

Impact Aid Grant System User Guide

Applications under Section 7002:

Payments for Federal Property

Version 2.0 Published November 2020



Starting the 7002 Application

On your home page, click the “Start Application” button under the 7002 Application Status grid to begin the application process (Figure 46 – Start 7002 Application Button).

7003 Application Status		7002 Application Status	
7003 Application(s) statuses for FY 2022		7002 Application(s) statuses for FY 2022	
LEA Name	Application Status	LEA Name	7002 Application Status
ABC School District	Start Application	ABC School District	Start Application

FIGURE 1 – START 7002 APPLICATION BUTTON

If you can't see the Start 7002 Application button, the application may already be started, the Late Application Deadline may have passed, or you may not have permissions to start the application. Only users who have the Application Editor role may start an application. Core Users are automatically Application Editors.

Exploring the 7002 application

Application Information

Each page of the application has a section containing important Application Information (Figure 47 – Begin the 7002 Application).

Begin Your 7002 Application

Application Information

OMB Form Number 1810-0687

Name [Your LEA](#)

Impact Aid Number 569220

Modified By Your Name

Modified On 8/25/2019 4:44 PM EDT

Application Deadline 5/31/2019

Late Application Deadline 8/30/2019

Amendment Deadline 10/1/2019

Page 1 of 6

[Ask for Help](#)

Click here to send a question to your Analyst

0 of 0 LEA Questions Answered

FIGURE 2 – BEGIN THE 7002 APPLICATION

This section includes:

- The OMB Form Number
- Your LEA's Name and Impact Aid Number
- The Application Deadline
- The Late Application Deadline
- The Amendment Deadline
- The page number you're on, as well as how many pages there are in the application

- A link to [Ask for Help](#)

ASK FOR HELP

You will notice that there is an “Ask for Help” link at the top of this page (as well as all the other pages in the application). You can click the link on any page and at any time during the application process to send a question to your state analyst for help on the application. and can be used at any time during the application submission process. You will be brought to the Ask for Help page. This is the same process in the 7003 Application (Figure 48 – Ask For Help)

Ask for Help [7003 - Initial Request]

Name	Impact Aid Number	Ask Questions		Receive Response	Confirm Closure
Rhode Island LEA 2	RI-495302				

Ask Your Question

Please do not include personally identifiable information (ie: names of students or parents, birth dates) in this correspondence. This correspondence can not be deleted or edited once submitted.

Topic	Questions	Created By	Created On
No Questions available			
New Question			

Ask for Help History for LEA

Page Number	Question	Answer	Last Modified By	Last Modified On
No items available				

Documents

Once application is submitted, deleting PII documents is not allowed

Type	Document	Modified By	Modified On
No documents available			
New Document			

FIGURE 3 – ASK FOR HELP

Click the “New Question” link to add a row to the Ask Your Question grid (Figure 49 – Ask Your Question).

Topic	Questions	Created By	Created On
Question	How do I enter a sampling ADA?	Claire CoreEApp	Sep 10, 2019 10:02 AM
New Question			

FIGURE 4 – ASK YOUR QUESTION

Enter your question. You can also upload one or more documents.

When you are done, click the blue Submit button () at the bottom of the page.

The next time you enter Ask for Help, you will see the question you entered in the Ask for Help History (Figure 50 – Ask for Help History).

▼ Ask for Help History for LEA

Pages 1 ▾

Page Number	Question	Answer	Last Modified By	Last Modified On
1	How do I enter a sampling ADA?		Claire CoreEApp	9/10/2019 10:04 AM EDT

FIGURE 5 – ASK FOR HELP HISTORY

When the analyst responds, you will receive an email, and you’ll be able to access this link again to see their reply. There will also be a task to see the response in your [Task Manager](#) on the Home Page (Figure 51 – You Can View the Response on Your Task Manager).

→	Maine LEA 2-295302	7003 Close Assistance Request	2020	LEA Users (Group)	Claire CoreEApp	Available	7/31/2019 11:29 AM EDT		○
---	--------------------	-------------------------------	------	-------------------	-----------------	-----------	------------------------	--	---

FIGURE 6 – YOU CAN VIEW THE RESPONSE ON YOUR TASK MANAGER

Click the blue arrow to see the response (Figure 52 – The Response as Seen from the Task Manager).

Ask for Help [7003 - Close Help]

Name	Impact Aid Number			
Maine LEA 2	ME-295302	Ask Questions	Receive Response	Confirm Closure

Have all your questions been answered? *

Yes - My questions have been answered No - I still have questions

▼ Ask for Help History for LEA

Pages 1, 4 ▾

Page Number	Question	Answer	Last Modified By	Last Modified On
1	I asked	got you.	Maddy Money	8/1/2019 11:47 AM EDT
4	New question 11:28	New answer 11:29	Maddy Money	7/31/2019 11:29 AM EDT
4	New Question 10:15	New Answer 10:17am	Maddy Money	7/31/2019 10:18 AM EDT
4	Question 10:03 am		Claire CoreEApp	7/31/2019 10:04 AM EDT
4	Question 9:10 am	Answer 9:10 am	Maddy Money	7/31/2019 9:10 AM EDT

< 1 - 5 of 9 >

Documents

Once application is submitted, deleting PII documents is not allowed

Type	Document	Modified By	Modified On
No documents available			

[New Document](#)

FIGURE 7 – THE RESPONSE AS SEEN FROM THE TASK MANAGER

Note the prompt, “Have all your questions been answered?” (Figure 53 – Have All Your Questions Been Answered?)

Have all your questions been answered? *

Yes - My questions have been answered No - I still have questions

FIGURE 8 – HAVE ALL YOUR QUESTIONS BEEN ANSWERED?

If you answer, “yes”, the “Thank you! That helped!” button is enabled ([THANK YOU! THAT HELPED](#)).

The task will end. You will still be able to view the questions if you click Ask for Help again.

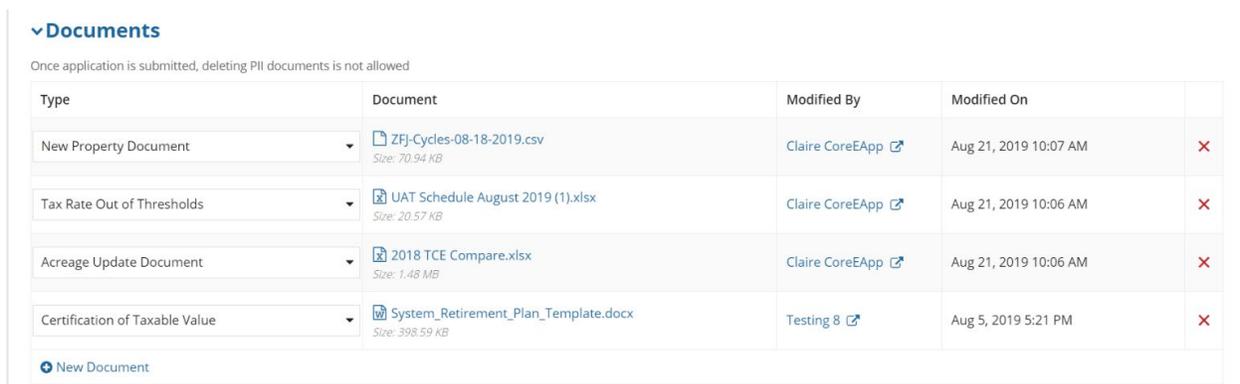
If you answer, “no”, a new question row appears. Enter a follow-up question. The “I have more questions” button is enabled ([I HAVE MORE QUESTIONS](#))

Tool Tips

As you progress through the application you will notice an icon that looks like a blue dot surrounding a white question mark () in some places. When you hover over these icons there is additional information to assist you with completing the application. You will see these icons on certain fields throughout the 7002 application.

Manage Documents

Near the bottom of every page you will notice that you have a section to upload relevant documents to submit along with your application (Figure 54 – 7002 Documents Section, with Documents Added).



▼ Documents

Once application is submitted, deleting PII documents is not allowed

Type	Document	Modified By	Modified On	
New Property Document	 ZFJ-Cycles-08-18-2019.csv <small>Size: 70.94 KB</small>	Claire CoreEApp 	Aug 21, 2019 10:07 AM	
Tax Rate Out of Thresholds	 UAT Schedule August 2019 (1).xlsx <small>Size: 20.57 KB</small>	Claire CoreEApp 	Aug 21, 2019 10:06 AM	
Acresage Update Document	 2018 TCE Compare.xlsx <small>Size: 1.46 MB</small>	Claire CoreEApp 	Aug 21, 2019 10:06 AM	
Certification of Taxable Value	 System_Retirement_Plan_Template.docx <small>Size: 398.59 KB</small>	Testing 8 	Aug 5, 2019 5:21 PM	
+ New Document				

FIGURE 9 – 7002 DOCUMENTS SECTION, WITH DOCUMENTS ADDED

NOTE: Normally, when you see this section for the first time, it will be empty. Whether empty, or with existing documents, click the “+ New Document” link ([+ New Document](#)) to add documents. A new row will appear in the grid (Figure 55 – Add a New Document).



--- Select a type ---	UPLOAD  Drop file here	Claire CoreEApp 	Sep 9, 2019 3:05 PM	
-----------------------	---	---	---------------------	---

FIGURE 10 – ADD A NEW DOCUMENT

Select the appropriate document type, and upload a document.

To delete documents, click the red X () on the right-hand side of the row.

The system will compare the data you enter on your application to the data on your prior application, if one exists. If it is very different (in the case of [Properties](#) and [Acresage](#), if it is different at all), the system will ask you to upload the documentation showing where you got your information. If you do not have those documents handy, you will still be able to submit the application. After you submit, your LEA’s Application Editors group will [receive a task](#) to send the needed documents to your analyst. Your application will not be reviewed by your analyst until your LEA has completed that task.

Notes and Explanations

Near the bottom of every page, you will notice that you have a section to enter explanations.

▼ Explanations

Please do not include personally identifiable information (ie: names of students or parents, birth dates) in this correspondence. This correspondence can not be deleted or edited once submitted.

Topic	Explanation	Created By	Created On
No Explanations available			
+ New Explanation			

FIGURE 11 – EXPLANATIONS SECTION

To add an explanation, click the “New Explanation” link ([+ New Explanation](#)). A new row will appear in the grid (Figure 57 – New Explanation).

Topic	Explanation	Created By	Created On
--- Select a topic --- ▼		Claire CoreEApp	Sep 9, 2019 3:05 PM
+ New Explanation			

FIGURE 12 – NEW EXPLANATION

Select the appropriate topic, and then type your explanation

You can use this section to clarify changes. All other LEA Users who look at your application, as well as all Impact Aid staff will be able to see these notes and explanations. Please do not enter PII in this section.

To delete explanations, click the red X (✖) on the right-hand side of the row.

Page Navigation

At the bottom of every page are navigation features (Figure 58 – Navigation Features).

[<< Go to Page 1](#)

[SAVE](#)

[Go to Page 3 >>](#)

EXIT

READY FOR SIGNATURE

FIGURE 13 – NAVIGATION FEATURES

As you navigate from page to page (“Go to Page #”), or if you choose to exit the application here using the “Exit” button, your application information will automatically be saved.

NOTE: If you are kept on the current page after clicking one of the navigation buttons, it means there is an error on the page, and that you must provide more information. Scroll up the page to find a red error message.

You can also click the “Save” button at any time. If you are entering a lot of information on a page, please save your work before you walk away from your computer, also please save your work before you navigate away from the page using a button other than the navigation buttons provided.

IMPORTANT:

We strongly suggest that you use the navigation buttons provided and that you do NOT use the browser’s Back button. We also strongly suggest that you click the “Exit” button on the application before:

- navigating to a different place within IAGS
- navigating to another website
- closing the browser window

You can use the “Exit” button to leave the application at any time, and return to it from your [Task Manager](#).

There are no limits to the number of windows you can have open in IAGS. If you wish to look at the Property Records while you are filling out the application, you can have the [Federal Property Records](#) open in a different browser window, so that you don’t risk losing your work.

Filling out the 7002 Application

Page 1, Begin 7002 Application

On this page, you will see the summary information about your LEA (Figure 59 – LEA Information).

LEA Information

Name Your LEA	Impact Aid Number VA-569220	Application Year 2020
Application Number 523		Charter School No
Reference Number VA-2020-569220		PR Award Number S041A 20201962
Late No		New or Non-Continuing Yes
Version 1		Foundation Basis Year
Address 21000 Education Court Ashburn, VA, 20148		Foundation Basis Year
County(ies) Loudoun		Consolidated LEA No
		7003 (b)(2) Applicant No

Contact Info

Title Superintendent
Name Your Name
Email Address yourname@yourlea.com
Phone Number (703) 555-5555
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.

FIGURE 14 – LEA INFORMATION

This is the same information you would see on the [summary page](#) of your LEA record.

Federal Properties Page

Click on the “Go to Page 2” link to move on to the Federal Properties page.

If your LEA submitted an application for the previous year, you will see the properties that were included on that application. You will be required to enter the number of Eligible Acres for the property.

NOTE: If the number of Eligible Acres is different from the previous year, a message will appear letting you know documentation is required (see the “[Manage Documents](#)” section above).

ADDING NEW PROPERTIES

To add a new property (one that you have not claimed previously), select ‘yes’ to the question, “Any new properties to add?” The New Federal Properties grid appears (Figure 60 – Add Properties).

Add Properties

Any new properties to add?
 Yes No

If you chose Yes in error, simply delete any properties you added to the table below and move to the next page.

New Federal Properties

Existing Property	Property Name	Jurisdiction Type	Jurisdiction	Eligible Acres
No New Properties Added				
Add Property				

FIGURE 15 – ADD PROPERTIES

Begin to enter details about the property:

- If the property is one that is already included in the Federal Properties records:
 - a. Check the “Existing Property” box
 - b. Begin typing the name of the property in the Property Name text box. A list of matching properties will appear. Select the one that you wish to add (Figure 61 – Adding a Property that is in the Property Database).

Existing Property	Property Name	Jurisdiction Type	Jurisdiction	Eligible Acres
<input checked="" type="checkbox"/>	Elizabeth Miller Testing IAS-147	City	test	1,233.36
Add Property				

FIGURE 16 – ADDING A PROPERTY THAT IS IN THE PROPERTY DATABASE

- c. Select the Jurisdiction Type (City, County, State, or LEA). Your next actions depend on which Jurisdiction Type you choose.
 - i. LEA: IAGS will automatically fill the Jurisdiction Name with the name of your LEA
 - ii. State: IAGS will automatically fill the Jurisdiction Name with the name of your state.
 - iii. County: you will need to select the county name from a drop-down list.
 - iv. City: you will need to enter the City name.
- d. Enter the number of Eligible Acres.

- If the property is one that is NOT included in the [Federal Properties](#) records, leave the “Existing Property” box unchecked.
 - a. Type the name of the new property (Figure 62 – Adding a Property that is not in the Property Database).

Existing Property	Property Name	Jurisdiction Type	Jurisdiction	Eligible Acres
<input type="checkbox"/>	Totally New Property	County	Albany	4,000.00

[Add Property](#)

FIGURE 17 – ADDING A PROPERTY THAT IS NOT IN THE PROPERTY DATABASE

- b. Select the Jurisdiction Type (City, County, State, or LEA). Your next actions depend on which Jurisdiction Type you choose.
 - i. LEA: IAGS will automatically fill the Jurisdiction Name with the name of your LEA
 - ii. State: IAGS will automatically fill the Jurisdiction Name with the name of your state.
 - iii. County: you will need to select the county name from a drop-down list.
 - iv. City: you will need to enter the City name.
- c. Enter the number of Eligible Acres.

In either case, A message will appear letting you know documentation is required (see the “[Manage Documents](#)” section).

REMOVING PROPERTIES

To remove a property, click the red X (✖) on the far right-hand side of the row you wish to remove.

Click “Go to Page 3” to navigate to the [Federal Revenue](#) page

Federal Revenue Page

On the Federal Revenue Page, you are asked the question, “other than Impact Aid funds, does your LEA receive any revenue generated from the 7002-eligible Federal Property you entered in the previous page?” (Figure 63 – Federal Revenue Page)

Revenue Generated

During the second preceding year (2016-2017 for FY 2019 application), did your LEA receive revenue from Federal activities associated with your section 7002 eligible Federal property(ies)? *

Yes
 No

If you chose Yes in error, simply delete any properties you added to the table below and move to the next page.

Revenue from Eligible Federal Property
 List all revenue from federal sources from activities associated with property

Source	Agency	Program or Description	Funds Received (Total:)
No items available			

FIGURE 18 – FEDERAL REVENUE PAGE

- If your LEA has received revenue, click the “Yes” radio button.
 - The Revenue from Eligible Federal Property Section will appear with instructions. (Figure 64 – Federal Revenue Page With Instructions).

Revenue Generated

During the second preceding year (2016-2017 for FY 2019 application), did your LEA receive revenue from Federal activities associated with your section 7002 eligible Federal property(ies)? *

Yes
 No

If you chose Yes in error, simply delete any properties you added to the table below and move to the next page.

Instructions:

- List all revenue from Federal and non-Federal sources during the second preceding fiscal year and the previous school year (if Application Year = 2020, we are talking about the 2017-2018 School Year) 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.
- 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.
- Do not report Impact Aid revenue or receipts from other U.S. Department of Education programs on this table.

[Example >](#)

Additional Information

(d) For purposes of this section, the amount of revenue that an LEA receives during the previous fiscal year from activities conducted on Federal property includes payments received by any Federal agency due to activities on Federal property, including forestry, mining, and grazing, but does not include revenue from:

(1) Payments received by the LEA from the Secretary of Defense to support—
 (i) The operation of a domestic dependent elementary or secondary school; or
 (ii) The provision of a free public education to dependents of members of the Armed Forces residing on or near a military installation;

(2) Payments from the Department; or
 (3) Payments in Lieu of Taxes from the Department of Interior under 31 U.S.C. 6901 et seq.

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 revenue derived from activities associated with Section 7002- eligible Federal Property

Revenue from Eligible Federal Property
 List all revenue from federal sources from activities associated with property

Source	Agency	Program or Description	Funds Received (Total:)
No items available			
+ Add Revenue			

FIGURE 19 – FEDERAL REVENUE PAGE WITH INSTRUCTIONS

- You will need to provide the following information:
 - Source. The source of the revenue, selected from a drop-down.
 - Agency. Selected from a drop-down
 - Program or Description. You will have to enter this information
 - Funds received. Enter the amount of the revenue received.

- A message will appear letting you know documentation is required (see the “[Manage Documents](#)” section).
 - If your LEA receives revenue from more than one source, you can add more rows by clicking on “Add Revenue”
- If your LEA has NOT received revenue, click the “No” radio button.

Click on “Go to Page 4” to go to the [Acreage and Taxable Value](#) page.

Acreage and Taxable Value Page

On this page you can add your LEA’s acreage and taxable value to your application.

If this is not your first 7002 application, and if you have not entered new properties or changed the acreage of properties you’ve claimed previously, and if you have declared no revenue: a checkbox will appear with this statement, “I only wish to receive a Foundation Payment and don’t need to fill out the rest of this section.” This is also known as the “Opt-out” checkbox (Figure 63 – Opt-Out Checkbox).

ONLY CHECK THIS BOX IF YOU DO NOT WISH TO RECEIVE REMAINING FUNDS

▼ Total Acreage and Taxable Value in LEA

I only wish to receive a Foundation Payment, and don't need to fill out the following two sections

FIGURE 20 – OPT-OUT CHECKBOX

If you check the box, you may skip directly to the [Review](#) page.

You will be asked to enter information in the “Total Acreage and Taxable Value in the LEA” grid (Figure 66 – Total Acreage and Taxable Value in LEA).

▼ Total Acreage and Taxable Value in LEA

Total Acreage and Taxable Value in LEA

Enter the total acreage located in the local educational agency (LEA) and 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. 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.

Type of Taxing Jurisdiction	Name of Taxing Jurisdiction	Total Acres (61,567)	Total Taxable Value (\$1,111,999,222.00)
County	Albany	61,567	\$1,111,999,222.00
Add Row			

Please provide information about the total taxable value changes.

FIGURE 21 – TOTAL ACREAGE AND TAXABLE VALUE IN LEA

- Select the Jurisdiction Type (City, County, State, or LEA). Your next actions depend on which Jurisdiction Type you choose.
 - LEA: IAGS will automatically fill the Jurisdiction Name with the name of your LEA
 - State: IAGS will automatically fill the Jurisdiction Name with the name of your state.
 - County: you will need to select the county name from a drop-down list.

- City: you will need to enter the City name.
- Total Acres. Enter the total acres in the taxing jurisdiction, not just claimed acres.
- Total Taxable Value. Enter the total taxable value of the taxing jurisdiction.

You are required to [upload](#) your Certification of Taxable Value form on this page. IAGS will NOT let you submit your application without uploading this document, unless you have checked the “Opt-out” checkbox on the [Federal Revenue](#) page. (add instructions for uploading)

Click on “Go to page 5” to go to the [Tax Rate Information Page](#)

Tax Rate Information Page

On this page, you will enter the Tax Levy Information for your LEA, expressed as one tax rate (Figure 67 – Tax Rate Information).

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. Enter a single tax rate for school operations expenditures for all types of real property in the jurisdiction. LEAs that have multiple tax rates for real property classifications, use the downloadable form to help calculate a single tax rate.

Jurisdiction Type	Jurisdiction	Tax Rate Current Operating Expenditures	Tax Rate Type	Per Amount in Value	Tax Rate
LEA	Sprint 8 2	1.245000	Dollars	\$100	0.012450

Calculating Tax Levy Information as a Single Rate FY20

FIGURE 22 – TAX RATE INFORMATION

If your LEA has multiple tax rates, download the included “Calculating Tax Levy Information as a Single Rate” document. You will be asked to enter the following information:

- Select the Jurisdiction Type (City, County, State, or LEA). Your next actions depend on which Jurisdiction Type you choose.
 - LEA: IAGS will automatically fill the Jurisdiction Name with the name of your LEA
 - State: IAGS will automatically fill the Jurisdiction Name with the name of your state.
 - County: you will need to select the county name from a drop-down list.
 - City: you will need to enter the City name.
- Tax Rate Current Operating Expenditures
- Select a Tax Rate Type
- Select the Per Amount in Value
- IAGS will display the tax rate.

Click on “Go to Page 6” to [review](#) your application entries.

Review Page

On the Review page, you can look at all the information you entered at once, add items you missed, and correct information. Each section is presented exactly as it was on its own page, and all the instructions are the same.

You will see that there is a “Ready for Signature” button ().

Before you click it, please answer the question, “Do you intend to amend this application after you submit?” (Figure 68 – Intend to Amend)

Do you intend to amend this application after you submit? ? *

Yes No

FIGURE 23 – INTEND TO AMEND

Your answer makes no difference to your ability to amend, it is solely to help the state Analysts manage their workload. Again, no matter how you answer, you may amend your application up until the amendment deadline (usually June 30).

Once you’ve answered the question, you may click the Ready for Signature button. You should see a message that reads, “Action completed successfully” and you should be brought back to either the LEA page or to the Home Page.

NOTE: If you are kept on the Review page, it means there is an error on the application, and that you must provide more information. Scroll up the page to find a red error message.

- The most common error is not answering the “Intend to Amend” question.

All users in your LEA who have the [Signatory](#) role will be notified by email that they have a task waiting, the application will be placed in “Waiting for Signature” status, and the Signature task will be in their Task Managers.

Signing the 7002 Application

Only users who have the [Signatory](#) role may sign an application. Core Users are automatically Signatories. When you’ve received the email letting you know that the application is ready to be signed, log in to IAGS.

In the Task Manager on the Home Page, start the Application Signature task by clicking on the blue arrow.

You will be brought to the 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.

If you or the Application Editor checked the “Opt-out” checkbox, there will be a Declarations section included on the page, with special certifying language. Read it and then check the “I Agree to the statements above” checkbox (Figure 69 – Opt-out Declarations).

Declarations:

As an authorized representative of Highland Falls-Ft. Montgomery Central School District "The LEA", I hereby certify the following:

- The LEA was eligible for and received Section 7002 funds for FY 2010 or a subsequent year.
- The LEA received no revenue for the Section 7002-eligible property during the second prior fiscal year (e.g. during FY 2017 for the FY 2019 application), other than Impact Aid.
- The LEA does not want to be considered for Section 7002 remaining funds under section 7002(h)(3), which are funds to be distributed after all qualifying LEAs receive foundation payments. We understand that the LEA will receive only its foundation payment (assuming it remains eligible for that payment under the statute).

I Agree to the statements above

FIGURE 24 – OPT-OUT DECLARATIONS

When you are satisfied that the entire application is completed correctly, review the Statements section that is included on the page (Figure 70 – Statements and Assurances)

Statements:**7002 Assurances, Certifications and Signing Statement**

I certify that I have read the statements contained in this application and that these statements and all of the data included in this application are, to the best of my knowledge and belief, true, complete, and correct. I certify that I am authorized to make the representations and commitments in this application, for and on behalf of the applicant and otherwise to act as the applicant's authorized representative in submitting this application for funding under section 7002 of the Impact Aid Program (Title VII of the Elementary and Secondary Education Act). I declare that the applicant will mail a complete copy of this application to the SEA at the same time that it submits this application to the U.S. Department of Education.

General Assurances - Non-Construction Programs

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §54728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-253), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §5290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1964 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a-276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, 'Audits of States, Local Governments, and Non-Profit Organizations.'
17. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Assurances - Impact Aid Programs

The LEA further assures that:

1. It is a local educational agency that was created and authorized to operate schools, has administrative control and direction of free public education in the school districts, and that it may legally accept and disburse Federal funds to aid in financing its expenditures.
2. It will comply with all applicable statutes, regulations, and requirements concerning this grant, including requirements of the Impact Aid law (Title VII of the ESEA), the program regulations (34 CFR Part 222), and program administrative requirements.
3. It is hereby advised that, under section 7011 of the Impact Aid law, it is entitled to request an administrative hearing on, and/or review or reconsideration of, any action of the Department under the Impact Aid law that adversely affects or aggrieves the applicant; any such requests are governed by the regulations in 34 CFR Part 222, Subpart J, except for requests for hearings concerning Indian policies and procedures, tribal complaints, and withholdings that are governed by the regulations at 34 CFR Part 222, Subpart G. Any request for a hearing, review or reconsideration under 34 CFR Part 222, Subpart J, must be made in writing and submitted within 60 calendar days from the date of the applicant's notice (receipt) of the adverse action to: Director, Impact Aid Program, United States Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-6244.

Certifications Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I have reviewed the Impact Aid application and the certifications and assurances on this page, and I am ready to sign and submit the application on behalf of my LEA.

FIGURE 25 – STATEMENTS AND ASSURANCES

Now, check the box that affirms you have done so and are ready to sign and submit the application on behalf of your LEA (Figure 71 – Check the Box to Sign the Application).

I have reviewed the Impact Aid application and the certifications and assurances on this page, and I am ready to sign and submit the application on behalf of my LEA.

FIGURE 26 – CHECK THE BOX TO SIGN THE APPLICATION

Checking the box is the same as signing the document.

The IAGS system will enable the Submit button as soon as the certifications and assurances checkbox is checked (Figure 72 – Submit button is Enabled).



FIGURE 27 – SUBMIT BUTTON IS ENABLED

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.

IMPORTANT: If your application is being submitted past the Application Due Date, you will see a message that says, "Your Application is being submitted late and will be subject to a 10% Penalty"

NOTE: If you are kept on the Review page after clicking the Submit button, it means there is an error on the application, and that you must provide more information. Scroll up the page to find a red error message.

All users in the LEA will be notified by email that the application has been submitted.

If the application was submitted late, the email will reflect that.

NOTE: If you have not provided needed documentation, a [7002 LEA Feedback Required](#) task will be assigned to your LEA's Application Editors group.

You can see the Application status by expanding the Application Status for Your LEA(s) section on the [Home Page](#). You can also see the Application itself on the [Applications](#) tab on your LEA page, where you can download a .pdf of the Application.

Application Records

To view both incomplete and submitted application records, click on the Applications tab in your [LEA record](#). The Applications Records Page displays the following information

Your LEA - 569220

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

Records / Local Education Agencies

Application Type	Year	Status	Link
7002	2020	Review Complete	View Application ↗
7003	2020	Review Complete	View Application ↗
7002	2019	Review Complete	View Application ↗
7003	2019	Review Complete	View Application ↗
7002	2018	Review Complete	View Application ↗
7003	2018	Review Complete	View Application ↗

FIGURE 28 – APPLICATION RECORDS

- The Application Type (7002 or 7003)
- The Year (the Application Year)
- The Status
- A link to view, but not edit, the Application Record

The 7002 Application Record

On the application record, you will see all the latest saved information on the application, and can view any attached documents, the audit history (if the application has been submitted), and perform related actions.

7002 Application Summary Page

Reminder that all the information on the Summary page is READ-ONLY.

On this page, you will see a header with the following information:

- Application Status
- LEA Information as you would see it on the LEA Record

Under the header, you will see the latest application information including:

- Submission Information including:
 - LEA Signatory
 - Signing Date
 - Submission Date
- Eligible Federal Acres including links to the Property records
- Revenue from Eligible Federal property
- Total Acreage and Taxable Value in LEA
- Tax Levy Information

Some LEAs may see more information regarding certain segments of the law.

Documents

This page displays downloadable copies of all documents associated with your application.

Audit History

The audit history displays a searchable list of changes to your application, including:

- The date and time of the change
- The name of the person who made the change
- The type of change
- What changed. This is shown as [Original Information]→[New Information]

Related Actions

On this page, you can perform the following actions:

DOWNLOAD ZIP PACKAGE

Download a Zip package to save for your records and/or email to your SEA that includes:

- A PDF file of your application. NOTE: It will not look like the online version, but will contain all the same information.
- All of the documents that you uploaded to the application

Summary Documents Audit History **Related Actions**



Download ZIP Package

The package contains all the uploaded documents for this application, conveniently placed in a .zip file for easy download.

FIGURE 29 – DOWNLOAD A ZIP PACKAGE

7002 LEA Feedback Required

If your LEA's 7002 application is missing needed documentation, your LEA's Application Editors group will be assigned a task to provide the documents (Figure 73 – 7002 LEA Feedback Required Task).

→	San Diego Unified School District-140105	7002 LEA Feedback Required	2021	Crystal Core Ed Editor	Ed Editor	In Progress	10/20/2019 11:29 AM EDT	12/19/2019	○
---	--	----------------------------	------	------------------------	-----------	-------------	-------------------------	------------	---

FIGURE 30 – 7002 LEA FEEDBACK REQUIRED TASK

Click the blue arrow (→) to start the task. The Feedback or Corrections for LEA window appears (Figure 74 – Feedback or Corrections for LEA).

Feedback or Corrections for LEA

Deadline

Deadline Date
Apr 1, 2020

Documentation Task Available

Your LEA received this task because you did not upload one or more of the following documents on your application for 2021

- Documentation about changes to federal acres
- Documentation about the tax rate

If you have already provided the required information, please say so in the response section.

Feedback Request Explanation

Filter
--- Select a topic ---

Topic	Explanation	Created By	Created On
No Explanations available			

Feedback Response

Please do not include personally identifiable information (ie: names of students or parents, birth dates) in this correspondence. This correspondence can not be deleted or edited once submitted.

Topic	Explanation	Created By	Created On
No Explanations available			

[New Explanation](#)

Documents

Once application is submitted, deleting PII documents is not allowed

Type	Document	Modified By	Modified On
Certification of Taxable Value	 Tax Certificate.pdf <small>Size: 28.58 KB</small>	Ed Editor ↗	Oct 15, 2019 6:52 PM

[New Document](#)

FIGURE 31 – FEEDBACK OR CORRECTIONS FOR LEA

The task has a deadline date, which will either be:

- 60 days from the date the task was created, if created by the System, or
- 10 days from the date the task was created, if sent to you by the state analyst.

In either case, if you do not provide the documentation by that date, your application will be marked ineligible.

If the task was automatically generated by IAGS in response to missing information, the Documentation Task Available box will list the documentation to upload.

Otherwise, you will see comments from your state analyst in the Feedback Request Explanation section (Figure 75 – Feedback Request Explanation).

Feedback or Corrections for LEA

Deadline

Deadline Date

Nov 1, 2019

Feedback Request Explanation

Filter

--- Select a topic ---

Topic	Explanation	Created By	Created On
Correction	The Large Tax Rate Change documentation is a map. Please replace it with the correct document.	Sam 7002	10/20/2019 3:12 PM

FIGURE 32 – FEEDBACK REQUEST EXPLANATION

This section includes the following information:

- Topic (either Correction or Feedback)
- Explanation (full text of the analyst’s comments)
- Created By (the name of the state analyst who commented, which is also a link to their profile)
- Created On (the date and time the comment was posted)

The Feedback Response section is where you can provide explanations if needed. To add an explanation, click the New Explanation link ([+ New Explanation](#)). A new row will appear in the grid. (Figure 76 – Add a New Explanation)

Feedback Response

Please do not include personally identifiable information (ie: names of students or parents, birth dates) in this correspondence. This correspondence can not be deleted or edited once submitted.

Topic	Explanation	Created By	Created On	
LEA Response		Ed Editor	Oct 20, 2019 12:43 PM	✕

FIGURE 33 – ADD A NEW EXPLANATION

Type your explanation in the field provided.

In the Documents section, you will see documents previously uploaded to the application or on previous feedback tasks.

Click the “+ New Document” link ([+ New Document](#)) to add documents. A new row will appear in the grid (Figure 77 – Add a New Document).

Documents

Once application is submitted, deleting PII documents is not allowed

Type	Document	Modified By	Modified On	
Certification of Taxable Value	1PP.pdf Size: 28.58 KB	Ed Editor	Oct 15, 2019 6:52 PM	✕
--- Select a type ---	UPLOAD Drop file here	Ed Editor	Oct 20, 2019 12:55 PM	✕

[+ New Document](#)

FIGURE 34 – ADD A NEW DOCUMENT

Select the type of document you will upload. Your options are:

- Support
- Large Tax Rate Change
- Change in Federal Acres
- New Property Document
- Large Federal Revenue Change
- Certification of Taxable Value

Refer to the Documentation Task Available box and the Feedback Request Explanation section to see what Document type you should select.

Upload a document by clicking the Upload button () or by dropping it on the Drop file here section ( Drop file here). The name of the person who uploaded the document and the date and time the document was uploaded are captured automatically.

If you've uploaded an incorrect document, you can delete it by hovering over the blue circled page symbol () next to the name of the document until it turns into a blue X in a circle (), and then click it. The document will be deleted.

To delete previously submitted documents, click the red X () on the right-hand side of the row.

When you are done, click the blue submit button () at the bottom of the page. A confirmation message will appear (Figure 78 – Confirmation Message). Click Yes to submit the task to your state analyst.

Submit for Analyst to Review Corrections and Documents?

FIGURE 35 – CONFIRMATION MESSAGE

If there are any errors on the page, the task will not be submitted. Scroll up the page to find the error. The most common error is an Explanation or Documentation row with incomplete information.

Troubleshooting

The Start 7002 Application Button is not available

There are several reasons the Start 7002 Application may not be available

- The current Application has already been started

There is only allowed to be one 7002 Application for an Application Year. If the application has already been started, the button to start the application is no longer available. To find out if the application has already been started:

- You can check in the [Applications](#) page on your LEA Record.
- You can check in the [Application Status](#) section on the Home Page
- You can check beneath the Application Status section to see if there is a message saying the [7002 Application has NOT been started for your LEA](#).

- The Late Application Deadline has passed

When the Late Application Deadline has passed, you will not be able to start an application for the current Application Year. To find out if the Late Application Deadline has passed, Look at the [Important Dates](#) section on the Home Page

- You do not have permissions to start an Application

Only users who have the [Application Editor](#) role may start an application, and they are the only users who will be able to see the Start 7002 Application button or link. [Core Users](#) are automatically Application Editors.

The 7002 Application Signature task is not available

There are several reasons the 7002 Application Signature task may not be available

- The task in a different part of the Task Manager

The [Task Manager](#) displays the [Group Tasks](#) by default, but if you are the only person [with Signatory permissions](#), the task will be in your [My Tasks](#).

- The Late Application Deadline has passed

When the Late Application Deadline has passed, you will not be able to sign and submit the application for the current Application Year. To find out if the Late Application Deadline has passed, Look at the [Important Dates](#) section on the Home Page

- The Application is not in 7002 Application Signature status

If the application is ready for a signature it will be in 7002 Application Signature status. To find out the application status:

- You can check in the [Applications](#) page on your LEA Record.
- You can check in the [Application Status](#) section on the Home Page

➤ You do not have permissions to start an Application

Only users who have the [Signatory](#) role may sign an application, and they are the only users who will be able to see the 7002 Application Signature task in their [Task Manager](#). [Core Users](#) are automatically Signatories.

The Ready for Signature button is not available on my application task

There are several reasons the Ready for Signature button may not be available on the application

➤ The Late Application Deadline has passed

When the Late Application Deadline has passed, you will not be able to submit an application for the current Application Year. To find out if the Late Application Deadline has passed, Look at the Important Dates section on the Home Page

➤ The Application is not complete

You have not entered any Membership and ADA information, or any child counts.

The Submit button is not available on my Application Signature task

There are several reasons the Submit button may not be available on the Application Signature task

➤ The Late Application Deadline has passed

When the Late Application Deadline has passed, you will not be able to apply for the current Application Year. To find out if the Late Application Deadline has passed, Look at the Important Dates section on the Home Page

➤ The Application is not complete

You have not checked the confirmation box(es), or you have removed the ADA and Membership information

The 7002 LEA Feedback Required task is not available

There are several reasons this task may not be available

➤ Another user in your LEA has already submitted the task

All users in your LEA will be able to respond to and submit this type of task. If the task has not been submitted yet, it will be in Waiting for LEA Response Status. To find out the application status:

- You can check in the [Applications](#) page on your LEA Record.
- You can check in the [Application Status](#) section on the Home Page

➤ The task in a different part of the Task Manager

The [Task Manager](#) displays the [Group Tasks](#) by default, but if you are the only user in your LEA, the task will be in your [My Tasks](#). You really should create two more users for your LEA, even if they are only [Read-Only](#) users.