Welcome! The webinar will begin shortly...
Fiscal Year 2022
Small, Rural School Achievement (SRSA) Grant Application – Webinar #2 FAQs
Introducing the REAP Team

Leslie Poynter
Group Leader

Grace Kwon
Program Officer

Staci Cummins
Program Officer

Eric Schulz
Program Officer

Alice Kinney
Program Officer

Robert Hitchcock
Program Officer
Agenda

• Part 1: Webinar Overview
• Part 2: Overview of SRSA Application
• Part 3: Before the Application
  Dual-eligibility, How to find your link, etc.
• Part 4: Filling out the Application
  DUNS/UEI and GEPA questions
• Part 5: After the Application is Submitted
  How to make corrections, next steps, etc.
• Part 6: Q&A
• Part 7: Resources
Part 1:

Webinar Overview
Webinar Procedures

• Today’s webinar will be recorded and made available on the REAP website. A copy of the slides were sent out by email.

• All attendee lines will be muted during the webinar

• Please submit your questions in the chat panel. We will try to answer questions either during the Q&A at the end of the webinar or during the webinar.

• If you experience technical difficulties during the webinar, please send a private chat message to the Event Producer or call 888-793-6118 for WebEx Support
Today’s Objectives

By the end of this presentation, attendees will be able to:

1. Access, complete, and submit the FY 2022 SRSA application
2. Get answers to commonly asked questions about the application
3. Maintain an active UEI/DUNS number registration in SAM.gov
4. Contact the REAP, SAM, and G5 teams for targeted support
5. Access additional resources
## Commonly Used Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
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<tr>
<td>ESEA</td>
<td>Elementary and Secondary Education Act, as amended</td>
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<td>FY</td>
<td>Fiscal Year</td>
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<td>GEPA</td>
<td>General Education Provisions Act</td>
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<td>SRSA</td>
<td>Small, Rural School Achievement</td>
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<td>UEI</td>
<td>Unique Entity Identifier</td>
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Part 2:

Overview of SRSA
What is REAP?

REAP (or Title V, Part B) is a grant program designed to address the unique needs of rural school districts that may lack the personnel and resources to compete effectively for Federal competitive grants and that often receive grant allocations in amounts that are too small to be effective in meeting their intended purposes.

REAP consists of two formula grant programs:

• **Small, Rural School Achievement (SRSA):** Department makes grants directly to local educational agencies (LEAs)

• **Rural and Low-Income School (RLIS):** Department makes grants to State educational agencies (SEAs); SEAs administer subgrants to LEAs
SRSA Eligibility

An LEA is eligible for the SRSA program if it meets the statutory criteria of being both small and rural (see ESEA section 5211(b))

1. To be considered small, an LEA must have a total average daily attendance (ADA) of fewer than 600 students or exclusively serve schools that are located in counties with a population density of fewer than 10 persons per square mile.

2. To be considered rural, all schools within the LEA must have a school locale code of 41, 42, or 43 (assigned by the Department’s National Center for Education Statistics (NCES)) or be located in an area of the State defined as rural by a governmental agency of the State.
**FY 2022 SRSA Timeline**

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<th>Action:</th>
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<tr>
<td>2/9/2022</td>
<td>FY 2022 SRSA application opens, invitation email sent to the Authorized Representative of each eligible LEA</td>
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<tr>
<td>4/15/2022</td>
<td>FY 2022 SRSA application closes on MAX Survey</td>
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<td>7/1/2022</td>
<td>FY 2022 SRSA grants awarded to eligible LEAs on or after July 1, 2022</td>
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<td>7/1/2022</td>
<td>FY 2022 SRSA Performance Period Start Date</td>
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<td>9/30/2024</td>
<td>FY 2022 SRSA Performance Period End Date (Obligation Deadline)</td>
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<td>1/30/2025</td>
<td>FY 2022 SRSA Liquidation Deadline in G5.gov</td>
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Part 3:

Before the Application
FY 2022 MES Overview

The Master Eligibility Spreadsheet (MES) is REAP’s online public spreadsheet posted in mid-January that shows:

- All LEAs in the nation
- REAP eligibility status – including DUAL eligibility
- Estimated award allocations for eligible REAP programs
- REAP eligibility criteria data
- Title program allocations used in the SRSA formula
- General LEA contact information
- Data Dictionary – comprehensive guide for the MES

**Note:** All data on this spreadsheet should be reviewed for accuracy by each LEA
I have questions about where the data comes from in the MES. How do I find more information?

- View the “Data Dictionary” tab of the MES, which provides a comprehensive summary of each column of the MES (i.e., where the data comes from, what it is used for, etc.)

- If you still have questions after viewing the “Data Dictionary”, email REAP@ed.gov
What do I do if the data in the MES is incorrect?

- Please notify your State Coordinator of any errors with the data on the MES immediately.
- Your State Coordinator will contact the REAP Team with any official changes to the data.
- You can find your State Coordinator's contact information on the REAP website.
Invitation Email

- Each Authorized Representative should have received an email from the U.S. Department of Education from no-reply.survey@max.gov on February 9, 2022
- The email contains identifying information about the LEA and the unique application link
- Please note: REAP is no longer using Grants.gov

Example School District
123 School Street
Example, EX 12345
SRSA-Eligible

Dear Authorized Representative,

The above-mentioned local educational agency (LEA) has been identified as eligible for funding under the Rural Education Achievement Program (REAP) for the 2022-2023 school year (Federal fiscal year 2022). REAP contains two formula grant programs: the Small, Rural School Achievement (SRSA) grant and the Rural and Low-Income School (RLIS) grant. For more information on these REAP programs, visit the U.S. Department of Education's (Department's) website.
What do I do if I cannot find my LEA’s SRSA application invitation email?

1. Locate the name of the Authorized Representative (Primary Contact) listed for your LEA in columns AD and AE of the MES.
2. Have the Primary Contact check their spam/junk folder for an email from no-reply.survey@max.gov and confirm that your LEA’s firewall is not preventing this email from being delivered.
3. If you are not the Primary Contact but need to access the application, you may ask the primary contact to forward you the invitation email containing your LEA’s link.
4. If the Primary Contact cannot be reached or cannot access the invitation email, send an email to REAP confirming that you followed these steps and need the application link re-sent.
How do I update the contact(s) for the SRSA application?

• The application email can be forwarded to the correct person at your LEA and then the contact can be updated in the application itself.

• If your LEA cannot access the link, email reap@ed.gov with an updated contact. Make sure to include your LEA’s name, SRSA application tracking number (PR Award Number) and the new contacts name and email address.
Difference between SRSA and RLIS for Dual-Eligible LEAs

SRSA is awarded *directly* to LEAs. LEAs use the **SRSA application** to apply.

RLIS is awarded to **SEAs**

LEAs **work with SEAs** to apply for RLIS

Department of ED administers SRSA and RLIS
How do I know if my LEA is dual-eligible?

- The invitation/reminder email indicates if the LEA meets the eligibility criteria for SRSA or for both SRSA and RLIS (dual-eligible)
- The invitation/reminder email contains, for a dual-eligible LEA, estimated award allocations for SRSA and RLIS
- This information is also on the MES (Column N)
How do I apply for SRSA versus RLIS?

• Please Note: A dual-eligible LEA can only receive funds under one program and must choose which program to participate in.

• To “officially choose” SRSA, submit the SRSA application.

• To choose RLIS, do NOT fill out the SRSA application and contact your State Coordinator.
Part 4:

Filling out the Application
The Application Contains the Following Sections:

- Verification of LEA Contact Information:
  - LEA Name and Address
  - Authorized Representative
  - Secondary Contact
- Verification of UEI and DUNS Number
- Submission of GEPA Statement
- Assurances Acceptance
- Certification Signature
- Submission of Application
LEA Information

- The first screen of the application will include your LEA’s contact information.
- If the information listed is correct, select YES, if there is an error, select NO and a space will be provided for corrections.

Confirm you are applying for the Small, Rural School Achievement (SRSA) grant for the correct local educational agency (LEA) by reviewing the information specific to the LEA below. If the information is correct, confirm it by selecting “Yes”. If the information is not correct, select “No” and a space will be provided for you to update the information. As a reminder, if you are the fiscal agent for more than one SRSA-eligible LEA, a separate application must be submitted for each.

* 1. Your LEA name, mailing address, and phone number appear as follows:

Example School District
123 School Street
City, XX 12345
123-456-7890

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

- Yes, the LEA contact information is correct.
- No, the LEA contact information is not correct.
The next section of the application contains your LEA’s UEI and DUNS number information.

On April 4, 2022, the Federal Government will transition from the use of the Data Universal Numbering System (DUNS) number to the new Unique Entity Identifier (UEI). This transition will occur automatically if the LEA has a DUNS number registered in the System for Award Management (SAM.gov) prior to April 4, 2022.

To support each LEA throughout this transition, the Department has provided the LEA’s UEI and DUNS number in the SRSA application for any LEA that currently has a DUNS number registered in SAM.gov.

As a reminder, an LEA will need an active UEI to access SRSA funds in G5.
UEI and DUNS Number

**UEI/DUNS Number:**

On April 4, 2022, LEAs receiving funds from the Department will transition to using a Unique Entity Identifier (UEI) in place of a Data Universal Numbering System (DUNS) number. This transition will occur automatically if a DUNS number is registered in the System for Award Management (SAM.gov) prior to April 4, 2022. If the LEA has a DUNS number that is currently registered in SAM.gov with either an active or inactive registration status, it has already been assigned a UEI. This UEI can be viewed on the LEA’s registration record in SAM.gov. To support each LEA throughout this transition, the Department has provided the LEA’s UEI and DUNS number below for any LEA that currently has a DUNS number registered in SAM.gov. An LEA can use SAM.gov to view its current UEI/DUNS number.

LEA should begin the UEI/DUNS number reactivation process in SAM.gov. An LEA will need an active UEI to access SRSA funds in O5.

If you are completing the SRSA application prior to April 4, 2022, request a new DUNS number from Dun and Bradstreet by visiting cib.com and complete your DUNS number registration in SAM.gov. Then, provide the newly acquired UEI and DUNS number in the SRSA application.

If you are completing the SRSA application on or after April 4, 2022, visit SAM.gov to request a UEI. Then, provide the newly acquired UEI in the SRSA application.

- Yes, the UEI/DUNS number information is correct.
- No, the UEI/DUNS number information is not correct.

**NOTE:** Our records show that your UEI/DUNS number registration's expiration date is 11/28/2022.
UEI and DUNS Number

If both the UEI and DUNS number are correct, select YES. If not, select NO and update the incorrect information in the space provided. If there are no records available for either the UEI or DUNS number, please take note of the updated UEI transition timeline and proceed accordingly:

- **March 29 @ 5 PM (ET)**: Last day to get a DUNS Number for federal award purposes.
- **March 29 @ 5 PM (ET)—April 1 @ 8 PM (ET)**: If you already have a DUNS Number, April 1 will be the last day prior to the transition that you can:
  - Get a Unique Entity ID (SAM)
  - Register an entity
  
  Save all work in SAM.gov before 8:00 PM (ET) to ensure it will be available again on April 4.
- **April 1 @ 8 PM (ET)—no later than April 4 @ 9 AM (ET)**: SAM.gov offline for system maintenance.
- **April 4**: SAM.gov is back online. DUNS Numbers are no longer accepted. Unique Entity ID (SAM) is the identifier of record.

Resume activity at SAM.gov:
- Get a Unique Entity ID (SAM)
- Start a new registration or continue with a saved registration
- Update entity information on SAM.gov instead of D&B. You’ll need to start over with any updates not saved in D&B by March 29 at 5 PM (ET).
- Proceed with annual entity registration renewal
- If you haven’t already, update your ad hoc reports and saved searches with a Unique Entity ID (SAM) field
Do I have to keep both the UEI and DUNS numbers active after the transition?

- All LEAs who currently have a DUNS number were automatically assigned a UEI.
- After April 4, 2022, SAM.gov will no longer use DUNS and the LEA will only need to update the UEI each year.
How often do I need to update my UEI (DUNS) number? And is there a cost?

- The UEI (DUNS) number must be updated every year. The number can be updated in SAM.gov.
- There is NO COST for renewing a UEI or DUNS number. Please do not use any third-parties. SAM.gov is the only website where you can update your number.
If you already have a UEI/DUNS number on file with REAP, it will auto-populate into your SRSA application and will indicate the date it will expire.

Your LEA will need an active UEI in SAM.gov to access SRSA grant funds in G5.gov.

To check your LEA’s UEI/DUNS number registration status, use the SAM Status Tracker.
Contacting SAM for Additional Support

You can contact SAM by going to FSD.gov, clicking Live Chat and following the prompts. You will be connected with a SAM agent immediately.

You can also call SAM from 8 am – 8 pm Eastern Time at: (866) 606-8220

If you need further assistance, please reach out to REAP@ed.gov
Contact Information

- Next, the Authorized Representative and Secondary Contact information will appear.
- If the information listed is correct, select YES, if there is an error, select NO, and a space will be provided for corrections.
Do my Authorized Representative (Primary Contact) and Secondary Contact need to be different?

- **Yes**, please provide *different* names and email addresses for the Primary and Secondary Contacts

- **Please Note**: both the Authorized Representative and Secondary contact will receive an email notification in late summer when the SRSA award becomes available in G5.gov
My LEA’s physical address or contact person will change later in the year. Should I update the information in the application now?

- If your LEA’s address will change later in the year, please update your application with this information now.
- If the Primary and/or Secondary contact will change later in the year, please update your application with a staff member who will be at the LEA past the transition.
GEPA Statement Requirement

• Section 427 of the GEPA requires U.S. Department of Education grantees to describe the steps the grantee will take to ensure equitable access to, and participation in the Federally assisted program (in this case, SRSA) by addressing the special needs of students, teachers, and other program beneficiaries.

• Consider six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

• Determine, based on local circumstances, whether these or other barriers may prevent students, teachers, or other beneficiaries from such access or participation in an SRSA-funded project or activity.

• Remember, a GEPA statement consists of a specific explanation of:
  1. the LEA’s proposed use(s) of SRSA grant funds; and  
  2. how the LEA will use SRSA funds in a way that addresses barriers to access and does not discriminate on the basis of any federally-protected category.
GEPA Statements

- In the application, the LEA’s GEPA statement will populate in the box below if available.
- If the box is blank or the GEPA statement is incomplete, the applicant must submit a complete GEPA statement to proceed.

Section 427 of the General Education Provisions Act (GEPA) 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 programs 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 overcome 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 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 the LEA’s proposed use(s) of SRSA grant funds, and
2. A specific explanation of how the LEA 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.”

Submit your GEPA statement in the box below. If your LEA submitted a GEPA statement on the FY 2020 SRSA application, the statement will auto-populate in the space below. Verify that the statement is current and accurate and update as needed. If your LEA did NOT submit a GEPA statement on the FY 2020 SRSA application, the space below will be blank. Submit a current statement now by typing it in the text box below.

NOTE: The maximum character limit is 1000.
How can I check if the activity I am describing in my GEPA statement is an allowable use of SRSA funds?

- Please view REAP’s Use of Funds guide for requirements and examples
- If you still have questions, email REAP@ed.gov
Assurances Acceptance and Signature

- On the following page, you’ll see the assurances – please read these thoroughly
- When ready, you’ll need to accept the assurances and provide a date and your electronic signature

11. The applicant, through its Authorized Representative, agrees to the required assurances above.
   - 
   - Agree

12. 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.
   - 
   - Agree

13. Enter today’s date:
   - Format: mm/dd/yyyy
   - 
   - 
Submitting the Application

- Lastly, remember to click SUBMIT before exiting the browser
- The Authorized Representative who received the initial invitation email will receive a confirmation email with important next steps and helpful resources
Confirmation Page and Email

- After clicking SUBMIT, the person who received the initial invitation email will immediately receive a confirmation email.
- Save the confirmation page as necessary by printing or screenshotting.
- Contact REAP@ed.gov if you need to make changes AFTER submitting the application.
How do I confirm that my SRSA application was submitted?

1. Locate your LEA on the fiscal year 2022 Master Eligibility Spreadsheet

2. View column Q – if it says YES, we have received your SRSA application

3. Please note, there is an approximately one-week delay from when you submit your application to when your status in column Q is updated

4. REAP will contact you after the application period has closed to provide next steps and instructions for accessing your award
Part 5:

After the Application is Submitted
I already submitted the application, but I need to make a change (i.e., contact, GEPA, etc.). Can I still make changes?

- **Yes**, you can send your corrections and/or updates to REAP@ed.gov. Please include your LEA’s application tracking number (PR Award Number) and LEA information in the email.
I submitted an SRSA application by mistake (i.e., choosing RLIS instead). How do I request that it be removed?

- Please email REAP@ed.gov. Make sure to include your LEA’s application tracking number (PR Award Number) and LEA information in the email.
When can we expect to receive an award notification? Who will it be sent to?

• Our grantmaking schedule for the FY 2022 REAP grantmaking is built around an award date of **July 1, 2022**

• An email from **G5.gov** will be sent to the **Authorized Representative** and **Secondary contact** listed in the application or the final MES
Part 6:

Q&A
Part 7:

Resources & Contacts
Helpful Resources, part 1

REAP PROGRAMMATIC INFORMATION

Learn more about SRSA, see the Small, Rural School Achievement Information Webpage

For general REAP information and a high-level overview of the program, see the REAP FAQ Webpage

For a detailed review of REAP statute and award processes, see the REAP Informational Document

For FAQs on DUNS numbers and the SAM.gov process, see the DUNS Support Webpage

To contact the SAM Federal Service Desk, call 1-866-606-8220 or visit FSD.gov to start a live chat

To contact the G5 Help Desk, call 202-401-6238 and press option 1 or email edcapsuser@ed.gov

DUNS, SAM, AND G5 SUPPORT
To determine allowable uses of REAP funds, view the REAP Uses of Funds Guide and Title V, Part B of the ESEA.

To view recorded webinars on allowable uses of REAP funds, AFUA, and more, see the REAP Resources Webpage.

To assist LEAs in understanding REAP eligibility and estimated allocations, visit the SRSA Eligibility Webpage.

For a side-by-side comparison of the two grant programs, visit the Considerations For Dual-Eligible LEAs Webpage.

To assist LEAs in crafting a GEPA statement for their SRSA application, direct them to the GEPA Resources Webpage.

LEA ASSISTANCE INFORMATION
# REAP Team - Organizational Structure

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REAP Contact Information

Leslie Poynter
Leslie.Poynter@ed.gov

Eric Schulz
Eric.Schulz@ed.gov

Robert Hitchcock
Robert.Hitchcock@ed.gov

Staci Cummins
Anastasia.Cummins@ed.gov

Grace Kwon
Grace.Kwon@ed.gov

Alice Kinney
Alice.Kinney@ed.gov
Questions?
You can also reach us at:
REAP@ed.gov