

Impact Aid Grant System User Guide

Amending an Impact Aid Grant Application

Version 1.0 Published March 2, 2020



You will be able to start an amendment to an Impact Aid application if the following conditions are met:

- You have “application editor” permissions on your security profile (this includes “core users”).
- The 7002 or 7003 application that you wish to change has been signed and submitted.
- The amendment deadline (usually June 30) has not passed.
- Your LEA has **not** been selected for monitoring (a “field review”).

Starting an Application Amendment

To help your application move efficiently through the review process, it is a good idea to compile all your changes before starting your amendment. **Once you start an amendment, the Department of Education’s review process stops on your original application, and it will not start again until the amended application is signed and submitted.** To start an amendment, follow these six steps:

1. Click on LEAs on the top blue bar.
2. Click on the name of the LEA that appears on the grid under the Search bar.

Example:

Local Education Agencies

Q Hide Filters

Search

State

Has Core E-App User

Status

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

Name	Impact Aid Number	Classification	State	NCES ID	Has Core E-App	Reviewed On	
Alamogordo Municipal School District No 1	NM-410001		New Mexico	3500030	Yes	8/13/2019	

3. Click on Applications (under your LEA's name).

Example:

Baboquivari Unified School District - 123404

Summary Payment History **Applications** Correspondence Audit History Related Actions

Records / Local Education Agencies

Application Type	Year	Status	Link
7003	2021	7003 Amendment Review	View Application ↗
7003	2020	7003 Application Review	View Application ↗
7003	2019	Review Complete	View Application ↗

4. Click on “view application” for the 7002 or 7003 application you are trying to amend.

Example:

Bonsall Unified School District - 146604

Summary Payment History **Applications** Correspondence Audit History Related Actions

Records / Local Education Agencies

Application Type	Year	Status	Link
7002	2021	7002 Application Review	View Application ↗
7003	2021	7003 Amendment Review	View Application ↗
7003	2021	7003 Amendment Review	View Application ↗
7003	2020	7003 Application Review	View Application ↗

The application record will open. You may find it helpful to print this screen and make your edits in pencil before starting the amendment workflow. The amendment form will closely resemble this screen.

5. Click the Start Amendment button on the top right corner of the application record screen.

Example (for a 7002 application):

2021: Bonsall Unified School District - 146604 - 7002 **START 7002 AMENDMENT**

Summary Documents Audit History Related Actions

7002 Application Review

LEA Information

Name	Impact Aid Number	Application Year 2021	Contact Info
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6. You will be brought to the “Initiate Amendment Confirmation” screen. Click the blue “Continue” button on the bottom right when you are sure you want to start an amendment.

Making Changes

The amendment page will look exactly like the final “**Application Review**” page on the initial application. You may edit any field necessary.

There is a “**Save and Exit**” button on the bottom left side of the screen, should you need to save your changes and come back later. If you click “Save and Exit,” and are not brought back to the page where you started (either the application page, or the home screen), there is an error on the page. Scroll up and look for red text/highlighted fields to indicate the error. Once all errors are cleared, you may save and exit the task. As with the original application, once the amendment task is started with the Start Amendment button, you must access it again through your task list (either Group Tasks or My Tasks) at the bottom of your home page. Click the blue arrow next to the amendment task to open it.

When you have made your changes, click the blue “**Ready for Signature**” button on the bottom right side of the screen. After verifying that you are ready to submit for signature, you will be brought to the page that you were last on, either your application page or your home page. The core user and any other signatories for your LEA will be notified by email that they have a signature task waiting for them.

For 7003 applicants: On the 7003 application, you may not change your Indian Policies and Procedures (IPP) document from an IPP to a waiver, and you may not apply for Heavily Impacted funds if you did not do so on the original application. If you need to update your Indian Policies and Procedures (IPP) document, you may use the “Documents” section to add the new IPP, and use the “Explanation” section to describe the change. To add a property that you believe to be Federal but is not in the property database, you can use the table called “**Add New Property**” to select the category of Federal connection and enter the property’s name and address as free text. The Add New Property table is located at the bottom of the child count section, just above Child Counts Totals. All other child count tables will only allow you to enter eligible properties from the property database. Search the database by clicking “Federal Properties” on the top blue bar.

IMPORTANT: Your changes will not be visible on your application record until the amendment is signed and submitted, and your state analyst approves your changes. This is because your analyst may have information from another authority, such as your auditor or your State Educational Agency, that he or she may have already entered. The analyst would not permit you to change that data back to the way you submitted it originally. You will receive an email when your amendment has been processed, and you will be able to view your updated application record by following steps 1-4 under Starting an Application Amendment.

Signing an Amendment

Only Core Users and others with signatory privileges on their profile will be able to sign the amended application. When you’ve received the email letting you know that the amendment is ready to be signed, log in to IAGS.

On the Home page, under either My Tasks or Group Tasks, **start the Amendment Signature task by clicking on the blue arrow.**

You will be brought to the Application Review page. You will see all the same information that the Application Editor could see on their Review page, and you can edit each section just as the Application Editor did, if needed.

When you are satisfied that the entire amendment is completed correctly, review the Statements section that is included on the page, and then check the box at the bottom of the page that affirms you have done so.

The system will enable the Submit button () as soon as the certifications and assurances checkbox is checked.

Once you've clicked the Submit button, you should see the "Task Completed Successfully" message, and you should be brought back to the Home Page.

You will receive a confirmation email when the amended application is submitted. You may always view the status of your application by clicking the "Application Status for Your LEA(s)" title on your Home page.

Depending on the changes you have made, your LEA's application may restart at the beginning of the application review process.