

Impact Aid Grant System User Guide

Basic System Navigation

Version 2.0 Published November 2020



Using IAGS

Logging in

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

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

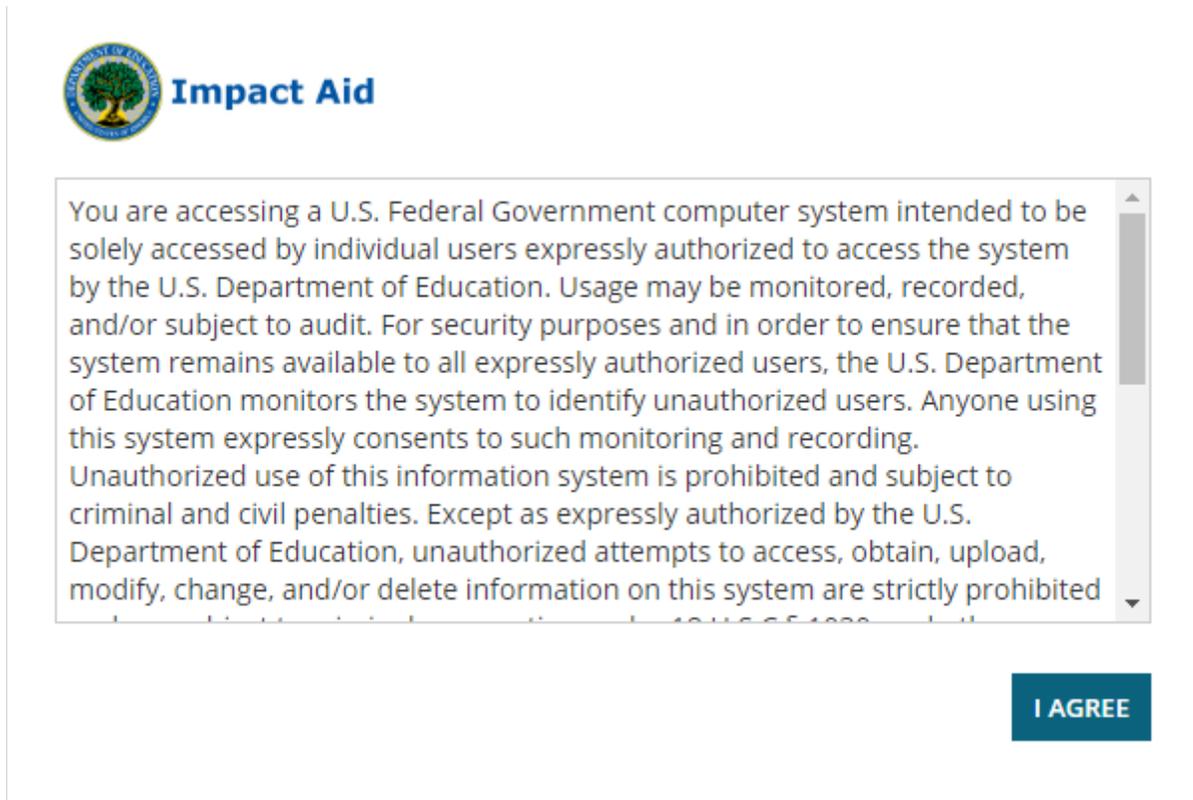


FIGURE 1 – RULES OF BEHAVIOR

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

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

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



Impact Aid

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

FIGURE 2 - LOG-IN DIALOG

IMPORTANT:

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

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

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

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

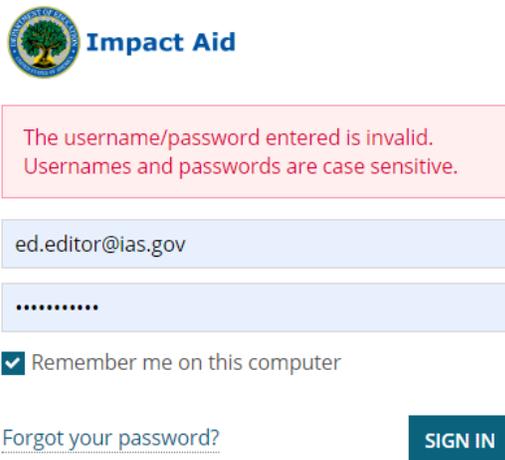


FIGURE 3 – INVALID USER LOGIN MESSAGE

The Home Page

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

FIGURE 4 - THE IAGS HOME PAGE

Important Dates

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

FIGURE 5 - IMPORTANT DATES

Application Status for your LEAs

FIGURE 6 - STATUS GRIDS

To start an application, you can click on the “Start Application” link if you have [Application Editor](#) permissions.

The status grid shows the name of the task associated with the application for the current open fiscal year. If the application has not been started you will see a link to begin. After the application has begun, you will see the name of the task associated with the application in the status grid. The status will change to 7002 or 7003 Application when the application is in process but not submitted, and then change to Application Signature when the application is waiting to be signed. After it is submitted to IAP, you will see the name of the task associated with your application, until the application reaches “review complete,” indicating it is ready for payment.

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

Group Tasks

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

[Show Columns](#)

FIGURE 9 - EMPTY TASK MANAGER

Task Notification by Email

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

Group Tasks

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

My Tasks

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

“My Tasks” will also show incomplete tasks that you left without using the “Exit” or “Cancel” buttons. For example, if you close the browser window, or if you clicked a link in the menu bar, or navigated away from the page in another way, you will be able to return to your task by clicking on “My Tasks”. If your task times out before you return to it, it will be displayed in [“Group Tasks”](#) again.

Your Profile

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

A grey pop-up box will appear with three choices (Figure 10 - Profile Pop-up)

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

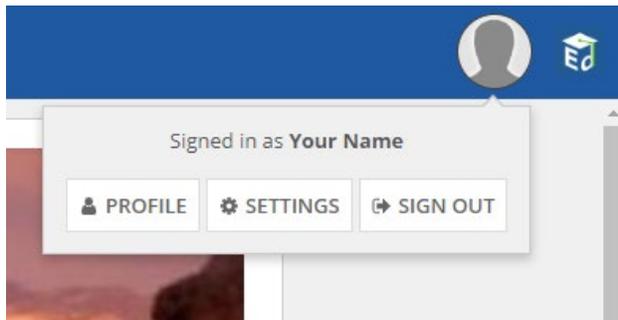


FIGURE 10 - PROFILE POP-UP

Click on "Profile", your profile page will appear (Figure 11 - Your Profile).

Your Name

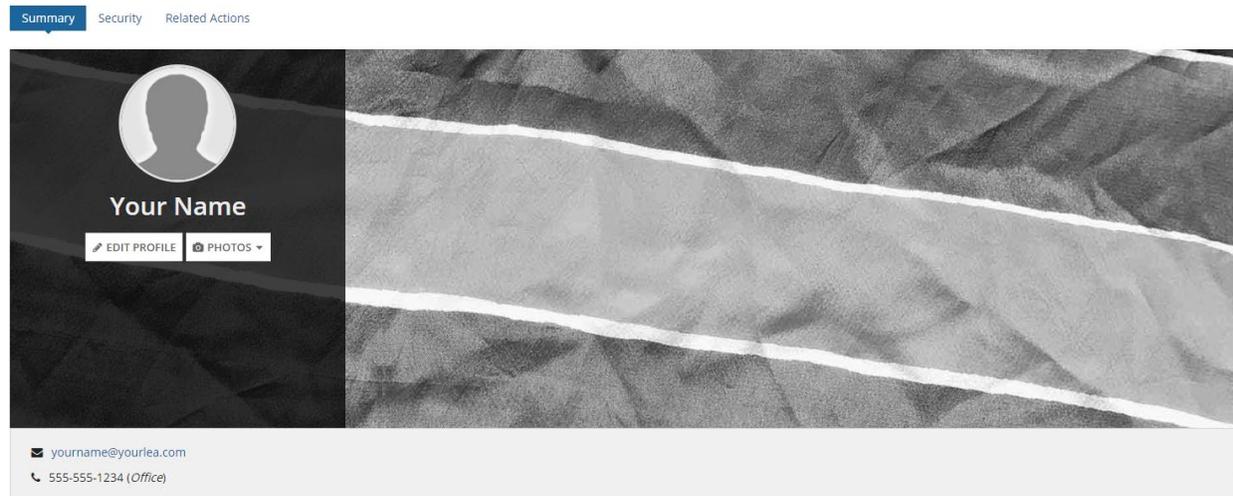


FIGURE 11 - YOUR PROFILE

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

Edit Your Profile

You can edit your profile by clicking on the “Edit Profile” button. The Edit Profile window will appear (Figure 12 - Edit Profile).

Edit Profile

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

FIGURE 12 - EDIT PROFILE

The following fields can be edited on this page:

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

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

When you are finished editing, click “Save Changes”. Your changes appear on the Summary page. (Figure 13 - Profile Changes are Saved)

Your Name

Summary Security Related Actions



FIGURE 13 - PROFILE CHANGES ARE SAVED

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

Edit Your Title (Core E-App Users only)

To edit your Title, click on the "Related Actions" link on the Profile Page, and click "Edit Title" (Figure 14 - Edit Your Title). When you are finished, click "Edit".

Your Name

Summary Security Related Actions

 **Edit Title**
Edit User Title

FIGURE 14 - EDIT YOUR TITLE

Edit Your Profile Picture and Cover Photo

On the Profile Summary page, you can also upload a profile picture, and a cover photo. To change the profile picture, click on the "Photos" button, and then click "Change Profile Picture" (Figure 15 - Change Your Profile Picture).

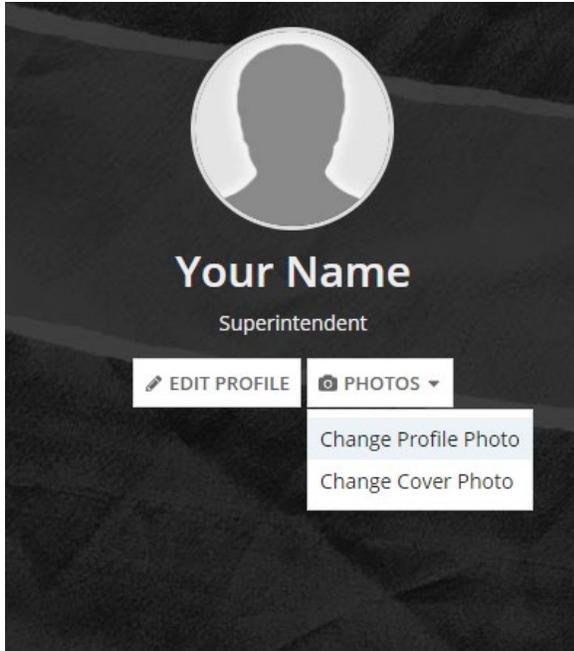


FIGURE 15 - CHANGE YOUR PROFILE PICTURE

The Change Profile Photo window opens (Figure 16 - Upload a Photo.)

Change Profile Photo

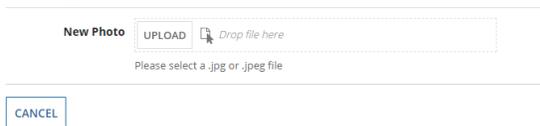


FIGURE 16 - UPLOAD A PHOTO

You can click “Upload” to bring up a file explorer, or you can drag a photo to the “Drop file here” box. Once it’s uploaded, you can zoom in or reposition the photo, or choose a different picture (Figure 17 - Position Your Photo).

Change Profile Photo

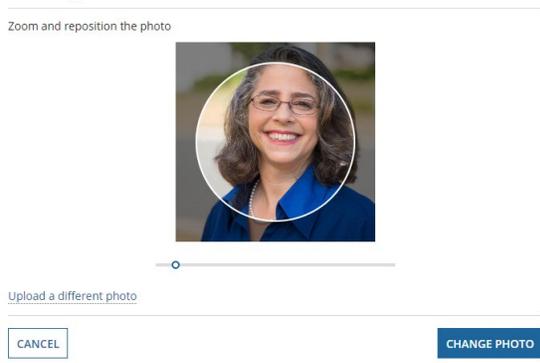


FIGURE 17 - POSITION YOUR PHOTO

When you are happy with your edits, click the “Change Photo” button. Again, your changes appear on your Profile Summary page, and the profile picture in the upper right-hand corner of the webpage has also been updated. Again, your changes appear on your Profile Summary page (Figure 18 - Profile Picture Displays on Your Profile), and the profile picture in the upper right-hand corner of the webpage has also been updated.



FIGURE 18 - PROFILE PICTURE DISPLAYS ON YOUR PROFILE

View Your Security

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

You will see your Roles, and the States and LEAs for each Role (Figure 19 - Your Security Settings)

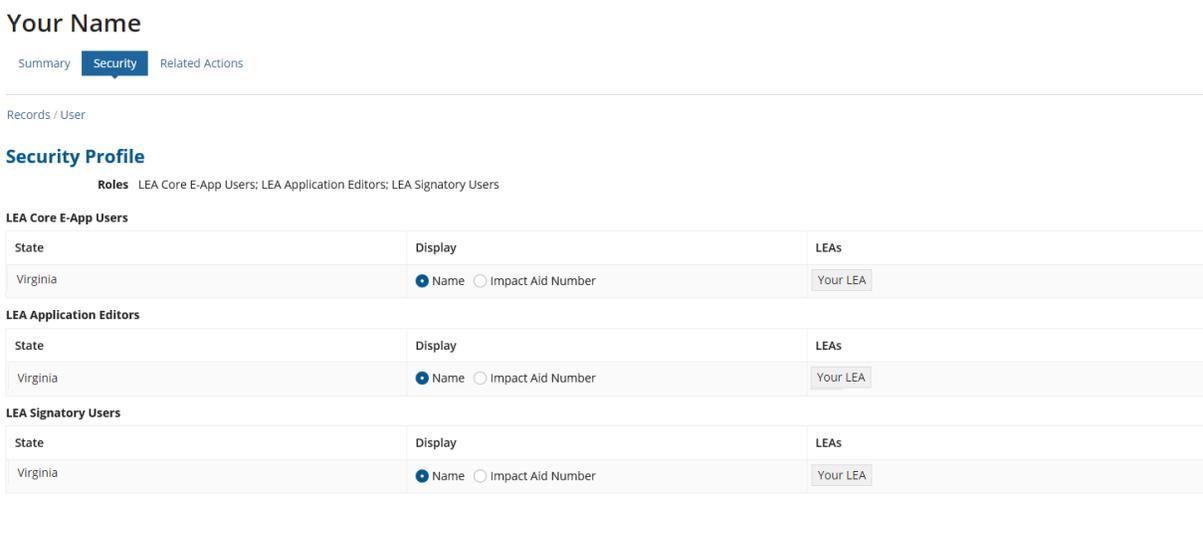


FIGURE 19 - YOUR SECURITY SETTINGS

View and Edit Your Profile Settings

To change your Profile Settings, click on the profile picture at the upper right-hand corner of the webpage, and then click “Settings”. The Settings Page displays (Figure 20 - Settings Page).

Settings

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

Language

Use system default: English (United States) ▼

Time Zone

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

Time zone is set by the system administrator

Calendar Type

Use system default: Gregorian ▼

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

FIGURE 20 - SETTINGS PAGE

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

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

While you are able to change these settings, we do NOT recommend changing the frequency of email or mobile notifications (Figure 21 – We Recommend You Do NOT Change the Frequency of Email Notifications).

Settings

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

Tasks

Task notifications are on

Send email when: Any task activity related to me occurs

New tasks are assigned to me

Selected task events occur (custom)

Show detailed task settings

News

News notifications are on

Send email when: Any news related to me occurs

Important news related to me occurs

Selected news events occur (custom)

Hide detailed news settings

Published News Hazards On

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

FIGURE 21 – WE RECOMMEND YOU DO NOT CHANGE THE FREQUENCY OF EMAIL NOTIFICATIONS

Change Your Password

Also, in your [Settings](#), you can change your password (Figure 22 - Change Your Password).

Settings

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

Old Password

New Password

Confirm Password

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

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

FIGURE 22 - CHANGE YOUR PASSWORD

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

IMPORTANT:

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

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

LEAs

Click on the “LEAS” tab at the top of the page to see the “Local Education Agencies” page (Figure 23 - LEAs Page).

Local Education Agencies

Hide Filters

Search

State

Has Core E-App User

Status

Reset Search

Name	Impact Aid Number	Classification	State	NCES ID	Has Core E-App	Reviewed On
Your LEA	VA-569220	K-12	Virginia	2521000	Yes	7/23/2019

Show Columns

FIGURE 23 - LEAS PAGE

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

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

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

Search and Filter

If you have permissions to view more than one LEA, you can search for an LEA using the filter section (Figure 24 - Search LEA Records). Enter your filter information, and then click “Search”. To clear the filter, click “Reset”.

Search 
 State
 Has Core E-App User
 Status

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

FIGURE 24 - SEARCH LEA RECORDS

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

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

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

The LEA Record

Click on the LEA Name in the LEAS page to display the LEA Record Summary (Figure 25 - LEA Record Page)

ABC School District - 189971 [UPDATE CORE LEA DETAILS](#) [START 7003 APPLICATION](#)

[Summary](#) | [Payment History](#) | [Applications](#) | [Correspondence](#) | [Audit History](#) | [Related Actions](#)

Records / Local Education Agencies

<p>First Year Applied 2020</p> <p>Address 1234 Main Street Washington, DC</p> <p>County(ies) No County</p> <p>Legal Classification</p> <p>Charter No</p> <p>Coterminous No</p> <p>Grade Span K-12</p> <p>Website</p>	<p>Impact Aid Number 189971</p> <p>7002 PR Award Number 7303</p> <p>7003 PR Award Number 7303</p> <p>Payee DUNS 123-456-789</p> <p>Grantee DUNS 234-567-891</p> <p>NCES ID</p>	<p>Contact Info</p> <p>Title</p> <p>Name</p> <p>Email Address katherine.cox@ed.gov</p> <p>Phone Number</p> <p>Extension</p> <p>Fax Number</p> <p><small>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.</small></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

> 7003(b)(2) Details

General

Created By: Katie Cox Modified By: Katie Cox

Created On: Jul 22, 2020 4:11 PM Modified On: Jul 22, 2020 4:11 PM

LEA Assigned User Information

Current Core User			Current Assigned 7003 Analyst	
User Role	User Name	Name	User Role	Name
LEA Core E-App Users	alejandra.editor@protonmail.com	Your Name	No items available	
Current External LEA Users				

FIGURE 25 - LEA RECORD PAGE

The LEA Summary Page

In addition to the home page, the Summary page is where you can start your 7002 and 7003 applications, if you are a Core User or Application Editor.

The Summary page also shows the following LEA details:

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

- Whether the LEA is Coterminous
- The LEA’s Grade Span
- The LEA’s Website
- The LEA’s Impact Aid Number
- The 7002 PR Award Number
- The 7003 PR Award Number
- The Payee DUNS
- The Grantee DUNS
- The NCES ID
- Contact information
- Those with IAGS accounts for the LEA
- The district’s assigned Impact Aid analyst for 7003 grants and 7002 grants

EDITING THE LEA SUMMARY

Core Users, Application Editors, and Signatory Users may edit the address and contact information for the LEA by clicking on the “Update Core LEA Details” at the top of the page. The Update page displays (Figure 26 – Update Your LEA).

Update Your LEA

Street Address * <input style="width: 95%; border: none;" type="text" value="21000 Education Court"/> <small>Apartment, suite, unit, building, floor, etc.</small>		Contact Info	
City * <input style="width: 95%; border: none;" type="text" value="Ashburn"/>	ZIP Code <input style="width: 95%; border: none;" type="text" value="20148"/>	Title <input style="width: 95%; border: none;" type="text" value="Superintendent"/>	Phone Number <input style="width: 95%; border: none;" type="text" value="(703) 555-5555"/>
State <input style="width: 95%; border: none;" type="text" value="Virginia"/>	ZIP+4 <input style="width: 95%; border: none;" type="text"/>	Name <input style="width: 95%; border: none;" type="text" value="Your Name"/>	Extension <input style="width: 95%; border: none;" type="text"/>
County(ies) * <input style="width: 95%; border: none;" type="text" value="Loudoun"/>		Email Address <input style="width: 95%; border: none;" type="text" value="yourname@yourlea.com"/>	Fax Number <input style="width: 95%; border: none;" type="text"/>
Website <input style="width: 95%; border: none;" type="text" value="http://www.yourlea.com"/>			
<input type="button" value="CANCEL"/>		<input style="background-color: #0056b3; color: white;" type="button" value="SUBMIT"/>	

FIGURE 26 – UPDATE YOUR LEA

You may update the following information:

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

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

Payment History

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

Your LEA - 569220

[REQUEST EARLY PAYMENT](#) [REQUEST PAYMENT BLOCK](#)

[Summary](#) [Payment History](#) [Applications](#) [Correspondence](#) [Audit History](#) [Related Actions](#)

Records / Local Education Agencies

Early Payment Requests

Application Type	Year	Link	Request Reason	Funds Requested By
7002	2020	View Application	testing purposes	10/1/2019
7003(b)	2020	View Application	test	10/2/2019
7003(b)	2016	View Application	For the user guide	10/1/2019

Payment History

Fiscal Year	Batch Number	Amount Paid
<input type="text" value="-- Select a Value --"/>	<input type="text" value="-- Select a Value --"/>	<input type="text"/>

7002 - Federal Properties

Amount Paid	Fiscal Year	Created
\$810.00	2020	8/22/2019 2:13 AM EDT
\$900.00	2019	1/31/2019 3:11 PM EST
\$900.00	2019	1/30/2019 9:39 AM EST
\$67.00	2019	12/4/2018 3:57 PM EST

7003(b) - Basic Support Payments

Amount Paid	Fiscal Year	Created
\$4,026,759.00	2020	6/13/2019 4:05 PM EDT
(\$1,111.00)	2020	2/7/2019 4:48 PM EST
\$0.00	2020	2/7/2019 4:48 PM EST

FIGURE 27 – PAYMENT HISTORY

The page is separated into sections for each payment type:

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

Each section displays the following details:

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

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

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

To view payment details, click on the Amount of a payment. The Voucher will display. Go to [Vouchers](#) for an in-depth discussion of the various vouchers.

Applications

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

Correspondence

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

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

Audit History

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

- when the change was made
- who edited the record
- The type of change
- The original information and the new information

Related Actions

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

- [Update Core LEA Details](#)
- [Request Early Payment](#)
- [Request Payment Block](#)

SEAs

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

The screenshot shows the 'State Education Agencies' page. At the top, there is a search bar with the text 'Enter search text...' and a dropdown menu for 'State' with the option '--- Select a value ---'. Below the search bar are buttons for 'Reset', 'Search', and 'Auto-Filter'. The main content is a table with the following columns: Name, State, Contact Name, Contact Phone#, Contact Email Address, and Modified On. The table contains one row of data for the Virginia Department of Education.

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

Below the table is a link to 'Show Columns'.

FIGURE 28 – STATE EDUCATION AGENCIES

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

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

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

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

Search and Filter

You may filter the SEA Agencies by typing a keyword, or by selecting a State off the drop-down list (Figure 29 - SEA Filtered List).

State Education Agencies

Hide Filters

Search  State

Enter search text... Virginia

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

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

[Show Columns](#)

FIGURE 29 - SEA FILTERED LIST

The SEA Record

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

The SEA Summary Page

The SEA Record opens to the Summary Page (Figure 30 – The SEA Summary Page)

Virginia Department of Education

Summary Related Actions

Records / State Education Agencies

Address PO Box 2120
Richmond, VA, 23218

Website

No.	Grade Span
1	K-12

SEA Contact Info

Title

Name

Email Address

Phone Number (800) 292-3820

Extension

Fax Number

Edited By murphy.manager
Edited On 8/17/2019 12:41 PM EDT

Submits GCD Data No

State Attendance Ratio 0.95299

B2 Applicants with Open Applications No

FIGURE 30 – THE SEA SUMMARY PAGE

This page displays the following information:

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

[Related Actions](#)

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

[Federal Properties](#)

To view Federal Properties in your LEA's state, click on the Federal Properties tab at the top of the page. The Federal Properties Records page will display (Figure 31 – Federal Properties Records).

Federal Properties

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

Search

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

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

FIGURE 31 – FEDERAL PROPERTIES RECORDS

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

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

- Property Name (which is a link to see a detailed record)
- Street address
- Legal description
- Property Type (Civil, Military, Low Rent Housing, or Indian Lands)
- State
- Property ID
- 7002 Eligibility
- 7003 Eligibility
- Last modified date

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

Search and Filter

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

- Property Type
- State
- 7002 Eligibility
- 7003 Eligibility

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

The Federal Property Record

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

Property Summary Page

This page displays important information about the property, including location information, attributes, and the point of contact (Figure 32 – The Property Record).

NASA Wallops Station

Summary
Eligibility
Applications
Related Actions

Records / Federal Properties

Location Information

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

Attributes

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

Point of Contact

Title Director

Name Nathan Samuels

Email Address nasa@nasa.gov

Phone Number 555-1212

Extension

Fax Number

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

General

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

FIGURE 32 – THE PROPERTY RECORD

LOCATION INFORMATION

The location information includes:

- The Property Name
- The Property Address, including City and State
- The county(ies) the property is located in
- Whether no address is required (the “Pentagon Rule”)
- The Legal Description (required if no address)
- The Parcel ID
- Latitude
- Longitude

ATTRIBUTES

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

- The Property Type (Civil, Military, Low Rent Housing, or Indian Lands)
- The Federal Agencies (if applicable)

- The Categories. For example, Ship is a category in Military → Defense
- Whether it is known to have housing. Note that “no” does not mean it has no housing, it merely means that it is not marked as having housing.
- Needs Annual Review. All Ships and certain types of housing need to be reviewed annually for eligibility.

POINT OF CONTACT

The Point of Contact information includes:

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

Eligibility Page

This page displays the 7002 and 7003 Eligibility status for the property, the date of determination, and the state Analyst who did the review (Figure 33 – Property Eligibility).

The screenshot shows the 'NASA Wallops Station' page with tabs for Summary, Eligibility, Applications, and Related Actions. Under 'Records / Federal Properties', there are two analysis cards:

7002 Analysis	7003 Analysis
<p>Eligible ✘ No</p> <p>Reviewed By IAS</p> <p>Reviewed On</p>	<p>Eligible ✔ YES</p> <p>Reviewed By IAS</p> <p>Reviewed On</p> <p>Verification Resource</p>

FIGURE 33 – PROPERTY ELIGIBILITY

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

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

Applications Page

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

California Property

Summary Eligibility **Applications** Related Actions

Records / Federal Properties

▼ 7002 Applications

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

6 items

▼ 7003 Applications

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

FIGURE 34 – APPLICATIONS THAT HAVE CLAIMED THIS PROPERTY

Each grid includes the following information:

- LEA Name
- Impact Aid Number
- Application Year
- Application Status
- A link to the application

Related Actions

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