve the application process.

Let us know what you think and how we can improve the SRSA application in the future!

Questions?

Contact Information

Eric Schulz

Program Officer

Eric.Schulz@ed.gov

Robert Hitchcock

Program Officer

Robert.Hitchcock@ed.gov

Pat Randall

Program Officer

Patricia.Randall@ed.gov

Staci Cummins

Program Officer

Anastasia.cummins@ed.gov

REAP Team

U.S. Department of Education

reap@ed.gov

oese.ed.gov