IMPACT AID GRANT SYSTEM USER GUIDE

For Local Educational Agency Users

Version 2.0 Published November 2020

TABLE OF CONTENTS

Table of Figures

Description of Local Educational Agency (LEA) Roles

Core User

User with authority to bind the LEA legally, and to delegate responsibility.

- Automatically is both a Signatory and an Application Editor for the LEA(s) for which they are the Core E-App User
- Cannot be a read-only role
- Cannot edit their own roles and permissions
- Creates/Deletes secondary user roles for their LEA (limited to two secondary users per LEA)
- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can edit some information about their LEA
- Can view submitted applications
- Can view payment information
- Can request assistance from the IAGS Staff
- Can read and respond to correspondence from the IAGS Staff
- Can request Early Payment
- Can request Payment Block
- Can submit a Forgiveness Request

Signatory

User with the authority to bind the LEA legally

- Can edit information on applications submitted for a signature
- Can edit information on amendments submitted for a signature
- Can sign and submit applications
- Can sign and submit amendments
- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can edit some information about their LEA
- Can view submitted applications
- Can view payment information
- Can request assistance from the IAGS Staff
- Can read and respond to correspondence from the IAGS Staff
- Can request Early Payment
- Can request Payment Block
- Can submit a Forgiveness Request

Application Editor

User who can fill out the applications for an LEA

- Can begin and edit applications and submit to signatories to be signed
- Can begin and edit amendments and submit to signatories to be signed
- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can edit some information about their LEA
- Can view submitted applications
- Can view payment information
- Can request assistance from the IAGS Staff
- Can read and respond to correspondence from the IAGS Staff
- Can request Early Payment
- Can request Payment Block
- Can submit a Forgiveness Request

Read-Only

Recipient of information, able to respond to items where time is of the essence.

CAN NOT HAVE ANY OTHER ROLE FOR THAT LEA

- Can view important dates in the system
- Can view properties in the IAGS database that are in their state
- Can view submitted applications
- Can view payment information
- Can read correspondence from the IAGS Staff
- Can respond to some correspondence from the IAGS Staff
- Can respond to Mail-in Review

Getting access to IAGS

Core User

Go to the Impact Aid page on the Department of Education website and fill out the request form completely. The Impact Aid staff will respond and make sure that you have the necessary authority to be a Core User for your LEA.

Please leave enough time for the staff to do this research before the application due date.

When they have determined that you are eligible to be a Core User, you will receive an email from the IAGS system with a temporary password. You will need to change the password the first time you log in.

Once you have access to IAGS, you will need to create two other users for your LEA.

Signatory, Application Editor, and Read-Only Users (Secondary Users)

You will need to ask your Core User to create an account for you. When the account is created, you will receive an email from the IAGS system with a temporary password. You will need to change the password the first time you log in.

If you already have an account on the IAGS system with another LEA, you can give the Core User your existing user name so you will be able to see information for both LEAs using one user name.

Using IAGS

Logging in

To log in, go to the IAGS website (link). You will see a dialog box that contains the Rules of Behavior for the site, with a blue "I AGREE" button (I AGREE).

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).

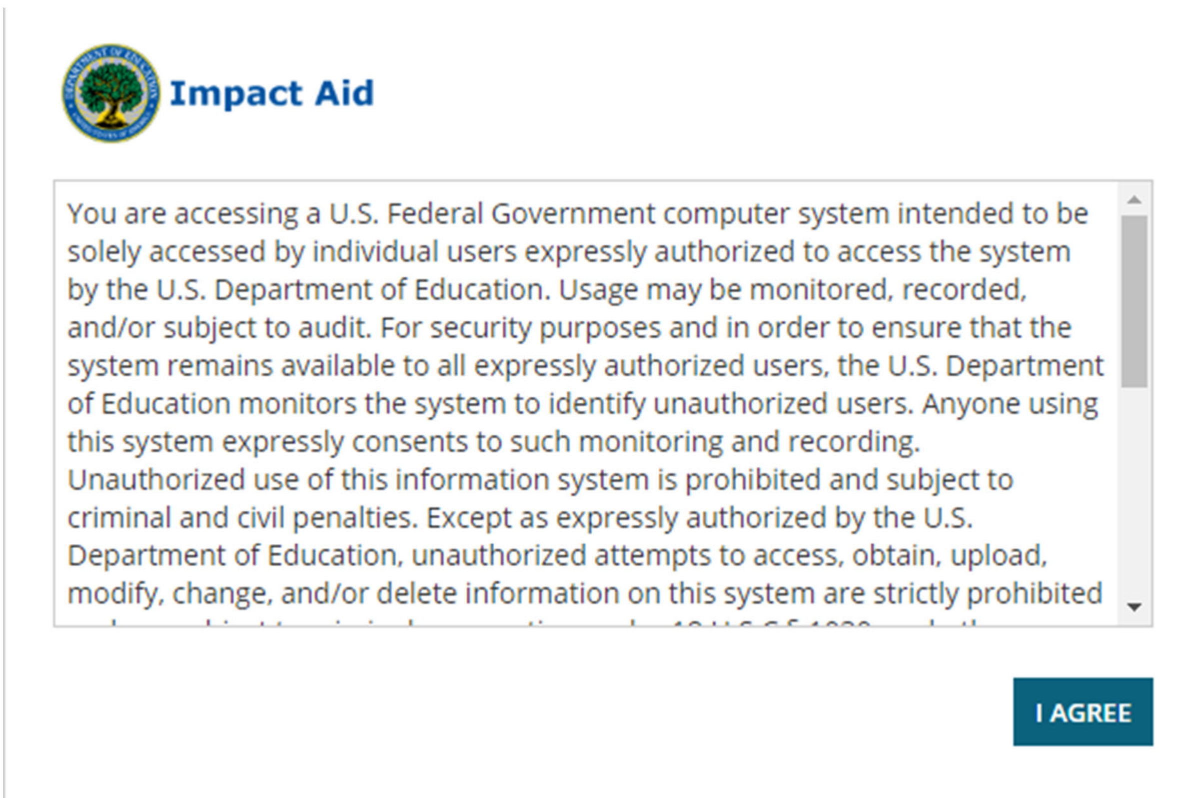


FIGURE 1 – RULES OF BEHAVIOR

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

Then click the blue "Sign In" button (SIGN IN).

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.

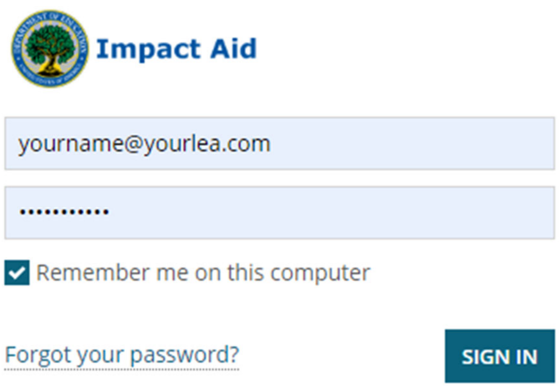


FIGURE 2 - LOG-IN DIALOG

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: 202-260-3835

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.

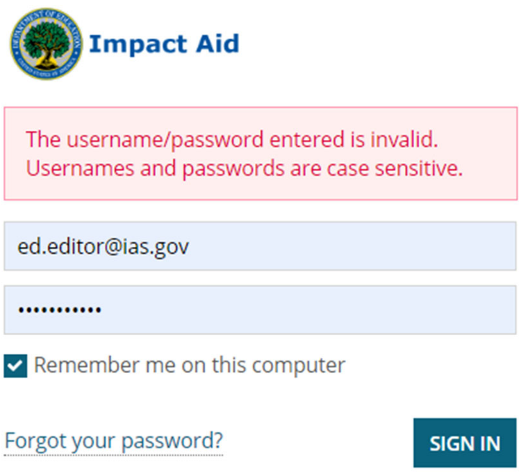


FIGURE 3 – INVALID USER LOGIN MESSAGE

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):

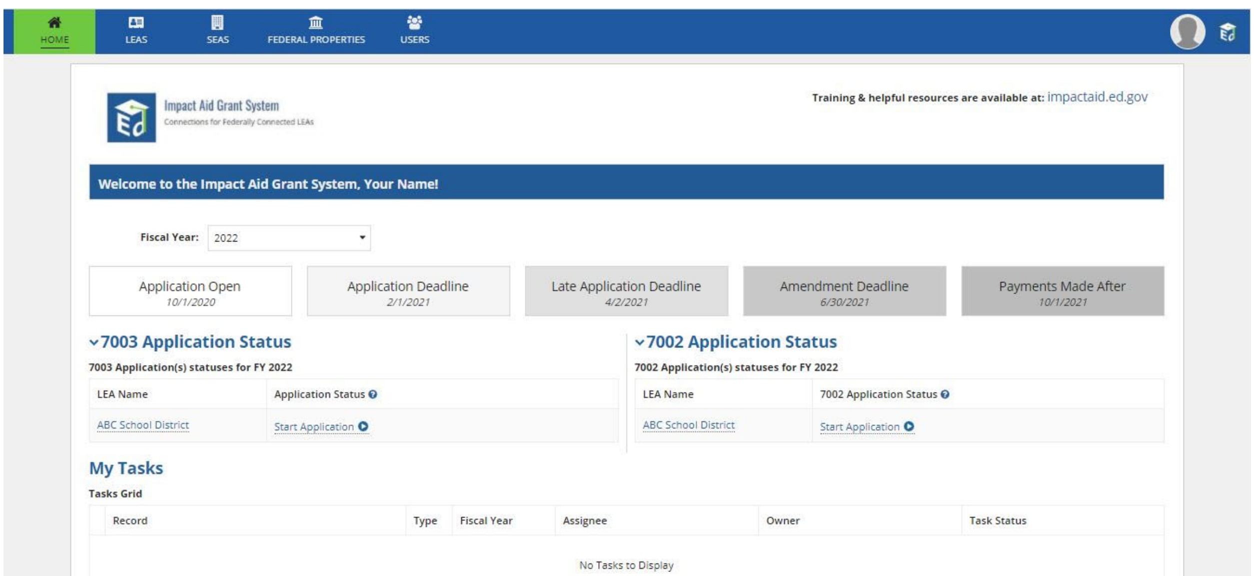


FIGURE 4 - THE IAGS HOME PAGE

Important Dates

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

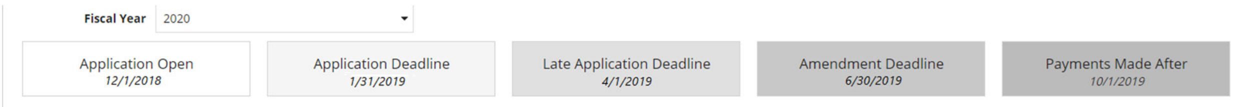


FIGURE 5 - IMPORTANT DATES

Application Status Grids

FIGURE 6 - APPLICATIONS NOT STARTED

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.

Task Manager

The Task Manager section displays tasks that are incomplete. Incomplete tasks will be in either “Group Tasks” or “My Tasks” (Figure 7 - Task Manager with a Task).

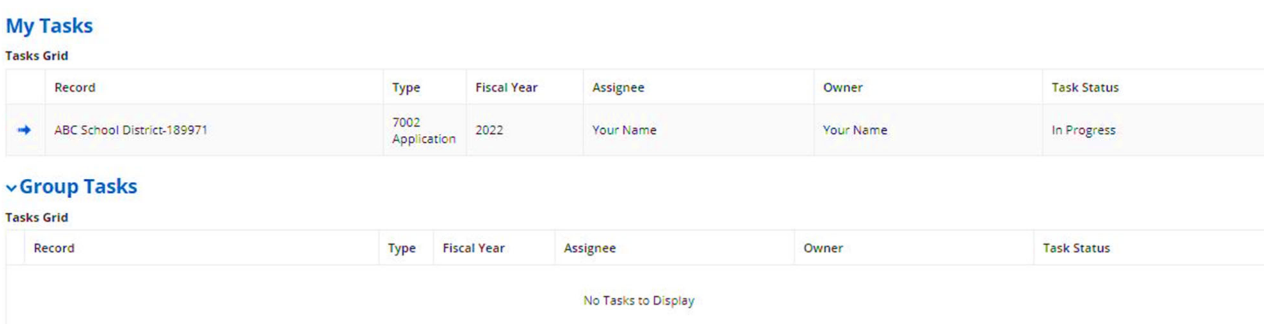


FIGURE 7 - TASK MANAGER WITH A TASK

The Task Manager displays the following important details about each task:

- Starting arrow (➔).
  You can start tasks by clicking on the blue arrow (➔) on the far left of the row.

Tasks that are currently being worked on by other users will be displayed in "Group Tasks", but the starting arrow will not be active (Figure 8 - Someone else is working on this task)

→	Oregon LEA 2-475302	7003 Close Assistance Request	2020	LEA Users (Group)	Raj Subramanian	In Progress	7/30/2019 2:29 PM EDT			○
→	Maine LEA 2-295302	7003 Close Assistance Request	2020	LEA Users (Group)	Raj Subramanian	In Progress	7/30/2019 4:08 PM EDT			○

FIGURE 8 - SOMEONE ELSE IS WORKING ON THIS TASK

- Record. The Task Record's name
- Type. What kind of Task is this?
- Fiscal Year (Application Year) of the record
- Assignee. This will name all the users who have permissions to complete this task.
- Owner. The name of the user who is currently working on the task, if applicable.
- Task Status. "Available" means it is not being worked on by a user; "In Progress" means that a user is currently working on it.

Click on the Show Columns link (⊞ Show Columns) to show and hide columns.

Note that the first time you log in, your Task Manager may be empty, if this is the first year your LEA is using the IAGS system (Figure 9 - Empty Task Manager).

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.

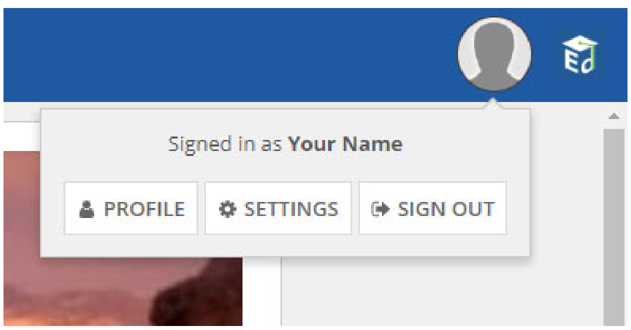


Figure 10 - Profile Pop-up

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

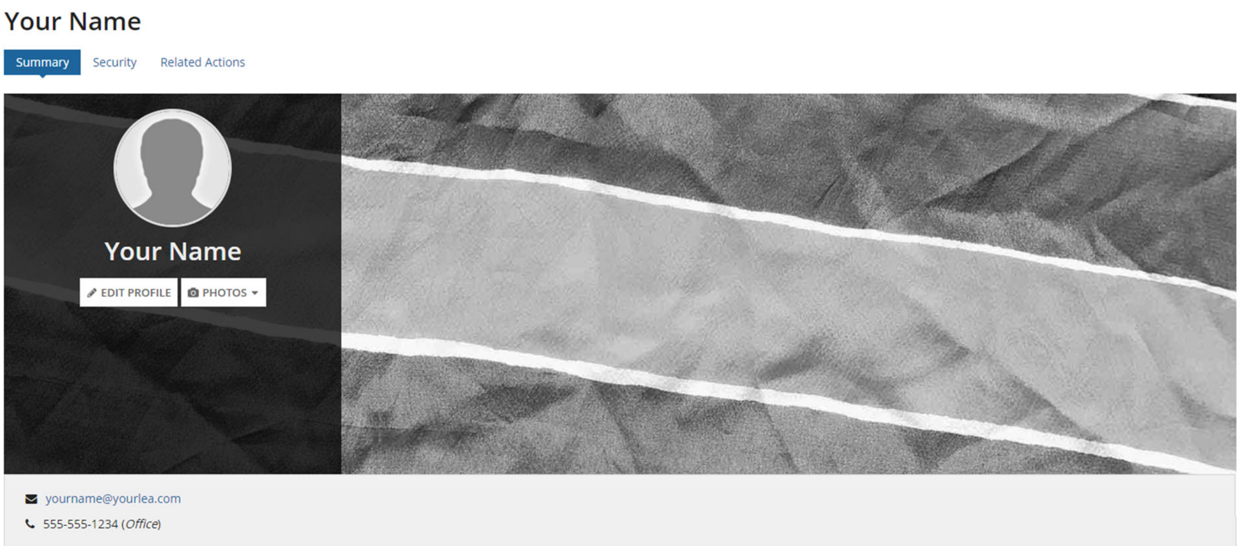


FIGURE 11 - YOUR PROFILE

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).

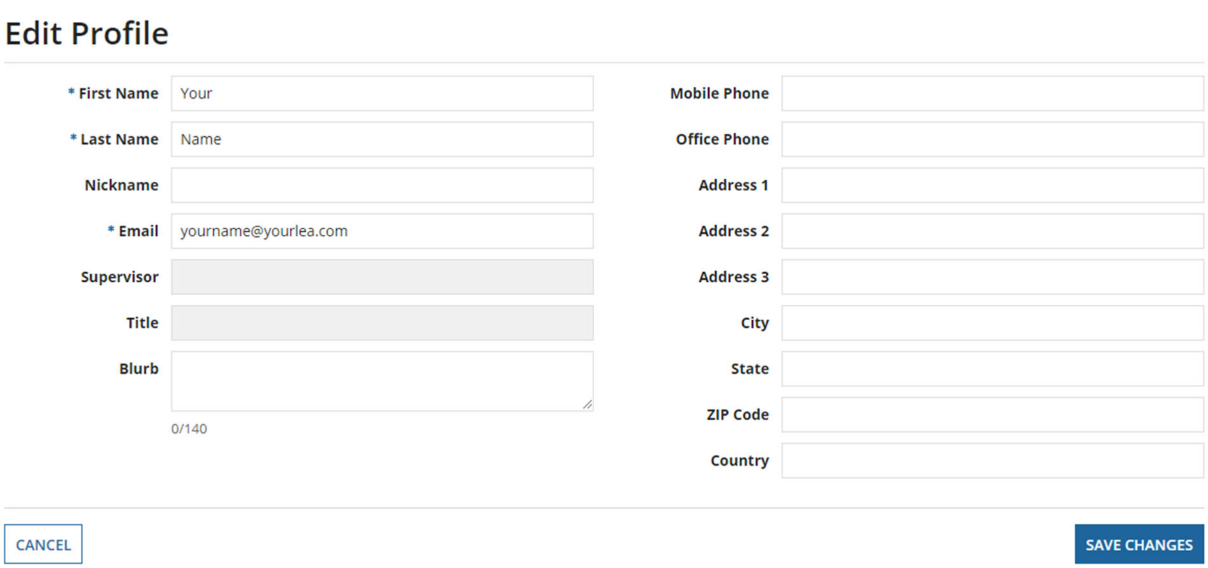


FIGURE 12 - EDIT PROFILE

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)

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 Titl). When you are finished, click "Edit".

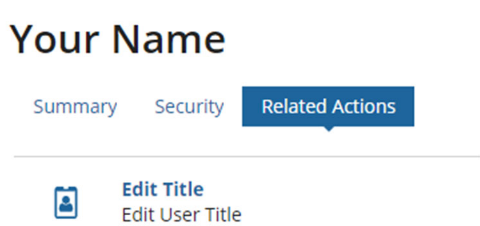


FIGURE 14 - EDIT YOUR TITLE

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).

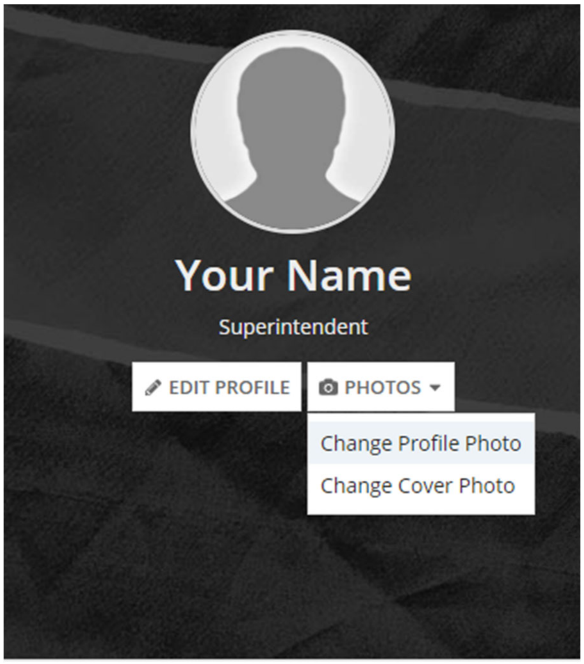


FIGURE 15 - CHANGE YOUR PROFILE PICTURE

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

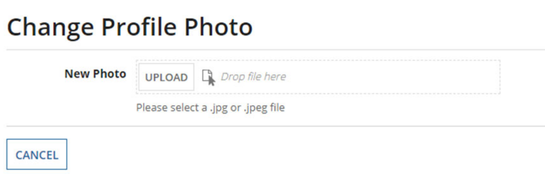


FIGURE 16 - UPLOAD A PHOTO

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).

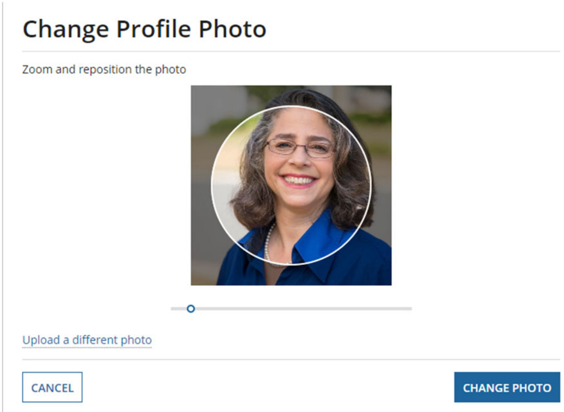


Figure 17 - Position Your Photo

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.

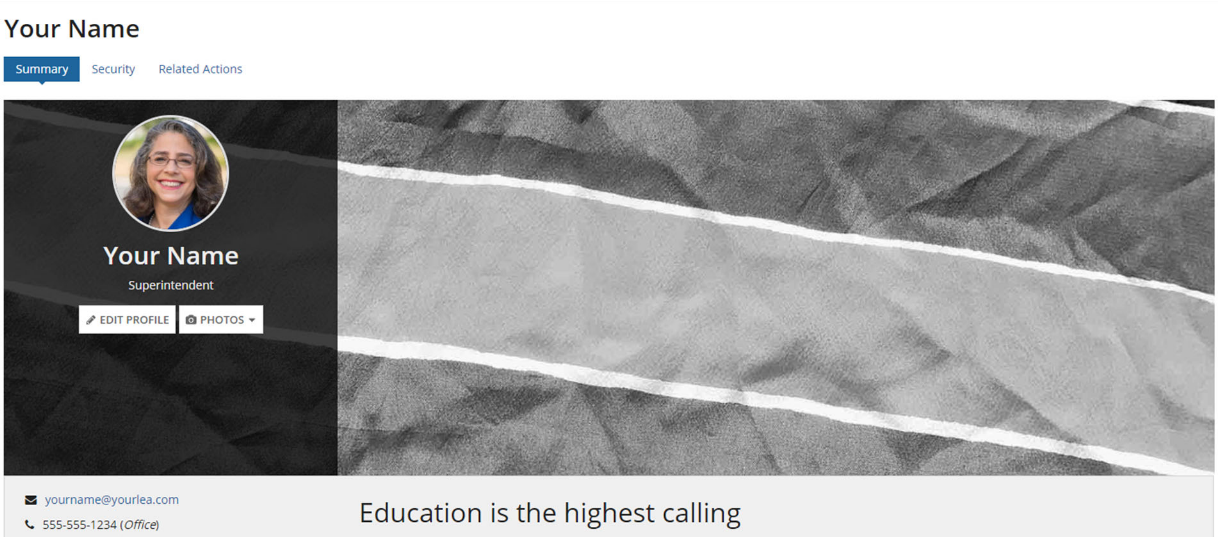


Figure 18 - Profile Picture Displays on Your Profile

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)

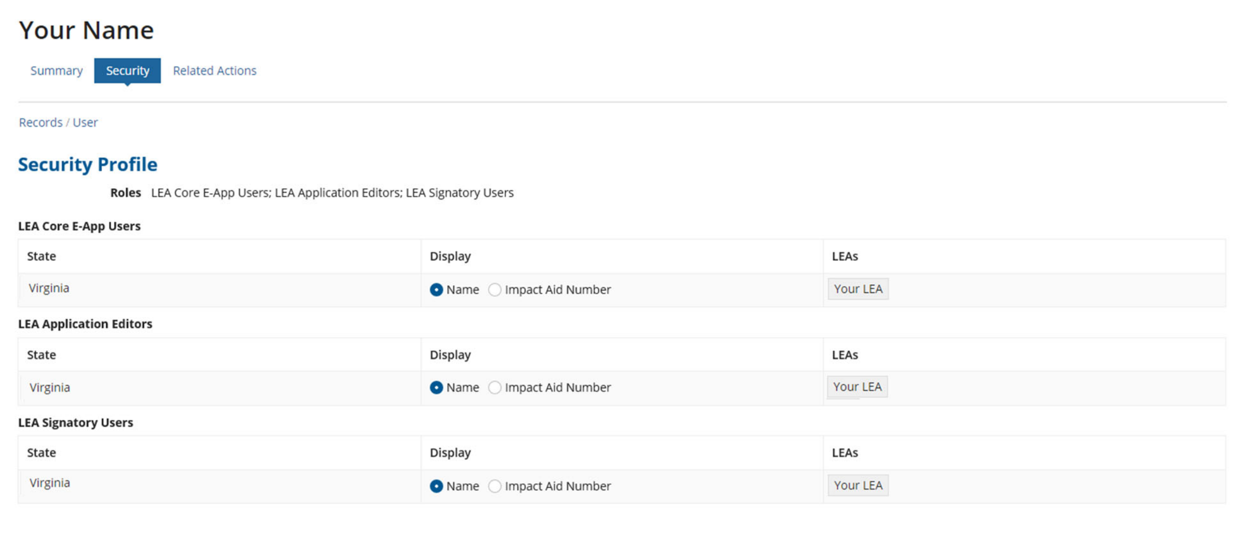


FIGURE 19 - YOUR SECURITY SETTINGS

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).

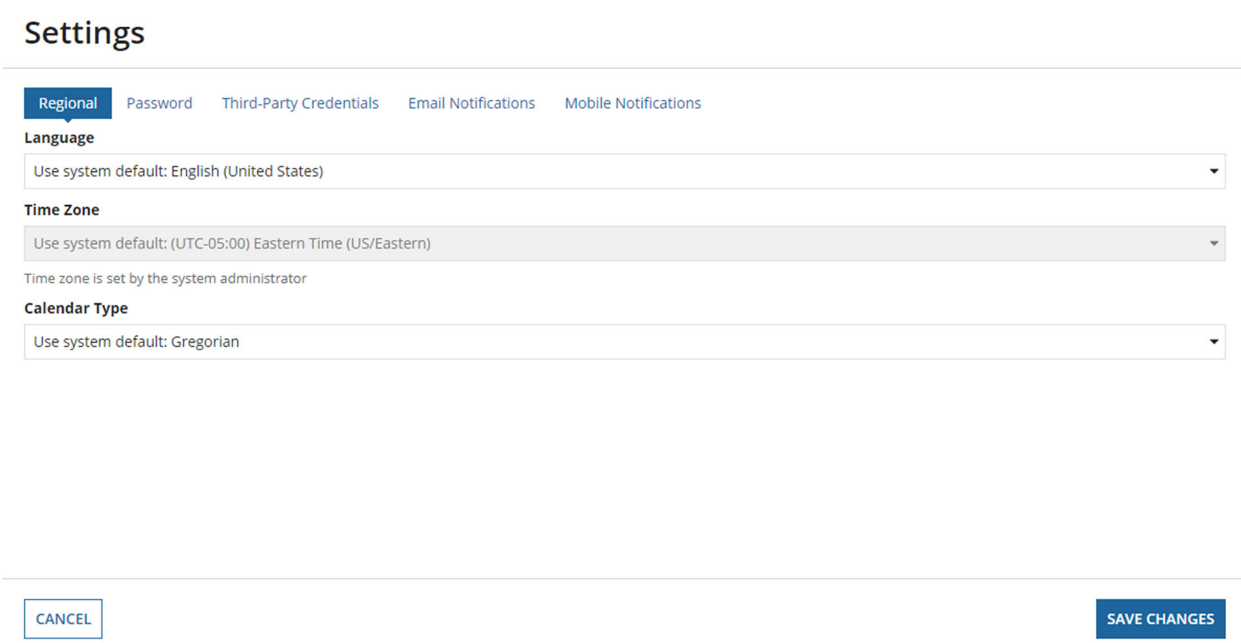


FIGURE 20 - SETTINGS PAGE

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).

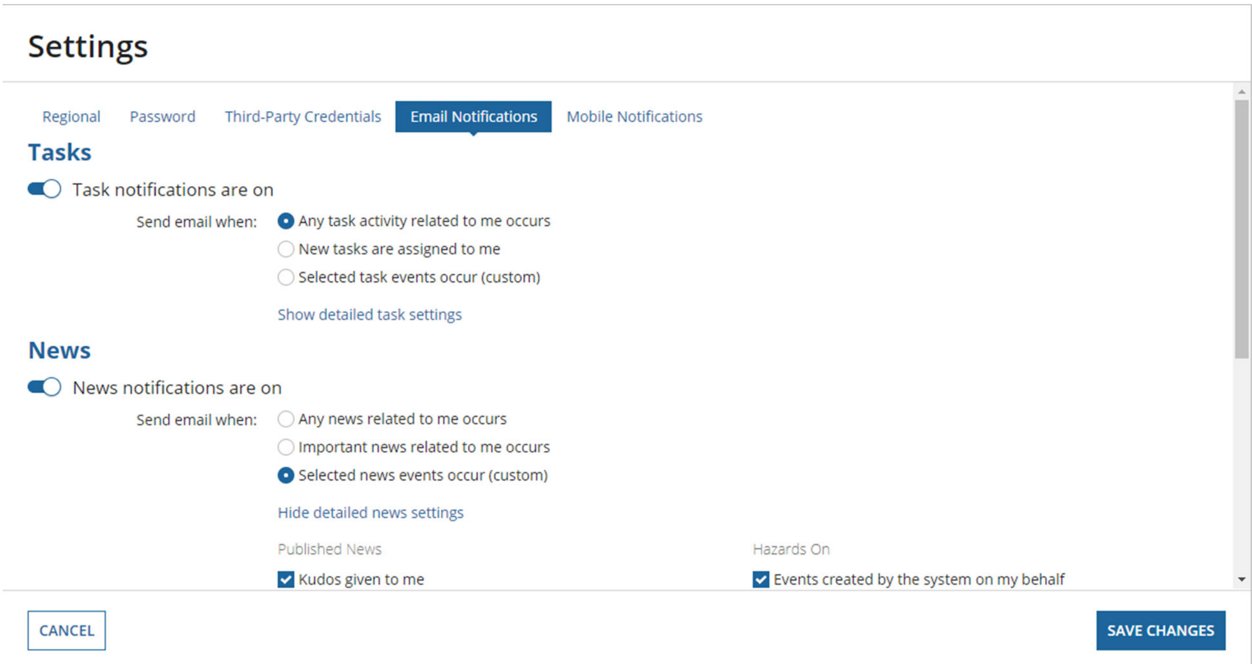


FIGURE 21 – WE RECOMMEND YOU DO NOT CHANGE THE FREQUENCY OF EMAIL NOTIFICATIONS

Change Your Password

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

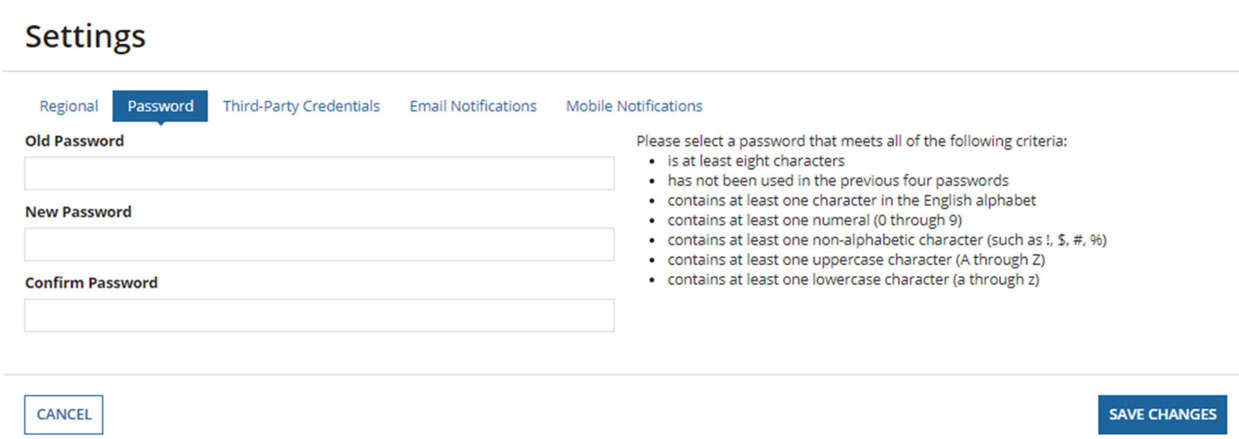


FIGURE 22 - CHANGE YOUR PASSWORD

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).

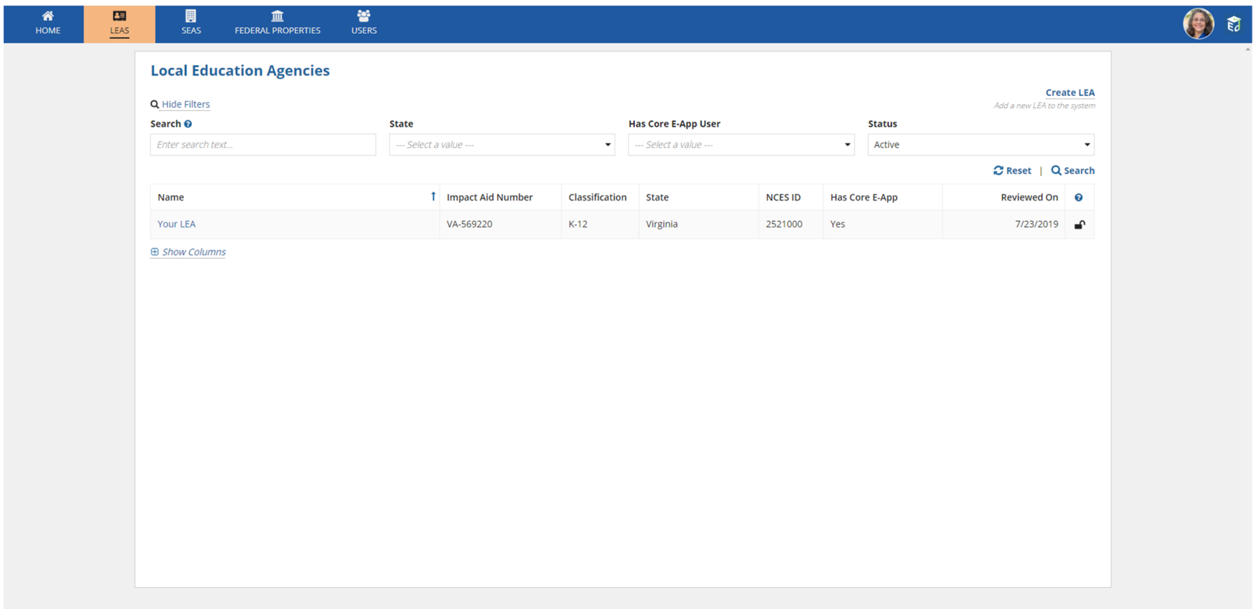


FIGURE 23 - LEAS PAGE

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".

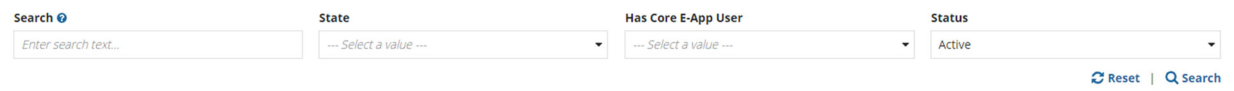


FIGURE 24 - SEARCH LEA RECORDS

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 (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)

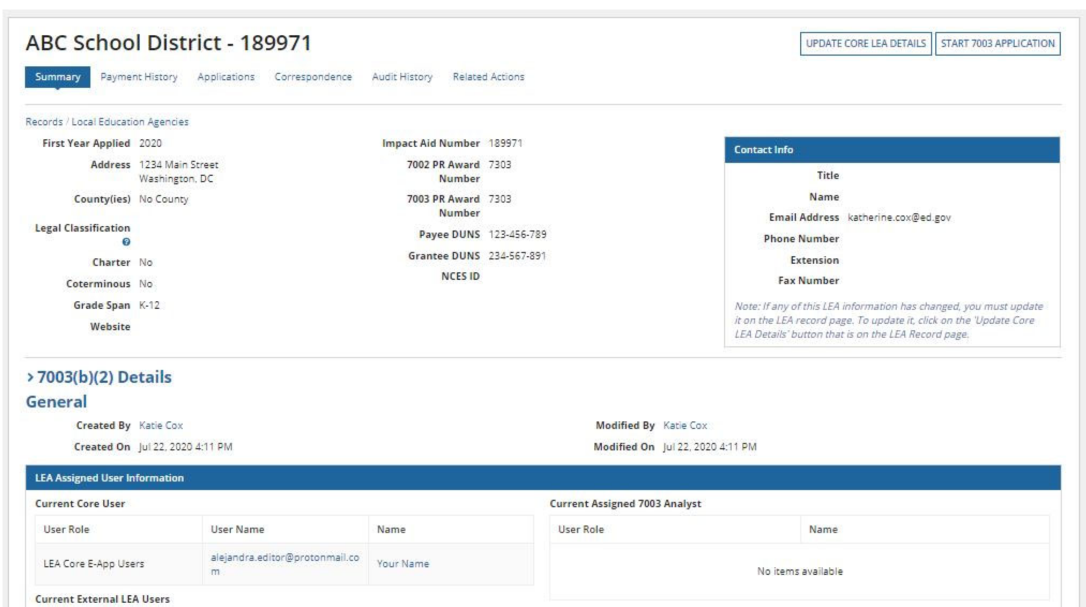


FIGURE 25 - LEA RECORD PAGE

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).

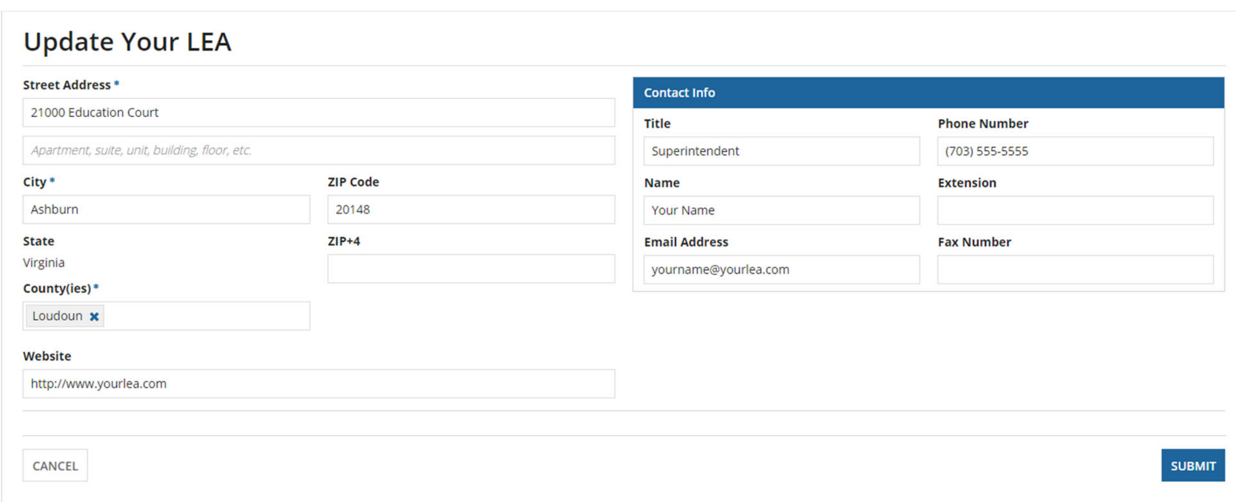


FIGURE 26 – UPDATE YOUR LEA

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.

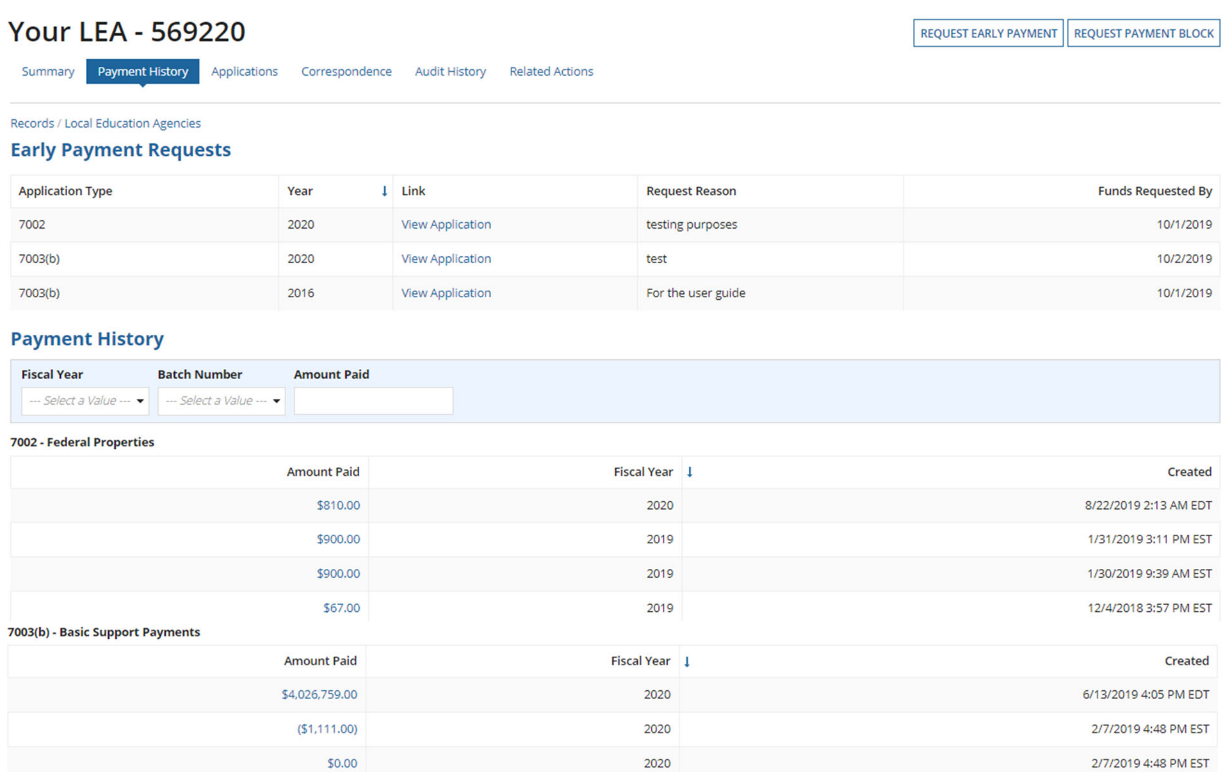


FIGURE 27 – PAYMENT HISTORY

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.

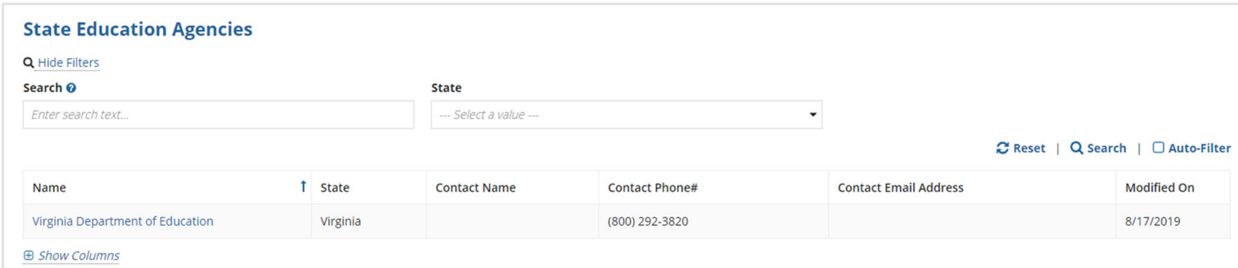


FIGURE 28 – STATE EDUCATION AGENCIES

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 () 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).

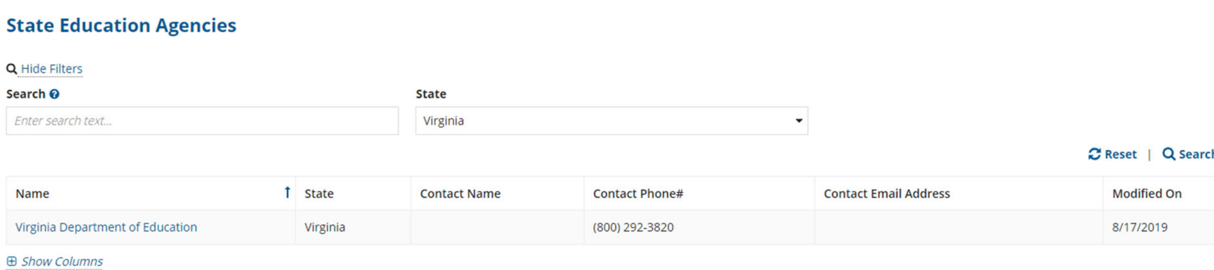


FIGURE 29 - SEA FILTERED LIST

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)

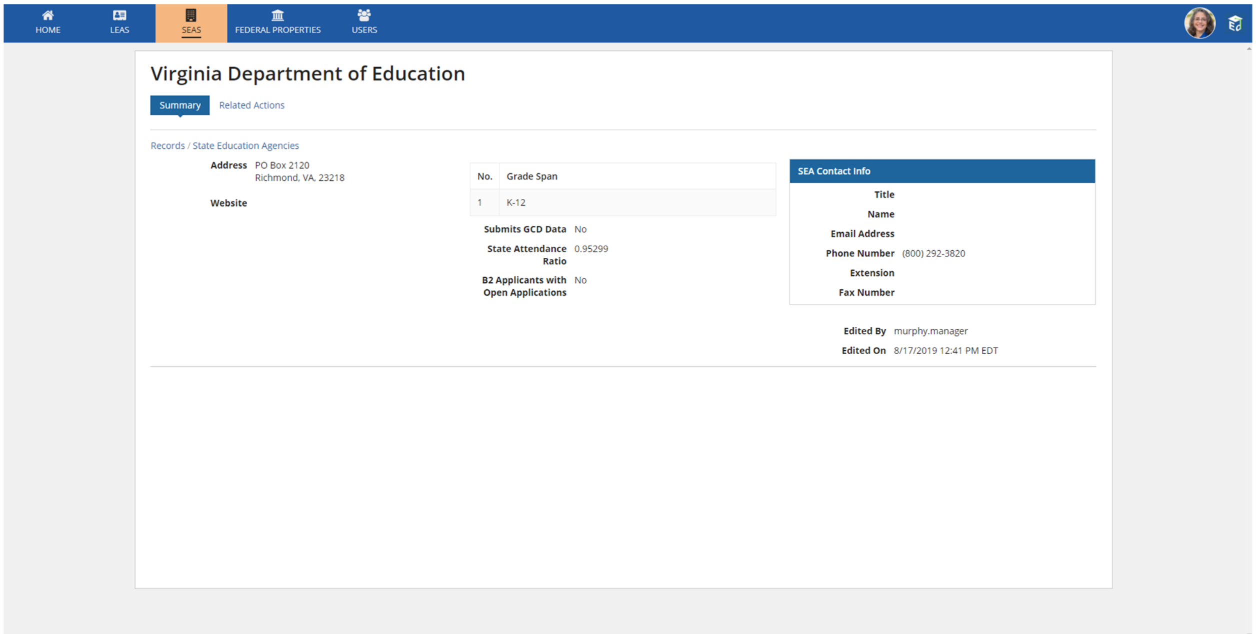


FIGURE 30 – THE SEA SUMMARY PAGE

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).

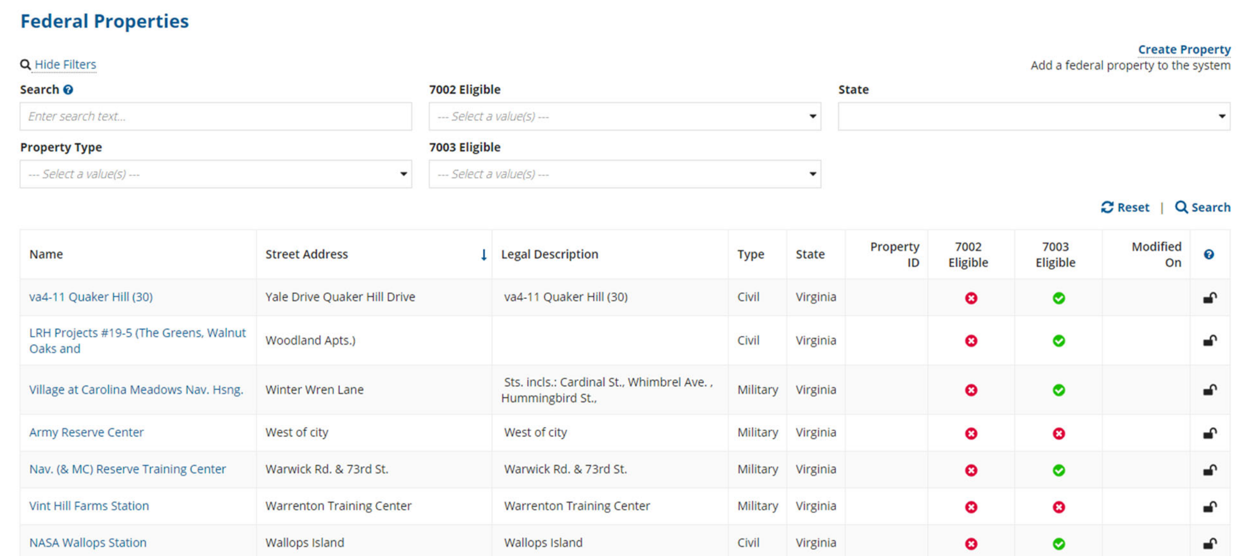


FIGURE 31 – FEDERAL PROPERTIES RECORDS

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 (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).

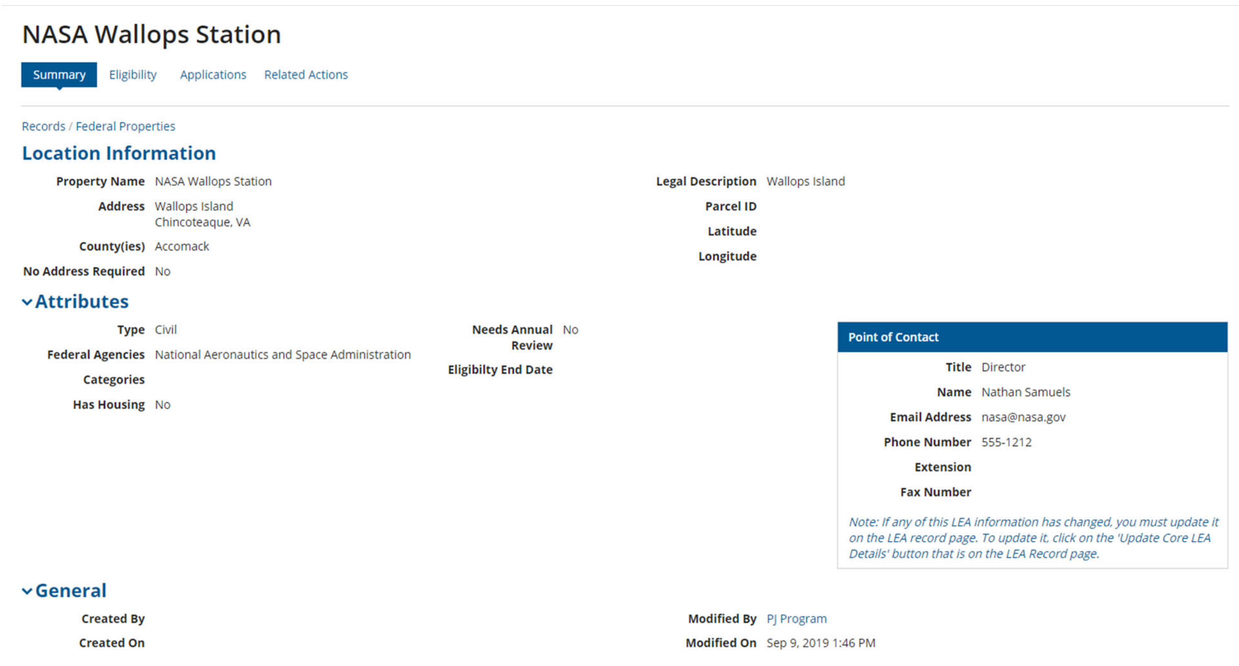


FIGURE 32 – THE PROPERTY RECORD

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).

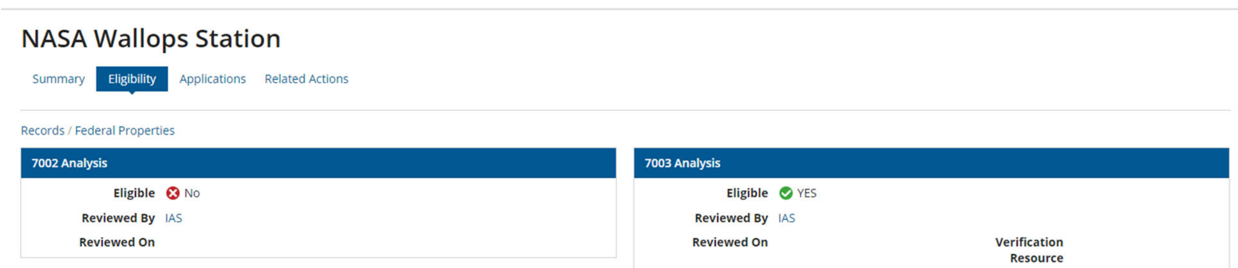


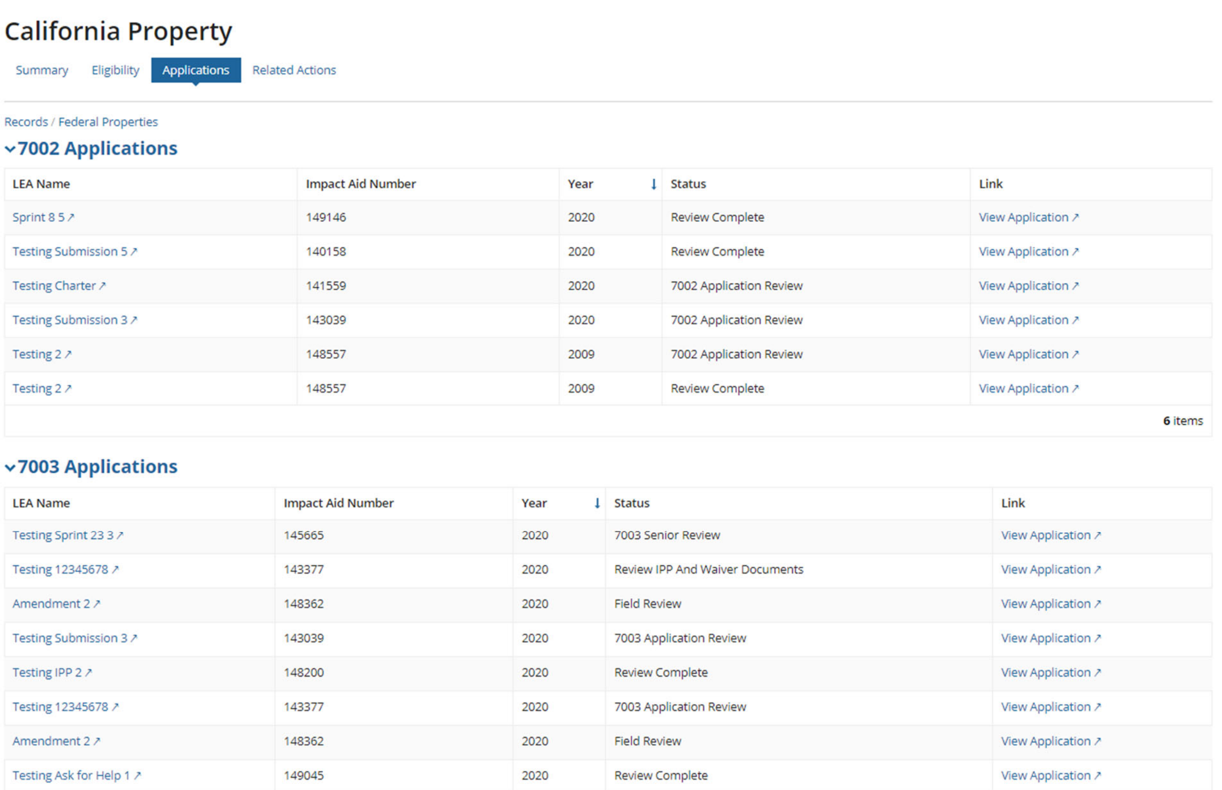
FIGURE 33 – PROPERTY ELIGIBILITY

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.

Users (visible by Core Users only)

As a Core User, you have the responsibility to create and maintain accounts for secondary users in your LEA. Each LEA needs three users at all times: you (as the Core User), and two others. You can view the users in your LEA by clicking on the Users tab.

The Users page is displayed (Figure 35 - The Users Page). The first time you enter, you will most likely see only one user, yourself.

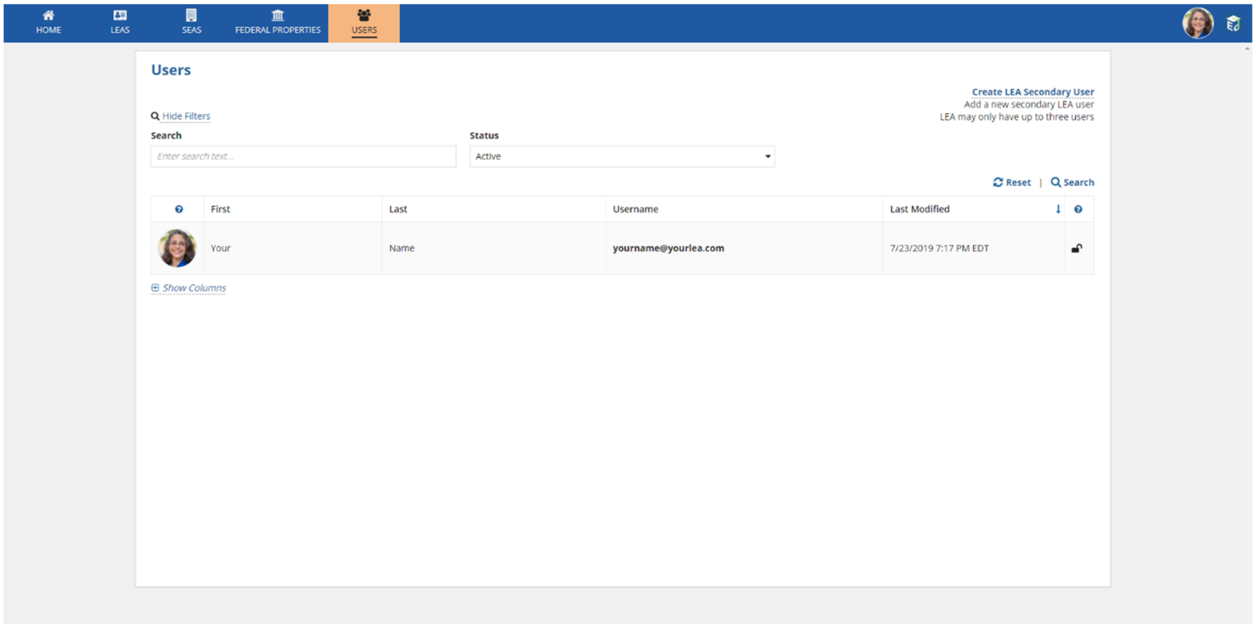


FIGURE 35 - THE USERS PAGE

To create more users in your LEA, click Create LEA Secondary User.

Creating Secondary Users

After clicking on the Create LEA Secondary User on the Users page, you will be brought to the Create LEA Secondary User page (Figure 36 - Creating a Secondary User).

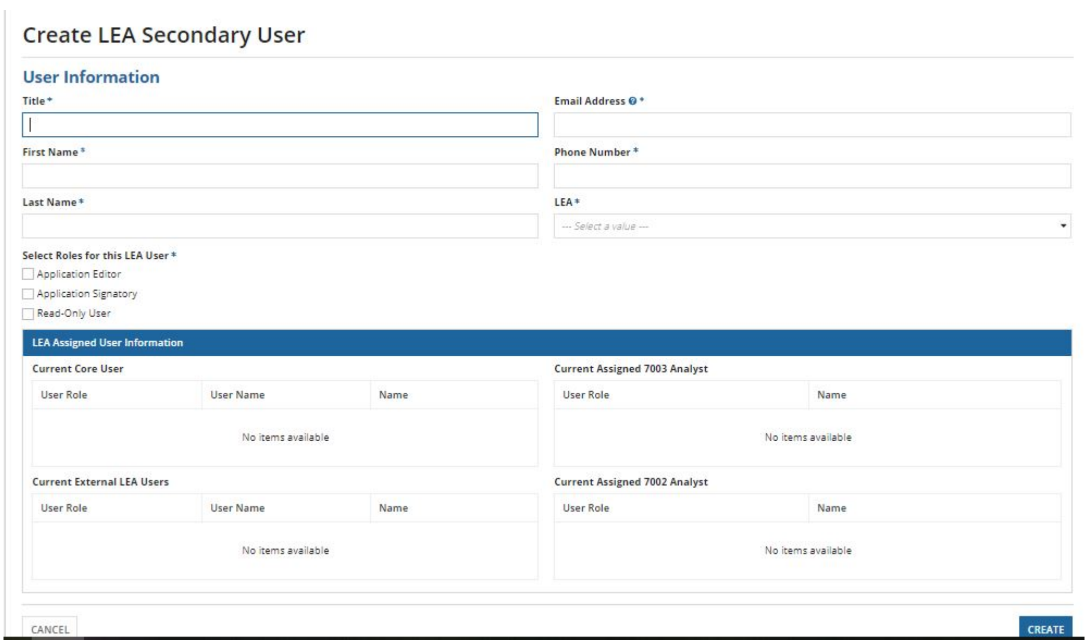


FIGURE 36 - CREATING A SECONDARY USER

You will need to fill out the form provided, including:

- Title
- First Name
- Last Name
- E-mail Address
- Phone Number

And you will need to select the appropriate LEA off a drop-down list of LEAs. For most Core E-App Users, there will be only one LEA on the drop-down.

> NOTE: You may see a message stating that the user's email is already in the system, and a checkbox will appear to add the user to your LEA anyway. Check the box if you are sure that this is the person you meant to add.

You will also be able to select the user's security role.

When you click Create, you will see a success window (Figure 37 - User Created Successfully).

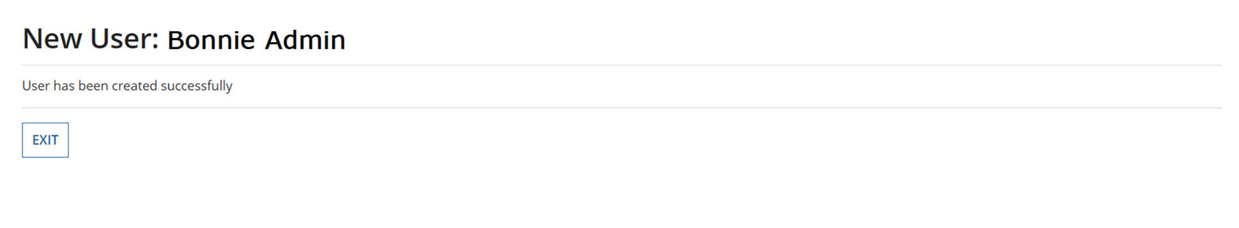


FIGURE 37 - USER CREATED SUCCESSFULLY

You will see the user you added to your LEA listed along with you (Figure 38 - The New User Can Be Seen on the Users Page).

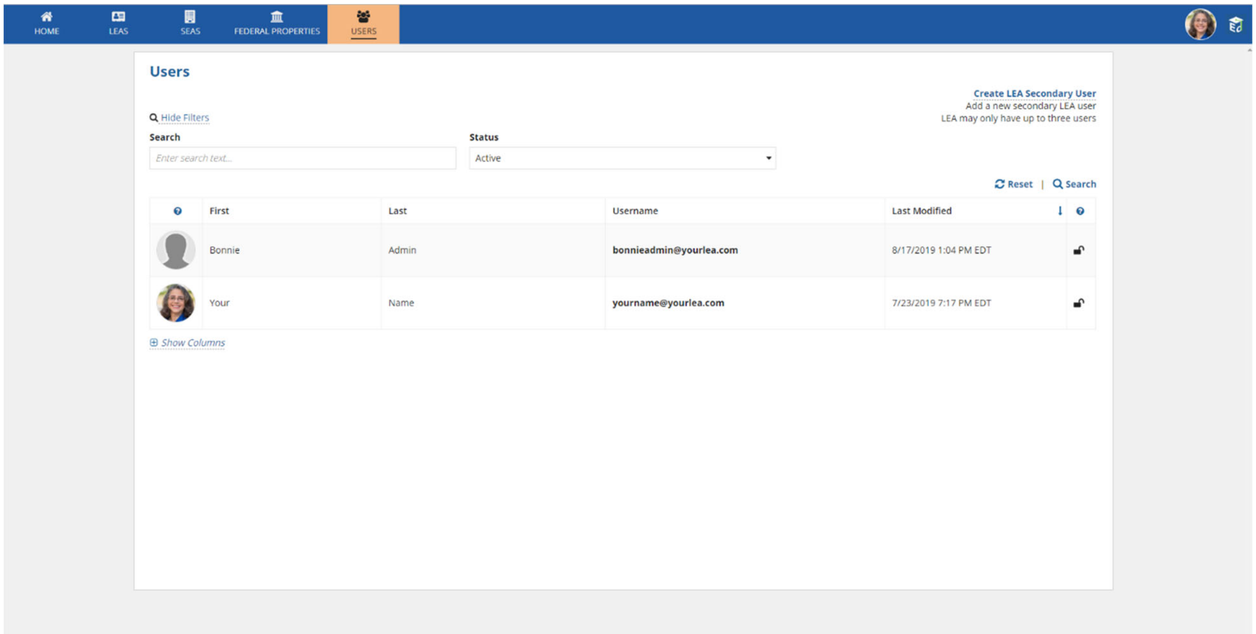


FIGURE 38 - THE NEW USER CAN BE SEEN ON THE USERS PAGE

IMPORTANT: All users you create have the Read-Only role by default. If you want the user to be able to edit and/or sign applications, you will need to change their permissions.

Changing User Roles and Permissions

From the Users page, select the user whose permissions you wish to change by clicking on the silhouette next to their name. Their profile is displayed (Figure 39 - Secondary User's Profile Page).

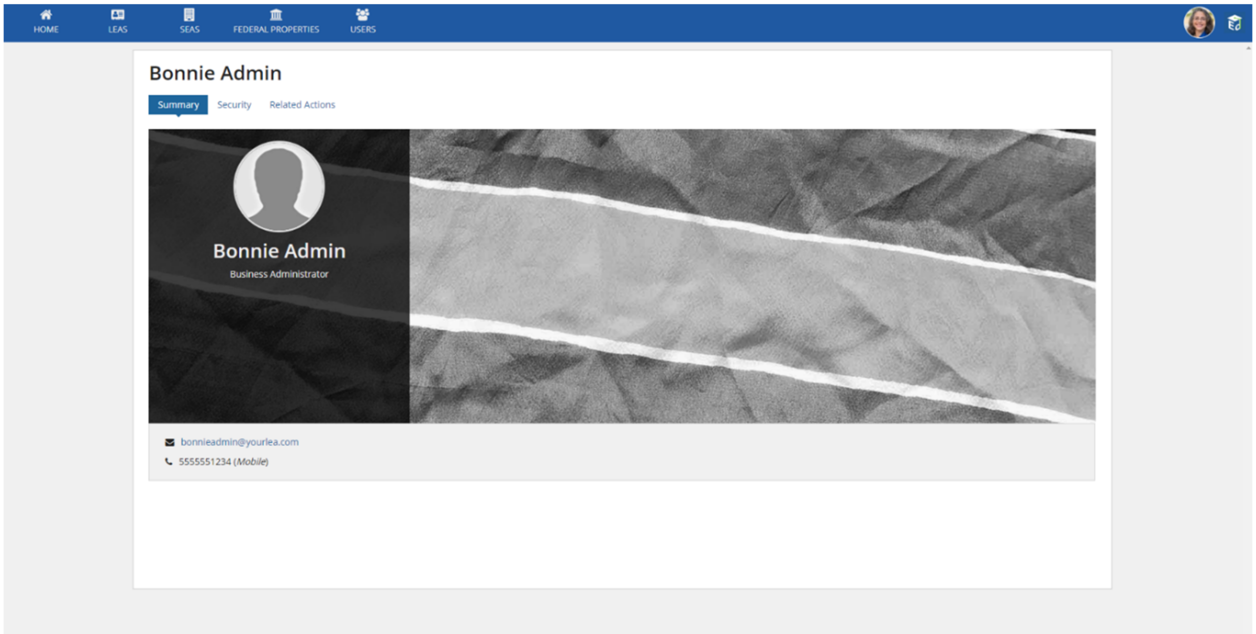


FIGURE 39 - SECONDARY USER'S PROFILE PAGE

To view the user's security, click on the Security link. Their security page is displayed (Figure 40 - The Secondary User's Security Page).

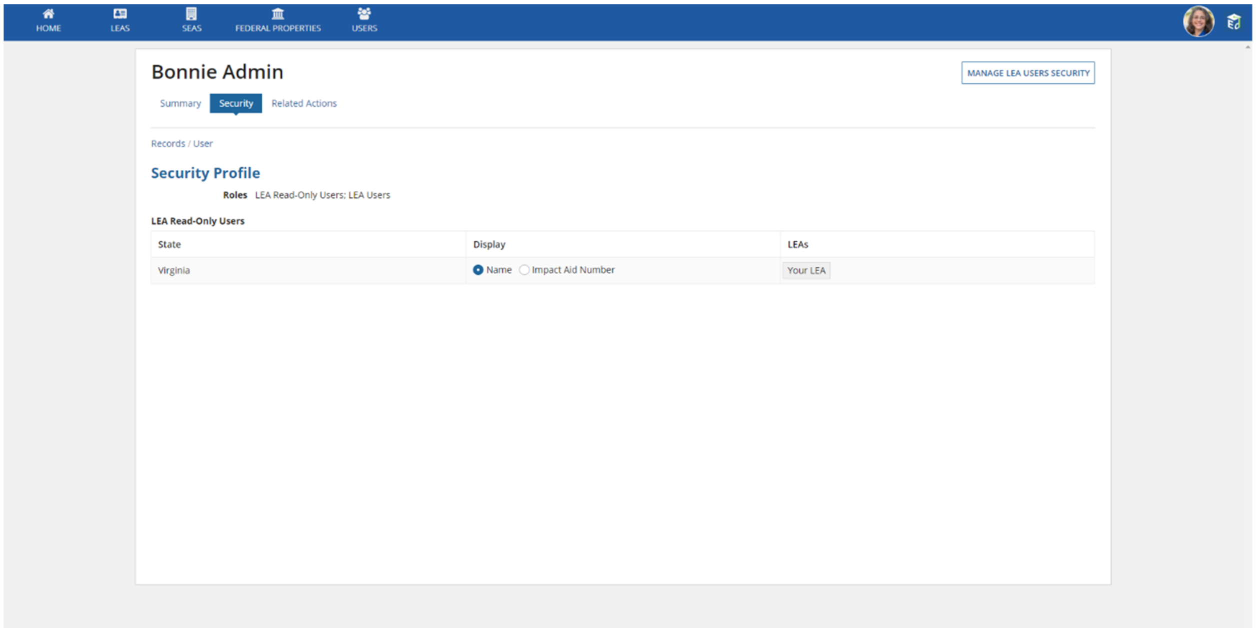


FIGURE 40 - THE SECONDARY USER'S SECURITY PAGE

Click the "Manage LEA Users Security" button. The Manage Change in Security page is displayed (Figure 41 - Manage Change in Security).

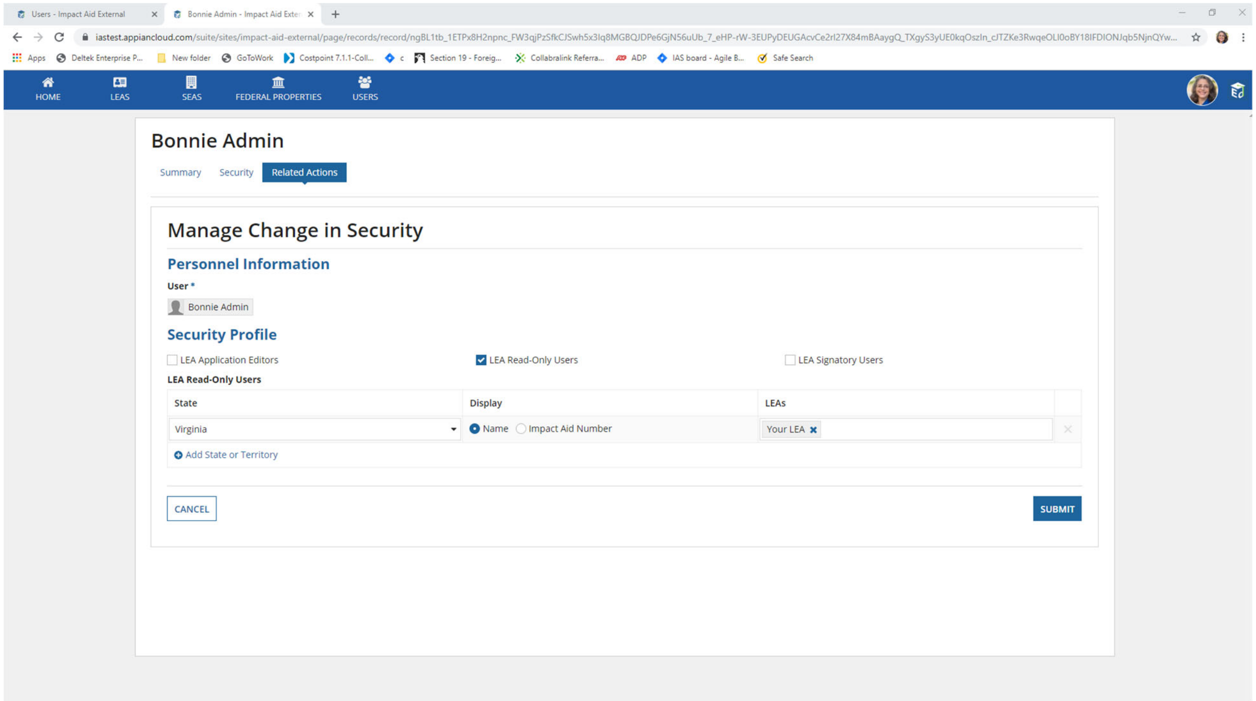


FIGURE 41 - MANAGE CHANGE IN SECURITY

Notes about User Roles

A secondary user can be an Application Editor, or a Signatory, or they can have both roles. Or they can be a Read-Only User.

Most often, you will assign the secondary user to just be an Application Editor. They will be able to edit the LEA record, start and edit 7002 and 7003 applications, and start and edit 7002 and 7003 amendments.

Reminder that you should not assign a user to be a Signatory unless they have the authority to bind your LEA legally. Generally, the Core User is the only Signatory for an LEA.

Reminder that you may keep a user in the Read-Only role if you are not comfortable with them being able to make changes to your LEA record, or with them being able to fill out an application. They will still be notified of important information and will be able to respond to time-sensitive tasks assigned to your LEA.

How to Change a User's Roles and Permissions

To change the user's permissions, simply check the box next to the role you would like them to have.

When you select a new role for a user, an empty grid appears for that role (Figure 42 - Adding a New Role).

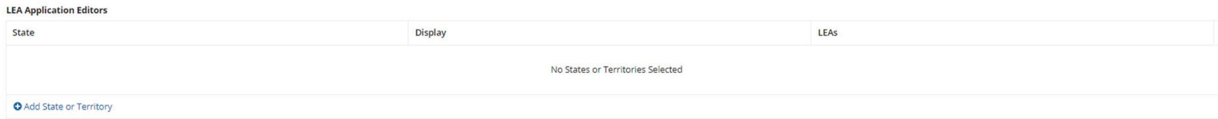


FIGURE 42 - ADDING A NEW ROLE

Click on "Add State or Territory". A new row appears.

FIGURE 43 - ADDING A STATE OR TERRITORY

You will need to select your state and your LEA.

Then click the blue Submit button (SUBMIT) at the bottom of the page.

Search and Filter

You can search the User Records by Keyword (for example, the user's name) and/or by one or more of the following:

- Status
- User Type

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

Applications

7002 Application

Starting the 7002 Application

On your Home page, click the "Start 7002 Application" button to begin the application process (Figure 44 – Start 7002 Application Button).

FIGURE 44 – START 7002 APPLICATION BUTTON ON HOME PAGE

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

Exploring the 7002 application

Application Information

Each page of the application has a section containing important Application Information (Figure 45 – Begin the 7002 Application).

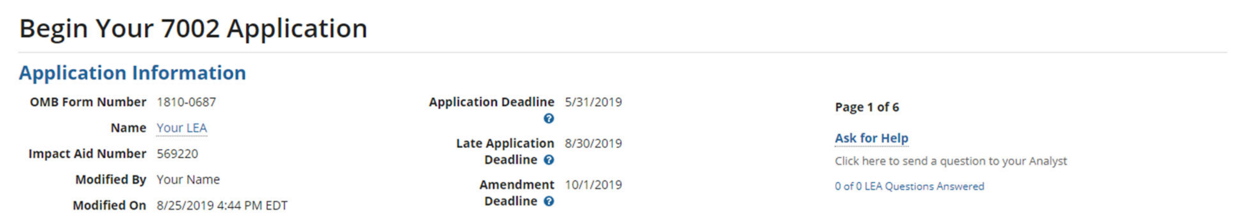


FIGURE 45 – BEGIN THE 7002 APPLICATION

This section includes:

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

ASK FOR HELP

You will notice that there is an "Ask for Help" link at the top of this page (as well as all the other pages in the application). You can click the link on any page and at any time during the application process to send a question to your state analyst for help on the application. and can be used at any time during the application submission process. You will be brought to the Ask for Help page. This is the same process in the 7003 Application (Figure 46 – Ask For Help)

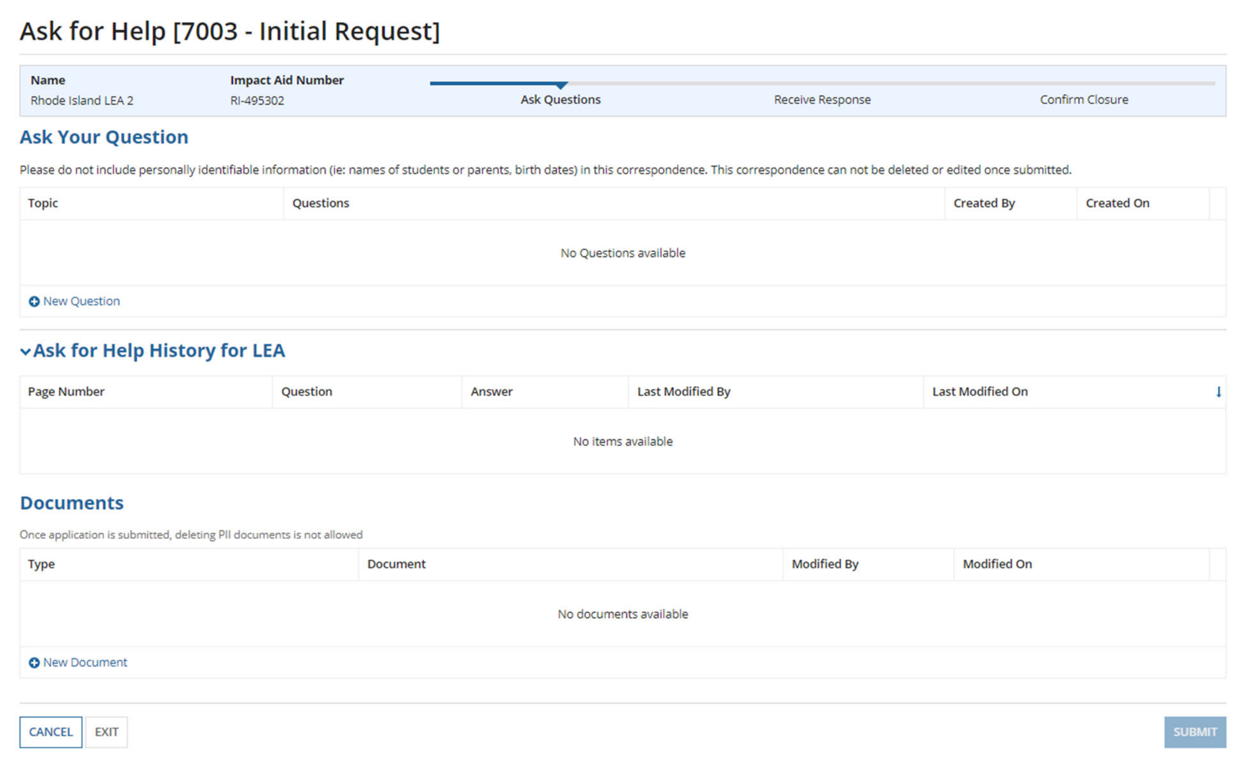


Figure 46 – Ask For Help

Click the "New Question" link to add a row to the Ask Your Question grid (Figure 47 – Ask Your Question).

Figure 47 – Ask Your Question

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

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 48 – Ask for Help History).

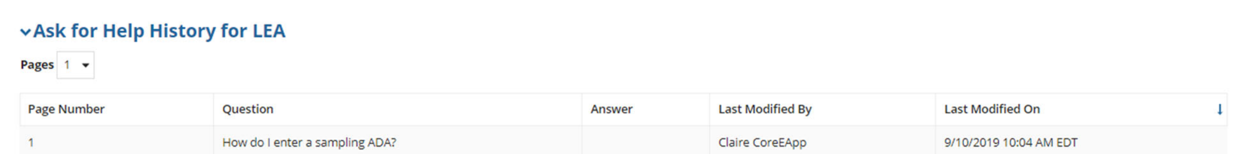


Figure 48 – Ask for Help History

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 49 – You Can View the Response on Your Task Manager).

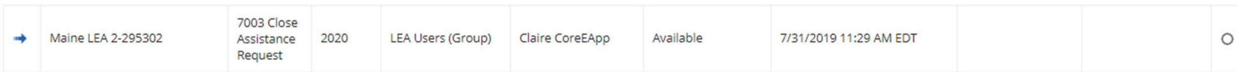


Figure 49 – You Can View the Response on Your Task Manager

Click the blue arrow to see the response (Figure 50 – The Response as Seen from the Task Manager).

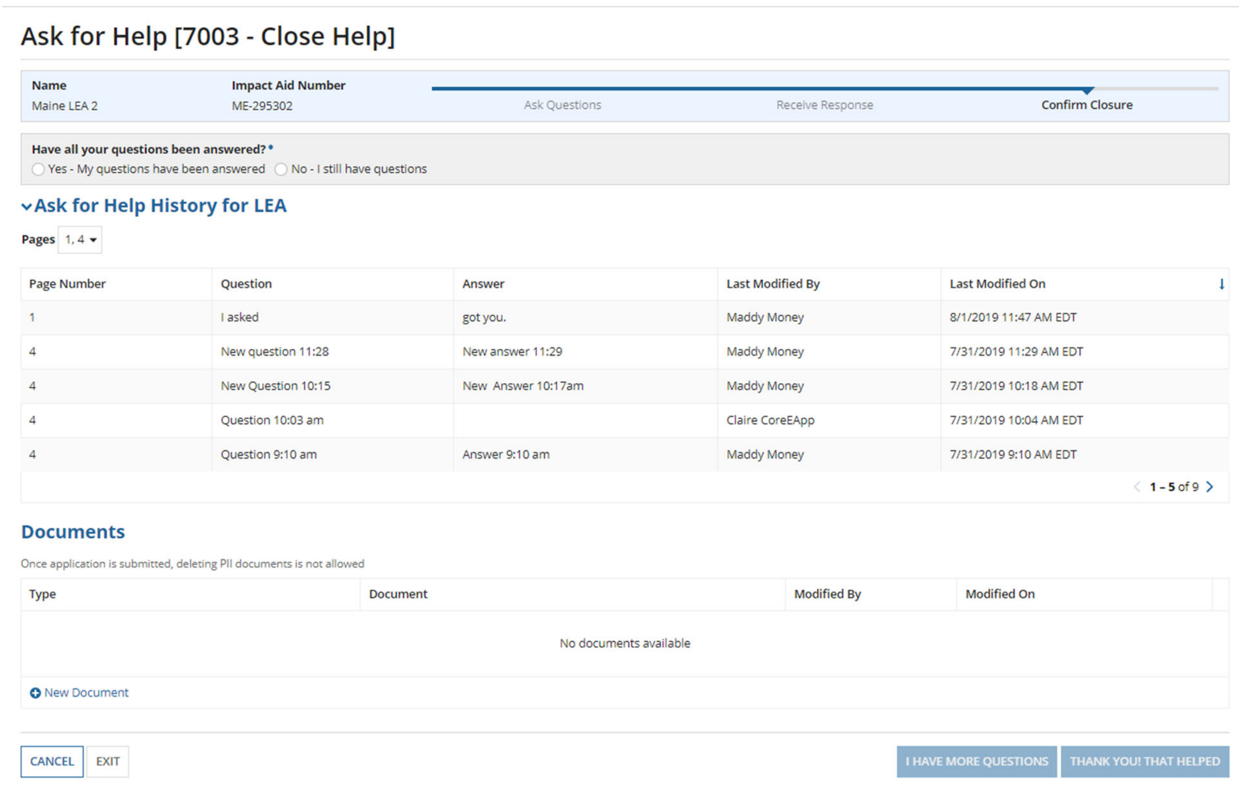


Figure 50 – The Response as Seen from the Task Manager

Note the prompt, "Have all your questions been answered?" (Figure 51 – Have All Your Questions Been Answered?

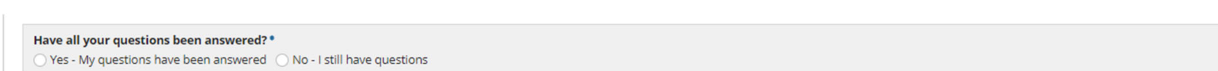


Figure 51 – Have All Your Questions Been Answered?

If you answer, "yes", the "Thank you! That helped!" button is enabled (THANK YOU! THAT HELPED).

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

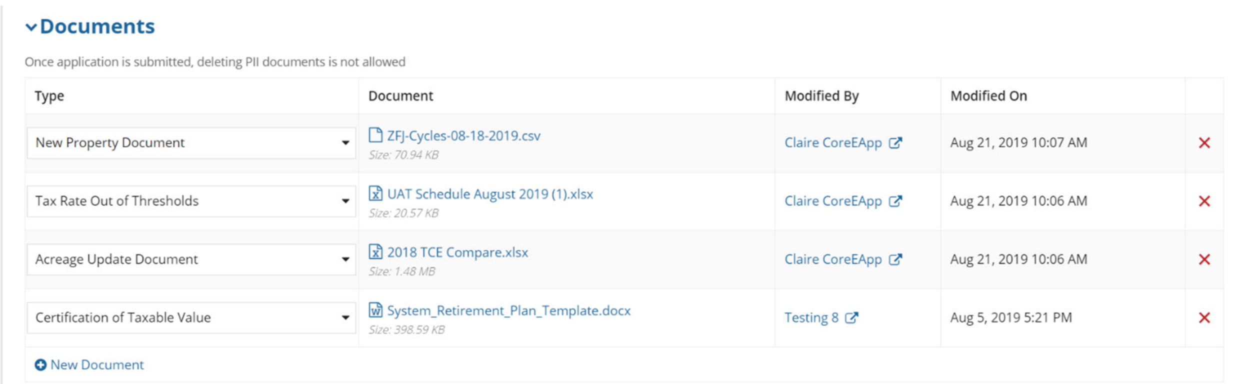
If you answer, “no”, a new question row appears. Enter a follow-up question. The “I have more questions” button is enabled (I HAVE MORE QUESTIONS)

Tool Tips

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

Manage Documents

Near the bottom of every page you will notice that you have a section to upload relevant documents to submit along with your application (Figure 52 – 7002 Documents Section, with Documents Added).



Documents

Once application is submitted, deleting PII documents is not allowed

Type	Document	Modified By	Modified On	
New Property Document	ZFJ-Cycles-08-18-2019.csv Size: 70.94 KB	Claire CoreEApp	Aug 21, 2019 10:07 AM	×
Tax Rate Out of Thresholds	UAT Schedule August 2019 (1).xlsx Size: 20.57 KB	Claire CoreEApp	Aug 21, 2019 10:06 AM	×
Acreage Update Document	2018 TCE Compare.xlsx Size: 1.48 MB	Claire CoreEApp	Aug 21, 2019 10:06 AM	×
Certification of Taxable Value	System_Retirement_Plan_Template.docx Size: 398.59 KB	Testing 8	Aug 5, 2019 5:21 PM	×

New Document

Figure 52 – 7002 Documents Section, with Documents Added

NOTE: Normally, when you see this section for the first time, it will be empty. Whether empty, or with existing documents, click the “+ New Document” link (New Document) to add documents. A new row will appear in the grid (Figure 53 – Add a New Document).

Figure 53 – Add a New Document

Select the appropriate document type, and upload a document.

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

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

Notes and Explanations

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

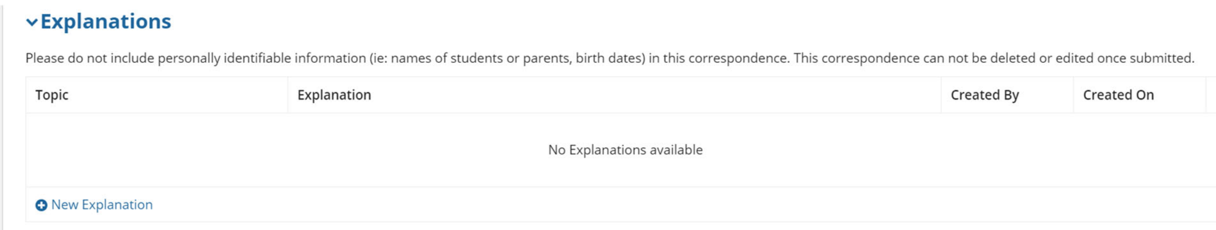


Figure 54 – Explanations Section

To add an explanation, click the "New Explanation" link (New Explanation). A new row will appear in the grid (Figure 55 – New Explanation).

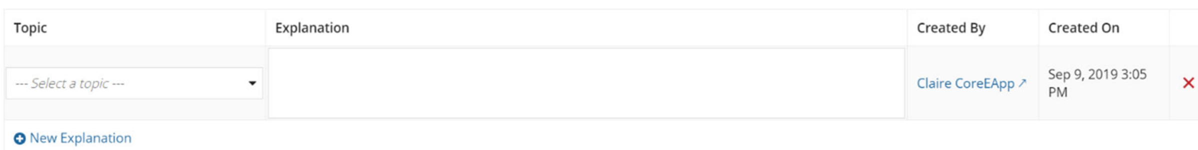


Figure 55 – New Explanation

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 56 – Navigation Features).

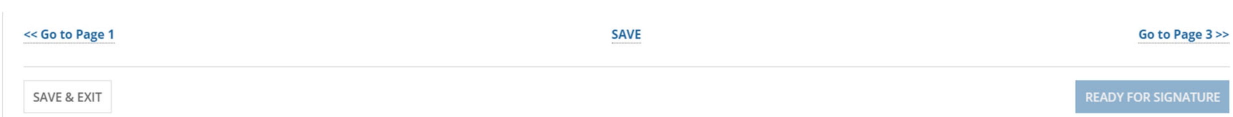


Figure 56 – Navigation Features

To go from page to page click the "Go to Page" buttons on either side of the screen. If you have entered a lot of information on the current page, please click the "Save & Exit" (SAVE & EXIT) button , or preferably, the SAVE link (SAVE) first, before moving on to the next page.

If you choose to exit, you can return to your work by clicking on the task in your task manager.

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.

If you choose to exit the application here using the "Save & Exit" (SAVE & EXIT) button, your application information will automatically be saved. If your session times out, your work will automatically be saved, and you can return to it through the task manager.

If you are entering a lot of information on a page, please save your work before you walk away from your computer.

IMPORTANT:

DO NOT LEAVE THE APPLICATION WITHOUT CLICKING THE SAVE & EXIT (SAVE & EXIT) BUTTON. Your work since your last Save & Exit will be lost.

Click SAVE & EXIT before:

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

You can use the "Save & Exit" button to leave the application at any time, and return to it from your Task Manager.

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

Filling out the 7002 Application

Page 1, Begin 7002 Application

On this page, you will see the summary information about your LEA (Figure 57 – LEA Information).

FIGURE 57 – LEA INFORMATION

This is the same information you would see on the summary page of your LEA record.

Federal Properties Page

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

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

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

ADDING NEW PROPERTIES

To add a new property (one that you have not claimed previously), select ‘yes’ to the question, “Any new properties to add?” The New Federal Properties grid appears (Figure 58 – Add Properties).

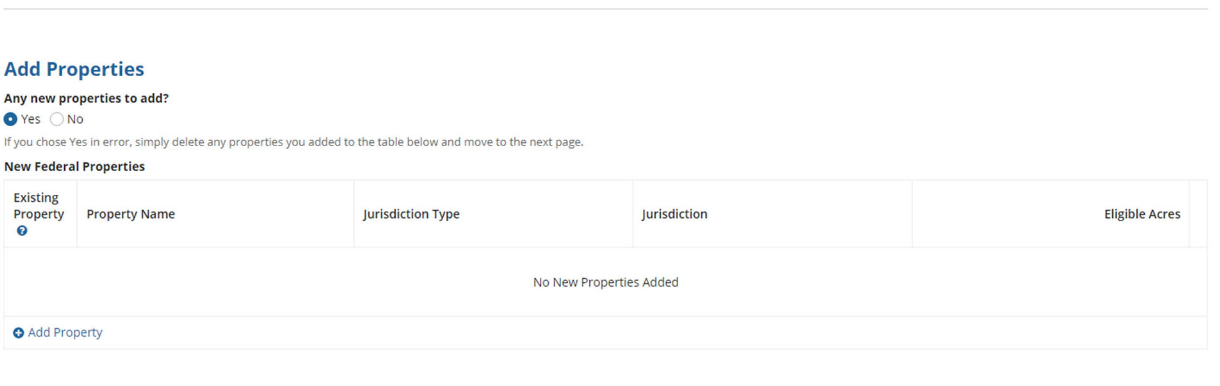


FIGURE 58 – ADD PROPERTIES

Begin to enter details about the property:

- If the property is one that is already included in the Federal Properties records:
    a. Check the “Existing Property” box
    b. Begin typing the name of the property in the Property Name text box. A list of matching properties will appear. Select the one that you wish to add (Figure 59 – Adding a Property that is in the Property Database).

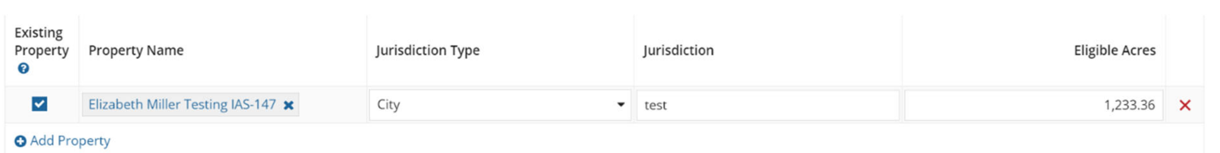


FIGURE 59 – ADDING A PROPERTY THAT IS IN THE PROPERTY DATABASE

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

- If the property is one that is NOT included in the Federal Properties records, leave the "Existing Property" box unchecked.
   a. Type the name of the new property (Figure 60 – Adding a Property that is not in the Property Database).

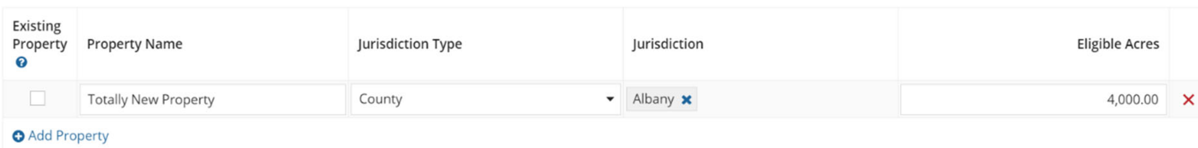


FIGURE 60 – ADDING A PROPERTY THAT IS NOT IN THE PROPERTY DATABASE

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

In either case, A message will appear letting you know documentation is required (see the "Manage Documents" section).

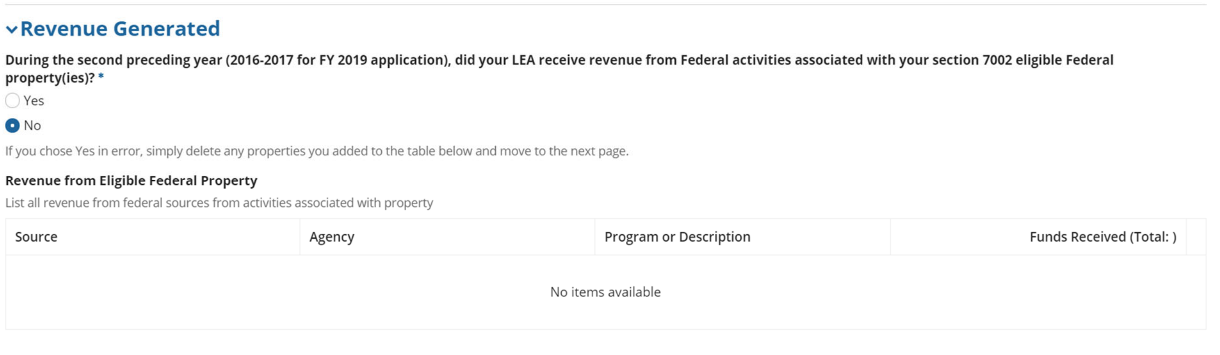
REMOVING PROPERTIES

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

Click "Go to Page 3" to navigate to the Federal Revenue page

Federal Revenue Page

On the Federal Revenue Page, you are asked the question, "other than Impact Aid funds, does your LEA receive any revenue generated from the 7002-eligible Federal Property you entered in the previous page?" (Figure 61 – Federal Revenue Page)



Revenue Generated

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

Yes

No

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

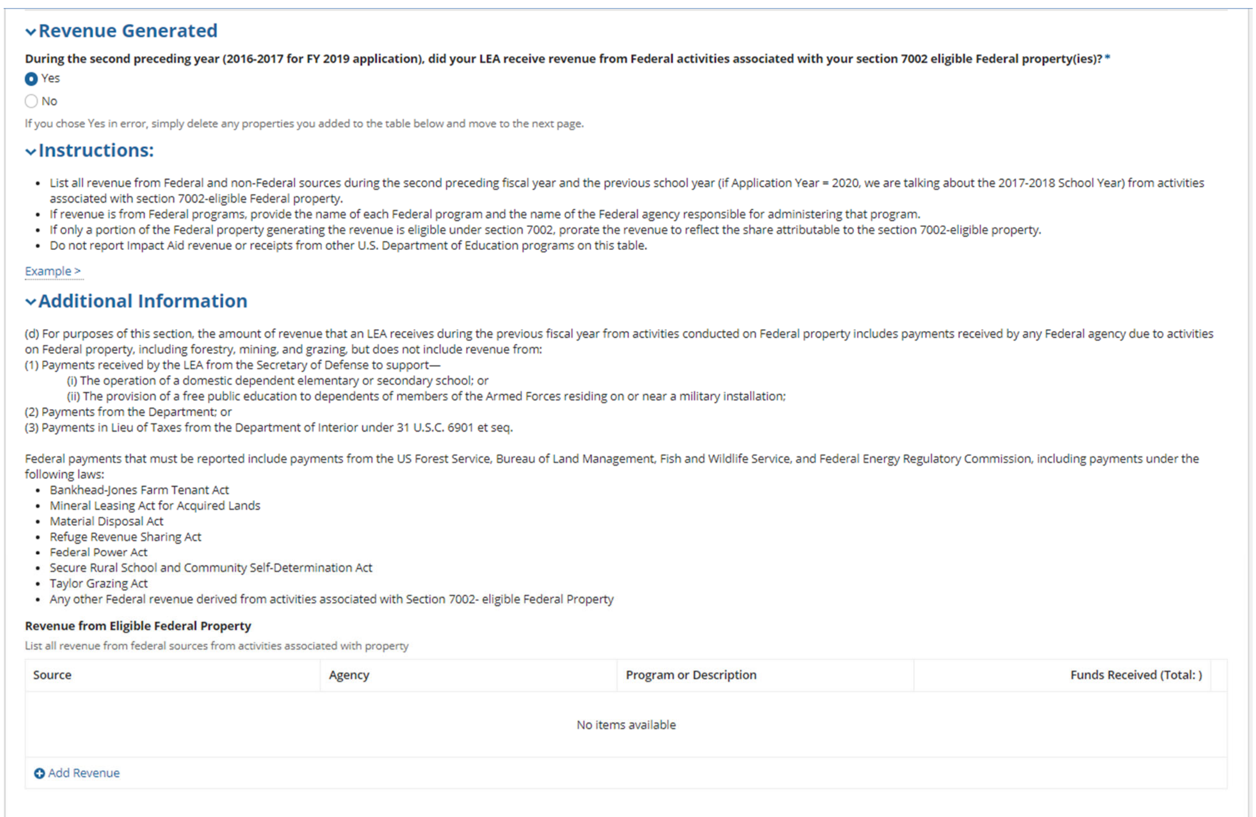
Revenue from Eligible Federal Property

List all revenue from federal sources from activities associated with property

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

FIGURE 61 – FEDERAL REVENUE PAGE

- If your LEA has received revenue, click the "Yes" radio button.
    - The Revenue from Eligible Federal Property Section will appear with instructions. (Figure 62 – Federal Revenue Page With Instructions).



Revenue Generated

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

Yes

No

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

Instructions:

- List all revenue from Federal and non-Federal sources during the second preceding fiscal year and the previous school year (if Application Year = 2020, we are talking about the 2017-2018 School Year) from activities associated with section 7002-eligible Federal property.
- If revenue is from Federal programs, provide the name of each Federal program and the name of the Federal agency responsible for administering that program.
- If only a portion of the Federal property generating the revenue is eligible under section 7002, prorate the revenue to reflect the share attributable to the section 7002-eligible property.
- Do not report Impact Aid revenue or receipts from other U.S. Department of Education programs on this table.

Example >

Additional Information

(d) For purposes of this section, the amount of revenue that an LEA receives during the previous fiscal year from activities conducted on Federal property includes payments received by any Federal agency due to activities on Federal property, including forestry, mining, and grazing, but does not include revenue from:
(1) Payments received by the LEA from the Secretary of Defense to support—
(i) The operation of a domestic dependent elementary or secondary school; or
(ii) The provision of a free public education to dependents of members of the Armed Forces residing on or near a military installation;
(2) Payments from the Department; or
(3) Payments in Lieu of Taxes from the Department of Interior under 31 U.S.C. 6901 et seq.

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

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

Revenue from Eligible Federal Property

List all revenue from federal sources from activities associated with property

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

Add Revenue

FIGURE 62 – FEDERAL REVENUE PAGE WITH INSTRUCTIONS

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

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

Click on "Go to Page 4" to go to the Acreage and Taxable Value page.

Acreage and Taxable Value Page

On this page you are able to add your LEA's acreage and taxable value to your application.

> If this is not your first 7002 application, and if you have not entered new properties or changed the acreage of properties you've claimed previously, and if you have declared no revenue: a checkbox will appear with this statement, "I only wish to receive a Foundation Payment and don't need to fill out the rest of this section." This is also known as the "Opt-out" checkbox (Figure 63 – Opt-Out Checkbox.
>
> ONLY CHECK THIS BOX IF YOU DO NOT WISH TO RECEIVE REMAINING FUNDS
>
> 
>
>
> FIGURE 63 – OPT-OUT CHECKBOX
>
> If you check the box, you may skip directly to the Review page.

You will be asked to enter information in the "Total Acreage and Taxable Value in the LEA" grid (Figure 64 – Total Acreage and Taxable Value in LEA.

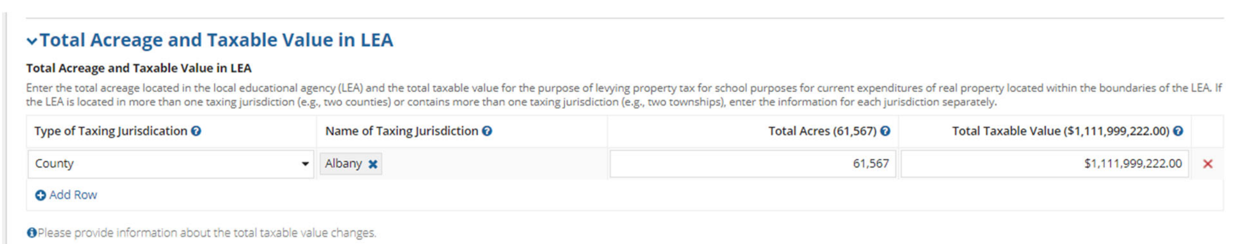


FIGURE 64 – TOTAL ACREAGE AND TAXABLE VALUE IN LEA

- Select the Jurisdiction Type (City, County, State, or LEA). Your next actions depend on which Jurisdiction Type you choose.
    - LEA: IAGS will automatically fill the Jurisdiction Name with the name of your LEA
    - State: IAGS will automatically fill the Jurisdiction Name with the name of your state.

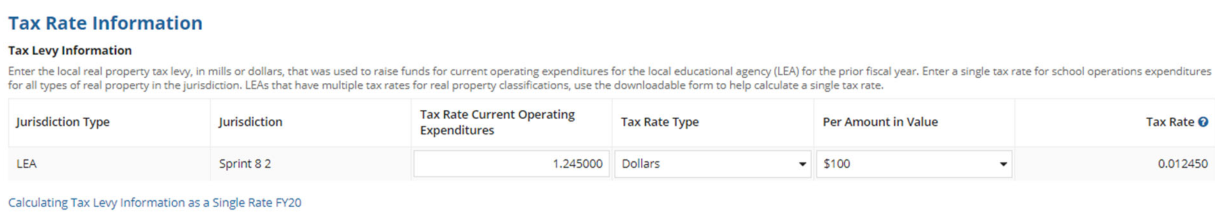
    - County: you will need to select the county name from a drop-down list.
    - City: you will need to enter the City name.
- Total Acres. Enter the total acres in the taxing jurisdiction, not just claimed acres.
- Total Taxable Value. Enter the total taxable value of the taxing jurisdiction.

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

Click on "Go to page 5" to go to the Tax Rate Information Page

Tax Rate Information Page

On this page, you will enter the Tax Levy Information for your LEA, expressed as one tax rate (Figure 65 – Tax Rate Information).



Tax Rate Information

Tax Levy Information

Enter the local real property tax levy, in mills or dollars, that was used to raise funds for current operating expenditures for the local educational agency (LEA) for the prior fiscal year. Enter a single tax rate for school operations expenditures for all types of real property in the jurisdiction. LEAs that have multiple tax rates for real property classifications, use the downloadable form to help calculate a single tax rate.

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

Calculating Tax Levy Information as a Single Rate FY20

FIGURE 65 – TAX RATE INFORMATION

If your LEA has multiple tax rates, download the included "Calculating Tax Levy Information as a Single Rate" document (Calculating Tax Levy Information as a Single Rate FY20). You will be asked to enter the following information:

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

Click on "Go to Page 6" to review your application entries.

Review Page

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

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

).

Before you click it, please answer the question, “Do you intend to amend this application after you submit?” (Figure 66 – Intend to Amend)

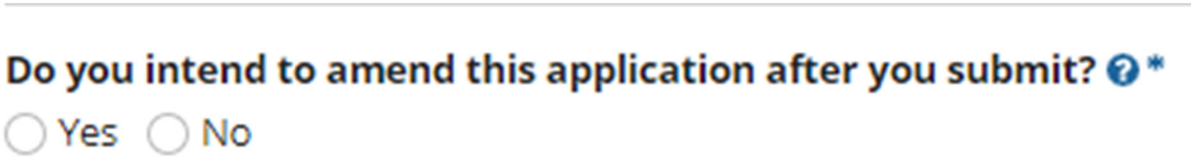


FIGURE 66 – INTEND TO AMEND

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

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

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

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

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

Signing the 7002 Application

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

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

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

If you or the Application Editor checked the “Opt-out” checkbox, there will be a Declarations section included on the page, with special certifying language. Read it and then check the “I Agree to the statements above” checkbox (Figure 67 – Opt-out Declarations).

Declarations:

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

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

☐ **I Agree to the statements above**

FIGURE 67 – OPT-OUT DECLARATIONS

When you are satisfied that the entire application is completed correctly, review the Statements section that is included on the page (Figure 68 – Statements and Assurances)

Statements:

7002 Assurances, Certifications and Signing Statement

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

General Assurances - Non-Construction Programs

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non- Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§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 VIII 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 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 68 – STATEMENTS AND ASSURANCES

Now, check the box that affirms you have done so and are ready to sign and submit the application on behalf of your LEA (Figure 69 – Check the Box to Sign the Application).

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

FIGURE 69 – CHECK THE BOX TO SIGN THE APPLICATION

Checking the box is the same as signing the document.

The IAGS system will enable the Submit button as soon as the certifications and assurances checkbox is checked (Figure 70 – Submit button is Enabled).

FIGURE 70 – SUBMIT BUTTON IS ENABLED

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

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

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

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

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

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

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

7002 LEA Feedback Required

If your LEA's 7002 application is missing needed documentation, your LEA's Application Editors group will be assigned a task to provide the documents (Figure 71 – 7002 LEA Feedback Required Task).

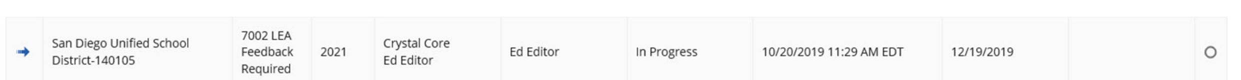


FIGURE 71 – 7002 LEA FEEDBACK REQUIRED TASK

Click the blue arrow (➜) to start the task. The Feedback or Corrections for LEA window appears (Figure 72 – Feedback or Corrections for LEA).

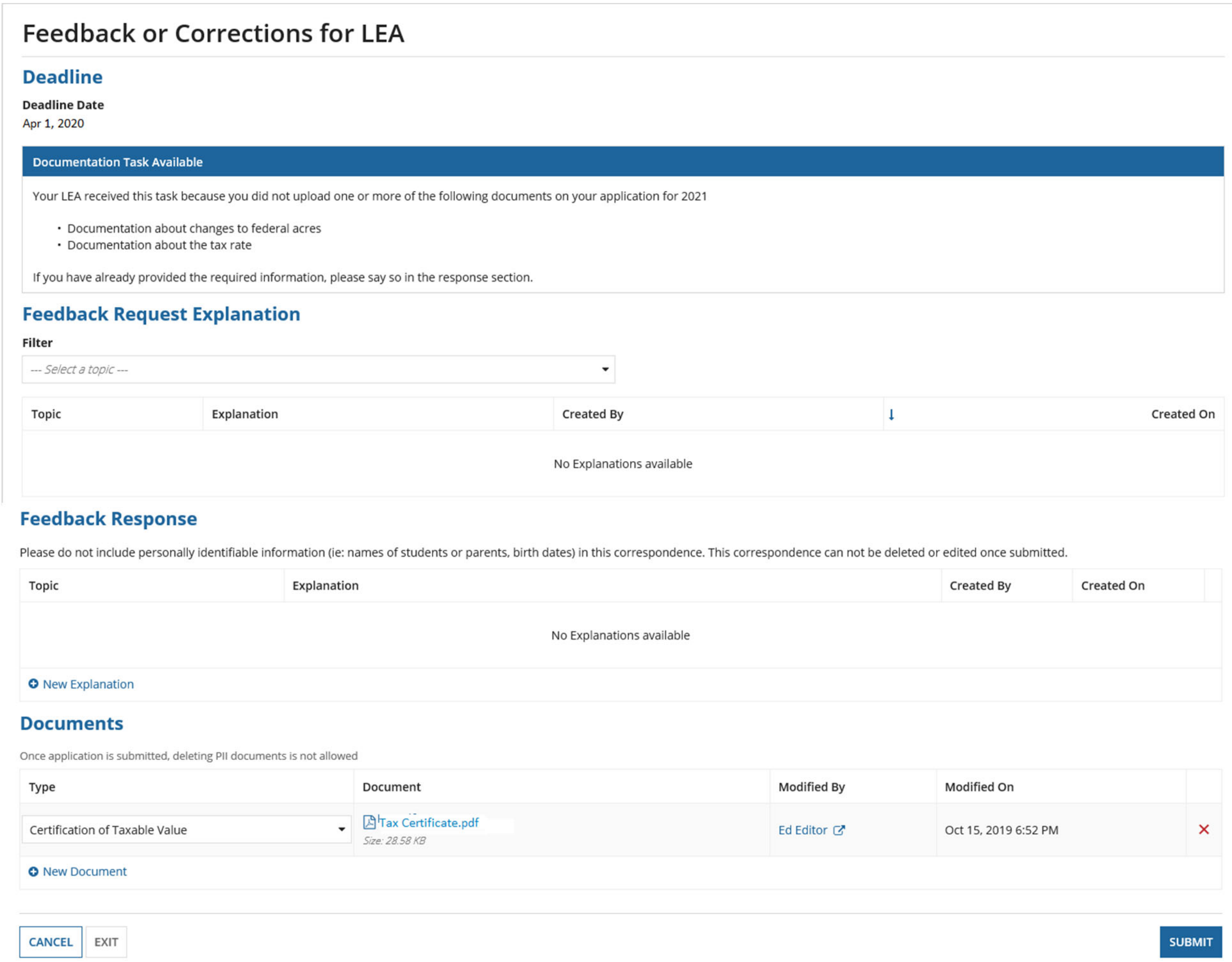


FIGURE 72 – FEEDBACK OR CORRECTIONS FOR LEA

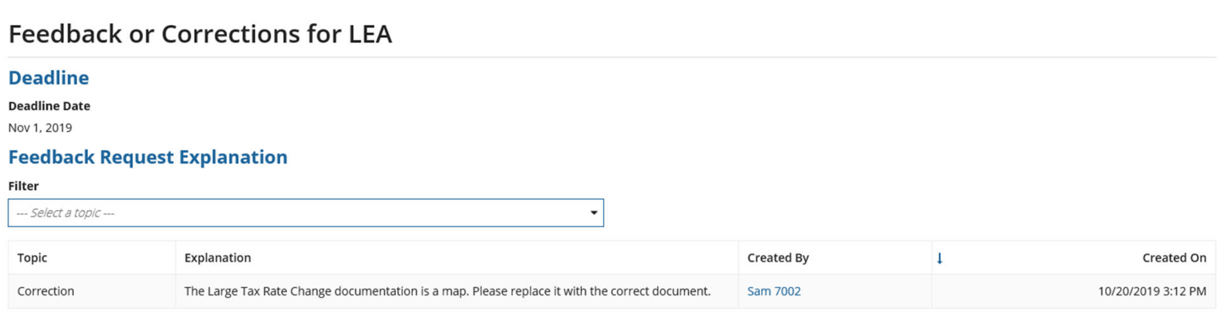
The task has a deadline date, which will either be:

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

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

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

Otherwise, you will see comments from your state analyst in the Feedback Request Explanation section (Figure 73 – Feedback Request Explanation).



Feedback or Corrections for LEA

Deadline

Deadline Date

Nov 1, 2019

Feedback Request Explanation

Filter

--- Select a topic ---

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

FIGURE 73 – FEEDBACK REQUEST EXPLANATION

This section includes the following information:

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

The Feedback Response section is where you can provide explanations if needed. To add an explanation, click the New Explanation link (New Explanation). A new row will appear in the grid. (Figure 74 – Add a New Explanation)

Feedback Response

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

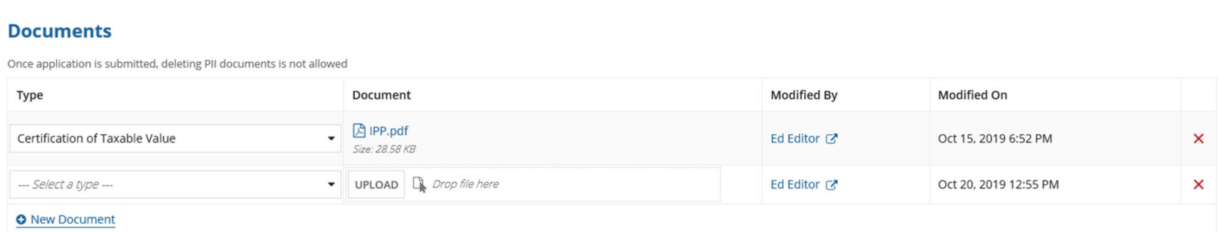
Topic	Explanation	Created By	Created On	
LEA Response		Ed Editor	Oct 20, 2019 12:43 PM	×

FIGURE 74 – ADD A NEW EXPLANATION

Type your explanation in the field provided.

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

Click the "+ New Document" link (New Document) to add documents. A new row will appear in the grid (Figure 75 – Add a New Document).



Documents

Once application is submitted, deleting PII documents is not allowed

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

New Document

FIGURE 75 – ADD A NEW DOCUMENT

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

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

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

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

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

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

When you are done, click the blue submit button ( ) at the bottom of the page. A confirmation message will appear (Figure 76 – Confirmation Message). Click Yes to submit the task to your state analyst.

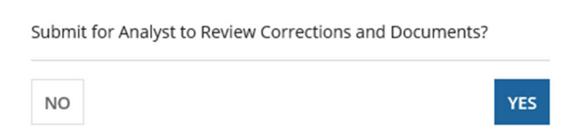


FIGURE 76 – CONFIRMATION MESSAGE

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

7003

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 77 – Start 7003 Application Button).

FIGURE 77 – START 7003 APPLICATION BUTTON

If you can't see the Start 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.

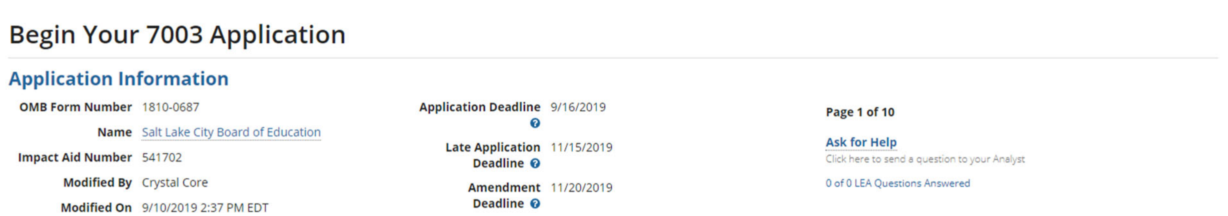


FIGURE 78 – APPLICATION INFORMATION

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 79 – Ask For Help)

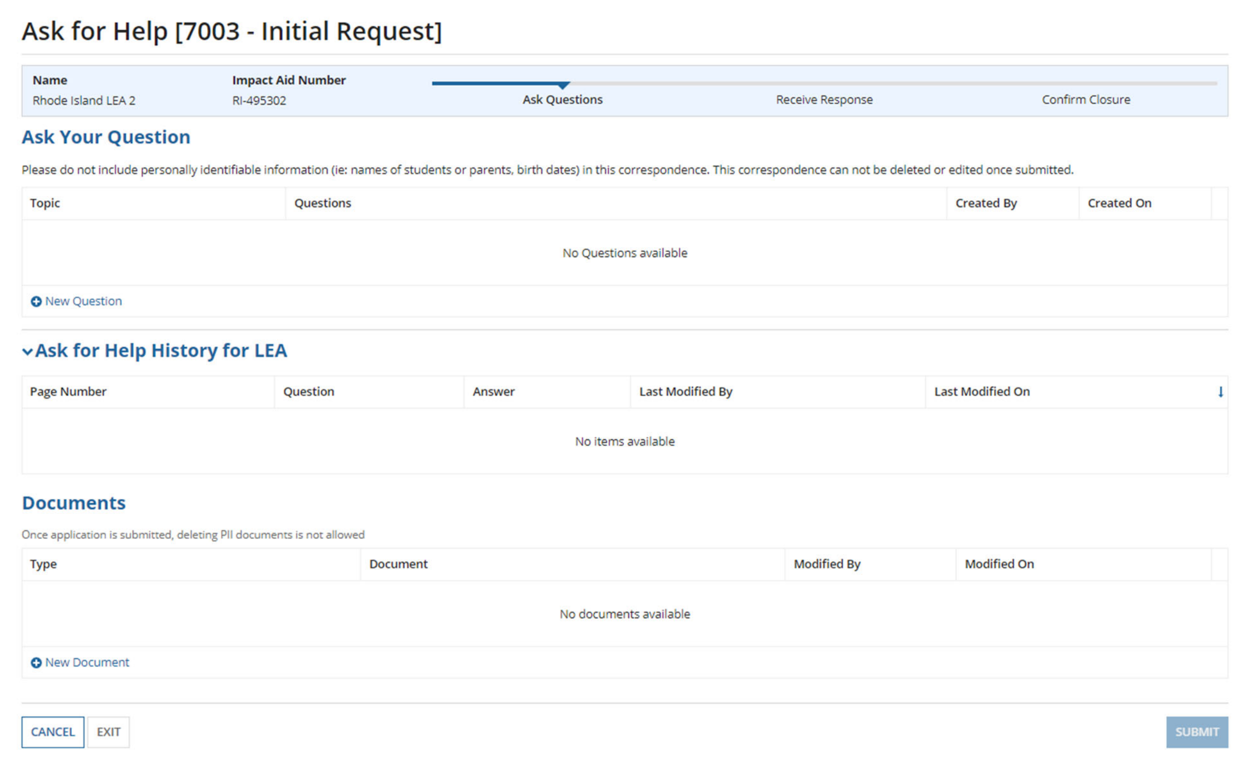


FIGURE 79 – ASK FOR HELP

Click the “New Question” link to add a row to the Ask Your Question grid (Figure 80 – Ask Your Question).

FIGURE 80 – 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 81 – Ask for Help History).

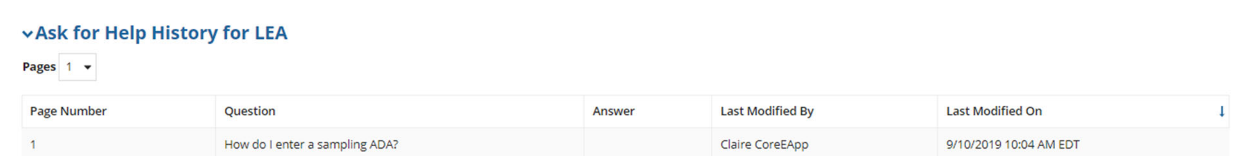


FIGURE 81 – ASK FOR HELP HISTORY

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 82 – You Can View the Response on Your Task Manager).

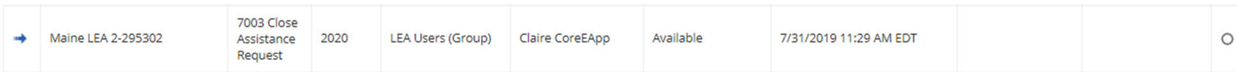


Figure 82 – You Can View the Response on Your Task Manager

Click the blue arrow to see the response (Figure 83 – The Response as Seen from the Task Manager).

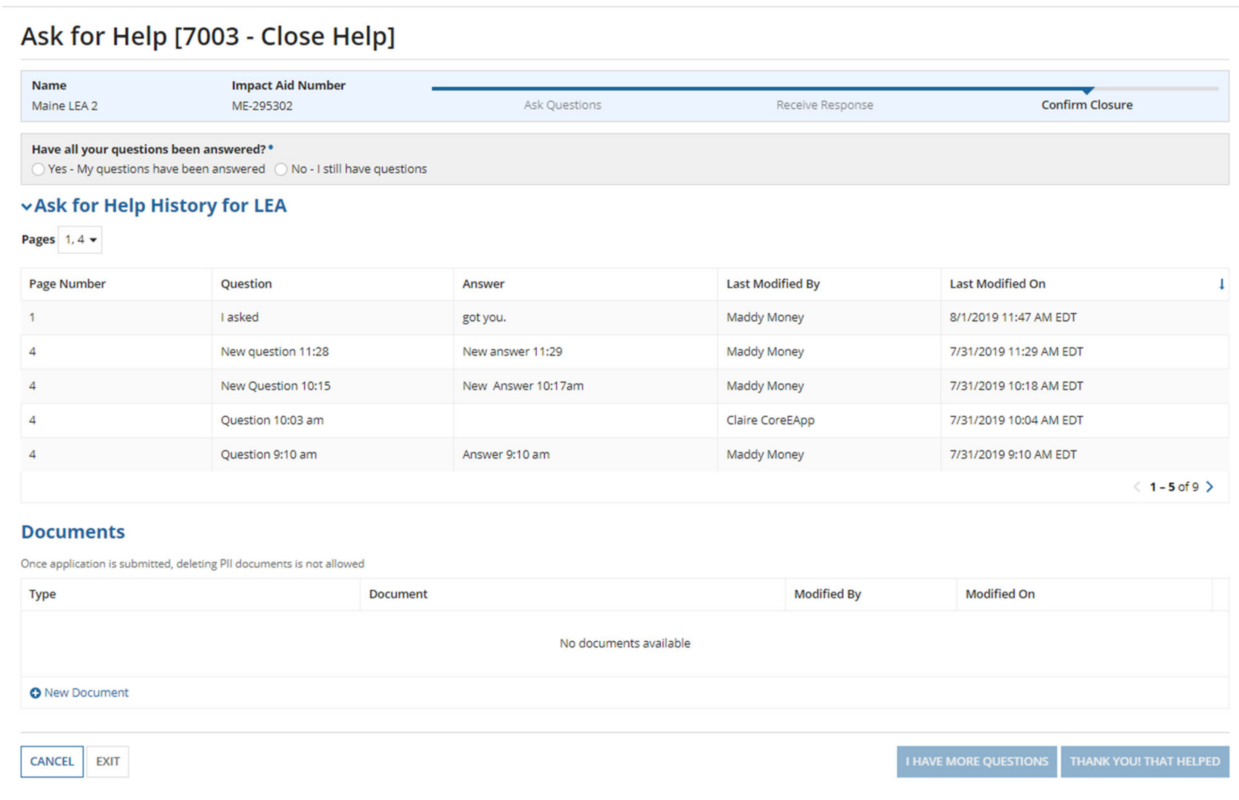


Figure 83 – The Response as Seen from the Task Manager

Note the prompt, "Have all your questions been answered?" (Figure 84 – Have All Your Questions Been Answered?)

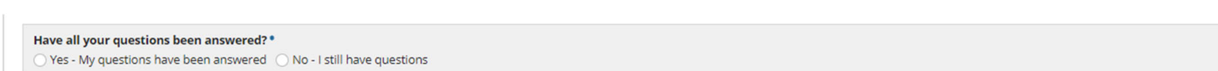


Figure 84 – Have All Your Questions Been Answered?

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 85 – Manage Documents).

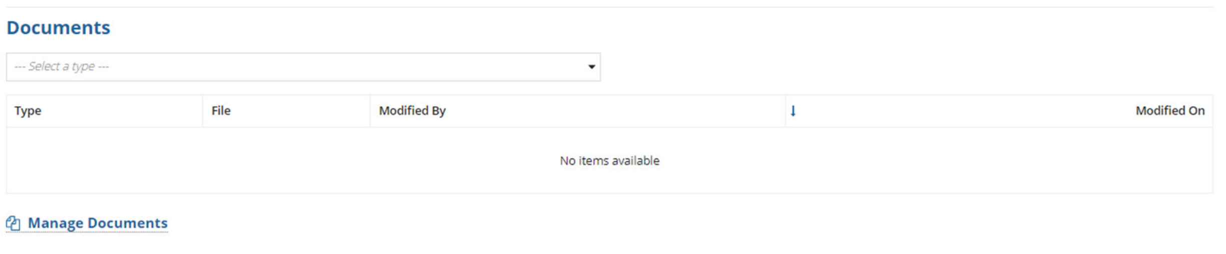


Figure 85 – Manage Documents

This link opens a window where you can upload and delete documents (Figure 86 – Manage 7003 Documents Window).

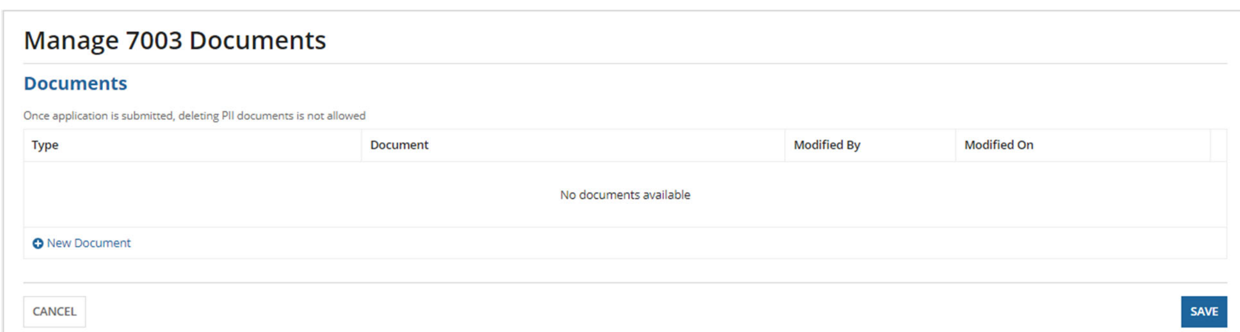


Figure 86 – Manage 7003 Documents Window

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 87 – Add a New Document).

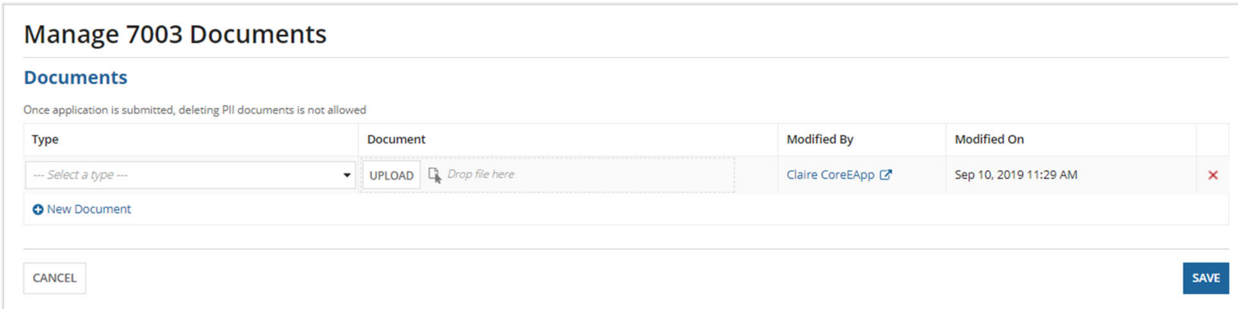


FIGURE 87 – ADD A NEW DOCUMENT

Select the appropriate document type (Figure 88 – 7003 Document Types Drop-down).

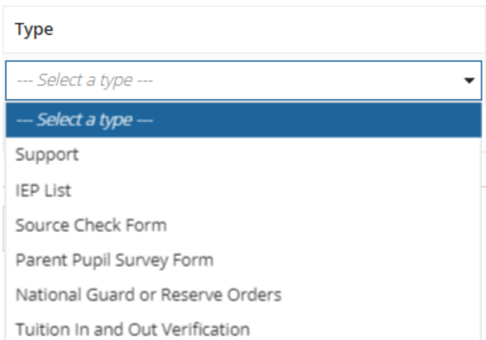


FIGURE 88 – 7003 DOCUMENT TYPES DROP-DOWN

Upload a document (Figure 89 – Manage 7003 Documents).

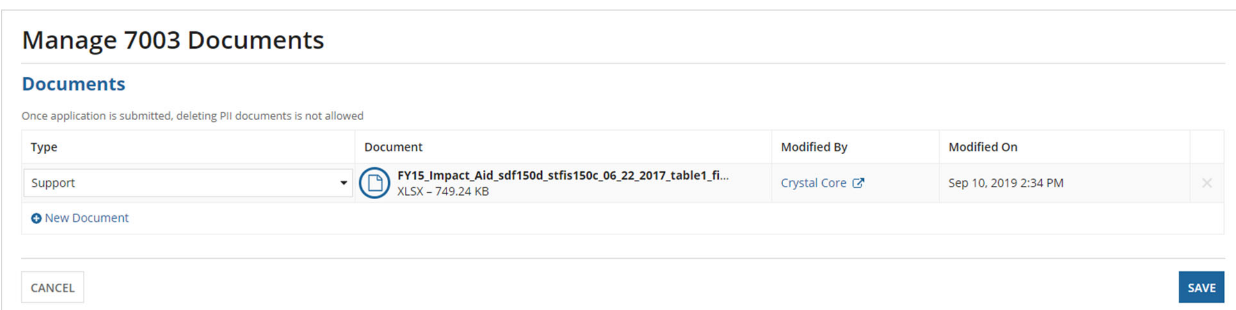


FIGURE 89 – MANAGE 7003 DOCUMENTS

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 90 – Documents are Viewable on Each Page).

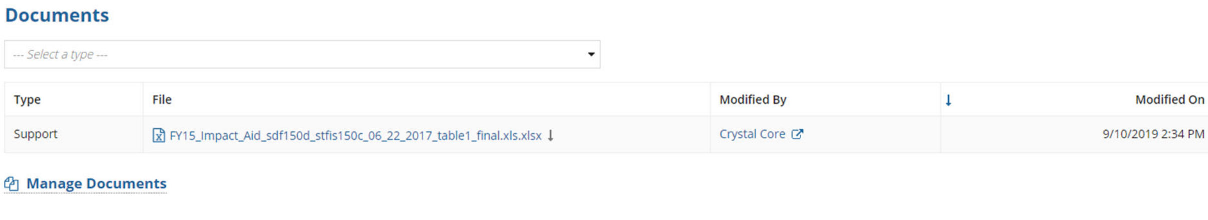


FIGURE 90 – DOCUMENTS ARE VIEWABLE ON EACH PAGE

Notes and Explanations

Also, near the bottom of every page, you will notice that you have a section to enter explanations (Figure 91 – Explanations Section).

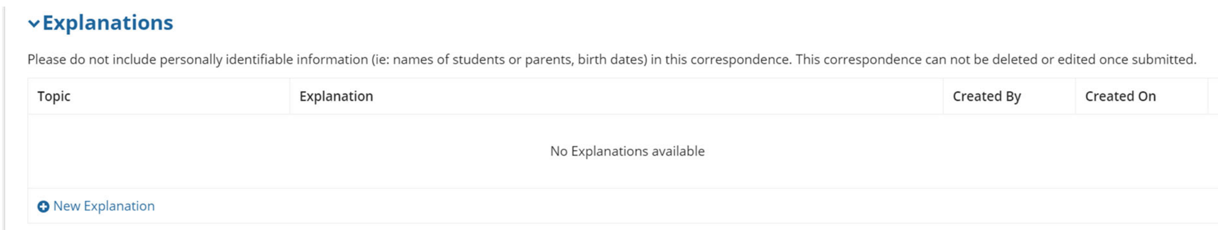


FIGURE 91 – EXPLANATIONS SECTION

To add an explanation, click the "New Explanation" link (New Explanation). A new row will appear in the grid (Figure 92 – New Explanation).

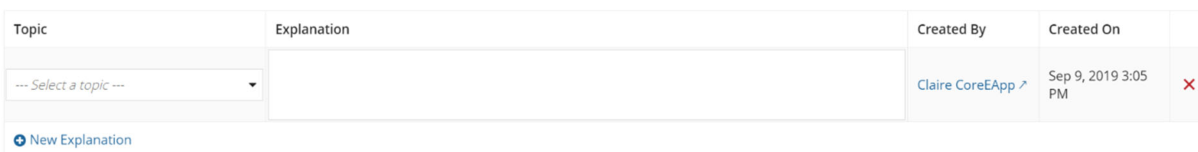


FIGURE 92 – NEW EXPLANATION

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 almost every page are the following navigation features (Figure 93 – Navigation Features).

Figure 93 – Navigation Features

To go from page to page click the "Go to Page" buttons on either side of the screen. If you have entered a lot of information on the current page, please click the "Save & Exit" (SAVE & EXIT) button or (preferably) the Save & Continue button (SAVE & CONTINUE)first, before moving on to the next page. If you choose to exit, you can return to your work by clicking on the task in your task manager.

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

If you choose to exit the application here using the "Save & Exit" (SAVE & EXIT) button, your application information will automatically be saved. If your session times out, your work will automatically be saved, and you can return to it through the task manager.

If you are entering a lot of information on a page, please save your work before you walk away from your computer.

> IMPORTANT:
>
> DO NOT LEAVE THE APPLICATION WITHOUT CLICKING THE SAVE & EXIT (SAVE & EXIT) BUTTON. Your work since your last Save & Exit will be lost.
>
> Click SAVE & EXIT before:
>
> - navigating to a different place within IAGS
> - navigating to another website
> - closing the browser window

You can use the "Save & Exit" button to leave the application at any time, and return to it from your Task Manager.

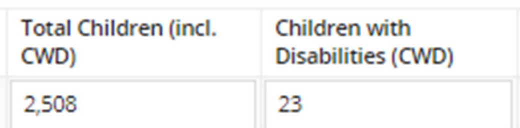
There are no limits to the number of windows you can have open in IAGS. If you wish to look at the Property Records while you are filling out the application, you can have the Federal Property Records open in a different browser window, so that you don't risk losing your work.

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 disabilities 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.



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 94 – LEA Information).

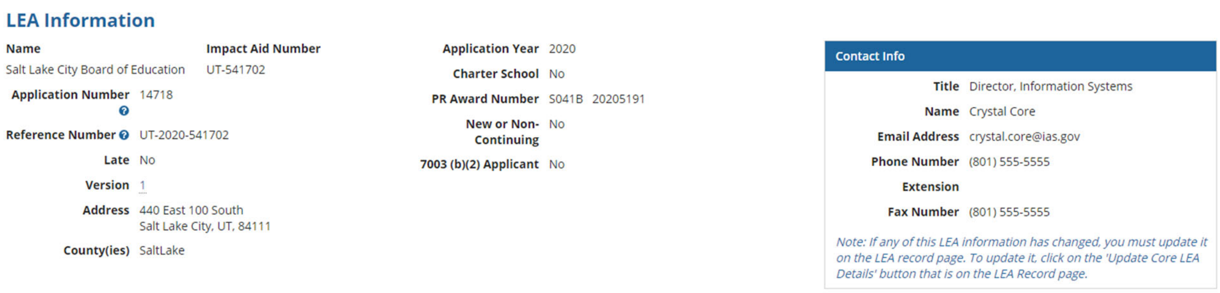


FIGURE 94 – LEA INFORMATION

HEAVILY IMPACTED LEAS

On this first page, you can apply for extra funding if you are a Heavily Impacted LEA (Figure 95 – B2 – Heavily Impacted LEAs).

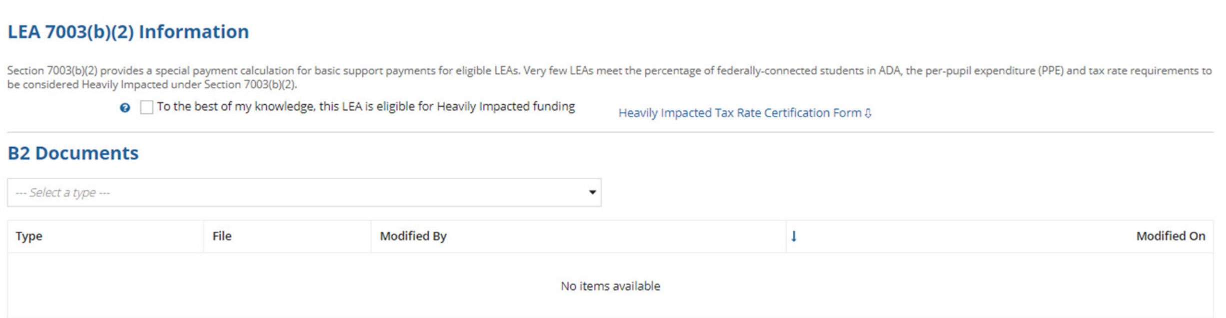


FIGURE 95 – B2 – HEAVILY IMPACTED LEAS

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. Manage B2 Documents

The Manage B2 Documents for 7003 Window will open (Figure 96 – Manage B2 Documents).

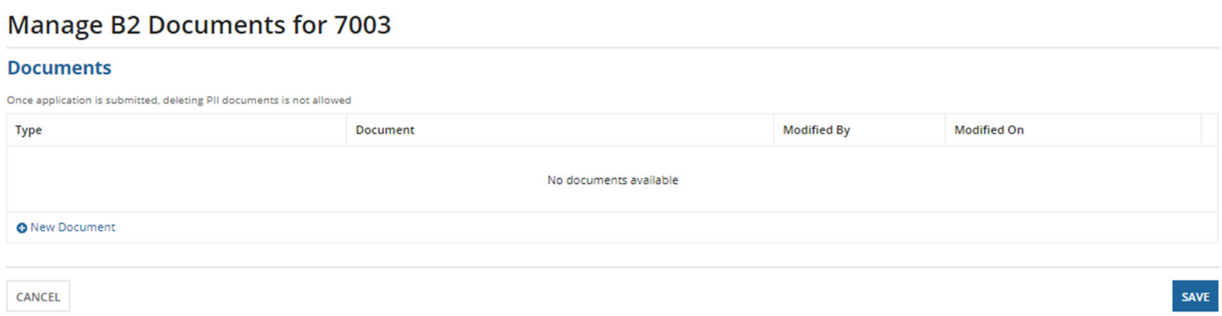


FIGURE 96 – MANAGE B2 DOCUMENTS

Click "+ New Document" (New Document) to add a new row to the grid (Figure 97 – Add a Row).

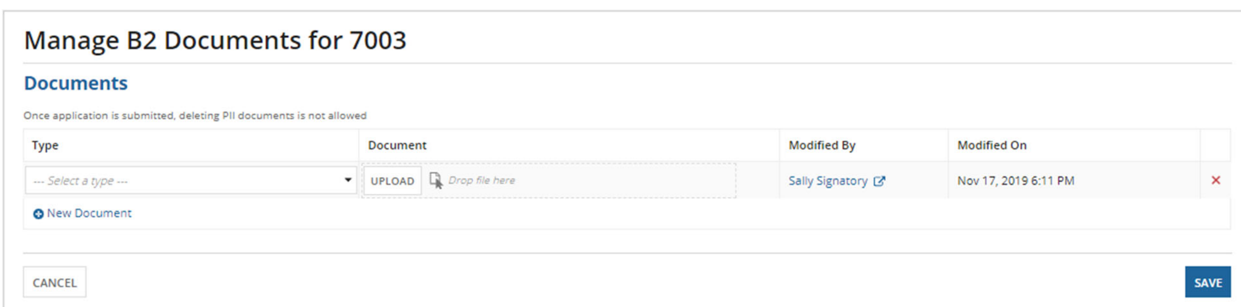


FIGURE 97 – ADD A ROW

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 98 – Uploaded B2 Document is Visible)

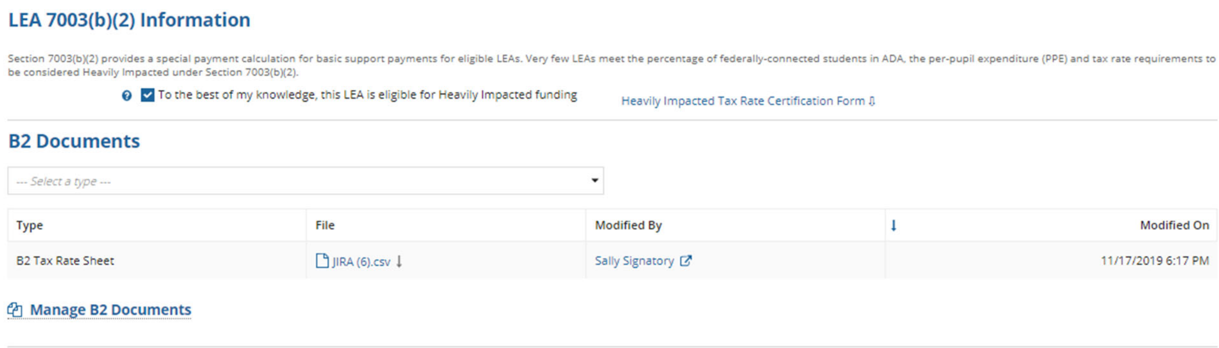


Figure 98 – Uploaded B2 Document is Visible

MEMBERSHIP AND ADA

All LEAs must enter their Membership and ADA information (Figure 99 – Membership and ADA). You will not be able to move to the next page until this section is filled out completely.

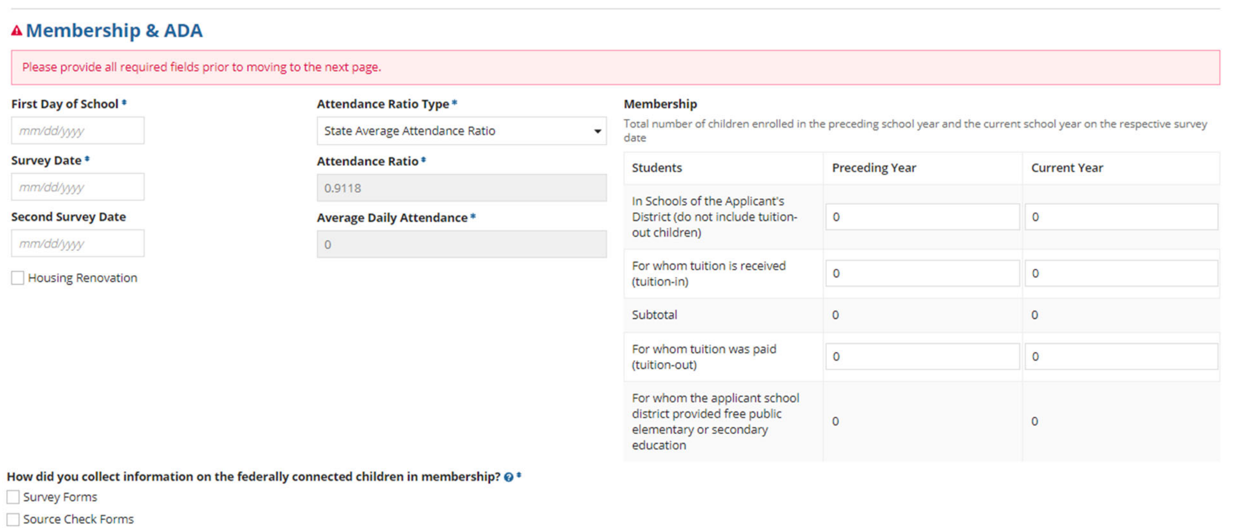


Figure 99 – Membership and ADA

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.

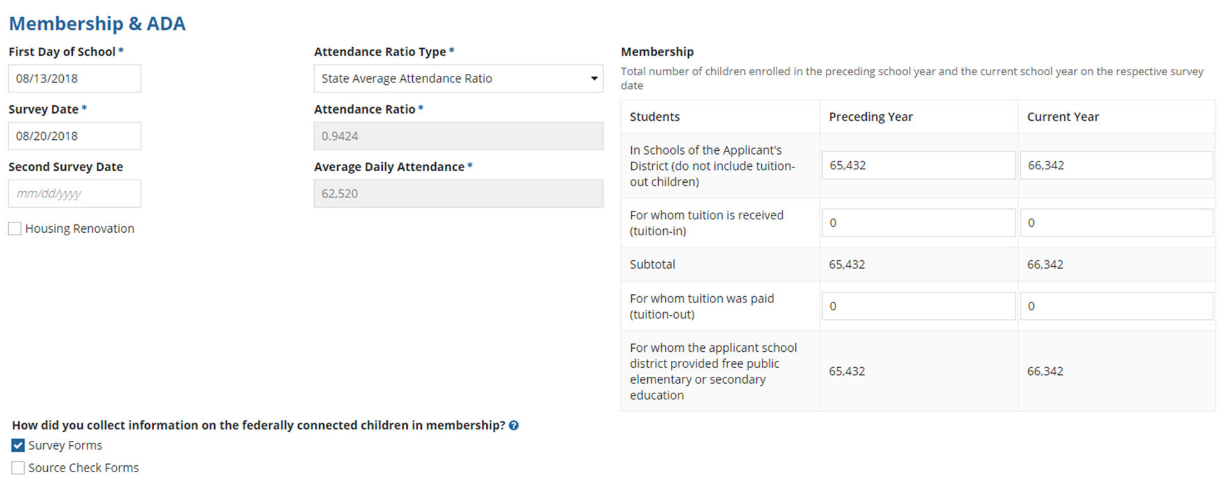


Figure 100 – Membership and ADA, Filled

When the Membership and ADA section is complete (Figure 100 – 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 101 – Expenditures for CWD.

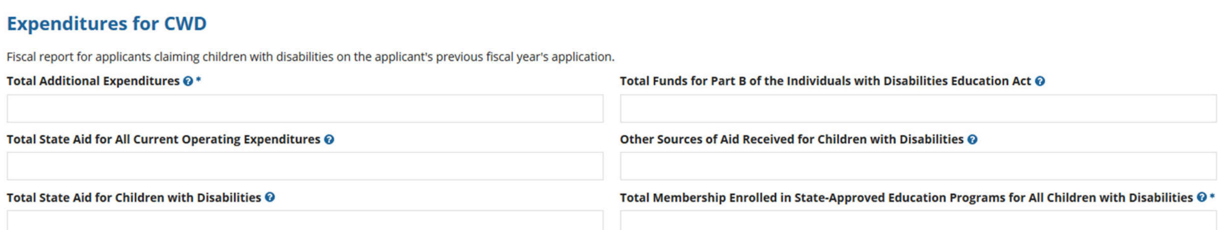


Figure 101 – Expenditures for CWD

If your LEA did not receive these funds during 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.

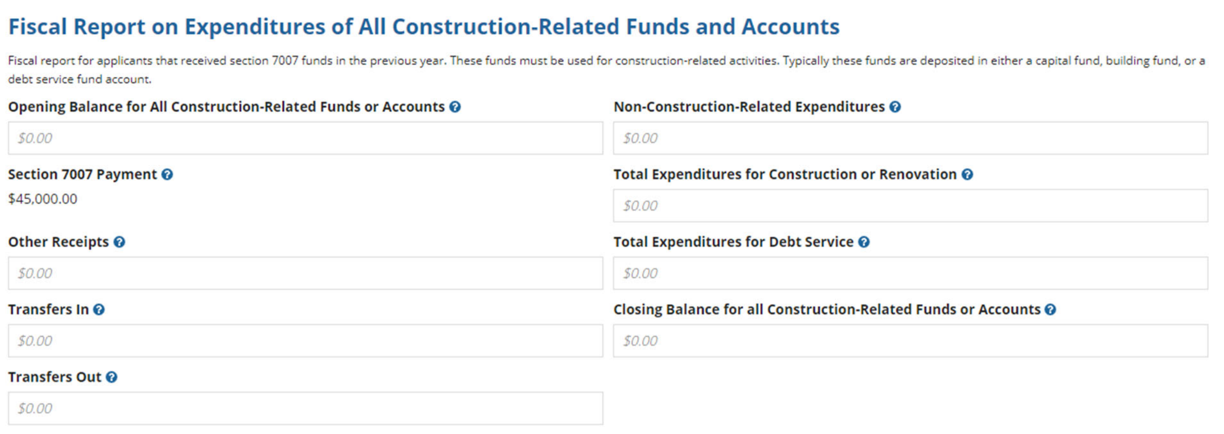
Enter negative numbers using a minus sign and then the number, like this:

-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 during the last year, you will have to fill out a financial information form to demonstrate how the funds were used (Figure 102 – Expenditures for Construction).


Fiscal Report on Expenditures of All Construction-Related Funds and Accounts

Fiscal report for applicants that received section 7007 funds in the previous year. These funds must be used for construction-related activities. Typically these funds are deposited in either a capital fund, building fund, or a debt service fund account.

Opening Balance for All Construction-Related Funds or Accounts
$0.00

Section 7007 Payment
$45,000.00

Other Receipts
$0.00

Transfers In
$0.00

Transfers Out
$0.00

Non-Construction-Related Expenditures
$0.00

Total Expenditures for Construction or Renovation
$0.00

Total Expenditures for Debt Service
$0.00

Closing Balance for all Construction-Related Funds or Accounts
$0.00

FIGURE 102 – EXPENDITURES FOR CONSTRUCTION

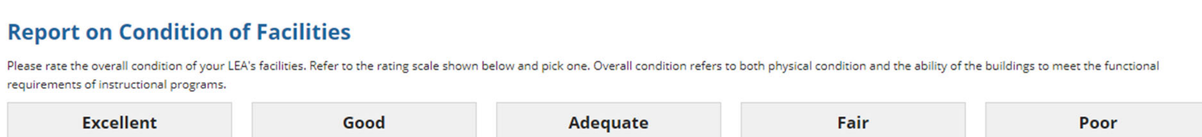
Please note that this form does not do the math for you, although you can see the math in the tool tips on the closing balance.

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 103 – Score Your Facilities).


Report on Condition of Facilities

Please rate the overall condition of your LEA's facilities. Refer to the rating scale shown below and pick one. Overall condition refers to both physical condition and the ability of the buildings to meet the functional requirements of instructional programs.

Excellent | Good | Adequate | Fair | Poor

FIGURE 103 – 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 104 – Upload Charter School Documents).


Charter School Documents

Annual Financial Information

UPLOAD Drop file here

Affirmation of stand-alone LEA

Charter Documents

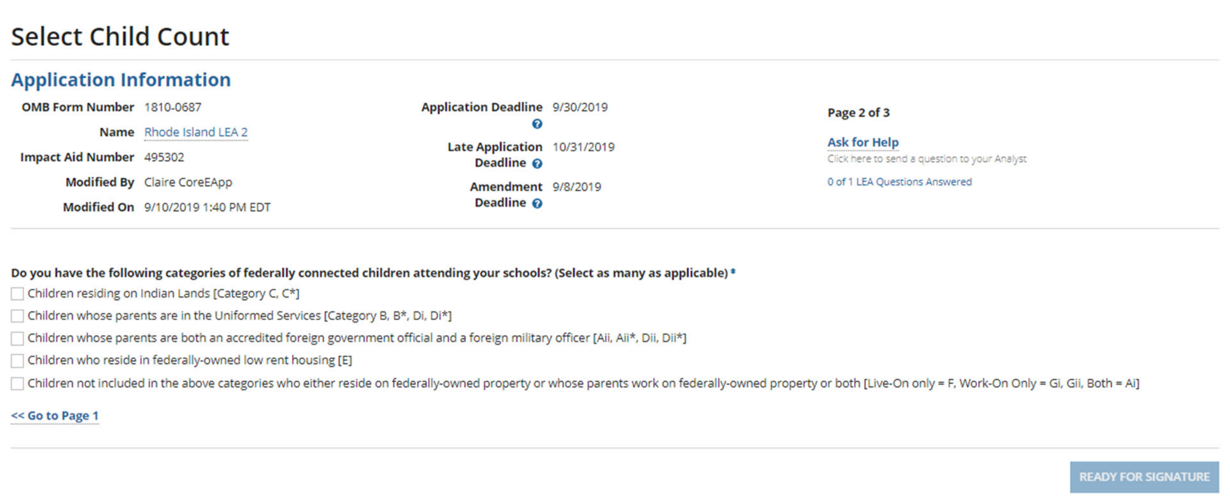
UPLOAD Drop file here

FIGURE 104 – 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 105 – Select Categories of Children).


Select Child Count

Application Information

OMB Form Number 1810-0687

Name Rhode Island LEA 2

Impact Aid Number 495302

Modified By Claire CoreEApp

Modified On 9/10/2019 1:40 PM EDT

Application Deadline 9/30/2019

Late Application Deadline 10/31/2019

Amendment Deadline 9/8/2019

Page 2 of 3

Ask for Help

Click here to send a question to your Analyst

0 of 1 LEA Questions Answered

Do you have the following categories of federally connected children attending your schools? (Select as many as applicable) *

Children residing on Indian Lands [Category C, C*]

Children whose parents are in the Uniformed Services [Category 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]

<< Go to Page 1

READY FOR SIGNATURE

FIGURE 105 – 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 asterix 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.

Once you have selected at least one child category, the “Go to Page 3>>” button will appear (**Go to Page 3 >>**)

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 106 – 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 107 – 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 108 – Upload IPP).

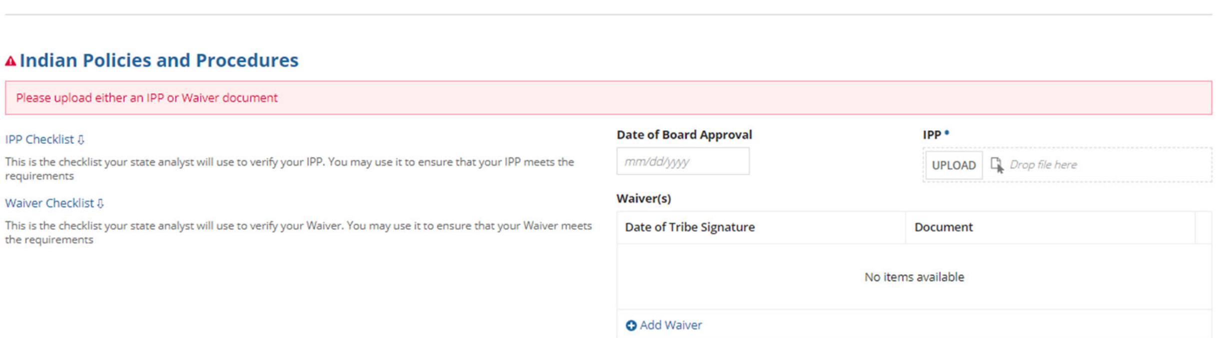


FIGURE 108 – UPLOAD IPP OR WAIVER

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 109 – IPP Requires a Date of Board Approval).

FIGURE 109 – IPP REQUIRES A DATE OF BOARD APPROVAL

You will need to provide a date of Tribe Signature for each Waiver you upload (Figure 110 – Each Waiver Requires a Date of Tribe Signature).

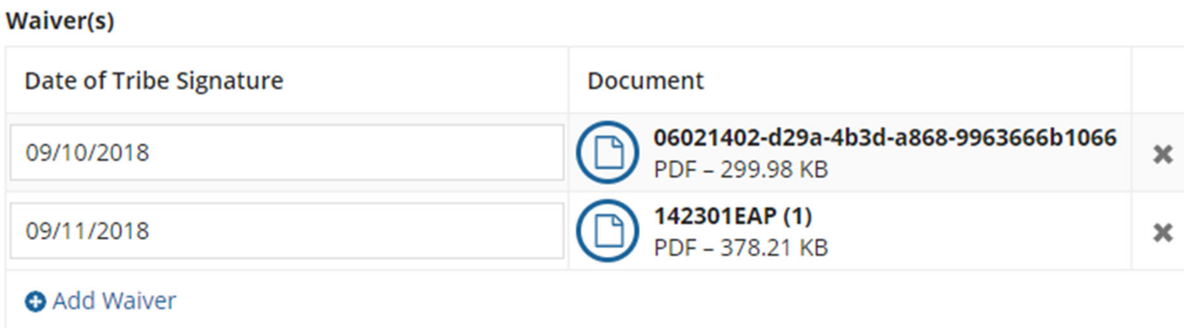


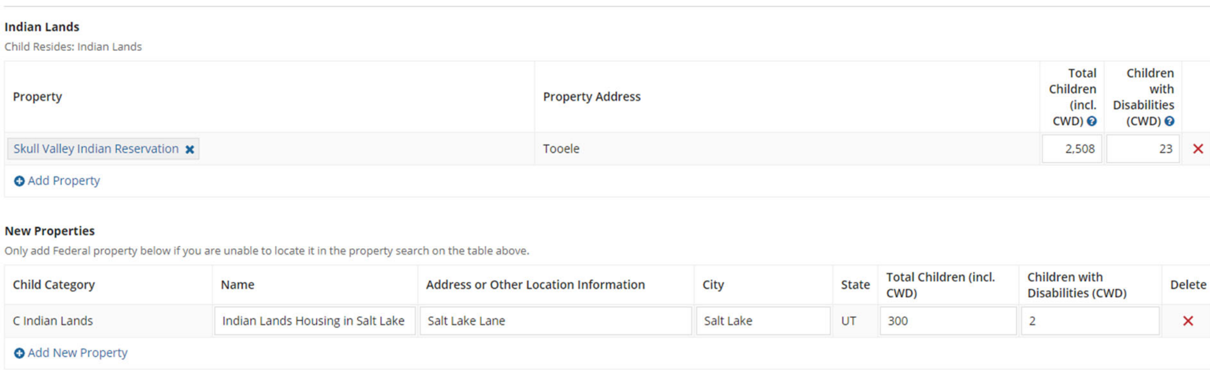
FIGURE 110 – EACH WAIVER REQUIRES A DATE OF TRIBE SIGNATURE

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 E-App 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 111 – 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 111 – 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.

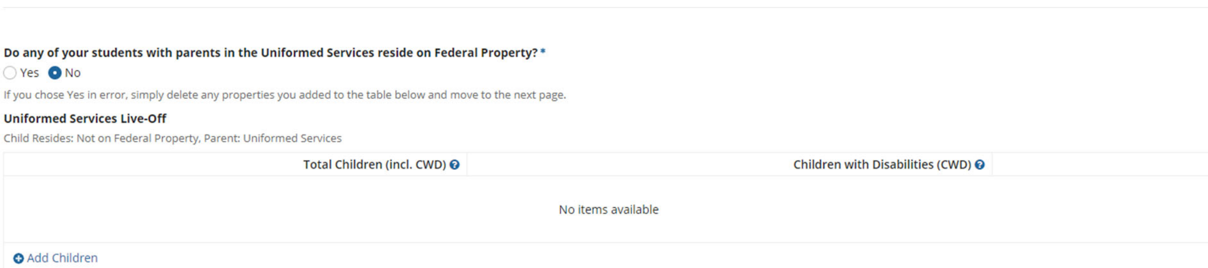
In both grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. Then enter the number of children with disabilities in the Children with Disabilities field.

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 112 – 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

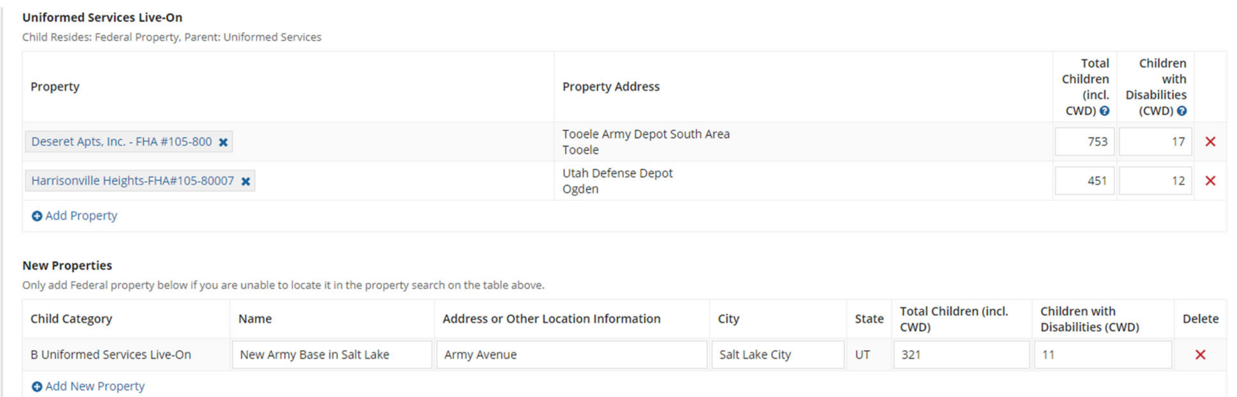
Figure 112 – Category B Question

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 113 – 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 113 – 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 114 – Uniformed Services Live-Off, Filled).

Uniformed Services Live-Off
Child Resides: Not on Federal Property, Parent: Uniformed Services

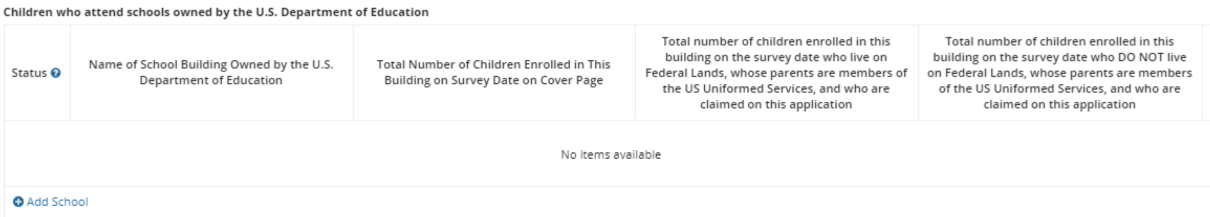
Total Children (incl. CWD)	Children with Disabilities (CWD)	
1,535	211	

Figure 114 – 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 115 – 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 115 – 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

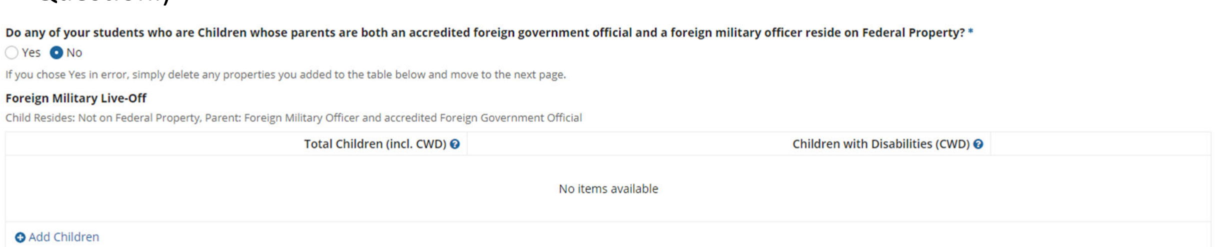
If your LEA does not have a school owned by the U.S. Department of Education in your district, you will not see this form.

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 116 – 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 116 – 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 117 – 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 117 – 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 118 – 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 118 – Foreign Military Live-Off, Filled

Enter Children who live in Low Rent Housing

You will see two grids on the page (Figure 119 – Low Rent Housing, Blank).

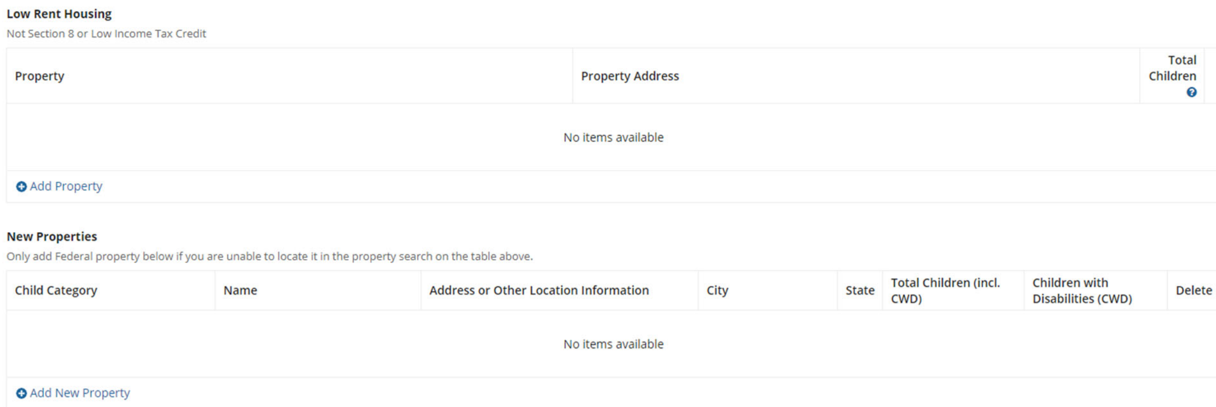


FIGURE 119 – LOW RENT HOUSING, BLANK

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 120 – Low Rent Housing, Filled).

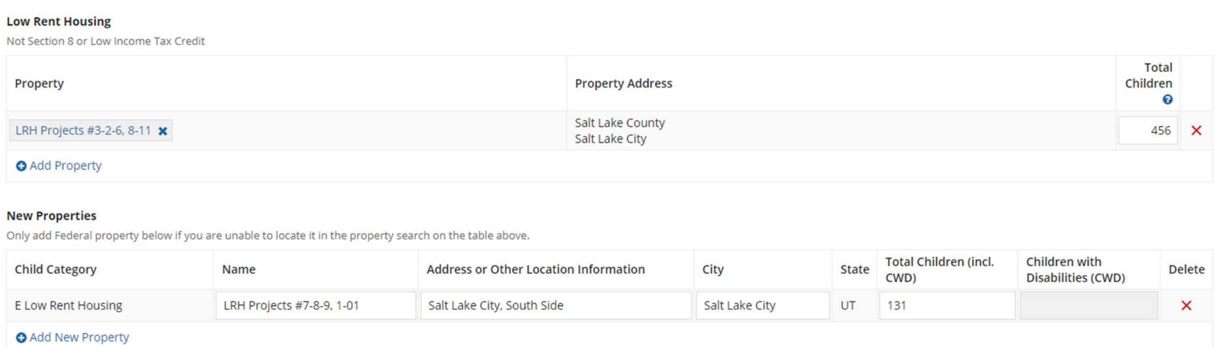


FIGURE 120 – LOW RENT HOUSING, FILLED

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 121 – A(i) Question)

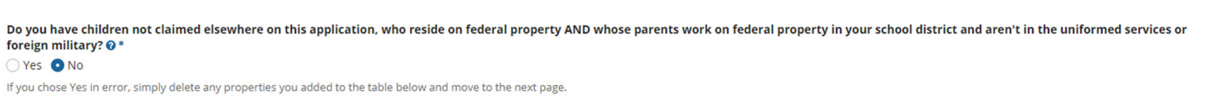


FIGURE 121 – A(I) QUESTION

On this page, you will see a whole new grid., to use to enter child counts for Live-on/Work-on (Ai) (Figure 122 – 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 122 – 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 123 – 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 123 – 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 124 – 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 124 – 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 125 – 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 125 – 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 126 – Live-On Only (F) Question).

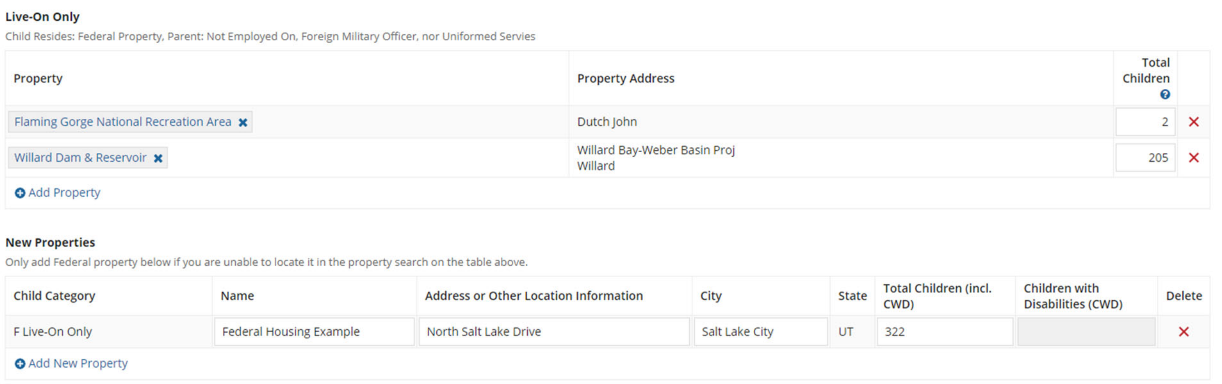
Do you have children not claimed elsewhere on this application who reside on Federal property only? *

○ 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 126 – Live-On Only (F) Question

The two grids will appear (Figure 127 – Live-On Only Properties).



Live-On Only
Child Resides: Federal Property, Parent: Not Employed On, Foreign Military Officer, nor Uniformed Servies

Property	Property Address	Total Children	
Flaming Gorge National Recreation Area	Dutch John	2	
Willard Dam & Reservoir	Willard Bay-Weber Basin Proj Willard	205	

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
F Live-On Only	Federal Housing Example	North Salt Lake Drive	Salt Lake City	UT	322		

Add New Property

Figure 127 – 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.

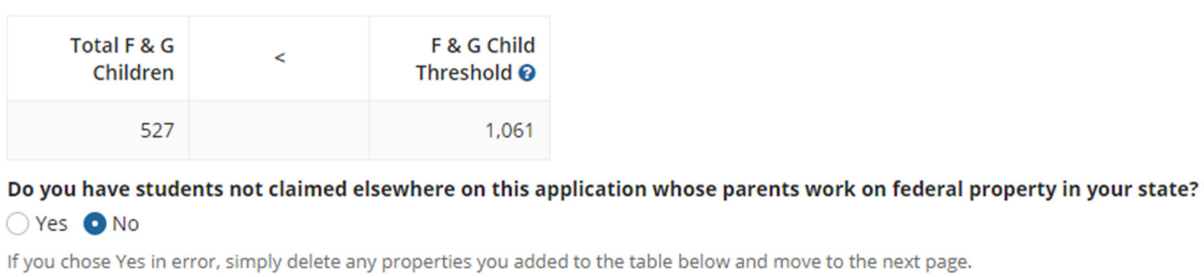
In both grids, on each row, enter the TOTAL number of ALL of children, including those with disabilities, in the Total Children field. There is no separate field for children with disabilities.

> 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 128 – Work-On Only (G) Question.



Total F & G Children	<	F & G Child Threshold
527		1,061

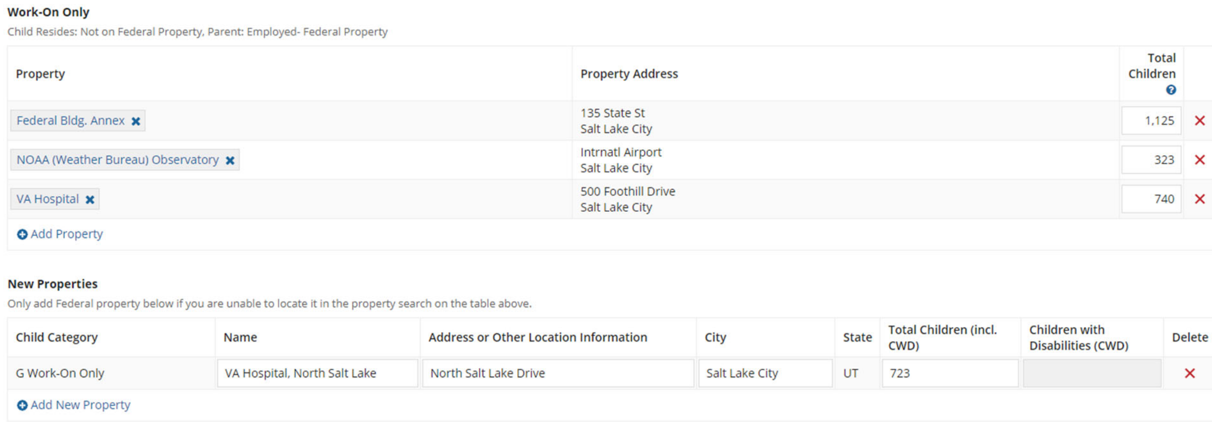
Do you have students not claimed elsewhere on this application whose parents work on federal property in your state? *

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 128 – Work-On Only (G) Question

The two grids will appear (Figure 129 – 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 129 – 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 130 – 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 130 – 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 131 – 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.

You will also see that the “Ready for Signature” button is enabled (Figure 132 – Ready for Signature)

FIGURE 132 – READY FOR SIGNATURE

Before you click it, please answer the question, “Do you intend to amend this application after you submit?” (Figure 133 – Do You Intend to Amend?)

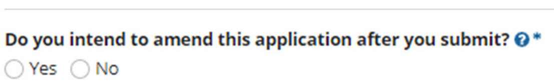


FIGURE 133 – DO YOU INTEND TO AMEND?

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 134 - 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 VIII 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 134 - 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 135 – Check the Box to Sign Your Application).

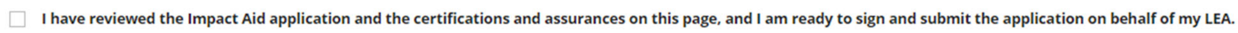


FIGURE 135 – CHECK THE BOX TO SIGN YOUR APPLICATION

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 136 – Submit button is Enabled)

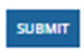


FIGURE 136 – SUBMIT BUTTON IS ENABLED

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 also see the Application itself on the Applications tab on your LEA page, where you can download a .pdf 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 137 – Review IPP and Waiver Documents (Sent Back))

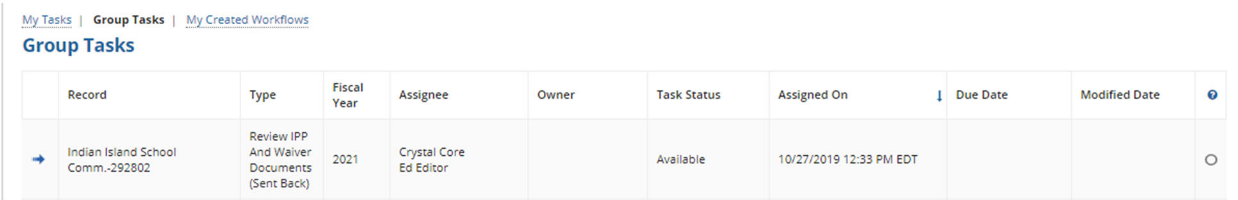


FIGURE 137 – REVIEW IPP AND WAIVER DOCUMENTS (SENT BACK)

Click the blue arrow (➡) to start the task. The Upload and Submit IPP and Waiver Documents window opens (Figure 138 – Upload and Submit IPP and Waiver Documents)

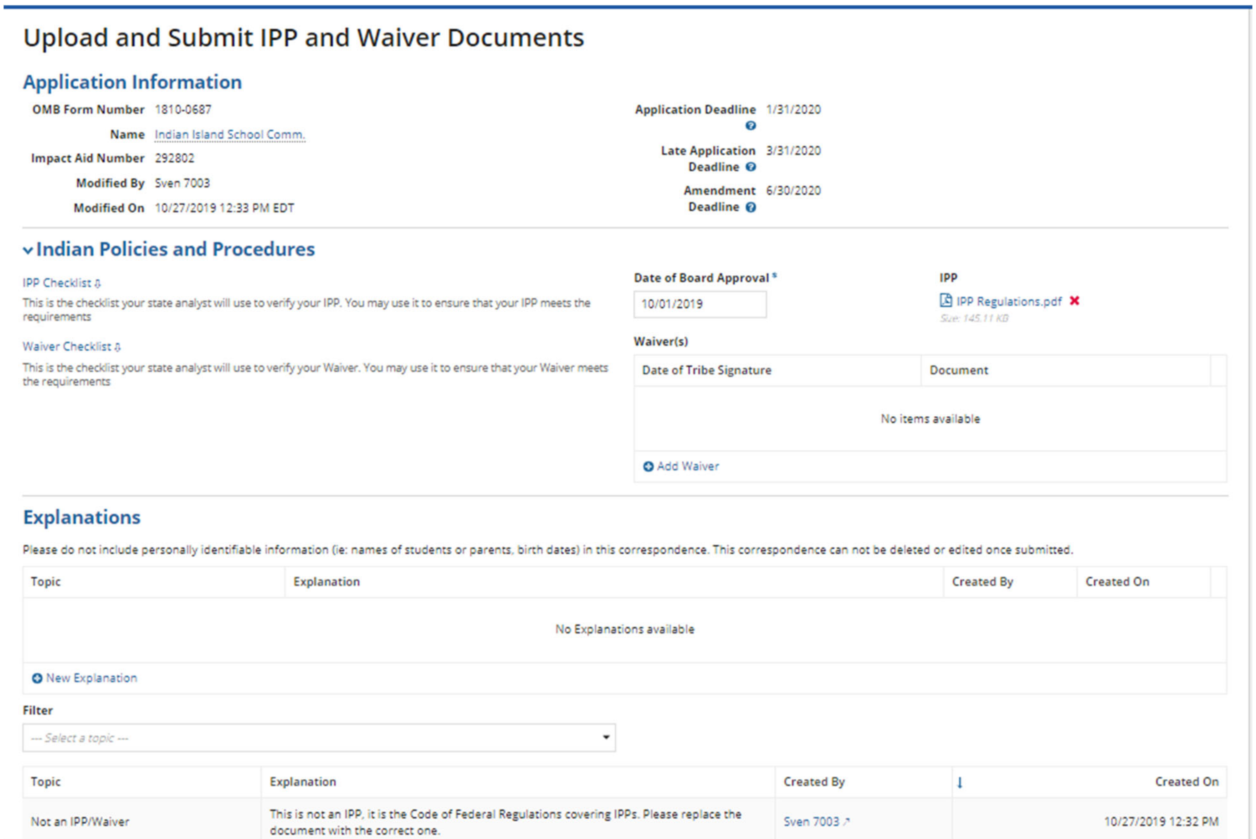


FIGURE 138 – UPLOAD AND SUBMIT IPP AND WAIVER DOCUMENTS

In the Explanations section, you will see the reason the IPP or Waiver was sent back (Figure 139 – Explanation

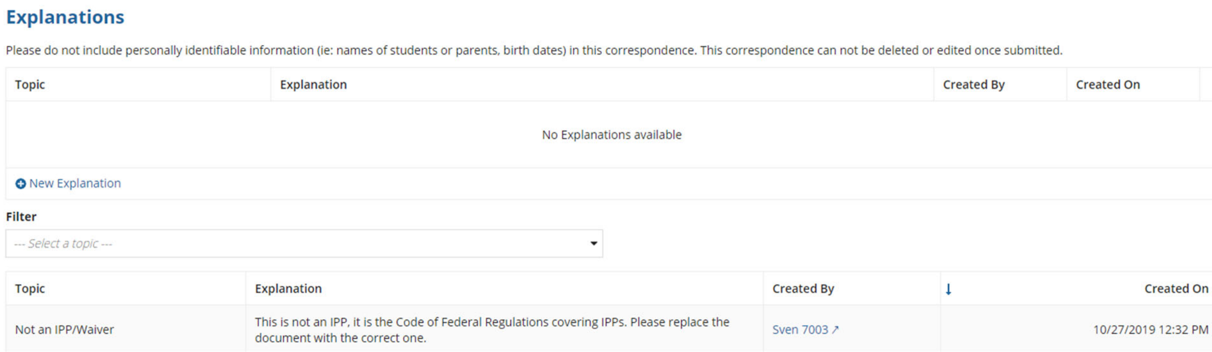


Figure 139 – Explanation

Scroll back up to see the uploaded document link. click on the red X (X) next to the link to delete the document (Figure 140 – Click the Red X to Delete).

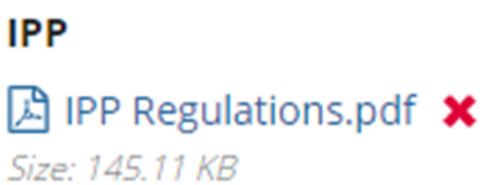


Figure 140 – Click the Red X to Delete

You will be prompted to upload a new IPP or Waiver (Figure 141 – Upload New IPP or Waiver).

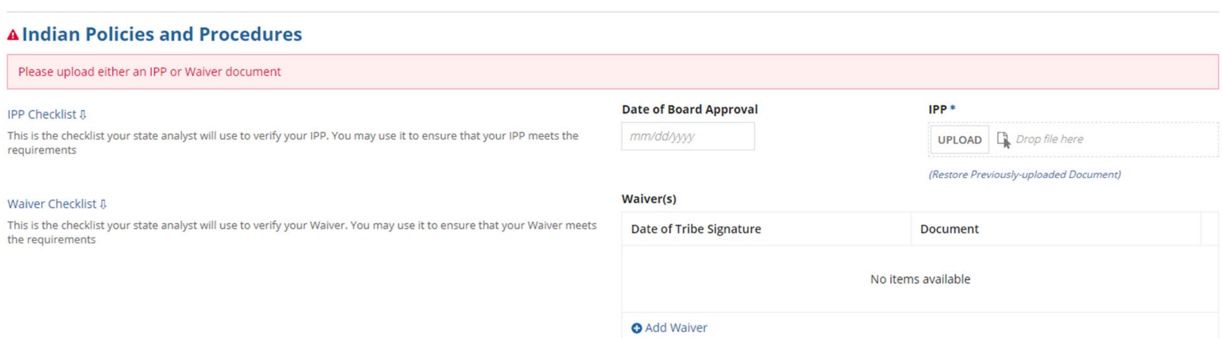


Figure 141 – Upload New IPP or Waiver

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 142 – 7003 Property Review LEA Document Submission).

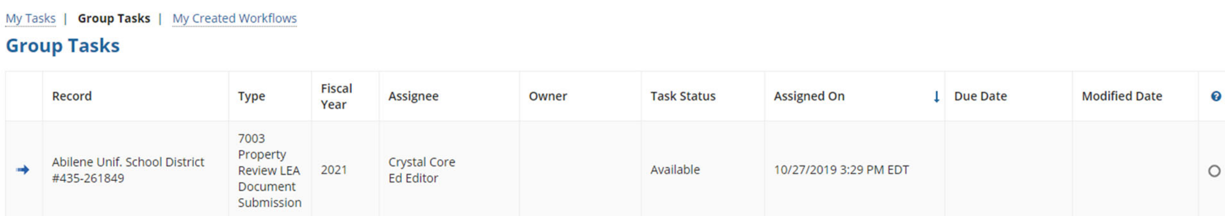


FIGURE 142 – 7003 PROPERTY REVIEW LEA DOCUMENT SUBMISSION

Click the blue arrow (➜) to start the task. The Property Review for LEA window opens (Figure 143 – Property Review for LEA).

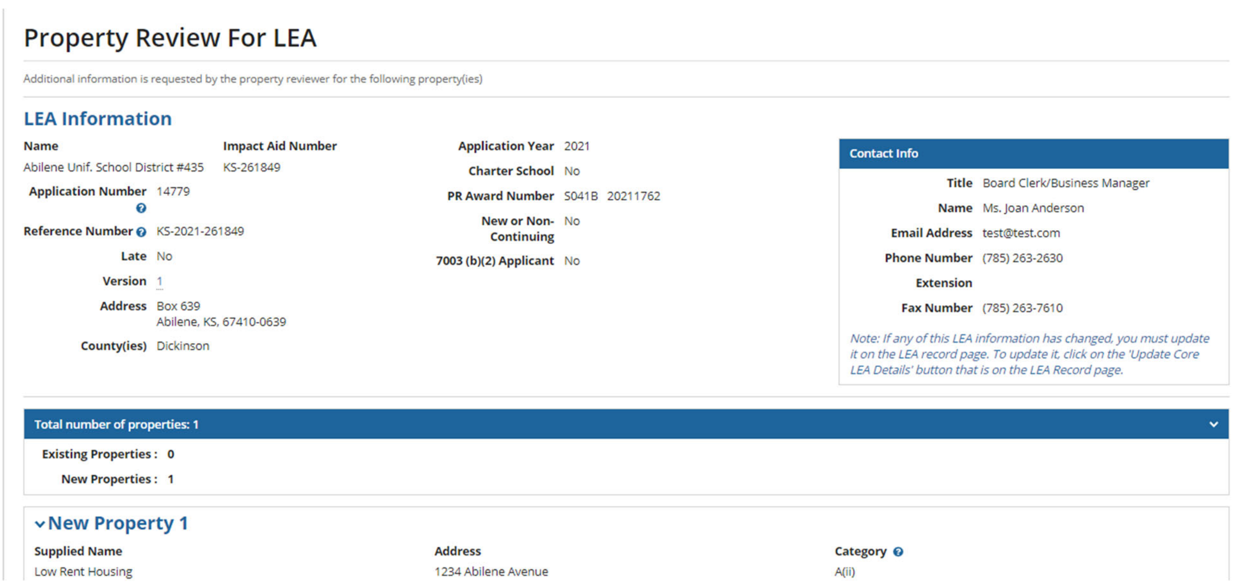


FIGURE 143 – PROPERTY REVIEW FOR LEA

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 7002 Application Record

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

7002 Application Summary Page

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

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

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

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

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

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

Documents

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

Audit History

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

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

Related Actions

On this page, you can perform the following actions:

DOWNLOAD ZIP PACKAGE

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

- a .PDF copy 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

NOTE: You will need to click Refresh Document Link to activate the Download Zip Package

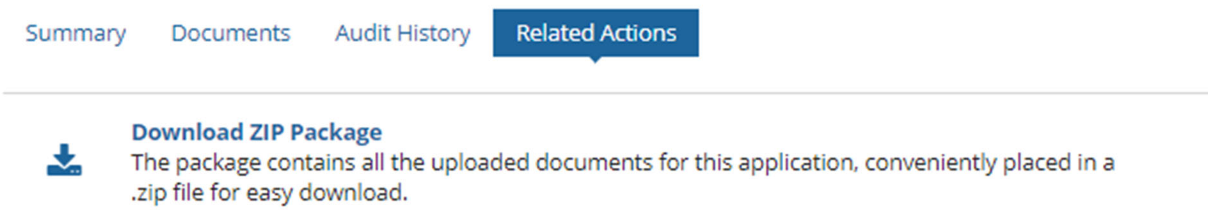


FIGURE 144 – DOWNLOAD A ZIP PACKAGE

START AN AMENDMENT

Start an Amendment to your 7002 Application. This action is only available under the following conditions:

- You have Application Editor Permissions
- 7002 Application has been submitted
- Amendment Deadline has not passed
- Your LEA has not been selected for Monitoring (Field Review)
- You have not already submitted an Amendment that has not completed review by Impact Aid Staff

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 copy 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

NOTE: You will need to click Refresh Document Link to activate the Download Zip Package

START AN AMENDMENT

Start an Amendment to your 7003 Application. This action is only available under the following conditions:

- You have Application Editor Permissions
- 7003 Application has been submitted
- Amendment Deadline has not passed
- Your LEA has not been selected for Monitoring (Field Review)
- You have not already submitted an Amendment that has not completed review by Impact Aid Staff

Amendments

You can amend your 7002 or 7003 Application at any time after your LEA submits the application through the Amendment Deadline.

IMPORTANT!

- Starting an Amendment will cancel any Documentation task, including one that is in progress. If you have a Documentation Task in progress, be sure to upload those same documents to the Amendment. You will receive a message alerting you to this if you have a Documentation Task in progress.
- Starting an Amendment will cancel a previously submitted Amendment or Documentation Task that has not yet been reviewed. Please be sure to make the same changes and upload the same documents to the Amendment. You will receive a message alerting you to this if a previously submitted Amendment or Documentation Task has not yet been reviewed.

7002 Amendment

The deadline for submitting amendments is listed on your home page. In order to complete an amendment, you must have submitted a complete application, and you must have core user or application editor privileges on your security profile. If you have been notified that your LEA has been selected for an application review, you will not be able to submit an amendment. In that case, you will need to upload your documentation, and an Impact Aid staff member will update your application after verifying your data.

Starting a 7002 Amendment

To start a 7002 Amendment, navigate to the LEA summary page and select applications. Select the application that you would like to edit and you will be brought to the application summary page. You may find it helpful to print this application summary page and annotate your changes before amending.

Click on the “Start a 7002 Amendment” button on the Application record, or click the link on the Application record’s Related Actions Page. You must have Application Editor or Core User permissions to perform this task.

When you start an amendment, your Impact Aid state analyst can no longer work on your application, because only one person can be editing an application at a time. To help your application move efficiently through the review process, it is a good idea to compile all of your changes before starting your amendment. When you know what changes you want to make, confirm that you would like to submit an amendment by clicking the "continue" button.

The Application Amendment page displays.

Filling out a 7002 Amendment

The 7002 Amendment page will look and act exactly like the 7002 Application Review Page. The same rules apply.

When you click the “Ready for Signature” button, all users in your LEA who have the Signatory role will be notified by email that they have a task waiting, the Amendment will be placed in “Waiting for Signature” status, and the Signature task will be in their Task Managers.

Signing a 7002 Amendment

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

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

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

If you or the Application Editor checked the “Opt-out” checkbox, there will be special certifying language included on the page. Read it and then check the “I agree” checkbox.

When you are satisfied that the entire Amendment is completed correctly, review the Statements section that is included on the page, and then check the box that affirms you have done so and are ready to sign and submit on behalf of your LEA.

The IAGS system will enable the Submit button (SUBMIT) 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 original application was submitted past the Application Due Date, you will see a message that says, “Your Application was 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 amendment, 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 amendment has been submitted.

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

You can see the Amendment status by expanding the Application Status for Your LEA(s) section on the Home Page.

Changes will not appear on the Application itself until the Impact Aid staff have approved them. Once approved, the changes will appear on the Application record on the Applications tab on your LEA page, where you can view the audit history and download a .pdf of the Application package.

7003 Amendment

The deadline for submitting amendments is listed on your home page. In order to complete an amendment, you must have submitted a complete application, and you must have core user or application editor privileges on your security profile. If you have been notified that your LEA has been selected for an application review, you will not be able to submit an amendment. In that case, you will need to upload your documentation, and an Impact Aid staff member will update your application after verifying your data.

Starting a 7003 Amendment

To start a 7003 Amendment, navigate to the LEA summary page and select applications. Select the application that you would like to edit and you will be brought to the application summary page. You may find it helpful to print this application summary page and annotate your changes before amending.

Click on the “Start a 7003 Amendment” button on the Application Record or click the link on the Application record’s Related Actions Page. You must have Application Editor or Core User permissions to perform this task.

When you start an amendment, your Impact Aid state analyst can no longer work on your application, because only one person can be editing an application at a time. To help your application move efficiently through the review process, it is a good idea to compile all of your changes before starting your amendment. When you know what changes you want to make, confirm that you would like to submit an amendment by clicking the "continue" button.

The Application Amendment page displays.

Filling out a 7003 Amendment

The 7003 Amendment page will look and act exactly like the 7003 Application Review Page. The same rules apply, with these exceptions:

- If your LEA did not apply for B2 on the original application, you are not allowed to apply for B2 on your amendment
- If your LEA applied for B2, and you wish to withdraw from B2, you must upload a B2 Application Withdrawal Form.
- You are not allowed to replace an IPP with a Waiver.

When you click the “Ready for Signature” button, all users in your LEA who have the Signatory role will be notified by email that they have a task waiting, the Amendment will be placed in “Waiting for Signature” status, and the Signature task will be in their Task Managers.

Signing the 7003 Amendment

Only users who have the Signatory role may sign an amendment. Core Users are automatically Signatories. When you've received the email letting you know that the amendment is ready to be signed, log in to IAGS. In the Task Manager on the Home Page, start the Amendment 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 Amendment is completed correctly, review the Statements section that is included on the page, and then check the box that affirms you have done so and are ready to sign and submit on behalf of your LEA. The IAGS system will enable the Submit button (SUBMIT) 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 original application was submitted past the Application Due Date, you will see a message that says, "Your Application was 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 amendment, 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 amendment has been submitted.

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

You can see the Amendment status by expanding the Application Status for Your LEA(s) section on the Home Page.

Changes will not appear on the Application itself until the Impact Aid staff have approved them. Once approved, the changes will appear on the Application record on the Applications tab on your LEA page, where you can view the audit history and download a .pdf of the Application package.

Vouchers

You will find your LEA's vouchers on your LEA's payment history page. Click on LEAs in the top menu, then click on the school district's name, then payment history. The payment history page may take a few moments to open due to the amount of information on the page.

On the payment history page, under the payment history section, you will see the Impact Aid payments your school district has received since FY 2010. For those payments made with the "old" Impact Aid System, prior to October 1, 2020, you will only see the amount of the payment. Payments made after October 1, 2020 will include the district's voucher information. Click on the payment amount to see how the payment was calculated. You can obtain a file copy of this voucher by printing the page from your browser. Holding down CTRL + P will bring up your browser's print options.

Requesting an Early Payment

You may request an early payment by clicking the button on the Payment History page, or by clicking the link on the Related Actions page. The request form will open in a pop-up window.

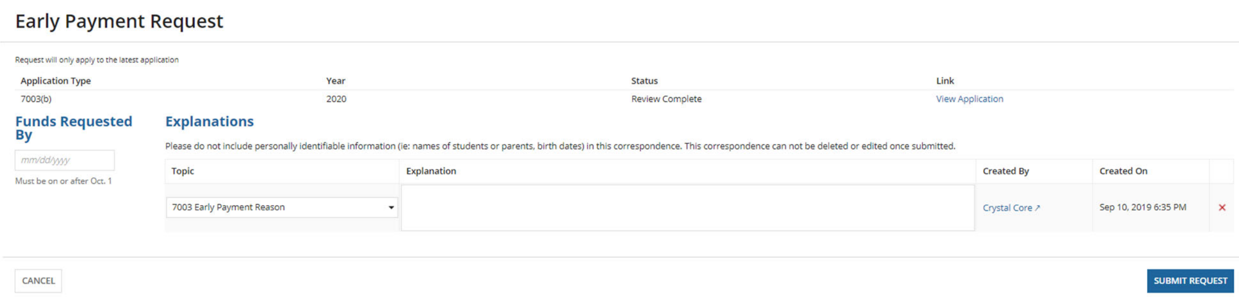


FIGURE 145- EARLY PAYMENT REQUEST

Note that the Early Payment Request applies only to the latest application year's application(s).

You will see the following details about the application(s) the early payment request will affect:

- Application Type
- Application Year
- Application Status
- A link to view the application

You will be required to enter the following information:

- The date by which you would like the funds to be disbursed. Note that the earliest date is October 1 of the current year.
- The reason you're requesting the early payment. Please note that we ask you not to include Personally Identifiable Information (PII), such as the names and/or birthdates of students or parents, in this field.

When you are done editing the request, click the blue Submit button (SUBMIT) at the bottom of the page. A "Task completed successfully" message will appear, and you will be brought back to the Payment History or Related Actions page, depending on where you started the action.

NOTE: If you remain on the Early Payment Request page after clicking Submit, there is an error on the page. The most common errors are:

- The Funds Requested By date is prior to October 1 of the current year
- An Explanation has not been provided

You will notice that there is no longer a Request Early Payment button on the Payment History page, nor is there a Request Early Payment link on the Related Actions page

Requesting a Payment Block

You may request a payment block by clicking the button on the Payment History page, or by clicking the link on the Related Actions page. The request form will open in a pop-up window (Figure 146 – Request Payment Block).

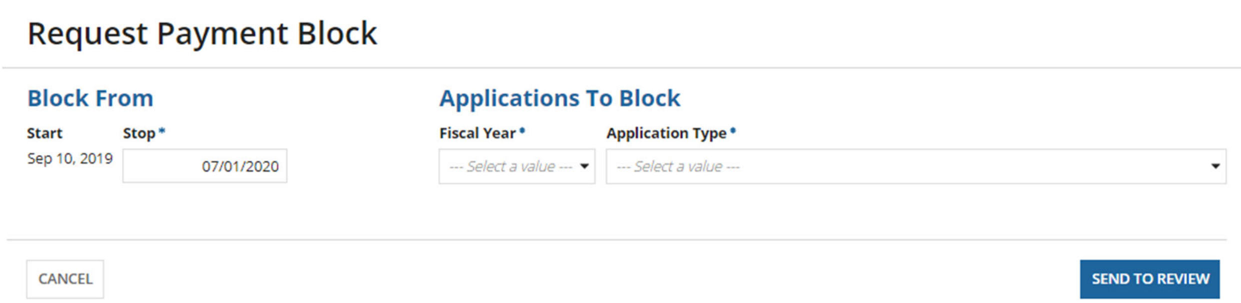


FIGURE 146 – REQUEST PAYMENT BLOCK

Note that the Start date is the current date. This cannot be changed.

You will be required to provide the following information:

- The Stop Date. This is the date on which it is permissible to resume paying your LEA. Payments that had been held until now will be released to your LEA.
- The fiscal year of the applications to block
- The application type to block. (defaults to all)

When you are done editing the request, click the blue Submit button (SUBMIT) at the bottom of the page. A “Task completed successfully” message will appear, and you will be brought back to the Payment History or Related Actions page, depending on where you started the action.

NOTE: If you remain on the Block Payment Request page after clicking Submit, there is an error on the page. The most common errors are:

- The Stop date is prior to the current date
- A fiscal year has not been selected

You will notice that there is no longer a Request Payment Block button on the Payment History page, nor is there a Request Payment Block link on the Related Actions page

Upload Documents for Review (Mail-in Review or Documentation Review)

Every few years, the Impact Aid Program will require your LEA to present documents for inspection by the Impact Aid Staff.

In some cases, the Impact Aid staff member will schedule a visit with you, and you will get an email confirming the dates of the visit.

In other cases, you will receive an email with instructions to upload documents into IAGS. If you have received this email, log in to IAGS, and start the Mail-in Review task

> NOTE: Any user can perform this action.

The Mail-in Review Task

This task is designed to make it easy for you to submit your documentation by uploading scanned copies to this page.

> NOTE: while you can mail hard copies of the documents requested, that this is not the preferred method of responding to this task. If you do, however, you will need to enter the date they were mailed. Again, it is preferable to upload your documents rather than mail them.

On this page you can download a mail in review checklist to assist with your documentation collection and submission.

We are aware that the documents you will be uploading may contain Personally Identifiable Information (PII). The documents will be encrypted by IAGS and will remain encrypted except while being viewed by your state Analyst.

When uploading documents, you can select the document type from a drop-down list. Please select the document type that most closely matches the document you are uploading.

If you wish, you can add notes or comments that you would like your analyst to review along with your documentation in the Explanations section. Please be sure not to add any PII, such as the names and/or birthdates of children or parents, in the explanations section.

Once you finished uploading your documents, click the blue Submit button (SUBMIT) at the bottom of the page.

You will see a “Task completed successfully” message and will be brought back to your home page.

NOTE: If you are kept on the task page after clicking the Submit button, 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.

IAGS will send the information to your state Analyst for review.

The Mail-in Review Report

While the state Analyst is reviewing your documentation, they will annotate the documents with comments and questions, and they will create a report including the annotated documentation. When the review is complete, IAGS will email all users in your LEA to review the report.

You will be able to view the report and download the documentation on your Application record in a new tab. Changes made to your application as a result of the review will be visible on your Application Summary Page. The Audit History will show what changes were made.

Trouble-Shooting

Answers to frequently asked questions about the system

The Start 7002 Application Button is not available

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

➢ The current Application has already been started

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

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

➢ The Late Application Deadline has passed

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

➢ You do not have permissions to start an Application

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

The Start 7003 Application Button is not available

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

➢ The current Application has already been started

There is only allowed to be one 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 7002 Application Signature task is not available

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

➢ The task in a different part of the Task Manager

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

➢ The Late Application Deadline has passed

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

➢ The Application is not in 7002 Application Signature status

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

- You can check in the Applications page on your LEA Record.
- You can check in the Application Status section on the Home Page

- You do not have permissions to start an Application

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

The 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 7002 Application Signature status. To find out the application status:

  - You can check in the Applications page on your LEA Record.
  - You can check in the Application Status section on the Home Page
- You do not have permissions to start an Application

  Only users who have the Signatory role may sign an application, and they are the only users who will be able to see the 7003 Application Signature task in their Task Manager. Core Users are automatically Signatories.

The 7002 LEA Feedback Required task is not available

There are several reasons this task may not be available

- Another user in your LEA has already submitted the task

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

  - You can check in the Applications page on your LEA Record.
  - You can check in the Application Status section on the Home Page
- The task in a different part of the Task Manager

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

- An Amendment has been started that supersedes the Feedback task

  Beginning an amendment for a 7002 Application will expire a 7002 Feedback Required task that has not been submitted.

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 Start 7002 Amendment Button or Related Action is not available

There are several reasons the Start 7002 Amendment button or related action may not be available

- An Amendment you submitted is still being reviewed

  Only one person can work on an application record at one time, so while your Amendment is being reviewed by your state analyst, you will not be able to begin another.

- The Amendment Deadline has passed

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

- Your LEA has been selected for Monitoring

If your LEA has been selected for Monitoring, you will not be permitted to start an Amendment. Your state Analyst will work with you to update information on your application.

- You do not have permissions to start an Amendment

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

The Start 7003 Amendment Button or Related Action is not available

There are several reasons the Start 7003 Amendment button or related action may not be available

- An Amendment you submitted is still being reviewed

  Only one person can work on an application record at one time, so while your Amendment is being reviewed by your state analyst, you will not be able to begin another.

- The Amendment Deadline has passed

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

- Your LEA has been selected for Monitoring

  If your LEA has been selected for Monitoring, you will not be permitted to start an Amendment. Your state Analyst will work with you to update information on your application.

- You do not have permissions to start an Amendment

  Only users who have the Application Editor role may start an Amendment, and they are the only users who will be able to see the Start 7003 Amendment button or link. Core Users are automatically Application Editors.

The 7002 Amendment Signature task is not available

There are several reasons the 7002 Amendment 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 Amendment Deadline has passed

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

- The Application is not in 7002 Amendment Signature status

If the amendment is ready for a signature, the application will be in 7002 Amendment 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 sign an amendment

Only users who have the Signatory role may sign an amendment, and they are the only users who will be able to see the 7002 Amendment Signature task in their Task Manager. Core Users are automatically Signatories.

The 7003 Amendment Signature task is not available

There are several reasons the 7002 Amendment 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 Amendment Deadline has passed

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

- The Application is not in 7003 Amendment Signature status

If the amendment is ready for a signature, the application will be in 7002 Amendment 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 sign an amendment

Only users who have the Signatory role may sign an amendment, and they are the only users who will be able to see the 7003 Amendment Signature task in their Task Manager. Core Users are automatically Signatories.

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

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

- The Amendment Deadline has passed

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

- The Application is not complete

  You have removed Membership and ADA information.

The Submit button is not available on my amendment signature task

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

- The Amendment 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 Amendment 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 Mail-in Review 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 Mail-in Review 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.

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.

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 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 checked the confirmation box(es), or you have removed the ADA and Membership information

The Request an Early Payment button is not available on my Payment History page

Another user in your LEA has already requested an early payment.

The Request an Early Payment link is not available on my LEA Related Actions page

Another user in your LEA has already requested an early payment.

The Request a Payment Block Button is not available on my Payment History page

Another user in your LEA has already requested a payment block.

The Request a Payment Block link is not available on my LEA Related Actions page

Another user in your LEA has already requested a payment block.