

Impact Aid Grant System User Guide

Basic System Navigation

Version 1.0 Published November 22, 2019



Using IAGS

Logging in

To log in, go to the IAGS website at <http://impactaid.ed.gov> and click the button labeled “Log In.” You will see a dialog box that contains the Rules of Behavior for the site, with a blue “I AGREE” button ().

You can scroll down in the box to see the full text of the Rules of Behavior before you click the button (Figure 1 – Rules of Behavior).

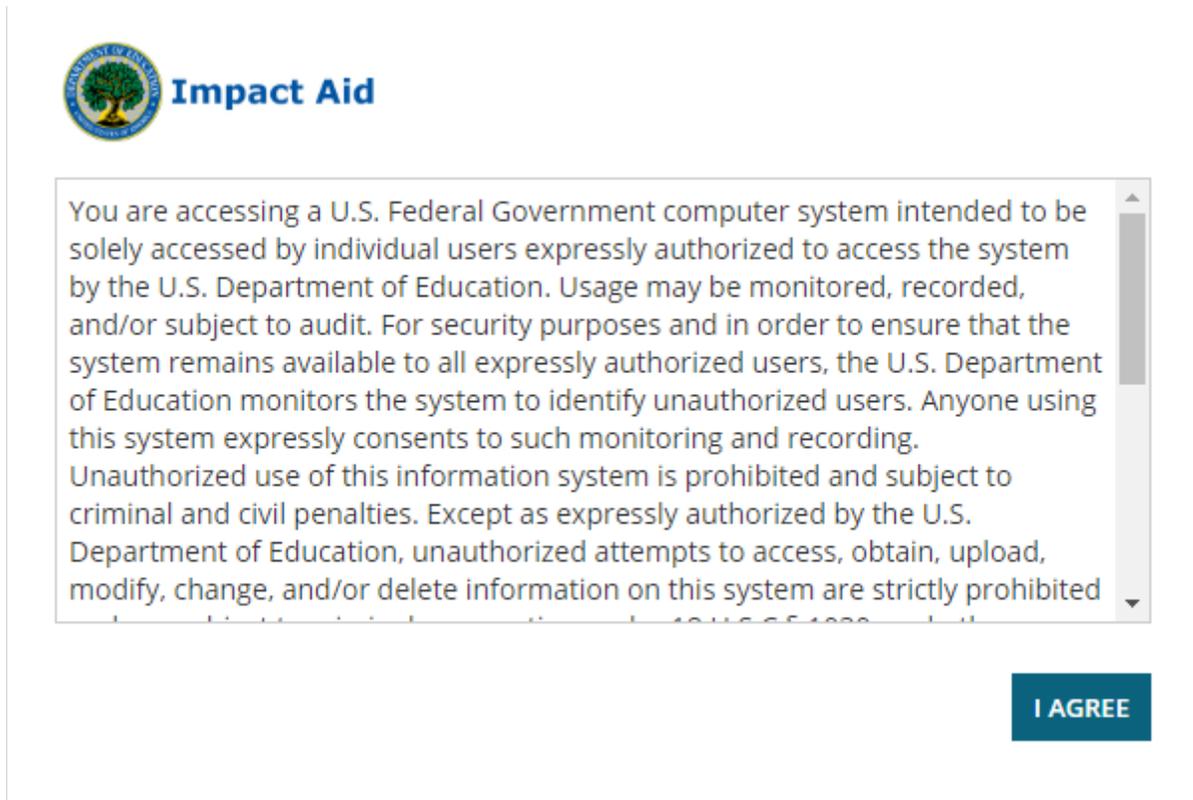


FIGURE 1 – RULES OF BEHAVIOR

Enter your user name and password (Figure 2 - Log-in Dialog). Note: **both are case sensitive.**

Then click the blue “Sign In” button ().

If this is the first time you are logging into IAGS, you will need to change your password as soon as you have logged in.



Impact Aid

 Remember me on this computer
[Forgot your password?](#)

FIGURE 2 - LOG-IN DIALOG

IMPORTANT:

- You will need to change your password every 120 days, or you will be locked out of the system. At 90 days, the system will begin to remind you.
- If you are locked out of the system, contact the IAGS Help Desk for assistance in unlocking your account.
 - Email: IAGS.HELPDESK@ed.gov
 - Phone: 202-260-3858

NOTE: to prevent hackers from guessing user names in the system, IAGS does not confirm that you have locked yourself out. Instead, it shows you the following message:

“The username/password entered is invalid. Usernames and passwords are case sensitive.” (Figure 3 – Invalid User Login Message)

If you are certain you are using the correct user name, and you’ve gotten this message three times in a row, you can be pretty sure that you have locked yourself out. [Contact the helpdesk](#) to regain access.



Impact Aid

The username/password entered is invalid.
Usernames and passwords are case sensitive.

ed.editor@ias.gov

.....

Remember me on this computer

[Forgot your password?](#)

SIGN IN

FIGURE 3 – INVALID USER LOGIN MESSAGE

The Home Page

When you’ve logged in, you will see the Home Page, which contains a host of important information (Figure 4 - The IAGS Home Page):

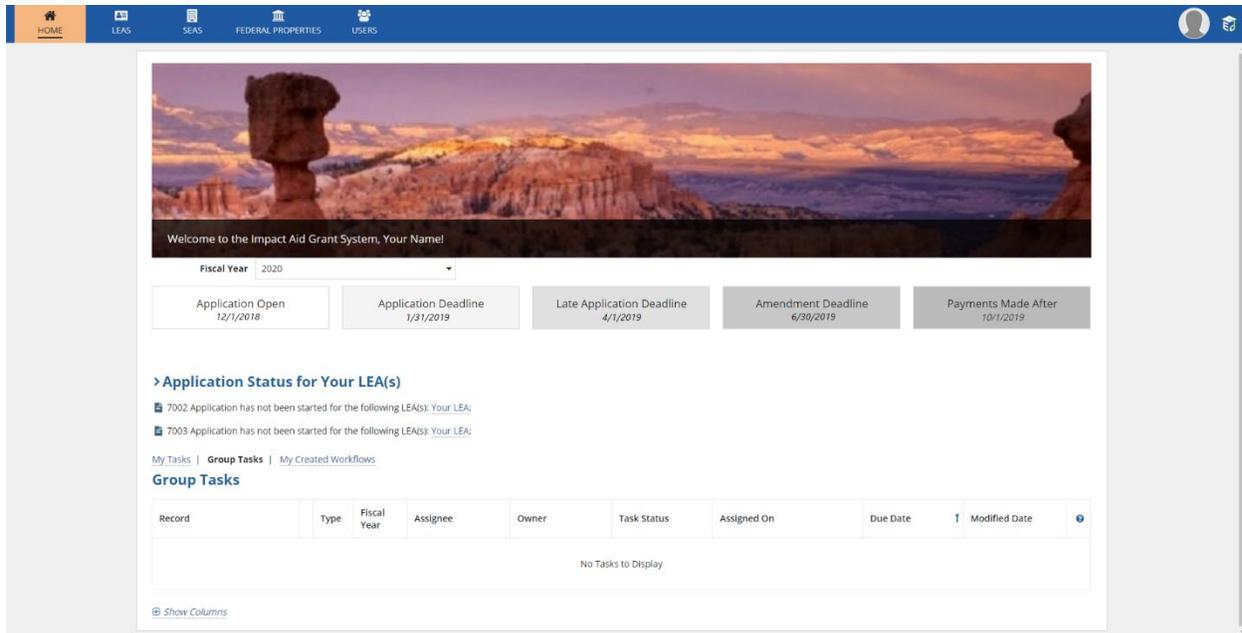


FIGURE 4 - THE IAGS HOME PAGE

Important Dates

The home page has a timeline of important dates. Note that IAGS defaults to showing the dates for the current application cycle (Figure 5 - Important Dates).

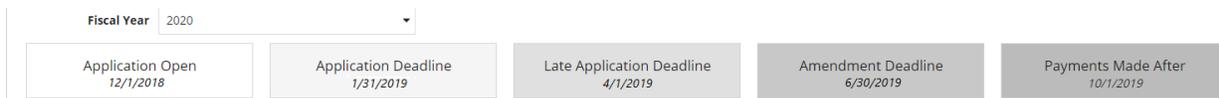


FIGURE 5 - IMPORTANT DATES

Application Status for your LEAs

Click on the title to unroll a grid that shows the status of your application(s).

Note that the first time you log in, your Application Status Grid may be empty, if this is the first year your LEA is using the IAGS system (Figure 6 - Empty Application Status Grid).

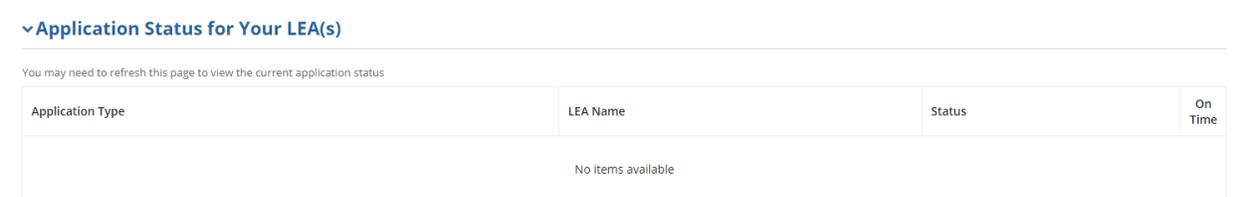


FIGURE 6 - EMPTY APPLICATION STATUS GRID

If your LEA has submitted any applications, IAGS will display the following information (Figure 7 - Application Status Grid):

- The application type (7002, 7003)

- The LEA’s name
- The Status
- An icon to show if the application is on time, late, or not yet submitted.

Application Status for Your LEA(s)

You may need to refresh this page to view the current application status

Application Type	LEA Name	Status	On Time
7002	Your LEA	Application is being edited	
7003	Your LEA	Application is being edited	

FIGURE 7 - APPLICATION STATUS GRID – WITH APPLICATIONS STARTED

Application not started message

Note that if you have applications that have not yet been started, that information is displayed under the Application Status section (Figure 8 - Applications Not Started).

- 7002 Application has not been started for the following LEA(s): Your LEA;
- 7003 Application has not been started for the following LEA(s): Your LEA;

FIGURE 8 - APPLICATIONS NOT STARTED

To start an application, you can click on the link to be brought to your [LEA Summary Page](#). From there, if you have [Application Editor](#) permissions, you can start an application by clicking on the appropriate button.

Task Manager

The Task Manager section displays tasks that are incomplete. Incomplete tasks will be in either “Group Tasks” or “My Tasks” (Figure 9 - Task Manager with Tasks).

My Tasks | [Group Tasks](#) | [My Created Workflows](#)

My Tasks

Record	Type	Fiscal Year	Assignee	Owner	Task Status	Assigned On	Due Date	Modified Date	
Your LEA-569220	7002 Application	2020	Your Name	Your Name	Available	8/25/2019 4:44 PM EDT			<input type="radio"/>
Your LEA-569220	7003 Application	2020	Your Name	Your Name	In Progress	8/25/2019 4:31 PM EDT			<input type="radio"/>

[Show Columns](#)

FIGURE 9 - TASK MANAGER WITH TASKS

The Task Manager defaults to displaying the Group Tasks. If you do not see the task you expect to see, please check My Tasks as well.

The Task Manager displays the following important details about each task:

- Starting arrow (→).

You can start tasks by clicking on the blue arrow (→) on the far left of the row.

Tasks that are currently being worked on by other users will be displayed in “Group Tasks”, but the starting arrow will not be active (Figure 10 - Someone else is working on this task)

→	Oregon LEA 2-475302	7003 Close Assistance Request	2020	LEA Users (Group)	Raj Subramanian	In Progress	7/30/2019 2:29 PM EDT				○
→	Maine LEA 2-295302	7003 Close Assistance Request	2020	LEA Users (Group)	Raj Subramanian	In Progress	7/30/2019 4:08 PM EDT				○

FIGURE 10 - SOMEONE ELSE IS WORKING ON THIS TASK

- Record. The Task Record's name
- Type. What kind of Task is this?
- Fiscal Year (Application Year) of the record
- Assignee. This will name all the users who have permissions to complete this task.
- Owner. The name of the user who is currently working on the task, if applicable.
- Task Status. "Available" means it is not being worked on by a user; "In Progress" means that a user is currently working on it.
- Assigned On. The date and time the task was assigned to you or your group
- Due Date. The date the task is due, if applicable.
- Modified On. The date and time the last changes were made to the task.

Click on the Show Columns link ([Show Columns](#)) to show and hide columns.

Note that the first time you log in, your Task Manager may be empty, if this is the first year your LEA is using the IAGS system (Figure 11 - Empty Task Manager).

[My Tasks](#) | [Group Tasks](#) | [My Created Workflows](#)

Group Tasks

Record	Type	Fiscal Year	Assignee	Owner	Task Status	Assigned On	Due Date	↑	Modified Date	ⓘ
No Tasks to Display										

[Show Columns](#)

FIGURE 11 - EMPTY TASK MANAGER

Task Notification by Email

Every time you are assigned a task, whether individually or as part of a group, an email will be sent to the address included in [your profile](#). It is important to ensure that your email address is current.

Group Tasks

Group tasks displays tasks that more than one person in your LEA has permission to complete. For example, anyone in your LEA, even if they are a Read-Only user, is permitted to complete a Mail-in Review task. As long as you have more than one user in your LEA (you are required to have three users in your LEA), an un-started Mail-in Review task will always be displayed in "Group Tasks".

My Tasks

Displays those tasks that only you have permission to complete. For example, if you are the Core, and you have not designated another user as a Signatory, all "Application Signature" tasks will be displayed only in your "My Tasks"

"My Tasks" will also show incomplete tasks that you left without using the "Exit" or "Cancel" buttons. For example, if you close the browser window, or if you clicked a link in the menu bar, or navigated away from the page in another way, you will be able to return to your task by

clicking on “My Tasks”. If your task times out before you return to it, it will be displayed in “[Group Tasks](#)” again.

Your Profile

To see your profile, you can click on the grey silhouette in the upper right-hand corner of the page.

A grey pop-up box will appear with three choices (Figure 12 - Profile Pop-up)

- Profile. Public-facing details about you.
- Settings. Set your preferences.
- Sign Out. You may use this to log out of the system.

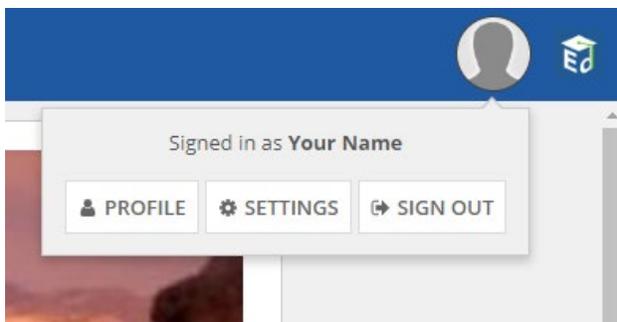


FIGURE 12 - PROFILE POP-UP

Click on “Profile”, your profile page will appear (Figure 13 - Your Profile).

Your Name

Summary Security Related Actions

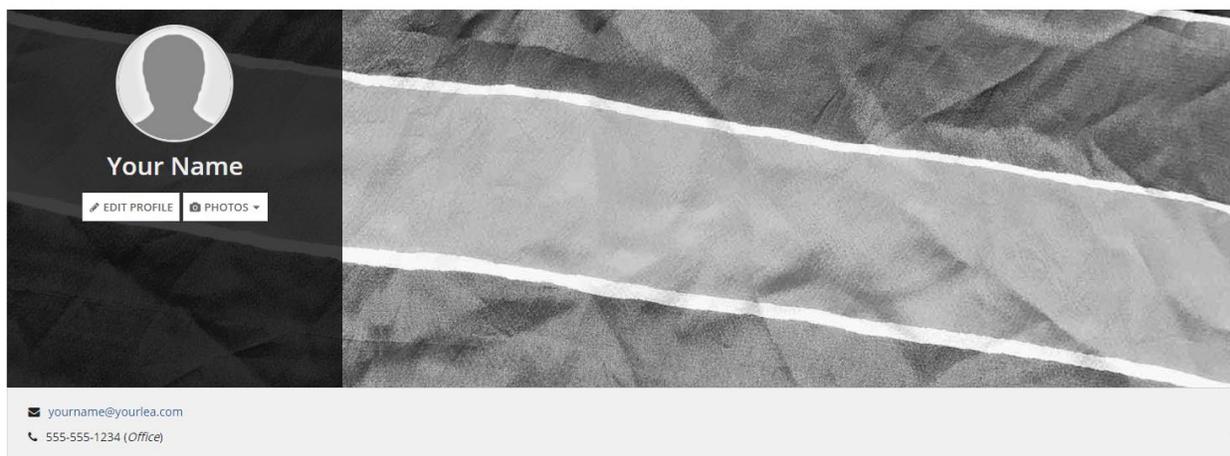


FIGURE 13 - YOUR PROFILE

The Summary Page is public. Anyone who has permission to view your LEA and associated data will be able to see the information displayed here

Edit Your Profile

You can edit your profile by clicking on the “Edit Profile” button. The Edit Profile window will appear (Figure 14 - Edit Profile).

Edit Profile

* First Name	<input type="text" value="Your"/>	Mobile Phone	<input type="text"/>
* Last Name	<input type="text" value="Name"/>	Office Phone	<input type="text"/>
Nickname	<input type="text"/>	Address 1	<input type="text"/>
* Email	<input type="text" value="yourname@yourlea.com"/>	Address 2	<input type="text"/>
Supervisor	<input type="text"/>	Address 3	<input type="text"/>
Title	<input type="text"/>	City	<input type="text"/>
Blurb	<input type="text" value=""/> 0/140	State	<input type="text"/>
		ZIP Code	<input type="text"/>
		Country	<input type="text"/>

FIGURE 14 - EDIT PROFILE

The following fields can be edited on this page:

- First Name
- Last Name
- Nickname
- Email (but please remember that your user name email will not change)
- Blurb (this can be biographical information or your LEAs motto)
- Mobile Phone
- Office Phone
- Address details

We highly recommend the profile form be filled out completely, giving the Impact Aid staff multiple ways to contact you. Please keep the information up to date.

When you are finished editing, click “Save Changes”. Your changes appear on the Summary page. (Figure 15 - Profile Changes are Saved)

Your Name

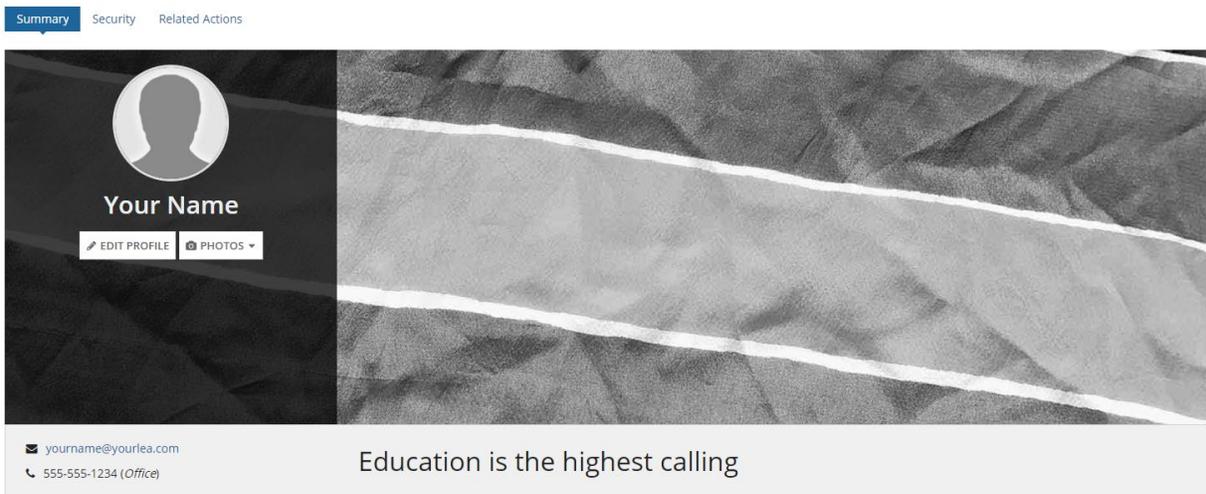


FIGURE 15 - PROFILE CHANGES ARE SAVED

Note that the Supervisor and Title fields are not editable from the Edit Profile page.

Edit Your Title (Core Users only)

To edit your Title, click on the “Related Actions” link on the Profile Page, and click “Edit Title” (Figure 16 - Edit Your Title). When you are finished, click “Edit”.

Your Name



FIGURE 16 - EDIT YOUR TITLE

Edit Your Profile Picture and Cover Photo

On the Profile Summary page, you can also upload a profile picture, and a cover photo. To change the profile picture, click on the “Photos” button, and then click “Change Profile Picture” (Figure 17 - Change Your Profile Picture).

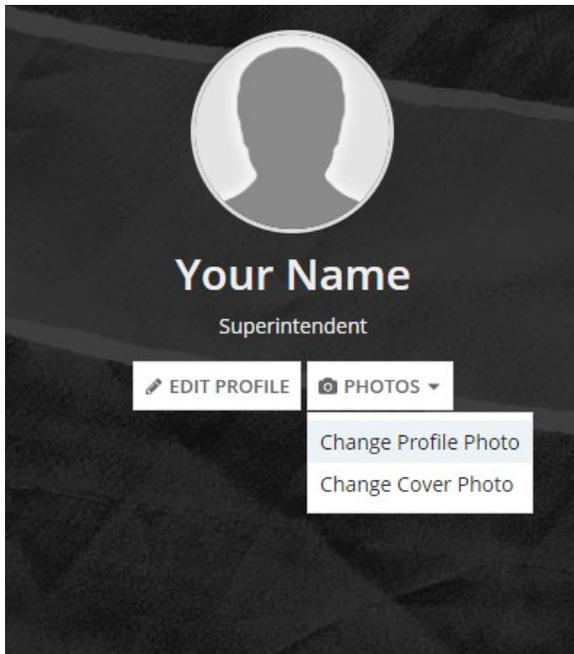


FIGURE 17 - CHANGE YOUR PROFILE PICTURE

The Change Profile Photo window opens (Figure 18 - Upload a Photo.)

Change Profile Photo

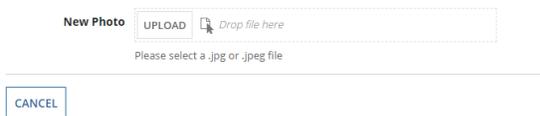


FIGURE 18 - UPLOAD A PHOTO

You can click “Upload” to bring up a file explorer, or you can drag a photo to the “Drop file here” box. Once it’s uploaded, you can zoom in or reposition the photo, or choose a different picture (Figure 19 - Position Your Photo).

Change Profile Photo

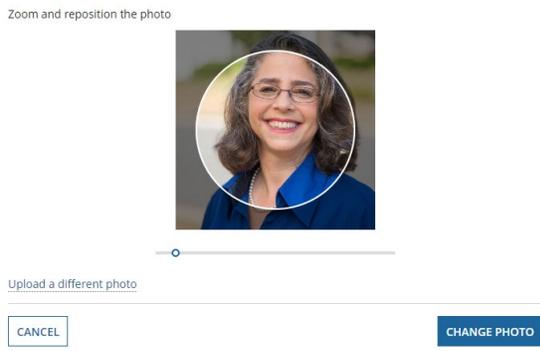


FIGURE 19 - POSITION YOUR PHOTO

When you are happy with your edits, click the “Change Photo” button. Again, your changes appear on your Profile Summary page, and the profile picture in the upper right-hand corner of the webpage has also been updated. Again, your changes appear on your Profile Summary page (Figure 20 - Profile Picture Displays on Your Profile), and the profile picture in the upper right-hand corner of the webpage has also been updated.



FIGURE 20 - PROFILE PICTURE DISPLAYS ON YOUR PROFILE

View Your Security

Click on the “Security” link at the top of the Profile page. The Security Profile page appears.

You will see your Roles, and the States and LEAs for each Role (Figure 21 - Your Security Settings)

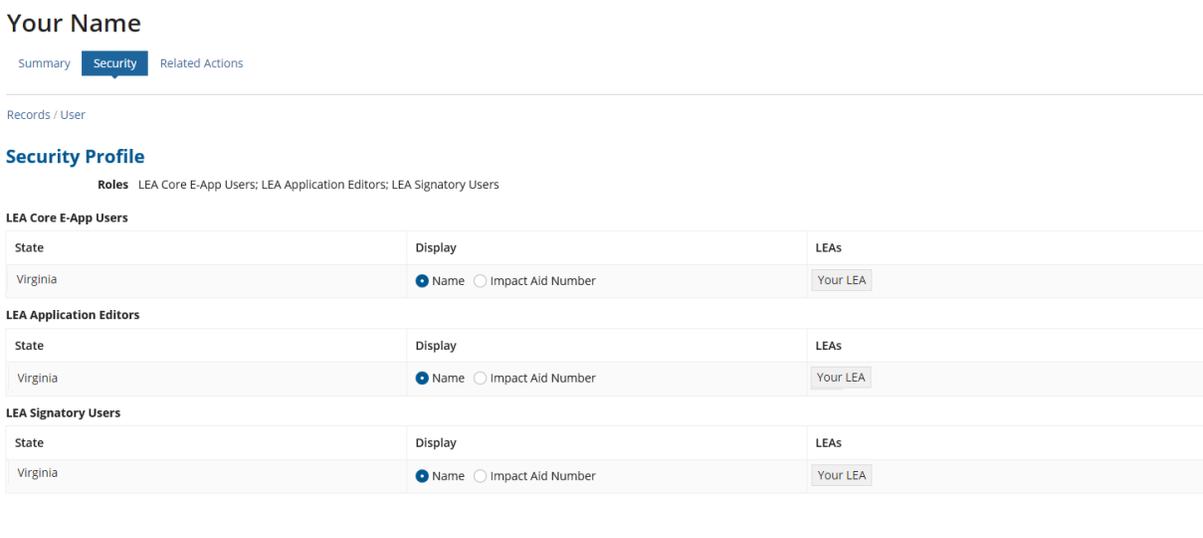


FIGURE 21 - YOUR SECURITY SETTINGS

View and Edit Your Profile Settings

To change your Profile Settings, click on the profile picture at the upper right-hand corner of the webpage, and then click “Settings”. The Settings Page displays (Figure 22 - Settings Page).

Settings

[Regional](#)
[Password](#)
[Third-Party Credentials](#)
[Email Notifications](#)
[Mobile Notifications](#)

Language

Use system default: English (United States) ▼

Time Zone

Use system default: (UTC-05:00) Eastern Time (US/Eastern) ▼

Time zone is set by the system administrator

Calendar Type

Use system default: Gregorian ▼

[CANCEL](#)
[SAVE CHANGES](#)

FIGURE 22 - SETTINGS PAGE

Here you can change your time zone, and you can change other settings.

Note that all due dates in the system use the Washington, DC time zone, so the January 31 deadline means January 31, at 11:59:59 PM Washington, DC time.

While you are able to change these settings, we do NOT recommend changing the frequency of email or mobile notifications (Figure 23 – We Recommend You Do NOT Change the Frequency of Email Notifications).

Settings

Regional Password Third-Party Credentials **Email Notifications** Mobile Notifications

Tasks

Task notifications are on

Send email when: Any task activity related to me occurs
 New tasks are assigned to me
 Selected task events occur (custom)

Show detailed task settings

News

News notifications are on

Send email when: Any news related to me occurs
 Important news related to me occurs
 Selected news events occur (custom)

Hide detailed news settings

Published News Hazards On

Kudos given to me Events created by the system on my behalf

CANCEL SAVE CHANGES

FIGURE 23 – WE RECOMMEND YOU DO NOT CHANGE THE FREQUENCY OF EMAIL NOTIFICATIONS

Change Your Password

Also, in your [Settings](#), you can change your password (Figure 24 - Change Your Password).

Settings

Regional **Password** Third-Party Credentials Email Notifications Mobile Notifications

Old Password

New Password

Confirm Password

Please select a password that meets all of the following criteria:

- is at least eight characters
- has not been used in the previous four passwords
- contains at least one character in the English alphabet
- contains at least one numeral (0 through 9)
- contains at least one non-alphabetic character (such as !, \$, #, %)
- contains at least one uppercase character (A through Z)
- contains at least one lowercase character (a through z)

CANCEL SAVE CHANGES

FIGURE 24 - CHANGE YOUR PASSWORD

Note that the rules for changing your password are listed next to the fields to input both your old password and your new password. You will need to confirm your new password.

IMPORTANT:

- You will need to change your password every 120 days, or you will be locked out of the system. At 90 days, the system will begin to remind you.

- If you are locked out of the system, contact your LEA’s Core User, who will be able to unlock your account.
- Core users who are locked out of the system must [contact the IAGS System Administrator](#), who will be able to unlock those accounts.

LEAs

Click on the “LEAS” tab at the top of the page to see the “Local Education Agencies” page (Figure 25 - LEAs Page).

FIGURE 25 - LEAS PAGE

You can [search and filter the records](#), and you can view important details about all the LEAs that you have permissions to view.

- LEA Name. This is also a link to open the full LEA record.
- Impact Aid Number. A unique number assigned to the LEA.
- LEA’s Classification. If your LEA classification is blank or incorrect, and your state uses GCD information, please notify the Impact Aid GCD Analyst Group at (add information)
- LEA’s home state
- NCES ID for the LEA

Click on the Show Columns link ([Show Columns](#)) to show and hide columns.

Search and Filter

If you have permissions to view more than one LEA, you can search for an LEA using the filter section (Figure 26 - Search LEA Records). Enter your filter information, and then click “Search”. To clear the filter, click “Reset”.

FIGURE 26 - SEARCH LEA RECORDS

You can search by keyword and/or by one or more of the following:

- State (multi-select)
- Whether the LEA has a Core User (yes/no)
- Status

Enter the search terms, and then click Search ([Q Search](#)). To clear the filter, click Reset ([Reset](#)).

The LEA Record

Click on the LEA Name in the LEAS page to display the LEA Record Summary (Figure 27 - LEA Record Page)

FIGURE 27 - LEA RECORD PAGE

The LEA Summary Page

The Summary page is where you can start your 7002 and 7003 applications, if you are a Core User or Application Editor.

The Summary page also shows the following LEA details:

- The first year the LEA applied for Impact Aid
- The address of the LEA
- The county(ies) included in the LEA
- The Legal Classification
- Whether the LEA is a Charter School

- Whether the LEA is Coterminous
- The LEA’s Grade Span
- The LEA’s Website
- The LEA’s Impact Aid Number
- The 7002 PR Award Number
- The 7003 PR Award Number
- The Payee DUNS
- The Grantee DUNS
- The NCES ID
- The name of the Impact Aid staff member who first created the LEA record
- Contact information

EDITING THE LEA SUMMARY

Core Users, Application Editors, and Signatory Users may edit the address and contact information for the LEA by clicking on the “Update Core LEA Details” at the top of the page. The Update page displays (Figure 28 – Update Your LEA).

Update Your LEA

Street Address * <input style="width: 95%;" type="text" value="21000 Education Court"/> <small>Apartment, suite, unit, building, floor, etc.</small>		Contact Info	
City * <input style="width: 95%;" type="text" value="Ashburn"/>	ZIP Code <input style="width: 95%;" type="text" value="20148"/>	Title <input style="width: 95%;" type="text" value="Superintendent"/>	Phone Number <input style="width: 95%;" type="text" value="(703) 555-5555"/>
State <input style="width: 95%;" type="text" value="Virginia"/>	ZIP+4 <input style="width: 95%;" type="text"/>	Name <input style="width: 95%;" type="text" value="Your Name"/>	Extension <input style="width: 95%;" type="text"/>
County(ies) * <input style="width: 95%;" type="text" value="Loudoun"/>		Email Address <input style="width: 95%;" type="text" value="yourname@yourlea.com"/>	Fax Number <input style="width: 95%;" type="text"/>
Website <input style="width: 95%;" type="text" value="http://www.yourlea.com"/>			
<input type="button" value="CANCEL"/>		<input type="button" value="SUBMIT"/>	

FIGURE 28 – UPDATE YOUR LEA

You may update the following information:

- Street Address
- City
- Zip Code
- Zip+4
- County(ies)
- Website
- All contact information

If other information for your LEA is missing or incorrect, please contact the Impact Aid Program staff at (add information)

Payment History

To view the Payment History for your LEA, click on the Payment History tab. On this page, you will eventually be able to request an Early Payment or a Payment Block (coming soon!). You can also see information about payments your LEA has received. You may search payment records by Fiscal Year, Batch Number, and Amount Paid.

Payment History

Fiscal Year	Batch Number	Amount Paid	Fiscal Year	Created
--- Select a Value ---	--- Select a Value ---			
7002 - Federal Properties				
		\$810.00	2020	8/22/2019 2:13 AM EDT
		\$900.00	2019	1/31/2019 3:11 PM EST
		\$900.00	2019	1/30/2019 9:39 AM EST
		\$67.00	2019	12/4/2018 3:57 PM EST
7003(b) - Basic Support Payments				
		\$4,026,759.00	2020	6/13/2019 4:05 PM EDT
		(\$1,111.00)	2020	2/7/2019 4:48 PM EST
		\$0.00	2020	2/7/2019 4:48 PM EST

FIGURE 29 – PAYMENT HISTORY

The page is separated into sections for each payment type:

- 7002 – Federal Properties
- 7003(b) – Basic Support Payments. This includes both 7003(b)(1) and 7003(b)(2).
- 7003(d) – Children with Disabilities Payments
- 7007 – Construction

Each section displays the following details:

- The amount paid
- The fiscal year of the application the payment is derived from
- The date paid

Payments for 7002 are awarded based on information submitted on the 7002 application.

Payments for 7003(b)(1), 7003(b)(2), 7003(d), and 7007 are all awarded based on the information submitted on the 7003 application.

For payments made from the old Impact Aid System, a detailed payment voucher view will not be available from this page. To view payment details for a payment created in the IAGS, click on the amount of a payment. The voucher will display. Go to [Vouchers](#) for an in-depth discussion of the various vouchers.

Applications

We will discuss this under the [Application Records](#) section

Correspondence

Click on the Correspondence tab to view messages to and from the Impact Aid Program Staff. Here you will be able to see a history of responses to requests for help in filling out your 7002 and 7003 Applications, notifications from Impact Aid, and important reminders.

Every time a message is available in IAGS, an email will be sent to the email address included in your [Profile](#). It is important to ensure that your email address is current.

Audit History

The Audit History contains a history of significant changes to the LEA record, including:

- When the change was made
- Who edited the record
- The type of change
- The original information and the new information

Related Actions

The LEA Related Actions page displays a list of actions the LEA user can perform, including:

- [Update Core LEA Details](#)
- [Request Early Payment \(coming soon!\)](#)
- [Request Payment Block \(coming soon!\)](#)

SEAs

To see the SEA(s) your LEA(s) report to, click on the SEAS tab at the top of the page. The State Education Agencies page will display.

The screenshot shows the 'State Education Agencies' page. At the top, there is a search bar with the text 'Enter search text...' and a dropdown menu for 'State' with the option '--- Select a value ---'. Below the search bar are links for 'Reset', 'Search', and 'Auto-Filter'. The main content is a table with the following columns: Name, State, Contact Name, Contact Phone#, Contact Email Address, and Modified On. The table contains one row for the 'Virginia Department of Education' in Virginia, with contact phone number (800) 292-3820 and a modified date of 8/17/2019. There is also a 'Show Columns' link at the bottom left of the table.

Name	State	Contact Name	Contact Phone#	Contact Email Address	Modified On
Virginia Department of Education	Virginia		(800) 292-3820		8/17/2019

FIGURE 30 – STATE EDUCATION AGENCIES

You can [search and filter the records](#), and you can see information about the SEAs, including:

- The SEA Name (which is a link to see a detailed record)
- The State the SEA is in
- Contact Information including:
 - Name
 - Phone Number
 - Email Address
- Last modification date

Scroll down to the bottom of the page to see the record count, or to click on the Show Columns link ([Show Columns](#)) to show and hide columns.

To view more details, click on the SEA Name link. The [SEA Record](#) will display.

Search and Filter

You may filter the SEA Agencies by typing a keyword, or by selecting a State off the drop-down list (Figure 31 - SEA Filtered List).

State Education Agencies

[Hide Filters](#)

Search 

State

[Reset](#) | [Search](#)

Name	State	Contact Name	Contact Phone#	Contact Email Address	Modified On
Virginia Department of Education	Virginia		(800) 292-3820		8/17/2019

[Show Columns](#)

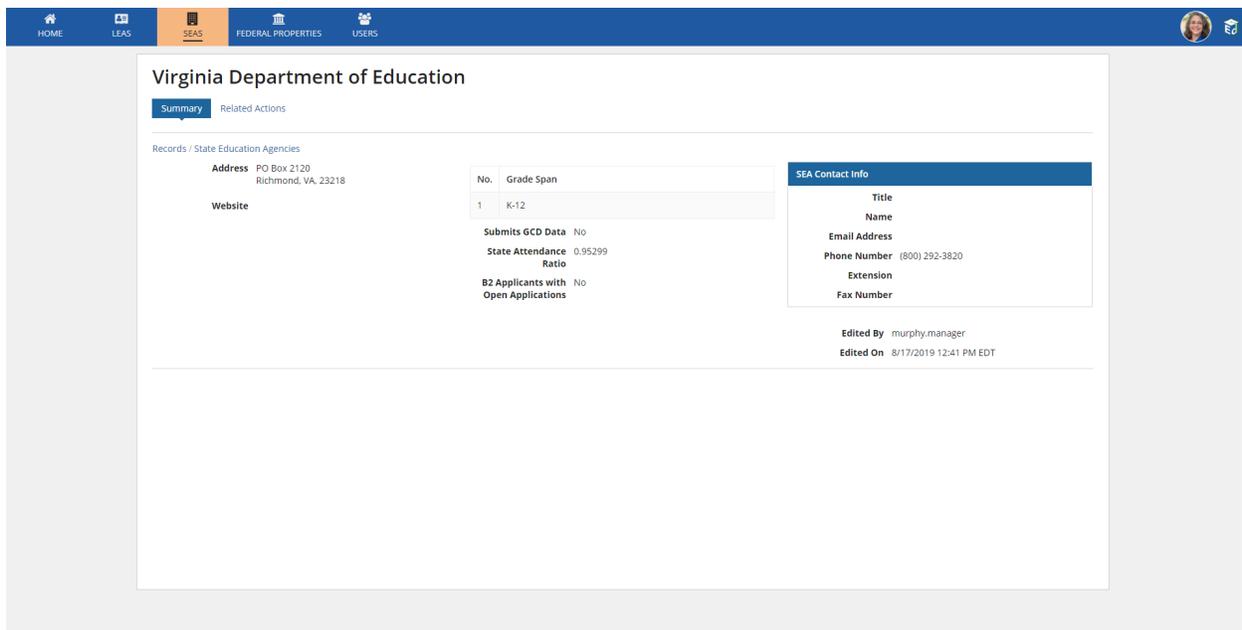
FIGURE 31 - SEA FILTERED LIST

The SEA Record

The SEA Record opens to the [SEA Summary Page](#)

The SEA Summary Page

The SEA Record opens to the Summary Page (Figure 32 – The SEA Summary Page)



Virginia Department of Education

[Summary](#) [Related Actions](#)

Records / State Education Agencies

Address PO Box 2120
Richmond, VA, 23218

Website

No.	Grade Span
1	K-12

Submits GCD Data No

State Attendance Ratio 0.95299

B2 Applicants with Open Applications No

SEA Contact Info	
Title	
Name	
Email Address	
Phone Number	(800) 292-3820
Extension	
Fax Number	

Edited By murphy.manager

Edited On 8/17/2019 12:41 PM EDT

FIGURE 32 – THE SEA SUMMARY PAGE

This page displays the following information:

- The address of the SEA
- The SEA website
- The Grade Spans that are applicable for the state
- Whether the state generally submits GCD data
- The State Attendance Ratio
- Whether there are B2 Applicants in the state with Open Applications
- The SEA Contact information

Related Actions

There are no related actions on the SEA Record that an LEA User can perform.

Federal Properties

To view Federal Properties in your LEA's state, click on the Federal Properties tab at the top of the page. The Federal Properties Records page will display (Figure 33 – Federal Properties Records).

Federal Properties

[Create Property](#)
Add a federal property to the system

Q Hide Filters

Search 7002 Eligible State

Property Type 7003 Eligible

[Reset](#) | [Search](#)

Name	Street Address	Legal Description	Type	State	Property ID	7002 Eligible	7003 Eligible	Modified On	
va4-11 Quaker Hill (30)	Yale Drive Quaker Hill Drive	va4-11 Quaker Hill (30)	Civil	Virginia		✖	✔		
LRH Projects #19-5 (The Greens, Walnut Oaks and	Woodland Apts.)		Civil	Virginia		✖	✔		
Village at Carolina Meadows Nav. Hsng.	Winter Wren Lane	Sts. Incls.: Cardinal St., Whimbrel Ave., Hummingbird St.,	Military	Virginia		✖	✔		
Army Reserve Center	West of city	West of city	Military	Virginia		✖	✖		
Nav. (& MC) Reserve Training Center	Warwick Rd. & 73rd St.	Warwick Rd. & 73rd St.	Military	Virginia		✖	✔		
Vint Hill Farms Station	Warrenton Training Center	Warrenton Training Center	Military	Virginia		✖	✖		
NASA Wallops Station	Wallops Island	Wallops Island	Civil	Virginia		✖	✔		

FIGURE 33 – FEDERAL PROPERTIES RECORDS

NOTE: You will only see the Properties in your LEA's state.

You can [search and filter](#) the records and you can view important details about the Federal Properties in your state, including:

- Property Name (which is a link to see a detailed record)
- Street address
- Legal description
- Property Type (Civil, Military, Low Rent Housing, or Indian Lands)
- State

- Property ID
- 7002 Eligibility
- 7003 Eligibility
- Last modified date

Click on the Property Name link to view the detailed [Property record](#).

Search and Filter

You will be able to search for all properties that have been claimed on any application in your State(s), including those that have been deemed ineligible. You can filter by keyword (for example, the Name of the property) and/or by one or more of the following:

- Property Type
- State
- 7002 Eligibility
- 7003 Eligibility

Enter the search terms, and then click Search ( Search). To clear the filter, click Reset ( Reset).

The Federal Property Record

The property record opens on the [Property Summary Page](#)

Property Summary Page

This page displays important information about the property, including location information, attributes, and the point of contact (Figure 34 – The Property Record).

NASA Wallops Station

Summary Eligibility Applications Related Actions

Records / Federal Properties

Location Information

Property Name	NASA Wallops Station	Legal Description	Wallops Island
Address	Wallops Island Chincoteague, VA	Parcel ID	
County(ies)	Accomack	Latitude	
No Address Required	No	Longitude	

Attributes

Type	Civil	Needs Annual Review	No
Federal Agencies	National Aeronautics and Space Administration	Eligibility End Date	
Categories			
Has Housing	No		

Point of Contact

Title	Director
Name	Nathan Samuels
Email Address	nasa@nasa.gov
Phone Number	555-1212
Extension	
Fax Number	

Note: If any of this LEA information has changed, you must update it on the LEA record page. To update it, click on the 'Update Core LEA Details' button that is on the LEA Record page.

General

Created By		Modified By	PJ Program
Created On		Modified On	Sep 9, 2019 1:46 PM

FIGURE 34 – THE PROPERTY RECORD

LOCATION INFORMATION

The location information includes:

- The Property Name
- The Property Address, including City and State
- The county(ies) where the property is located
- Whether no address is required on a survey form or source check for this property
- The Legal Description (required if no address)
- The Parcel ID
- Latitude
- Longitude

ATTRIBUTES

The property's attributes refer to the type of property it is. This information includes:

- The Property Type (Civil, Military, Low Rent Housing, or Indian Lands)
- The Federal Agencies (if applicable)
- The Categories. For example, Ship is a category in Military → Defense
- Whether it is known to have housing. Note that “no” does not mean it has no housing, it merely means that it is not marked as having housing.
- Needs Annual Review. All ships and certain types of housing need to be reviewed annually for eligibility.

POINT OF CONTACT

The Point of Contact information includes:

- Title
- Name
- Email Address
- Phone Number
- Extension
- Fax Number

Eligibility Page

This page displays the 7002 and 7003 Eligibility status for the property, the date of determination, and the state Analyst who did the review (Figure 35 – Property Eligibility).

NASA Wallops Station

Summary **Eligibility** Applications Related Actions

Records / Federal Properties

7002 Analysis	7003 Analysis
<p>Eligible ✘ No</p> <p>Reviewed By IAS</p> <p>Reviewed On</p>	<p>Eligible ✔ YES</p> <p>Reviewed By IAS</p> <p>Reviewed On</p> <p style="text-align: right;">Verification Resource</p>

FIGURE 35 – PROPERTY ELIGIBILITY

In the 7002 Analysis section, it also displays the acreage claimed by LEAs on their most recent 7002 Applications

In the 7003 Analysis section, it displays the verification resource used in determining eligibility.

Applications Page

This page displays grids containing information about the 7002 and 7003 applications that claimed the property.

California Property

Summary **Eligibility** **Applications** Related Actions

Records / Federal Properties

7002 Applications

LEA Name	Impact Aid Number	Year	Status	Link
Sprint 8 5 ↗	149146	2020	Review Complete	View Application ↗
Testing Submission 5 ↗	140158	2020	Review Complete	View Application ↗
Testing Charter ↗	141559	2020	7002 Application Review	View Application ↗
Testing Submission 3 ↗	143039	2020	7002 Application Review	View Application ↗
Testing 2 ↗	148557	2009	7002 Application Review	View Application ↗
Testing 2 ↗	148557	2009	Review Complete	View Application ↗

6 items

7003 Applications

LEA Name	Impact Aid Number	Year	Status	Link
Testing Sprint 23 3 ↗	145665	2020	7003 Senior Review	View Application ↗
Testing 12345678 ↗	143377	2020	Review IPP And Waiver Documents	View Application ↗
Amendment 2 ↗	148362	2020	Field Review	View Application ↗
Testing Submission 3 ↗	143039	2020	7003 Application Review	View Application ↗
Testing IPP 2 ↗	148200	2020	Review Complete	View Application ↗
Testing 12345678 ↗	143377	2020	7003 Application Review	View Application ↗
Amendment 2 ↗	148362	2020	Field Review	View Application ↗
Testing Ask for Help 1 ↗	149045	2020	Review Complete	View Application ↗

FIGURE 36 – APPLICATIONS THAT HAVE CLAIMED THIS PROPERTY

Each grid includes the following information:

- LEA Name
- Impact Aid Number

- Application Year
- Application Status
- A link to the application

Related Actions

There are no related actions on the SEA Record that an LEA User can perform.