

FORM APPROVED  
OMB NO. 1810-0036  
EXPIRATION DATE: 10/31/2022

U.S. DEPARTMENT OF EDUCATION  
IMPACT AID PROGRAM

**INSTRUCTIONS FOR COMPLETING THE  
FY 2021 APPLICATION FOR  
IMPACT AID, SECTION 7002**

PROGRAM CONTACT INFORMATION

Phone: 202-260-3858

Email: [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov)

**DEADLINE: 11:59 p.m. EST, January 31, 2020**

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0036. The time required to complete this information collection is estimated to average 1.5 hour 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 obtain or retain a benefit (20 USC 7702). If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Impact Aid Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-6244, or email [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov).

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## The Impact Aid Section 7002 Program

Payments for Federal Property under Section 7002 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), assist local school districts that have lost a portion of their local tax base because of federal ownership of property. To be eligible, a school district must demonstrate that the federal government has acquired, since 1938, real property with an assessed valuation of at least 10 percent of all real property in the district at the time of acquisition. For detailed requirements on eligibility, definition of terms, and other requirements, see ESEA section 7002, and the program regulations, 34 CFR §§222.20-.24, as amended September 20, 2016 (available at <http://impactaid.ed.gov/legislation>).

You can prepare and submit this application only by using the Impact Aid Grant System (IAGS), which is available on the Internet at [impactaid.ed.gov](http://impactaid.ed.gov). If you need further assistance in preparing this application, please call the IAP office at 202-260-3858.

## Who May Apply

Any local educational agency (LEA) in which the Federal government has acquired significant amounts of local real property since 1938 may apply for assistance. The term “LEA” means a board of education or other legally constituted local school authority that has administrative control and direction of free public elementary and secondary education through grade 12 in a county, township, independent or other school district located within a State. An eligible LEA must provide free public elementary and/or secondary education, under public supervision and direction without tuition charge, pursuant to the law of the State in which the LEA is located.

## When to Apply

**Deadline**—The deadline for submitting this electronic application is:

**11:59 p.m., Eastern Standard Time, Friday, January 31, 2020.**

## How to Apply

You must submit this application using the Impact Aid Grant System which is available on the Internet at [impactaid.ed.gov](http://impactaid.ed.gov). Your LEA must have a registered core user on this web site to begin application process. To register a core user, please visit the Request Access form at <https://impactaid.ed.gov/request-access/> and read the directions at the top of the page.

Whether you are a new user or have used this web site in the past, we encourage you to log on to the site and familiarize yourself with it at your earliest convenience, and to complete the application process **well before January 31, 2020**. Videos covering how to start an application and navigate the Impact Aid Grant System is available online at <https://impactaid.ed.gov/training/>.

## Ask For Help

Contact the Impact Aid Program by clicking the Ask for Help button at the top of the application page if you have questions about these instructions.

**Late Applications**—Applications that are incomplete on **January 31, 2020** (e.g. missing documentation) but are completed before **March 31, 2020** will receive payments for that fiscal year with a 10% late penalty. Applicants that file between **February 1, 2020 and March 31, 2020** will receive payments for that fiscal year reduced by 10%.

**Amendments**— LEAs may amend their application to modify and update their applications until **June 30, 2020**. If you are amending your application to include additional students, those students must be enrolled in your school district as of the survey date.

## Mandatory Forms

Your application must contain all mandatory forms and data, including:

- Cover Page
- Table 1 – Federal Properties
- Table 2 – Federal Revenue or Opt Out
- Table 3 – Acreage and Taxable Value (if not opting out)
  - Table 3 Verification Documentation
- Table 4 – Tax Rate Information (if not opting out)
- Assurances

**\*LEAs who report revenue on Table 2 must complete Tables 1-4 and cannot elect the opt-out option.**

## Cover Page

**Applicant Name and Address**—Your LEA’s name and address will be displayed as they are listed in the Impact Aid Program records. The name should be your LEA’s legal name and the address should be the mailing address of your school district offices. We use this address to mail information to you.

**Contact Person**—The Contact Person information you provide should be for the person on your LEA’s staff who is most knowledgeable about this application and the data used to create it. Please be careful to provide an accurate email address. The IAP uses this address to provide applicants with timely information throughout the year, including vouchers documenting payments to your LEA. We also send copies of payment vouchers to additional contacts, therefore, if you wish to add additional contacts, send an email to [Impact.Aid@ed.gov](mailto:Impact.Aid@ed.gov). It is the LEAs responsibility to update changes in contact personnel to ensure Listserv information is received.

## Table 1 – Federal Properties

### *SECTION 7002- ELIGIBLE FEDERAL PROPERTY IN THE LOCAL EDUCATIONAL AGENCY*

On Table 1, you will need to list all Section 7002-eligible Federal property in the LEA. Since all Federal acres in your LEA may not be Section 7002-eligible, it is essential that you include only Section 7002 acres that have been approved by the Impact Aid Program. Do not assume that all Federal acres in your LEA are eligible or approved for the purposes of Section 7002. Contact your program analyst if you have any questions concerning the number of approved Section 7002-eligible acres in your LEA.

1. In column 1, enter the name of the Section 7002-eligible Federal property.
2. In column 2, enter the name of the corresponding taxing jurisdiction.
3. In column 3, enter the number of Federal acres associated with and approved as eligible federal acres for the purposes of the Impact Aid Program.

If the total number of Section 7002-eligible acres has changed from last year's total (increase or decrease), you will need to submit official documentation of this change which will be verified by the Impact Aid Program prior to approval. An example of the documentation required is a deed showing the property has been acquired by the Federal government (increase in acres) or returned to the LEA (decrease in acres). Submit this documentation to the Impact Aid Program by uploading it in PDF format to the designated place in the application.

## Table 2 – Federal Revenue

If you do not

### *REVENUE FROM ELIGIBLE FEDERAL PROPERTY*

List all revenue from Federal and non-Federal sources during the **second preceding** fiscal year (e.g., FY 2018-2019 data for the FY 2021 application) from activities associated with section 7002-eligible Federal property. If revenue is from Federal programs, provide the name of each Federal program and the name of the Federal agency responsible for administering that program. Do **not** report:

- Payments in Lieu of Taxes (PILT) administered by the Department of Interior (DOI) under the authority of Chapter 69 of Title 31 of the U.S. Code. For more information about these DOI PILT payments, see [www.fas.org/sap/crs/misc/RL31392.pdf](http://www.fas.org/sap/crs/misc/RL31392.pdf).
- Payments from Department of Defense to support education
- Any payments from this Department (ED), such as your Impact Aid payments.

Federal payments that **must** be reported include payments from the US Forest Service, Bureau of Land Management, Fish and Wildlife Service, and Federal Energy Regulatory Commission, including payments under the following laws:

- Bankhead-Jones Farm Tenant Act
- Mineral Leasing Act for Acquired Lands
- Material Disposal Act
- Refuge Revenue Sharing Act
- Federal Power Act
- Secure Rural School and Community Self-Determination Act
- Taylor Grazing Act
- Any other Federal or non-Federal revenue derived from activities associated with Section 7002- eligible Federal Property

If only a portion of the Federal property generating the revenue is eligible under Section 7002, prorate the revenue to reflect the share attributable to the section 7002-eligible property. For example, if the LEA has 10,000 acres of U.S. Forest Service property that generated \$20,000 in timber revenues, but only 2,000 acres are eligible under section 7002, the LEA should report one-fifth (20 percent) of the total, or \$4,000, as revenue associated with section 7002-eligible Federal property. Do not report Impact Aid revenue or receipts from other U.S. Department of Education programs on this table. If you receive no other revenue for the Section 7002-eligible acreage, leave the table blank and mark the form as complete.

## Opt Out Option for Tables 3 and 4

An LEA that received a payment under Section 7002 for FY 2010 or any subsequent fiscal year, and that have no other Federal revenues for FY 2021 to report on Table 2, may choose to “opt out” of consideration for any available “remaining funds.” If the LEA does not want to be considered for “remaining funds” under Section 7002(h)(3), the LEA must answer “No” to the question, “Other than Impact Aid funds, does your LEA receive any revenue generated from the 7002-eligible Federal acres?” Once it does so, a checkbox will appear with the statement, “I only wish to receive a Foundation Payment and don’t need to fill out the rest of the application.” LEAs choosing this “opt out” option will also need to sign an extra statement at the end verifying that it does not want to receive a “remaining funds” payment.

## Table 3 – Acreage and Taxable Value

### *TOTAL ACREAGE AND TAXABLE VALUE IN THE LOCAL EDUCATIONAL AGENCY*

To assist the Secretary in determining the taxable value of the eligible federal property, an authorized LEA official must obtain the information required, and provide the source of the official data, such as a document from a State website or website address. Upload a PDF file of this documentation to the application. If the information was obtained directly from a local official (e.g., local tax assessor), you must submit a certification by that official that includes the person’s name, title, email address, and telephone number. **If the required verification documentation is not uploaded into IAGS, your application will not be considered complete and you will be ineligible for payment.**

1. Enter the type and name of the taxing jurisdiction first. This information must match the jurisdictions listed on Table 1. If the LEA is located in more than one taxing jurisdiction (e.g., two counties) or contains more than one taxing jurisdiction (e.g., two townships), enter the information for each jurisdiction on a separate line.
2. Enter the total number of acres located in the LEA or taxing jurisdiction. Include all types of property (taxable and non-taxable, including the Federal acres) in the total acreage amount. This number should include all land and water acreage in your school district. Although it is not recommended, if you submit data from the U.S. Census Bureau it must be data from the most recent data collection, **AND** you must include a certification from your local assessor that your school district boundaries have not changed and, therefore, that these numbers are still current. Without this certification, we will not accept the Census Bureau data. It is preferred that you obtain this data from your local assessor or other local/state source.
3. Enter the total taxable value, for the purpose of levying property tax for school purposes for current expenditures, of real property located within the boundaries of the LEA for the prior fiscal year (e.g., for the FY 2021 application, enter the taxable value for the 2019-2020 year, or the specific value as of January 2020). If the LEA is located in more than one taxing jurisdiction (e.g., two counties) or contains more than one taxing jurisdiction (e.g., two townships), enter the information for each jurisdiction separately.

## Verification Documentation for Table 3

Upload the documentation that provides the source of the official data for the total LEA acres and total Taxable Value, as described above. In addition, if you are using Census Data, you must also upload the additional certification regarding district boundaries.

Because IAP must analyze the sufficiency of the supporting documentation, you should **apply early** in case there are problems that may need correction.

**Note: Many LEAs continue to provide inadequate certification of their Table 3 data, which greatly slows the processing of their applications. Therefore, we are providing a suggested certification format at the end of this application package for use with your application. Using this suggested format will help ensure that you provide adequate certification of your Table 3 data and speed the processing of your application.**

## Table 4 – Tax Rate Information

### *TAX LEVY INFORMATION*

Enter the local real property tax levy, in mills or dollars, that was used to raise funds for current operating expenditures for the local educational agency (LEA) for the prior fiscal year (e.g., FY 2019-2020 data for the FY 2021 application). Enter a single tax rate for school operations expenditures for all types of real property in the jurisdiction using the dropdown box to indicate measurement (i.e., mills, dollars, etc.). When funds for current operating expenditures for the

LEA are raised by more than one taxing jurisdiction, enter the tax rate information for each additional jurisdiction on a separate line.

California LEAs will be contacted separately for the data necessary to impute their tax rates. If this data is currently available, it can be submitted with the signed cover page and assurances page.

## **Submission**

On the final page, you will see a summary of all the data you have entered. When your application is ready to be signed, click the Ready for Signature button. If you stay on the page, that is an indication that there are errors on the application. Please scroll up and look at the items highlighted in red or with a red text message. Once all errors are cleared, click the Ready for Signature button again. You should receive a pop up message that the application will be sent to users in your LEA who are able to sign the application.

Users who are able to sign, i.e. Signatories and Core users, can log in to IAGS, navigate to the task list at the bottom of the homepage, click the arrow next to the task to sign, review the application information and make any edits necessary. Once the application is complete, the user can review the assurances at the bottom of the page and check the box at the bottom indicating that the user has read and understands the assurances. If the LEA has opted out of receiving a “remaining funds” payment, the user who is signing will need to consent by checking the appropriate box before submitting the application. Then, the user can click the Submit button, and the application will be complete.

If you stay on the page, that is an indication that there are errors on the application. Please scroll up and look at the items highlighted in red or with a red text message. Once all errors are cleared, click the Submit button again. You should receive a pop-up message that submission is successful. You can check the status of your submission on the home page, where it will indicate the date of submission and whether the application was timely filed. Users for the LEA will also receive a confirmation email.



## Sample Certification Verification Document

1. Name of LEA and Impact Aid Number (include application year):
2. Name of taxing jurisdiction:
3. Total number of acres (**includes taxable and non-taxable and water acreage**) located in the LEA:
4. Total taxable value of real property in the LEA:
5. Did LEA boundary changes occur? (yes or no response):

If yes, please submit documentation explaining the change (any changes in the geographical boundaries of the LEA, such as acre increases, decreases or consolidations).

Certifying Official

Name:

Title:

Telephone Number:

Email: