Impact Aid Grant System User Guide

Applications under Section 7003:

Payments for Federally Connected Children

Version 2.0 Published November 2020

Starting the 7003 Application

On your home page click the "Start Application" button in the 7003 Application Status table to begin the application process (Figure 1 – Start 7003 Application Button).

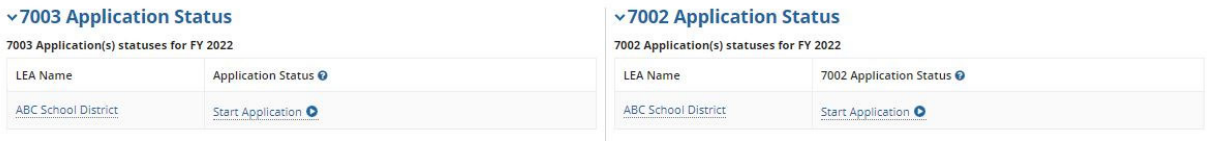


FIGURE 1 – START 7003 APPLICATION BUTTON

If you can't see the Start 7003 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 7003 application

Application Information

Each page of the application has a section containing important Application Information.

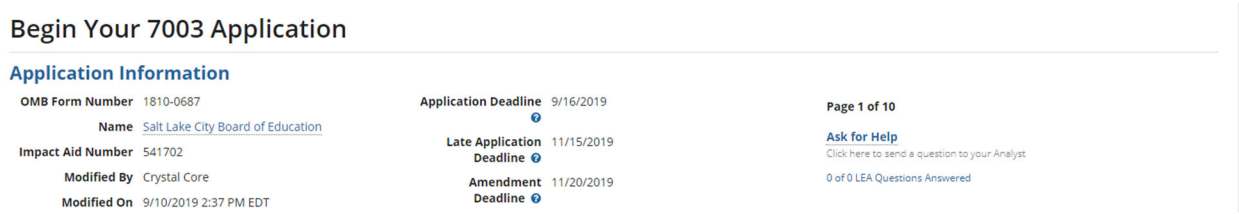


FIGURE 2 – APPLICATION INFORMATION

This section includes:

- The OMB Form Number
- Your LEA's Name and Impact Aid Number
- Application Deadline
- Late Application Deadline
- 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 7002 Application (Figure 3 – Ask For Help)

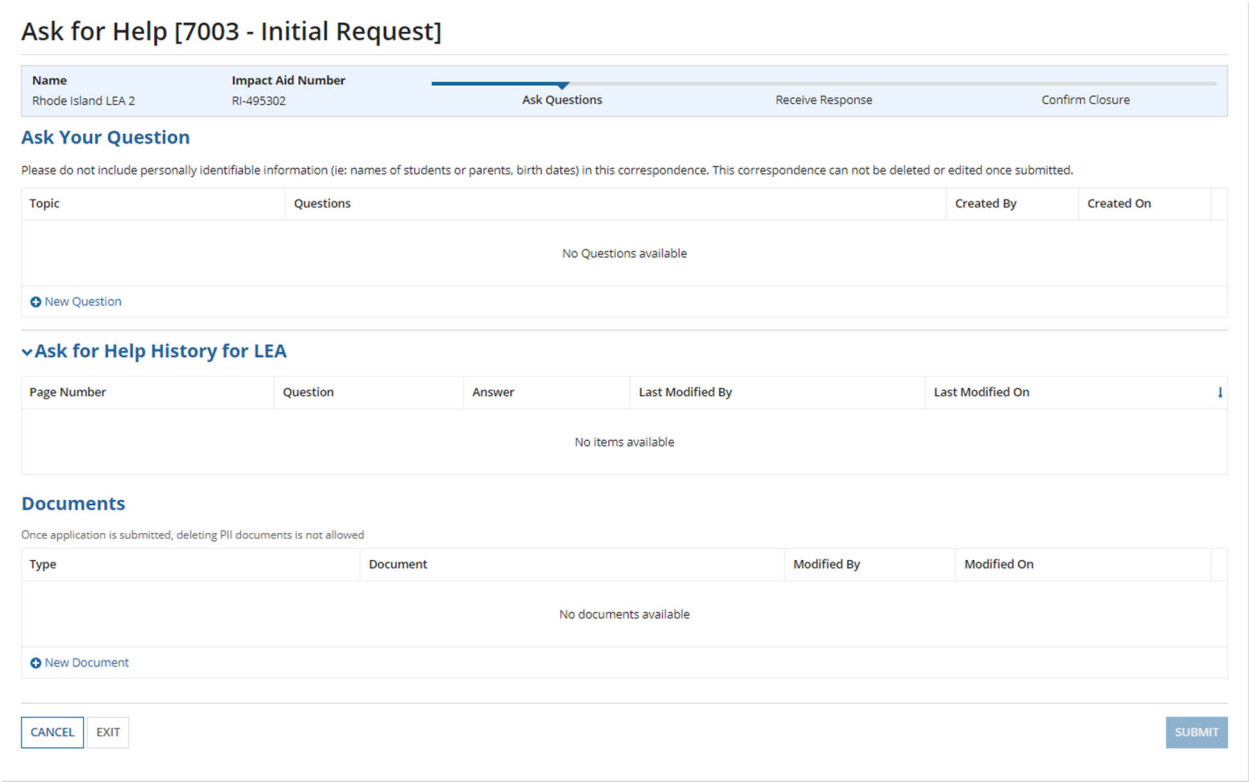


FIGURE 3 – ASK FOR HELP

Click the "New Question" link to add a row to the Ask Your Question grid (Figure 4 – Ask Your Question).

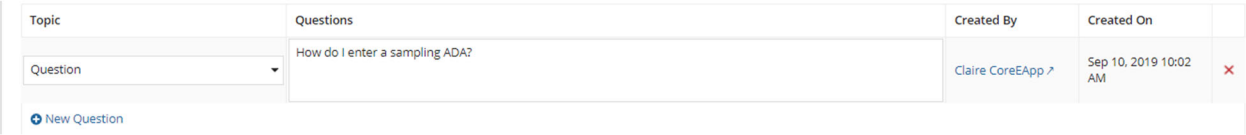
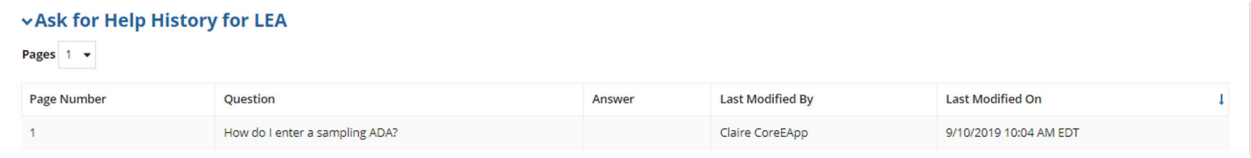


FIGURE 4 – ASK YOUR QUESTION

Enter your question. You can also upload a document.

When you are done, click the blue Submit button (SUBMIT) 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 5 – Ask for Help History).



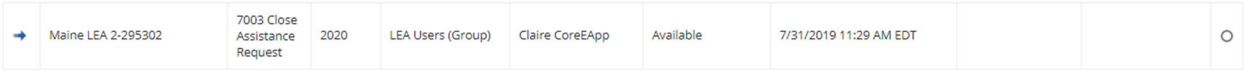
Ask for Help History for LEA

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

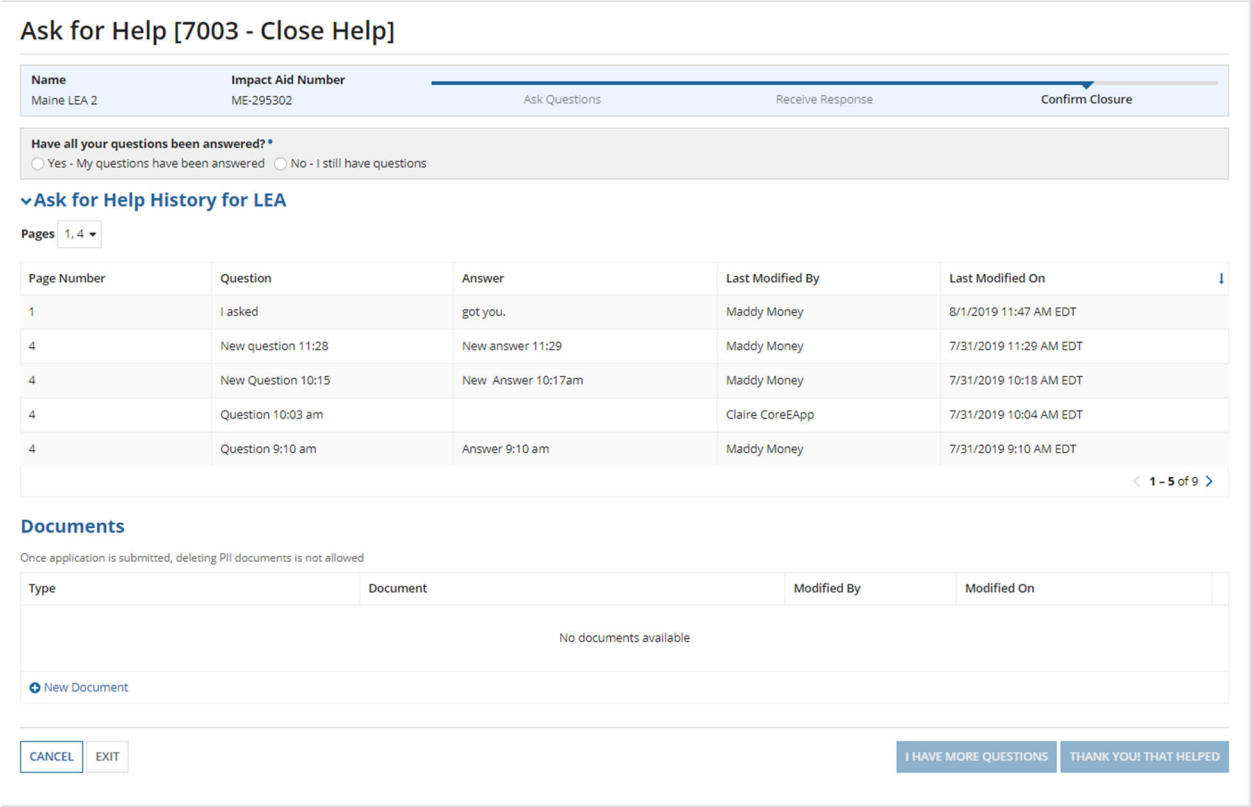
When the analyst responds, you will receive an email, and you'll be able to access this link again to see their reply. There will also be a task to see the response in your Task Manager on the Home Page (Figure 6 – You Can View the Response on Your Task Manager).



→	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 7 – 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

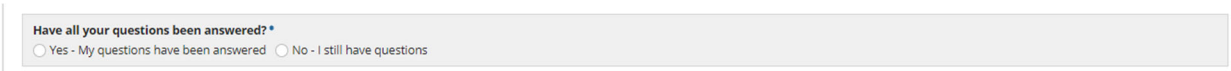
Type	Document	Modified By	Modified On
No documents available			

New Document

CANCEL EXIT I HAVE MORE QUESTIONS THANK YOU! THAT HELPED

FIGURE 7 – THE RESPONSE AS SEEN FROM THE TASK MANAGER

Note the prompt, "Have all your questions been answered?" (Figure 8 – 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)

Manage Documents

Near the bottom of the page, is a link to Manage Documents. You will see this link near the bottom of every page, and occasionally in other places.

You can click this link at any time during the application process to open a window to upload documents. (Figure 9 – Manage Documents).

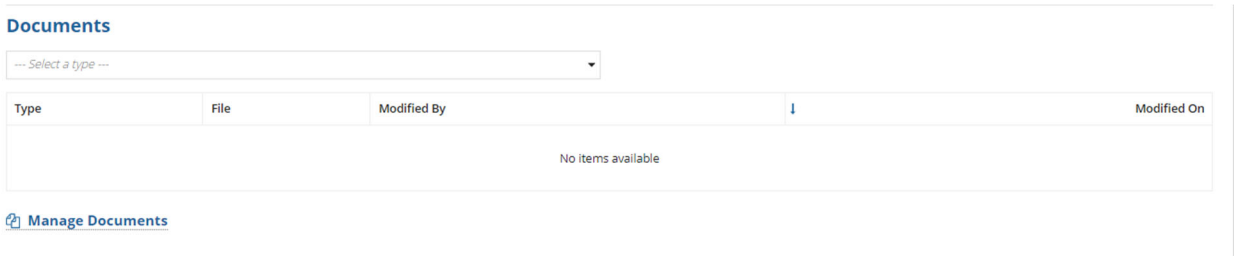


FIGURE 9 – MANAGE DOCUMENTS

This link opens a window where you can upload and delete documents (Figure 10 – Manage 7003 Documents Window).

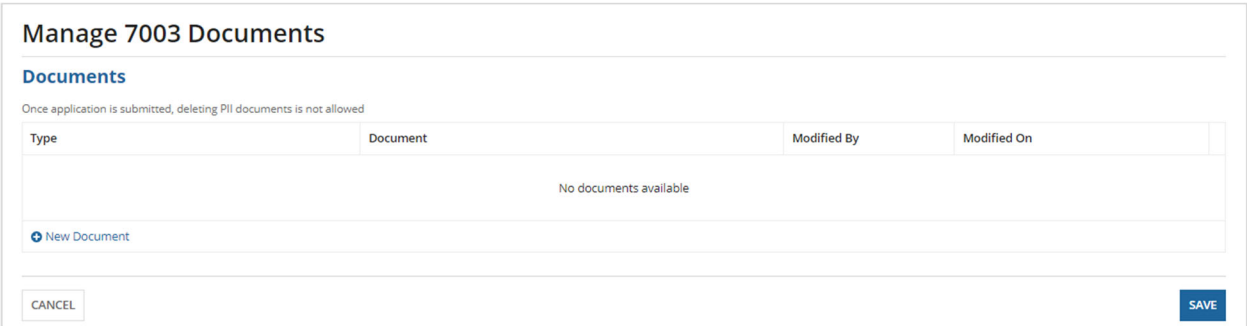


FIGURE 10 – MANAGE 7003 DOCUMENTS WINDOW

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 11 – Add a New Document).

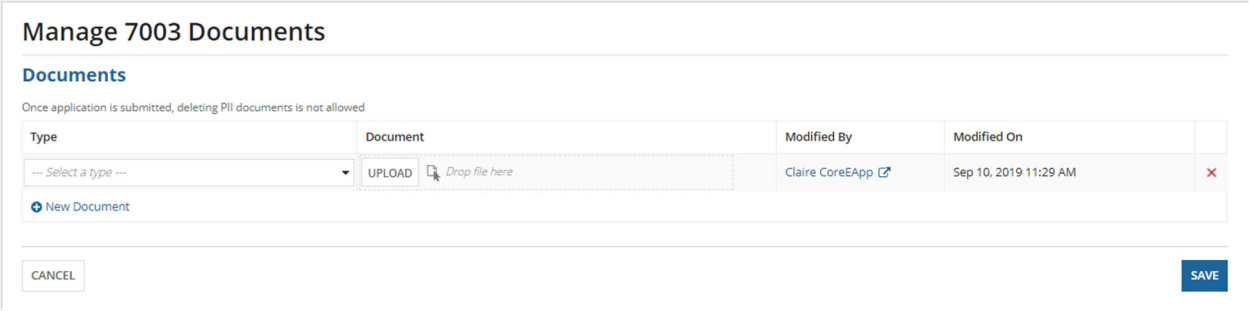


FIGURE 11 – ADD A NEW DOCUMENT

Select the appropriate document type (Figure 12 – 7003 Document Types Drop-down).

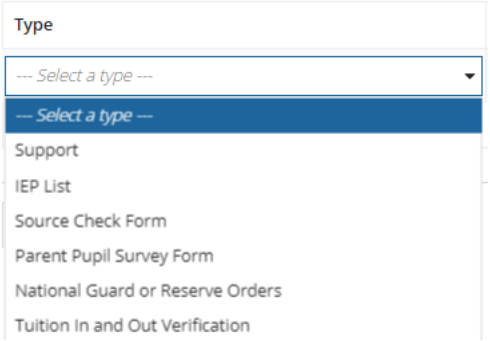


FIGURE 12 – 7003 DOCUMENT TYPES DROP-DOWN

Upload a document (Figure 13 – Manage 7003 Documents).

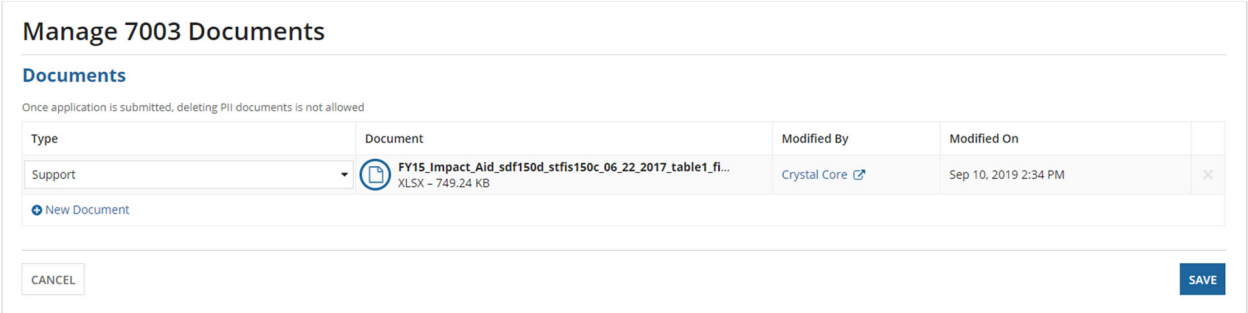


FIGURE 13 – MANAGE 7003 DOCUMENTS

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

Click the blue Save button (SAVE) at the bottom of the screen.

Documents will be viewable in the Documents Section on each page (Figure 14 – Documents are Viewable on Each Page).

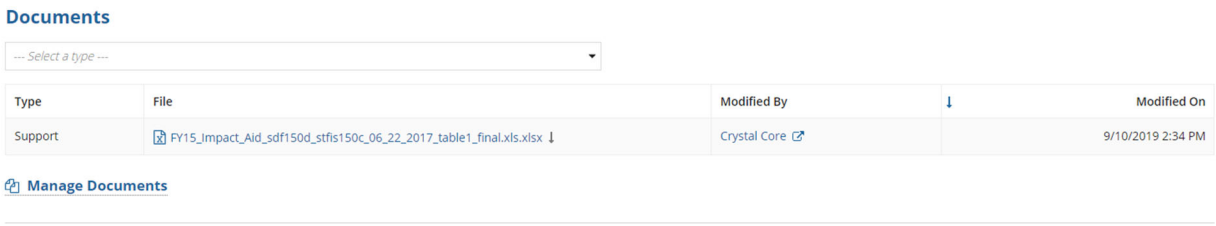


FIGURE 14 – DOCUMENTS ARE VIEWABLE ON EACH PAGE

Notes and Explanations

Also, near the bottom of every page, you will notice that you have a section to enter explanations (Figure 15 – Explanations Section).

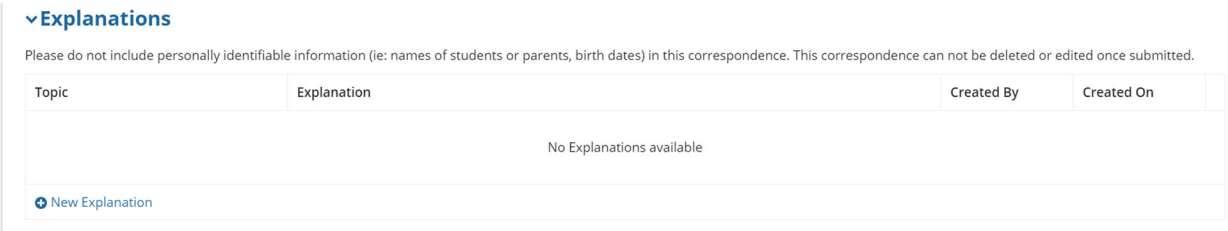


FIGURE 15 – EXPLANATIONS SECTION

To add an explanation, click the "New Explanation" link (New Explanation). A new row will appear in the grid (Figure 16 – New Explanation).

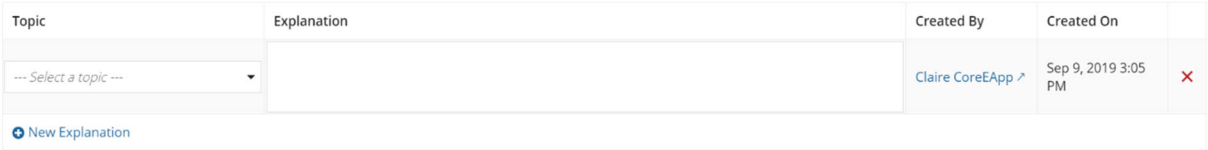


FIGURE 16 – NEW EXPLANATION

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 17 – Navigation Features).

FIGURE 17 – 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.

REMINDER: 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 will receive a reminder every time you move forward or save. It does not mean that there is necessarily an error on the page. Click Yes to accept the message.

You can also click a "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 7003 Application

IMPORTANT INFORMATION ABOUT CHILD COUNTS

In a change from past practice, we are asking you to enter ALL children INCLUDING children with disabilities in the Total Children fields.

For example: if you have 2485 children without an Individualized Education Program (IEP) living on a property, and 23 additional children with disabilities, you should put 2508 in the Total Children field and 23 in the Children with Disabilities field.

Total Children (incl. CWD)	Children with Disabilities (CWD)
2,508	23

Begin your 7003 Application

LEA INFORMATION

On the first page of the application you can see all information about the LEA as well as all relevant application information (Figure 18 – LEA Information).

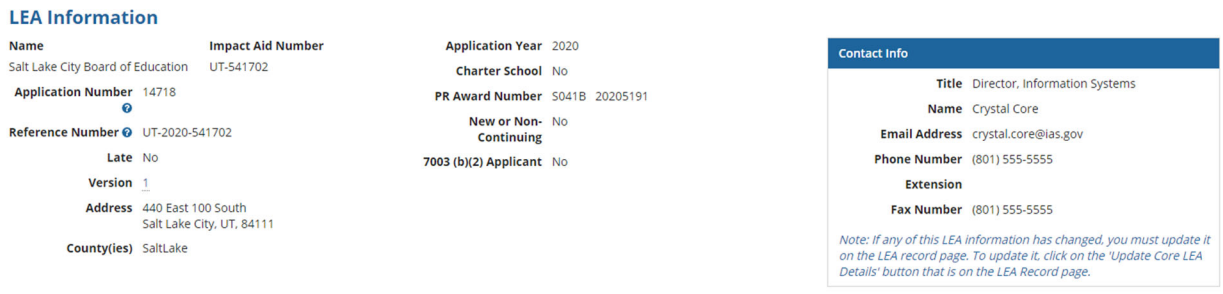


FIGURE 18 – LEA INFORMATION

HEAVILY IMPACTED LEAS

On this first page, you can apply for extra funding if you are a Heavily Impacted LEA (Figure 19 – B2 – Heavily Impacted LEAs).

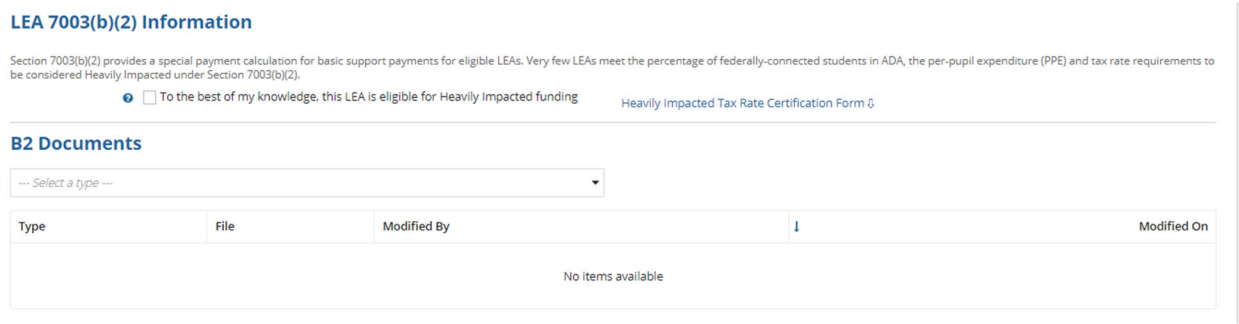


FIGURE 19 – B2 – HEAVILY IMPACTED LEAS

You will need to check a checkbox stating "To the best of my knowledge, this LEA is eligible for Heavily Impacted funding".

You can download the B2 Tax Rate Instructions document.

Click the Manage B2 Documents link.

The Manage B2 Documents for 7003 Window will open (Figure 20 – Manage B2 Documents).

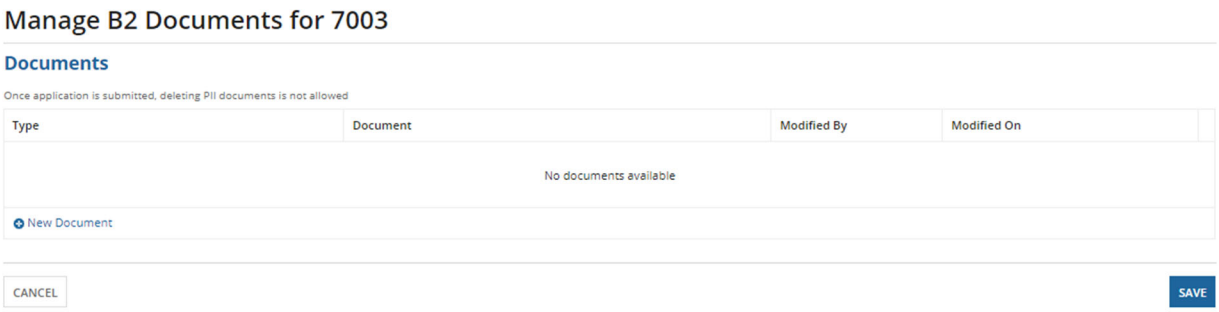


FIGURE 20 – MANAGE B2 DOCUMENTS

Click "+ New Document" (New Document) to add a new row to the grid (Figure 21 – Add a Row).

FIGURE 21 – ADD A ROW

From the Type dropdown, select "B2 Tax Rate Sheet" and upload the document. Click the blue Save button (SAVE) at the bottom of the screen.

You will be returned to the main application page, and the uploaded document will be visible in the B2 Documents grid (Figure 22 – Uploaded B2 Document is Visible)

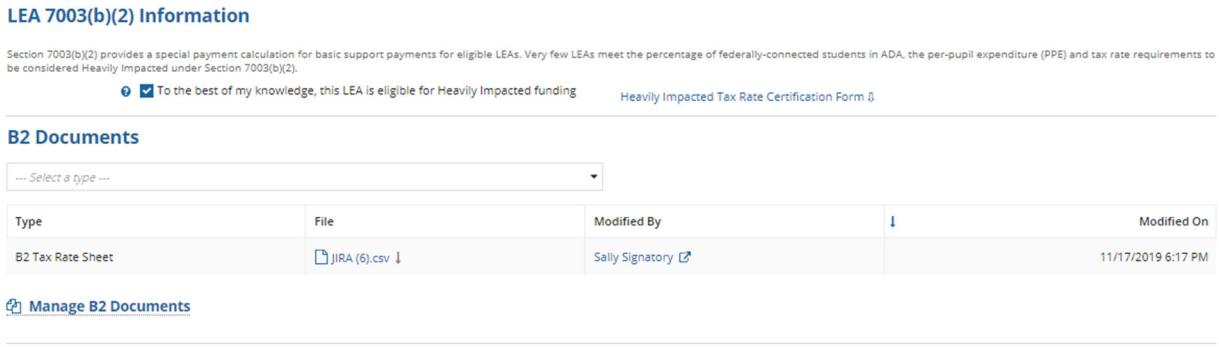


FIGURE 22 – UPLOADED B2 DOCUMENT IS VISIBLE

MEMBERSHIP AND ADA

All LEAs must enter their Membership and ADA information (Figure 23 – Membership and ADA). You will not be able to move to the next page until this section is filled out completely.

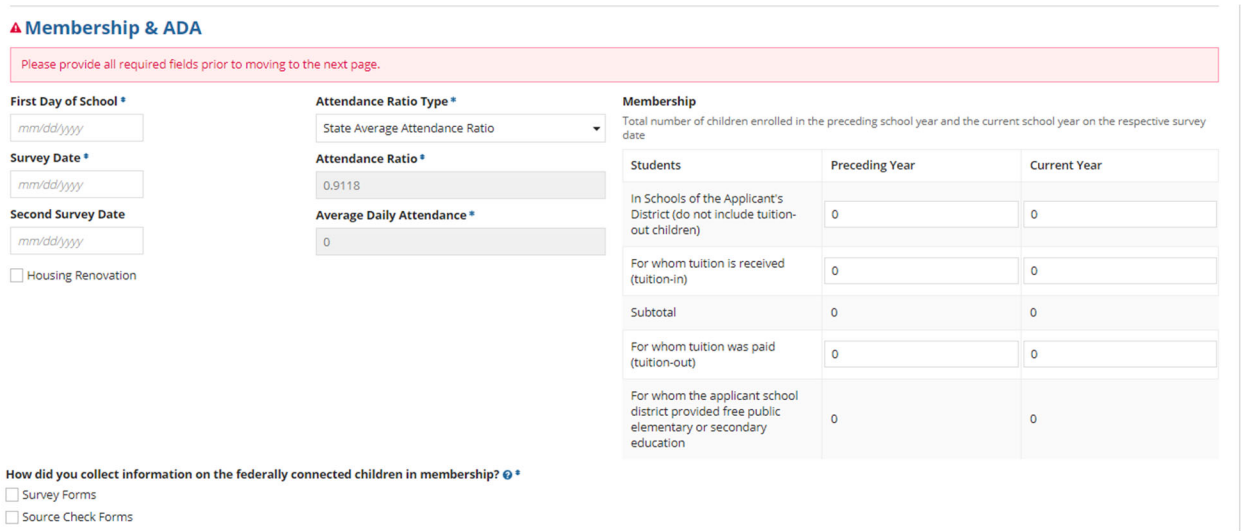


FIGURE 23 – MEMBERSHIP AND ADA

Validations will appear as you enter information to let you know if there are specific rules or ranges for an entry.

- Enter your first day of school and survey date.
  - You can use the date picker, or you may type the date in.
  - You may leave the Second Survey Date Blank.
- If there is housing undergoing renovation in your District, check the Housing Renovation checkbox. The Housing Contact form will appear. Fill in the information requested.
- The Attendance Ratio type defaults to State Average Attendance Ratio.
  - If you choose a different Attendance Ratio Type, you will need to
    - Enter the Average Daily Attendance
    - Upload an Average Daily Attendance Report
    - If you check the Include Summer School checkbox, you will also need to
      - Enter the Number of Regular School Days and
      - Enter the Total Hours of Summer School Attendance
- If you applied for 7003 last year, you'll see that your Membership information from last year will already be filled in.
- As you enter your current year information, you'll see that the subtotal, total, and Average Daily Attendance update automatically.
- Select the collection method for information on the federally connected children in membership.

Membership & ADA

First Day of School *: 08/13/2018

Survey Date *: 08/20/2018

Second Survey Date: mm/dd/yyyy

☐ Housing Renovation

Attendance Ratio Type *: State Average Attendance Ratio

Attendance Ratio *: 0.9424

Average Daily Attendance *: 62,520

Membership

Total number of children enrolled in the preceding school year and the current school year on the respective survey date

Students	Preceding Year	Current Year
In Schools of the Applicant's District (do not include tuition-out children)	65,432	66,342
For whom tuition is received (tuition-in)	0	0
Subtotal	65,432	66,342
For whom tuition was paid (tuition-out)	0	0
For whom the applicant school district provided free public elementary or secondary education	65,432	66,342

How did you collect information on the federally connected children in membership?

☑ Survey Forms

☐ Source Check Forms

FIGURE 24 – MEMBERSHIP AND ADA, FILLED

When the Membership and ADA section is complete (Figure 24 – Membership and ADA, Filled), you will be allowed to click the "Go to Page 2>>" link (Go to Page 2 >>).

EXPENDITURES FOR CWD

If your LEA received 7003(d) funds for Children with Disabilities (CWD) in the last year, you will have to fill out a financial information form to demonstrate how the funds were used (Figure 25 – Expenditures for CWD.

Expenditures for CWD

Fiscal report for applicants claiming children with disabilities on the applicant's previous fiscal year's application.

Total Additional Expenditures *

Total Funds for Part B of the Individuals with Disabilities Education Act

Total State Aid for All Current Operating Expenditures

Other Sources of Aid Received for Children with Disabilities

Total State Aid for Children with Disabilities

Total Membership Enrolled in State-Approved Education Programs for All Children with Disabilities *

FIGURE 25 – EXPENDITURES FOR CWD

If your LEA did not receive these funds in the last year, you will not see this form.

Please note that this form does not do the math for you, although you can see the math in the tool tips on the closing balance.

Enter negative numbers using a minus sign and then the number, like this:

-73.00

The system will re-format with parentheses.

FISCAL REPORT ON EXPENDITURES OF ALL CONSTRUCTION-RELATED FUNDS AND ACCOUNTS AND REPORT ON CONDITION OF FACILITIES

If your LEA received 7007 construction funds in the last year, you will have to fill out a financial information form to demonstrate how the funds were used (Figure 26 – Expenditures for Construction).

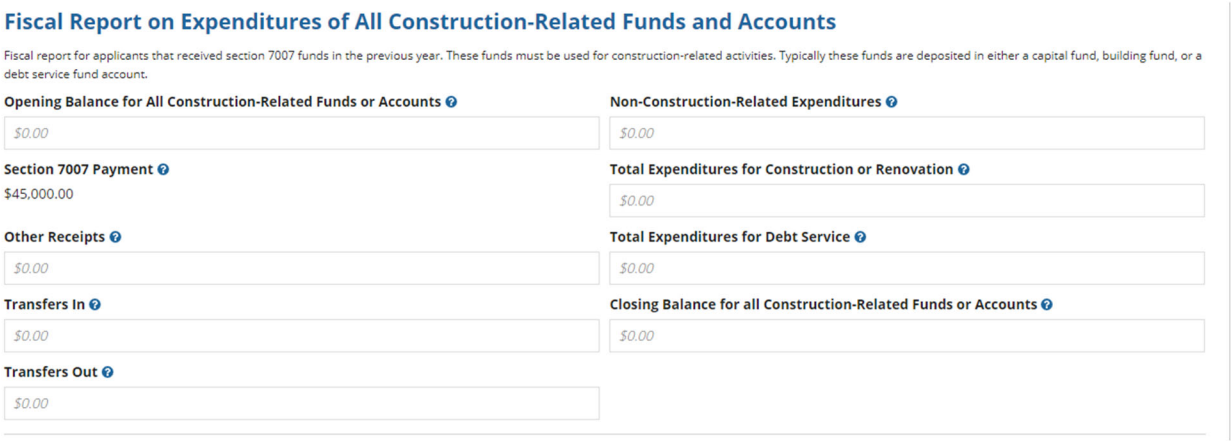


FIGURE 26 – EXPENDITURES FOR CONSTRUCTION

Please note that this form does not do the math for you, although you can see the math in the tool tips (the blue question marks) on the closing balance.

Enter negative numbers using a minus sign and then the number, like this:

-73.00

The system will re-format with parentheses.

LEAs that received 7007 funds will also have to score their facilities (Figure 27 – Score Your Facilities).

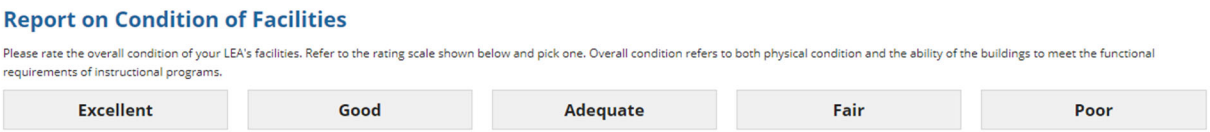


FIGURE 27 – SCORE YOUR FACILITIES

If your LEA did not receive these funds in the last year, you will not see these forms.

CHARTER SCHOOLS

If your LEA is a Charter School, you will be required to upload your LEA's Annual Financial Report and your LEA's Charter Document. You will also need to check the affirmation of stand-alone LEA checkbox (Figure 28 – Upload Charter School Documents).

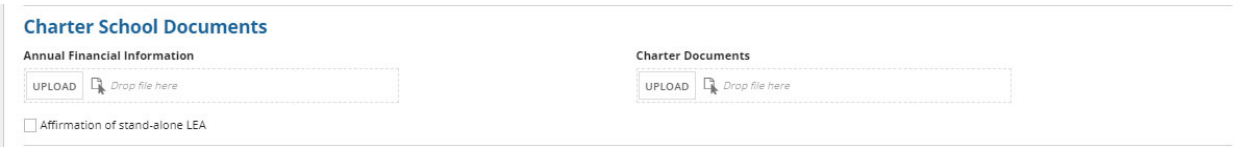


FIGURE 28 – UPLOAD CHARTER SCHOOL DOCUMENTS

If your LEA is not a Charter School, you will not see this section.

Select Child Count

On this second page, you can select which categories of children you wish to claim on your application (Figure 29 – Select Categories of Children).

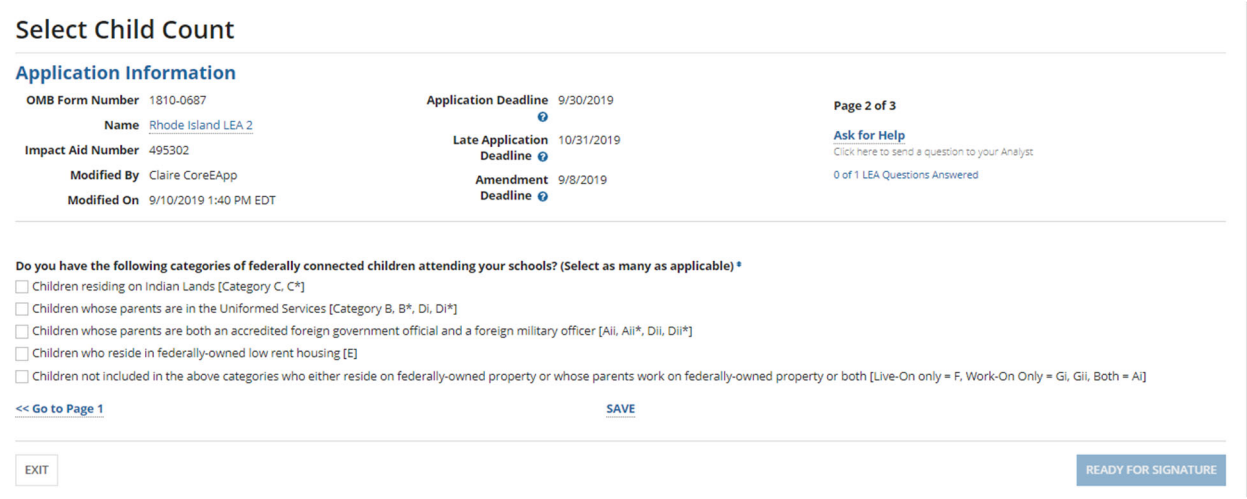


FIGURE 29 – SELECT CATEGORIES OF CHILDREN

Your choices are:

- Children residing on Indian Lands (C, C*)
- Children whose parents are in the Uniformed Services (B, B*, Di, Di*)
- Children whose parents are both an accredited foreign government official and a foreign military officer (Aii, Aii*, Dii, Dii*)
- Children who reside in federally-owned low rent housing (E)
- Children not included in the above categories who either reside on federally-owned property or whose parents work on federally-owned property, or both (Live-on only = F, Work-on only = Gi, Gii, Both = Ai)

Categories shown here marked with an asterisk are used in counting children with disabilities for 7003(d) payments.

You will only see the pages for the category(ies) you choose. However, you will see all the categories on the Review page. Your application page count (at the top of the page) will be four at the least and ten at the most.

Click the "Go to page 3" button to navigate to the next page. As previously stated, what your next page will be depends on the category(ies) you chose.

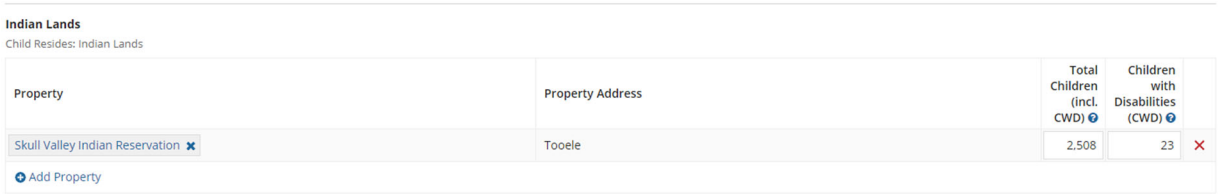
IMPORTANT INFORMATION ABOUT ENTERING PROPERTIES

On almost every page where you can enter child counts, you will see two grids to enter properties:

EXISTING PROPERTIES (TOP GRID)

If you applied last year, this grid will display the eligible properties you listed last year for the current category.

You can also add properties that already exist in our database in this grid.



Indian Lands

Child Resides: Indian Lands

Property	Property Address	Total Children (incl. CWD)	Children with Disabilities (CWD)	
Skull Valley Indian Reservation	Tooele	2,508	23	✕

Add Property

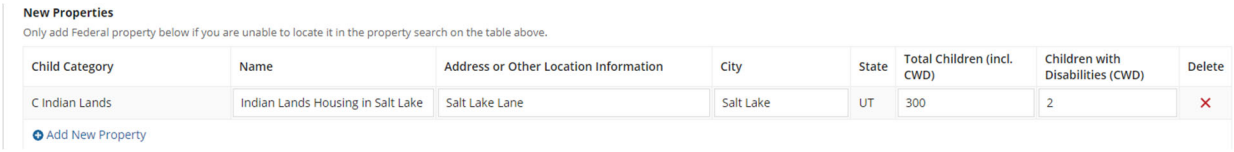
FIGURE 30 – TOP GRID CONTAINS EXISTING PROPERTIES

Only properties that are eligible for the category will be found in this search. You can always reference the properties page to view the properties in your LEA's state.

In the same row you can enter the total number of children who live on that property, and then enter the number of children with disabilities. Please note that the total number should include the children with disabilities.

NEW PROPERTIES (BOTTOM GRID)

In this grid, you can add an entirely new property. Click on "+Add New Property" to get a new row.



New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
C Indian Lands	Indian Lands Housing in Salt Lake	Salt Lake Lane	Salt Lake	UT	300	2	✕

Add New Property

FIGURE 31 – ADD NEW PROPERTIES TO THE BOTTOM GRID

Please check first that the property you are entering is not already in our property database, If it is, please enter it in the top grid.

You will need to enter the following information:

- Name of the property. Please be specific. For example, if it's a VA hospital, please add the city or other identifying information to the name to distinguish it from other VA hospitals in your state.
- Address. Again, please be as specific as possible.
- City (note that the State is automatically filled in)

In the same row you can enter the total number of children who live on that property, and then enter the number of children with disabilities. Please note that the total number should include the children with disabilities.

NOTE: If a new property is included in multiple categories, you will need to enter it in the New section for each one. You can also contact your state Analyst, give them the information about the new property and ask them to enter it into the Federal Properties. This is only an option if you are filling out the application [X TIME] before the Application Deadline, to give them time to research the eligibility of the property.

REMOVING PROPERTIES

To remove a property from any of the grids on your application, click the red X (✕) on the far right-hand side of the row you wish to remove.

Enter Children on Indian Lands

UPLOADING INDIAN POLICIES AND PROCEDURES (IPP) OR WAIVER(S)

If you claim any children residing on Indian Lands, you will need to upload either an IPP or Waiver(s). (Figure 32 – Upload IPP).

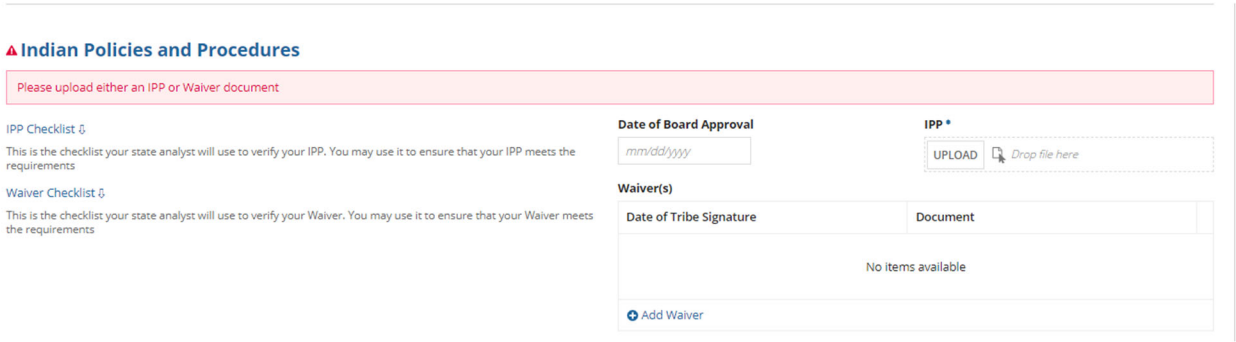


FIGURE 32 – UPLOAD IPP OR WAIVER

IMPORTANT: Only .PDF documents will be accepted for this upload.

You will need to provide a date of Board Approval if you upload an IPP (Figure 33 – IPP Requires a Date of Board Approval).

FIGURE 33 – IPP REQUIRES A DATE OF BOARD APPROVAL

You will need to provide a date of Tribe Signature for each Waiver you upload (Figure 34 – Each Waiver Requires a Date of Tribe Signature).

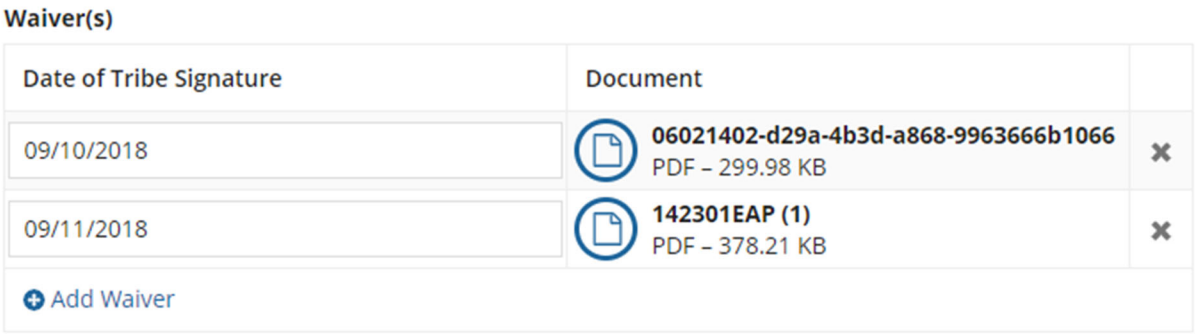


FIGURE 34 – EACH WAIVER REQUIRES A DATE OF TRIBE SIGNATURE

You may download and view copies of the IPP Checklist and the Waiver Checklist. These are the checklists your state Analyst uses to confirm the eligibility of your IPP or Waiver(s). Please use them to be sure your documents conform.

> NOTE: When your LEA submits an application containing an IPP or Waiver(s), a state Analyst screens it to be sure that the IPP or Waiver is readable and that it not obviously something other than an IPP or Waiver. The application status will be "IPP Review." If there is a problem with legibility or the uploaded document is obviously not the correct one, the Analyst will return the document(s) to you, and request you provide new ones. The Core User and the Application Editor will receive an email notification, and there will be a "IPP Review (sent back)" task in the Task Manager.

ENTERING CHILD COUNTS

You will see two grids on the page (Figure 35 – Enter Child Counts on Indian Lands)

Indian Lands

Child Resides: Indian Lands

Property	Property Address	Total Children (incl. CWD)	Children with Disabilities (CWD)	
Skull Valley Indian Reservation	Tooele	2,508	23	✕

Add Property

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
C Indian Lands	Indian Lands Housing in Salt Lake	Salt Lake Lane	Salt Lake	UT	300	2	✕

Add New Property

FIGURE 35 – ENTER CHILD COUNTS ON INDIAN LANDS

Properties you've claimed for Children Residing on Indian Lands (Category C, C*) on the previous year's application will be displayed in the top grid, and you can also add other existing properties on that grid.

To add an existing property, begin typing the name of the property. Only 7003-eligible Indian Lands properties will be displayed in the search results.

Add new properties in the bottom grid.

In both grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. Then enter the number of children with disabilities in the Children with Disabilities field.

Enter Children whose Parents are in the Uniformed Services

CHILDREN WHO RESIDE ON FEDERAL LAND (B, B*)

If you claimed children residing on federal property and whose parents are in Uniformed Services (Category B, B*) on the prior year's application, the grids described above will automatically be visible.

> NOTE: If you did not claim any such children in the prior year, you will need to respond "yes" to the question "Do any of your students with parents in the uniformed services reside on federal property" to get IAGS to display the grids (Figure 36 – Category B Question).

Do any of your students with parents in the Uniformed Services reside on Federal Property? *

○ Yes ◉ No

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

Uniformed Services Live-Off

Child Resides: Not on Federal Property, Parent: Uniformed Services

Total Children (incl. CWD)	Children with Disabilities (CWD)
No items available	

Add Children

FIGURE 36 – CATEGORY B QUESTION

Properties you've claimed for Children residing on federal property and whose parents are in Uniformed Services (Category B, B*) on the previous year's application will be displayed in the first grid, and you can also add other existing properties on that grid.

To add an existing property, begin typing the name of the property. All 7003-eligible properties will be displayed in the search results.

Add new properties in the second grid.

In both of these grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. Then enter the number of children with disabilities in the Children with Disabilities field (Figure 37 – Uniformed Services Live-On, Filled).

Uniformed Services Live-On

Child Resides: Federal Property, Parent: Uniformed Services

Property	Property Address	Total Children (incl. CWD)	Children with Disabilities (CWD)	
Deseret Apts, Inc. - FHA #105-800	Tooele Army Depot South Area Tooele	753	17	✕
Harrisonville Heights-FHA#105-80007	Utah Defense Depot Ogden	451	12	✕

Add Property

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
B Uniformed Services Live-On	New Army Base in Salt Lake	Army Avenue	Salt Lake City	UT	321	11	✕

Add New Property

FIGURE 37 – UNIFORMED SERVICES LIVE-ON, FILLED

CHILDREN WHO DO NOT RESIDE ON FEDERAL LAND (Di, Di*)

You will notice that there is a third grid on this page (Figure 38 – Uniformed Services Live-Off, Filled).

Uniformed Services Live-Off

Child Resides: Not on Federal Property, Parent: Uniformed Services

Total Children (incl. CWD)	Children with Disabilities (CWD)	
1,535	211	✕

FIGURE 38 – UNIFORMED SERVICES LIVE-OFF, FILLED

In this grid, in the Total Children field, you will enter the TOTAL number of ALL of children, including those with disabilities, whose parents are in the Uniformed Services and who do NOT reside on federal property. Then enter the number of children with disabilities in the Children with Disabilities field.

7008 SCHOOLS

If your LEA is one of the few that have a school owned by the U.S. Department of Education in your district, you will be required to fill out yet another form (Figure 39 – 7008 Schools).

Children who attend schools owned by the U.S. Department of Education

Status	Name of School Building Owned by the U.S. Department of Education	Total Number of Children Enrolled in This Building on Survey Date on Cover Page	Total number of children enrolled in this building on the survey date who live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application	Total number of children enrolled in this building on the survey date who DO NOT live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application
No items available				

Add School

FIGURE 39 – 7008 SCHOOLS

Fill in the required information:

1. Name of the school building owned by the U.S. Department of Education
2. Total number of children enrolled in this building on the Survey Date
3. Total number of children, including those with disabilities, enrolled in this building on the survey date who live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application
4. Total number of children, including those with disabilities, enrolled in this building on the survey date who DO NOT live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application

If your LEA does not have a school owned by the U.S. Department of Education in your district, you will not see this form.

Enter Children of Accredited Foreign Government Officials

CHILDREN WHO RESIDE ON FEDERAL LAND (Aii, Aii*)

If you claimed children residing on federal property and whose parents are in Uniformed Services (Category Aii, Aii*) on the prior year's application, the grids described above will automatically be visible.

NOTE: If you did not claim any such children in the prior year, you will need to respond "yes" to the question "Do any of your students with parents in the uniformed services reside on federal property" to get IAGS to display the grids (Figure 40 – Category A(ii) Question.)

Do any of your students who are Children whose parents are both an accredited foreign government official and a foreign military officer reside on Federal Property? *

Yes No

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

Foreign Military Live-Off

Child Resides: Not on Federal Property, Parent: Foreign Military Officer and accredited Foreign Government Official

Total Children (incl. CWD)	Children with Disabilities (CWD)
No items available	

Add Children

FIGURE 40 – CATEGORY A(II) QUESTION

Properties you've claimed for Children residing on federal property and whose parents are in Uniformed Services (Category Aii, Aii*) on the previous year's application will be displayed in the first grid, and you can also add other existing properties on that grid.

To add an existing property, begin typing the name of the property. All 7003-eligible properties will be displayed in the search results.

Add new properties in the second grid.

In both of these grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. Then enter the number of children with disabilities in the Children with Disabilities field (Figure 41 – Foreign Military Live-On, Filled).

Foreign Military

Child Resides: On Federal Property, Parent: Foreign Military Officer and accredited Foreign Government Official

Property	Property Address	Total Children (incl. CWD)	Children with Disabilities (CWD)	
LRHP #4-17 (Mead & American Sts Hsng)	Salt Lake City	7	1	✕

Add Property

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
A(ii) Foreign Military	Foreign Military Housing in Salt Lal	Salt Lake Station	Salt Lake City	UT	35	2	✕

Add New Property

FIGURE 41 – FOREIGN MILITARY LIVE-ON, FILLED

CHILDREN WHO DO NOT RESIDE ON FEDERAL LAND (Dii, Dii*)

You will notice that there is a third grid on this page. In this grid, in the Total Children field, you will enter the TOTAL number of ALL of children, including those with disabilities, whose parents are in the Uniformed Services and who do NOT reside on federal property. Then enter the number of children with disabilities in the Children with Disabilities field (Figure 42 – Foreign Military Live-Off, Filled).

Foreign Military Live-Off

Child Resides: Not on Federal Property, Parent: Foreign Military Officer and accredited Foreign Government Official

Total Children (incl. CWD)	Children with Disabilities (CWD)	
17	1	✕

FIGURE 42 – FOREIGN MILITARY LIVE-OFF, FILLED

Enter Children who live in Low Rent Housing

You will see two grids on the page (Figure 43 – Low Rent Housing, Blank).

Low Rent Housing

Not Section 8 or Low Income Tax Credit

Property	Property Address	Total Children
No items available		

Add Property

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
No items available							

Add New Property

FIGURE 43 – LOW RENT HOUSING, BLANK

Properties you've claimed for children who live in Low Rent Housing (Category E) on the previous year's application will be displayed in the top grid, and you can also add other existing properties on that grid. To add an existing property, begin typing the name of the property. Only 7003-eligible Low Rent Housing properties will be displayed in the search results. Add new properties in the bottom grid.

In both grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. There is no separate field for children with disabilities (Figure 44 – Low Rent Housing, Filled).

Low Rent Housing

Not Section 8 or Low Income Tax Credit

Property	Property Address	Total Children	
LRH Projects #3-2-6, 8-11 ✖	Salt Lake County Salt Lake City	456	✕

Add Property

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
E Low Rent Housing	LRH Projects #7-8-9, 1-01	Salt Lake City, South Side	Salt Lake City	UT	131		✕

Add New Property

FIGURE 44 – LOW RENT HOUSING, FILLED

Enter Children not claimed elsewhere who live on federal property and whose parents work on federal property ("Live-on/Work-on")

NOTE: If you did not claim children in A(i) last year, you will be asked if you have any children in A(i). (Figure 45 – A(i) Question)

Do you have children not claimed elsewhere on this application, who reside on federal property AND whose parents work on federal property in your school district and aren't in the uniformed services or foreign military? *

○ Yes ◉ No

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

FIGURE 45 – A(I) QUESTION

On this page, you will see a whole new grid., to use to enter child counts for Live-on/Work-on (Ai) (Figure 46 – Live- On / Work-On (Ai)

New Properties

Federal Property should be marked 'Existing Property' unless you are unable to find it in the Federal Property Database.

Child Category	Existing Property	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Delete
Live-On	☐		Street and number, P.O. box, c/o.		UT		
Work-On	☐		Street and number, P.O. box, c/o.		UT		✕

Add New Property

FIGURE 46 – LIVE- ON / WORK-ON (AI)

You will notice that this grid displays pairs of properties. If you had any Ai children in the prior year, the Live-on property is above the Work-on property, and you enter the Total Child Count, including children with disabilities, for the pair on the row with the Work-on property. There is no separate field for children with disabilities.

You can add both existing and new properties on this same grid (Figure 47 – Add Both New and Existing Properties).

New Properties

Federal Property should be marked 'Existing Property' unless you are unable to find it in the Federal Property Database.

Child Category	Existing Property	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Delete
Live-On	☑	Flaming Gorge National Recreation Ar... ✖		Dutch John	UT		
Work-On	☐	VA Hospital, North Salt Lake	North Salt Lake Drive	Salt Lake City	UT	5	✕

Add New Property

FIGURE 47 – ADD BOTH NEW AND EXISTING PROPERTIES

- If the property already exists in the Federal Properties records, check the "Existing Property" checkbox, and begin to type the name in the Property Name field. The search results will include all eligible 7003-properties EXCEPT for those in Indian Lands and Low Rent Housing.
- If the property is new, leave the box unchecked. You will need to enter the following information:
    - Name of the property. Please be specific. For example, if it's a VA hospital, please add the city or other identifying information to the name to distinguish it from other VA hospitals in your state.
    - Address. Again, please be as specific as possible.
    - City (note that the State is automatically filled in)
    - Please check first that the property you are entering is not already in our property database,

NOTE: Each unique pair of properties must be entered individually (Figure 48 – Add Each Unique Pair)

New Properties

Federal Property should be marked 'Existing Property' unless you are unable to find it in the Federal Property Database.

Child Category	Existing Property	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Delete
Live-On	☑	Flaming Gorge National Recreation Ar... ✖		Dutch John	UT		
Work-On	☐	VA Hospital, North Salt Lake	North Salt Lake Drive	Salt Lake City	UT	5	✕
Live-On	☑	Flaming Gorge National Recreation Ar... ✖		Dutch John	UT		
Work-On	☑	Flaming Gorge National Recreation Ar... ✖		Dutch John	UT	4	✕
Live-On	☐	Federal Housing Example	North Salt Lake Drive	Salt Lake City	UT		
Work-On	☐	VA Hospital, North Salt Lake	North Salt Lake Drive	Salt Lake City	UT	10	✕

Add New Property

FIGURE 48 – ADD EACH UNIQUE PAIR

Click on the next page link to go to the next section

Enter Children not claimed elsewhere who EITHER live on federal property OR whose parents work on federal property ("F and G")

F AND G ELIGIBILITY

On this screen, we ask you to check first if you have enough children in this joint category to allow you to count any of them.

Remember that for categories F and G, you need a combined child count total in F and G of ten percent of your membership or 1000, whichever is lower.

We have given you a comparison tool at the top of the screen, so that you can see how many children you need to have in your F and G child count (Figure 49 – F & G Threshold Question).

Total F & G Children	<	F & G Child Threshold
0		1,061

Referring to the comparison above, the number on the right is the minimum number of children in categories F and G required to generate a payment for these children in your LEA.

Do you have at least the required number of children in categories F and G? *

○ Yes ● No

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

If you select Yes, but do not have the minimum number required, children claimed on new properties and properties needing annual review in these categories will be removed from your application.

FIGURE 49 – F & G THRESHOLD QUESTION

LIVE-ON ONLY (F)

If you have students not claimed elsewhere on the application who reside on federal property, answer "yes" when asked this question (Figure 50 – Live-On Only (F) Question).

Do you have children not claimed elsewhere on this application who reside on Federal property only? *

○ Yes ● No

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

FIGURE 50 – LIVE-ON ONLY (F) QUESTION

The two grids will appear (Figure 51 – Live-On Only Properties).

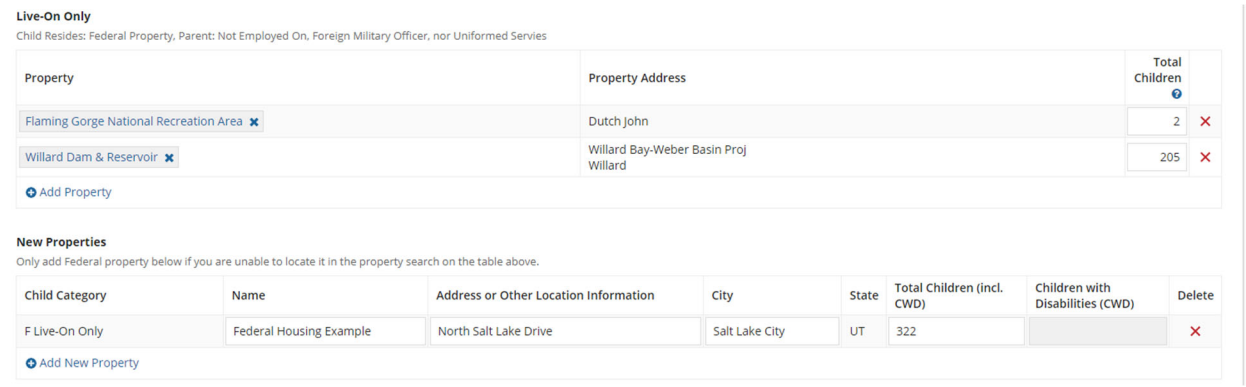


FIGURE 51 – LIVE-ON ONLY PROPERTIES

Properties claimed on the previous year's application in this category will be displayed on the top grid and you can also add other existing properties on that grid.

To add an existing property, begin typing the name of the property. The search results will include all eligible 7003-properties EXCEPT for those in Indian Lands and Low Rent Housing.

Add new properties in the bottom grid.

In both grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. There is no separate field for children with disabilities.

> NOTE: If you do not have enough children in F and G to qualify, and you have not applied for B2, any new properties entered in these categories will be removed from the application and the child counts will also be removed.

Click on the next page link to move to the next section

WORK-ON ONLY (G)

If you have students not claimed elsewhere on the application whose parents work on federal property in your state, answer "yes" when asked this question (Figure 52 – Work-On Only (G) Question.

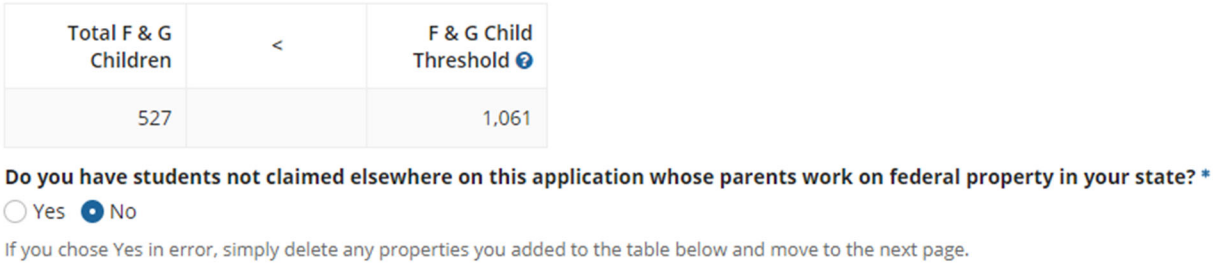


FIGURE 52 – WORK-ON ONLY (G) QUESTION

The two grids will appear (Figure 53 – Work-On Only Grids).

Work-On Only

Child Resides: Not on Federal Property, Parent: Employed- Federal Property

Property	Property Address	Total Children	
Federal Bldg. Annex	135 State St Salt Lake City	1,125	✕
NOAA (Weather Bureau) Observatory	Intrnatl Airport Salt Lake City	323	✕
VA Hospital	500 Foothill Drive Salt Lake City	740	✕

Add Property

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
G Work-On Only	VA Hospital, North Salt Lake	North Salt Lake Drive	Salt Lake City	UT	723		✕

Add New Property

FIGURE 53 – WORK-ON ONLY GRIDS

Properties claimed on the previous year's application in this category will be displayed on the top grid and you can also add other existing properties on that grid.

To add an existing property, begin typing the name of the property. The search results will include all eligible 7003-properties.

Add new properties in the bottom grid.

In both grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. There is no separate field for children with disabilities.

> NOTE: If you do not have enough children in F and G to qualify, and you have not applied for B2, any new properties entered in these categories will be removed from the application and the child counts will also be removed.

Click on the next page link to move to the Review section

Review Page

On the Review page, you can look at all the information you entered at once, add items you missed, and correct information.

- Live-on/Work-on (Ai) will appear just as it did when you initially filled it out.
- All other sections will each display its own Existing Properties Grid.
- New Properties, except for those in Live-on/Work-on (Ai), will be on a single grid near the bottom of the page (Figure 54 – One Single New Property Grid).

New Properties

Only add Federal property below if you are unable to locate it in the property search on the table above.

Child Category	Name	Address or Other Location Information	City	State	Total Children (incl. CWD)	Children with Disabilities (CWD)	Delete
C Indian Lands	Indian Lands Housing in Salt Lake	Salt Lake Lane	Salt Lake	UT	300	2	✕
G Work On Only	VA Hospital, North Salt Lake	North Salt Lake Drive	Salt Lake City	UT	723		✕
F Live On Only	Federal Housing Example	North Salt Lake Drive	Salt Lake City	UT	322		✕
A(ii) Foreign Military	Foreign Military Housing in Salt La	Salt Lake Station	Salt Lake City	UT	35	2	✕
B Uniformed Services Live-On	New Army Base in Salt Lake	Army Avenue	Salt Lake City	UT	321	11	✕

Add New Property

FIGURE 54 – ONE SINGLE NEW PROPERTY GRID

You may edit existing properties in each category just as you did originally.

To add new properties for categories other than Live-on/Work-on (Ai), go to the grid near the bottom of the page, and add a row. You will need to select the category from a drop-down. Enter the rest of the information just as you would have originally.

Also, near the bottom of the page, you will see a summary of your child counts.

Total F & G Children	≥	F & G Child Threshold
3,438		1,061

Child Counts Totals

Total Children on Existing Properties: 8141

Law Code	Name	Count
C	Indian Lands	2,508
B	Uniformed Services Live-On	1,204
A(ii)	Foreign Military	7
E	Low Rent Housing	456
A(i)	Live-On Work-On	19
F	Live-On Only	207
G(ii)	Work-On Only (Out of County)	2,188
D(i)	Uniformed Services Live-Off	1,535
D(ii)	Foreign Military Live-Off	17

1 - 9 of 9

Total Children on New Properties
1,701

Children with Disabilities on Existing Properties: 265

Law Code	Name	cwdCount
C*	Indian Lands	23
B*	Uniformed Services Live-On	29
A(ii)*	Foreign Military	1
D(i)*	Uniformed Services Live-Off	211
D(ii)*	Foreign Military Live-Off	1

1 - 5 of 5

Total Children with Disabilities on New Properties
15

FIGURE 55 – CHILD COUNT SUMMARY

- At the top is the test for eligibility for categories F and G (10% of Membership or 1000 students in ADA, whichever is lower)
- On the left is a grid with the total child count in existing properties for each category, including Di and Dii. Just over it is the Total.
- On the right is a grid with the total count for children with disabilities for each category, including Di* and Dii*. Over it is the Total.
- The total children claimed on new properties will be displayed under the left-hand grid.

- The total children with disabilities claimed on new properties will be displayed under the right-hand grid

Also displayed are:

You will also see that the “Ready for Signature” button is enabled (**Error! Reference source not found.**).

FIGURE 56 – READY FOR SIGNATURE

Before you click it, please answer the question, “Do you intend to amend this application after you submit?” (Figure 57 – Do You Intend to Amend?)

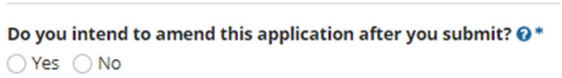


FIGURE 57 – DO YOU INTEND TO AMEND?

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” 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 7003 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.

When you are satisfied that the entire application is completed correctly, review the Statements section that is included on the page (Figure 58 - Statements).

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

◉ Yes ○ No

Statements:

7003 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 7003 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. §§4728-4763) 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. 92-255), 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. §§290 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 1968 (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 to 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 will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for any Impact Aid payments received for federally connected children with disabilities claimed on Tables 1 and 2, and will use those funds to provide a free appropriate public education to those children in accordance with the Individuals with Disabilities Education Act (IDEA) (20 U.S.C., 1400 et seq.). The special education programs provided to the children with disabilities claimed in this application conform to the policies, procedures and requirements of the (IDEA);
4. For any children claimed who reside on eligible Indian lands, policies and procedures have been established as required by section 7004 of the Impact Aid law, and have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures or a waiver statement from the local Indian tribe(s) is attached (see instructions for further information);
5. Any LEA claiming children residing on Indian lands will provide written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and will disseminate these responses to tribal leaders and parents of Indian children prior to the submission of their Impact Aid application; and
6. 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 58 - STATEMENTS

When you've read them, check the box that affirms you have done so and are ready to sign and submit the application on behalf of your LEA (Figure 59 – Check the Box to Sign Your 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 59 – CHECK THE BOX TO SIGN YOUR APPLICATION

Checking this box is the same as a signature.

The IAGS system will enable the Submit button as soon as the certifications and assurances checkbox is checked (Figure 60 – Submit button is Enabled)

SUBMIT

FIGURE 60 – SUBMIT BUTTON IS ENABLED

The IAGS 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.

> 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.

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 file of the Application.

Review IPP and Waiver Documents (Sent Back)

If the State Analyst rejected your IPP or Waiver(s), there will be a Review IPP and Waiver Documents (Sent Back) task in the Task Manager (Figure 61 – Review IPP and Waiver Documents (Sent Back))

My Tasks | **Group Tasks** | My Created Workflows

Group Tasks

	Record	Type	Fiscal Year	Assignee	Owner	Task Status	Assigned On	Due Date	Modified Date
→	Indian Island School Comm.-292802	Review IPP And Waiver Documents (Sent Back)	2021	Crystal Core Ed Editor		Available	10/27/2019 12:33 PM EDT		

FIGURE 61 – REVIEW IPP AND WAIVER DOCUMENTS (SENT BACK)

Click the blue arrow (➡) to start the task. The Upload and Submit IPP and Waiver Documents window opens (Figure 62 – Upload and Submit IPP and Waiver Documents)

Upload and Submit IPP and Waiver Documents

Application Information

OMB Form Number 1810-0687
Name Indian Island School Comm.
Impact Aid Number 292802
Modified By Sven 7003
Modified On 10/27/2019 12:33 PM EDT

Application Deadline 1/31/2020
Late Application Deadline 3/31/2020
Amendment Deadline 6/30/2020

Indian Policies and Procedures

IPP Checklist
This is the checklist your state analyst will use to verify your IPP. You may use it to ensure that your IPP meets the requirements

Waiver Checklist
This is the checklist your state analyst will use to verify your Waiver. You may use it to ensure that your Waiver meets the requirements

Date of Board Approval *
10/01/2019

IPP
IPP Regulations.pdf ✖
Size: 145.11 KB

Waiver(s)

Date of Tribe Signature	Document
No items available	

Add Waiver

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

Filter
--- Select a topic ---

Topic	Explanation	Created By	Created On
Not an IPP/Waiver	This is not an IPP, it is the Code of Federal Regulations covering IPPs. Please replace the document with the correct one.	Sven 7003	10/27/2019 12:32 PM

FIGURE 62 – UPLOAD AND SUBMIT IPP AND WAIVER DOCUMENTS

In the Explanations section, you will see the reason the IPP or Waiver was sent back (Figure 63 – Explanation

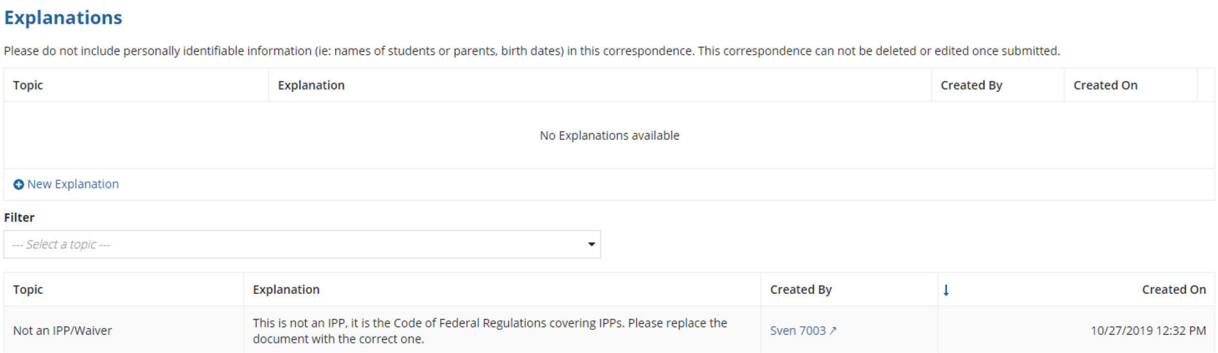


FIGURE 63 – EXPLANATION

Scroll back up to see the uploaded document link. click on the red X (✕) next to the link to delete the document (Figure 64 – Click the Red X to Delete).

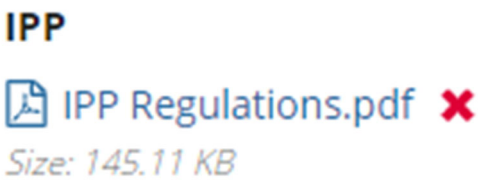


FIGURE 64 – CLICK THE RED X TO DELETE

You will be prompted to upload a new IPP or Waiver (Figure 65 – Upload New IPP or Waiver).

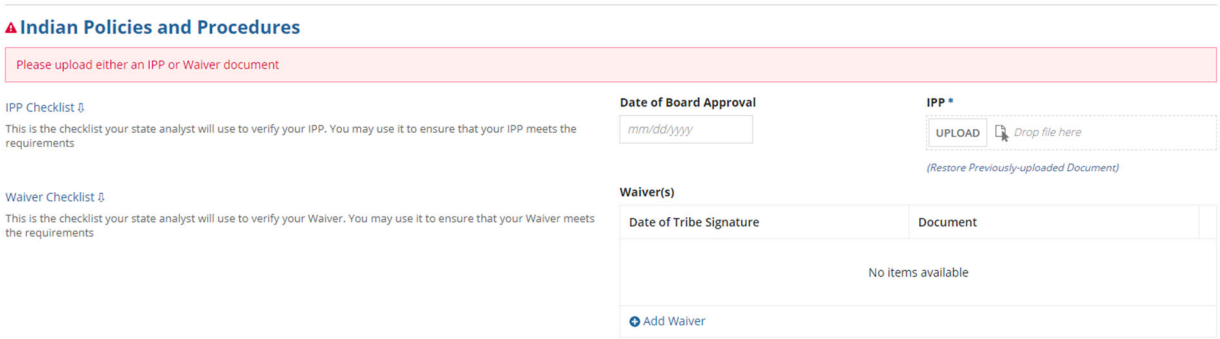


FIGURE 65 – UPLOAD NEW IPP OR WAIVER

Upload a document by clicking the Upload button (UPLOAD) or by dropping it on the Drop file here section (Drop file here).

Click the Submit button (SUBMIT) at the bottom of the page. The task will be returned to the State Analyst for review.

7003 Property Review LEA Document Submission

If the State Analyst cannot make a determination about the eligibility of a new property that was included on the application, they will mark it “unknown” and send it back for the LEA to provide more information.

The task will be in the Task Manager for the Core User and the Application Editor (Figure 66 – 7003 Property Review LEA Document Submission).

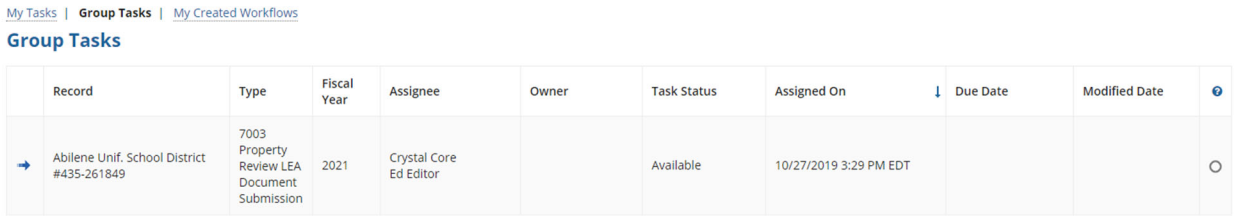


FIGURE 66 – 7003 PROPERTY REVIEW LEA DOCUMENT SUBMISSION

Click the blue arrow (➡) to start the task. The Property Review for LEA window opens (Figure 67 – Property Review for LEA).

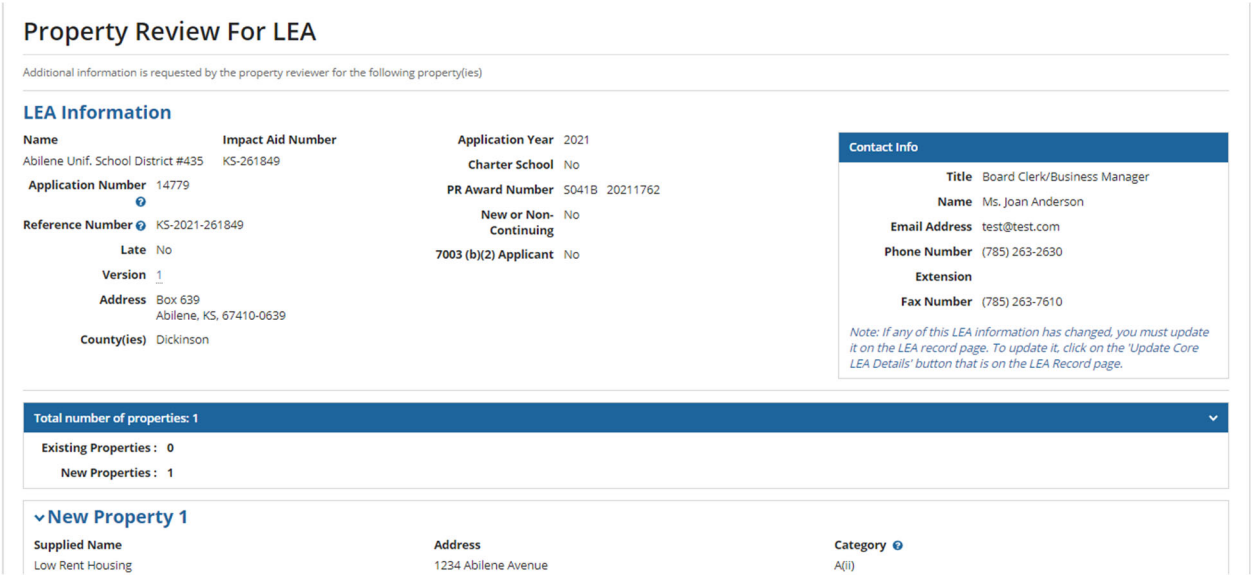


FIGURE 67 – PROPERTY REVIEW FOR LEA

Upload all the documentation about the property that you are able to find.

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

The 7003 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.

7003 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
- Submission Information including:

  - LEA Signatory
  - Signing Date
  - Submission Date
- LEA Information as you would see it on the LEA Record

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

- B2 applicant status
- B2 documents, if applicable
- Membership and ADA information
- Expenditures for CWD, if applicable
- Fiscal Report on Expenditures of All Construction-Related Funds and Accounts (if applicable)
- Report on Condition of Facilities, if applicable
- Affirmation of Stand-Alone LEA, if applicable
- A grid for each category of federally-connected children you claimed on the application.
  - Note that all new properties you claimed that were deemed eligible for 7003 are now included in the same grid with the existing properties. You may go to the Federal Properties records to see the complete records of those new properties.
- 7008 Schools Information, if applicable

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 the documents associated with the application

Troubleshooting

The Start 7003 Application Button is not available

There are several reasons the Start 7003 Application may not be available

- The current Application has already been started

  There is only allowed to be one 7003 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 7003 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 7003 Application button or link. Core Users are automatically Application Editors.

The 7003 Application Signature task is not available

There are several reasons the 7003 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 7003 Application Signature status

  If the application is ready for a signature it will be in 7003 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 7003 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 7003 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.

- An Amendment has been started that supersedes the Feedback task

  Beginning an amendment for a 7003 Application will expire a 7003 Feedback task that has not been submitted.

The IPP and Waiver (Send Back) 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.