Submitting a Section 7003 Application in the Impact Aid Grant System

A Guide with Links and Screenshots

IAGS Account Management

Reactivating a deactivated Core User Account

Requesting a Core User Account
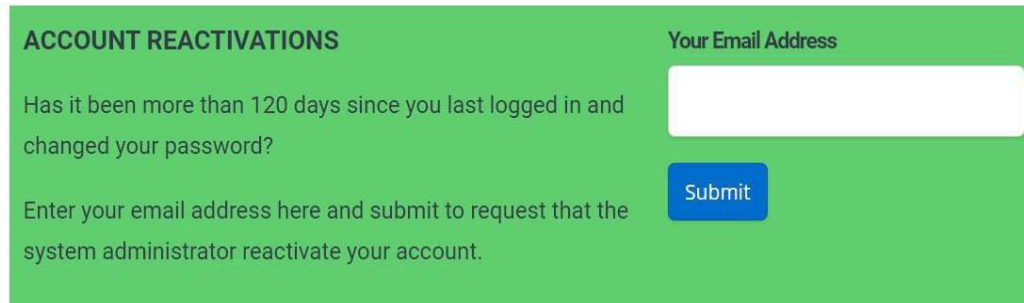
Creating a Secondary User

Reactivating a Secondary Account

Account Management- Account Reactivation

If you have not changed your IAGS password in the past 120 days:

1. Go to Contact Us - Impact Aid Grant System (ed.gov)

2. Enter your email address in the green box

3. Select Submit

Contact Us

ACCOUNT REACTIVATIONS

Has it been more than 120 days since you last logged in and changed your password?

Enter your email address here and submit to request that the system administrator reactivate your account.
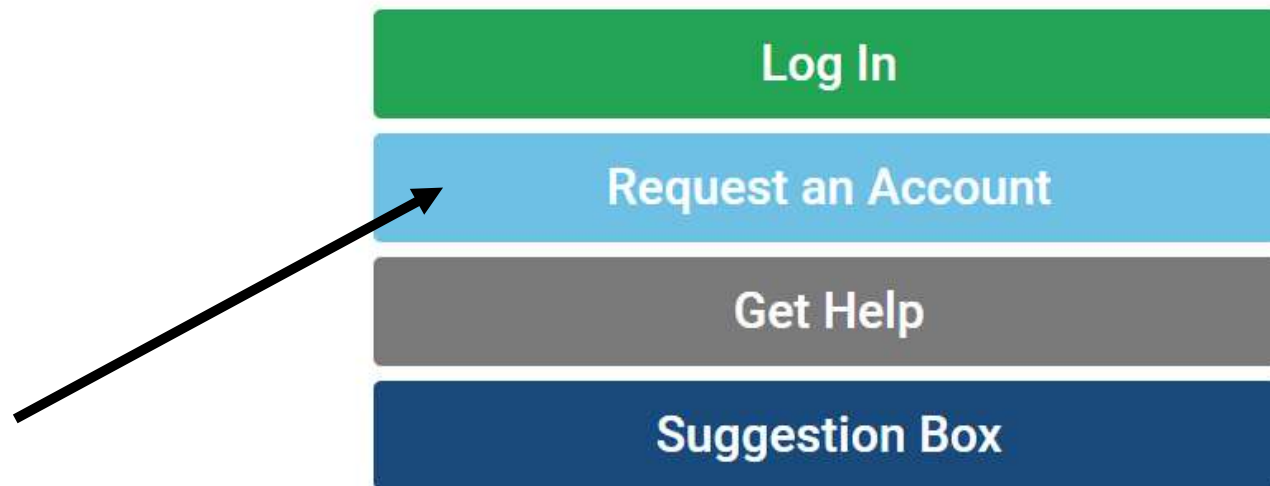
Your Email Address

Submit

New Core User Account Request

For CORE USERS that do not have a core user account, please follow these instructions. Core users must be able to sign the grant application assurances.

1. Go to **Home - Impact Aid Grant System (ed.gov)**

2. Select **Request an Account**

Core User Account Request

Account Request

I am an authorized representative of a Local Educational Agency.

I am a State Educational Agency employee.

Core User Account Request Form

(may take up to 48 Hours to create)

- Enter
- 1. First Name
- 2. Last Name
- 3. Name of LEA
- 4. State
- 5. Job Title
- 6. Email Address
- 7. Phone Number

- 8. Check box
- 9. Submit

☐

I am an authorized representative of my Local Educational Agency and am able to sign the assurances on a Federal grant application, binding the LEA to follow the laws, rules, and regulations to receive Impact Aid funds.

Request Access

Creating Secondary Users (Core users only!)

[Training: Managing User Accounts, for Core Users Only - Impact Aid Grant System (ed.gov)](#)

Click on Users (top of page)	Click Create User (top right of page)	Complete form

Create Secondary User

Click on Users Icon on top, blue menu

Ada School District 62-I019-000 - 461810

Create Secondary User

Click on "Create LEA Secondary User" on the top right under the profile

Secondary User Form and Role Selection

Complete the form
Select the role (see role descriptions on next slide)

Create LEA Secondary User

User Information

Title *

First Name *

Last Name *

Email Address ❓ *

Phone Number *

LEA *

--- Select a value --- ▾

Select Roles for this LEA User *
- ☐ Application Editor
- ☐ Application Signatory
- ☐ Read-Only User

Secondary User Roles

There are 3 Secondary User Roles:

- Read Only
- Application Editor
- Application Signatory

Read Only Users Can:

- Receives Information including questions and responses from IAP staff
- Respond to some requests in IAGS
- View important dates in the system
- View properties in the IAGS database that are in their state
- View submitted applications
- View payment information
- Respond to field reviews

- **CAN NOT HAVE ANY OTHER ROLE FOR THAT LEA**

Application Editors Can:

Fill out the applications

Edit applications

Submit application to signatories

Create and edit amendments

Submit amendments to be signed

View important dates

View properties in the IAGS database in their state

Edit some information about their LEA

View submitted applications

View payment information

Request assistance from the IAP Staff in IAGS

Read and respond to correspondence from the IAGS Staff

Request Early Payment

Request Payment Block

Submit a Forgiveness Request

Application Signatory Can:

Edit information on applications and amendments submitted for a signature

Sign and submit applications and amendments

View applications, payment information, and important dates in the system

View properties in the IAGS database that are in their state

Edit some information about their LEA

Request assistance from the IAGS Staff

Read and respond to correspondence from the IAGS Staff

Request Early Payment, payment block or forgiveness

**HAS THE AUTHORITY TO LEGALLY BIND THE LEA AND SIGN THE APPLICATION

Error Message

If you get an error message like this, the user is already set up. Please see instruction for reactivating secondary users.

Create LEA Secondary User

⚠ User Information

Title *

Application Editor

First Name *

Ale

Last Name *

Tester

Email Address ❓*

alejandra.editor@protonmail.com

Email Address is taken
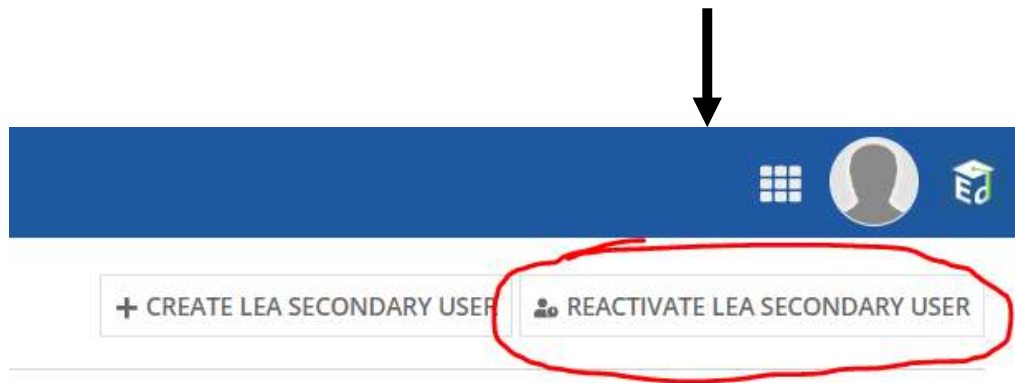
☐ Add existing to my LEA

Phone Number *

|

LEA *

Ada School District 62-I019-000 ▾

12/2/2021

Reactivating a Secondary User (Core users only!)

On the Users page, click on Reactivate LEA Secondary User on the top right.
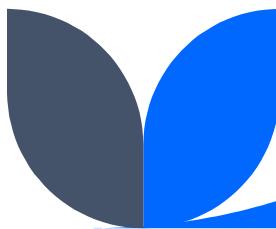
Enter the email address of the user you want to reactivate (all lowercase) in the username box

Reactivate LEA User

Username: |

Please enter the username of the user you wish to reactivate

When successful, the reactivated user will show up as an active user on the USER page. You may need to refresh the page to see them.

Quick Tips

- **<u>Don't start your application until all necessary user accounts have been created for your LEA, and the user accounts have the correct security permissions.</u>**

- Save often

- Use the "Ask for Help" link at the top of the application page to send your Impact Aid analyst questions.

- Hover your mouse over blue question marks to see explanations

- You will receive a reminder every time you click a button that if you use the button and nothing happens, it's likely there is an error on the page.   Scroll up and look for red highlights and/or red text to find the error.

Ask for Help

You may ask for help and see responses in IAGS
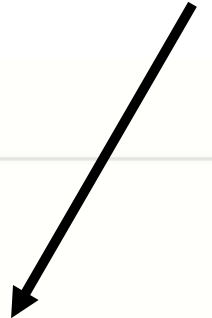
Reminder – upon every action

When you "save" or "save and exit" or "go to page x", you will see the following reminder. Click yes. Then click your option. If nothing happens, there may be an error (in red) on the page, and you will need to fix it. If it moves forward or exits, there was no error.

REMINDER: You may not save or move forward until you fix any errors highlighted in red.

NO   YES
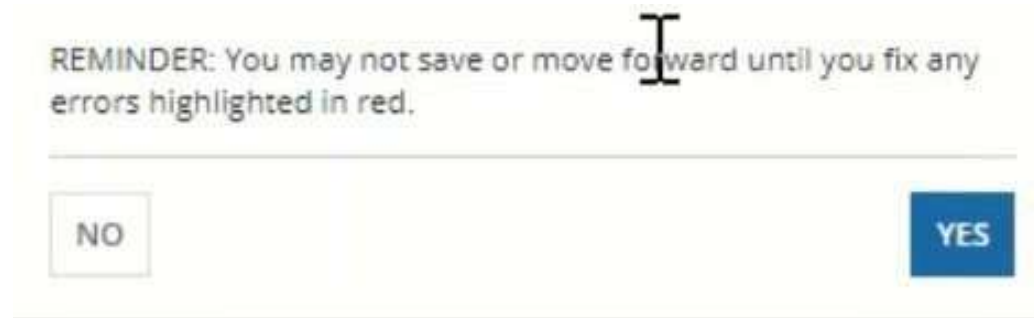
Completing the Application

The 3 Basic Steps of Submitting the Application

Start → Review → Sign/Submit

Dashboard- New Landing Page

Dashboard- New Landing Page

- All Deadlines with timer

- Task Box with Active Tasks

- Completed Task Box

- LEA Correspondence

  - Unopened envelope means unread

  - Opened envelope means read

- 7003 Application Status Box

  - Where you click to start a 7003 Application

  - Where you can see the status of your 7003 Application

- 7002 Application Status Box

  - Where you click to start a 7002 Application

  - Where you can see the status of your 7002 Application

Start a 7003 Application

Click on the link to start the application for your LEA.

Start a 7002 Application

7002 Application Status [2025]

	LEA Name	Is Eligible ?	Application Statu
Start 7002 Application	Alaska Gateway Schools ↗	○	Not Started
	Anderson Creek Academy Charter...	○	7002 Application
	Polson Elementary School District ...	○	7002 Application
Start 7002 Application	Polson High School District #23 ↗	○	Not Started

+ Show Columns

Click on the link to start the application for your LEA.

Verify All Necessary Are Active

1. Click on the box stating all secondary users are active.
2. Click Submit

The Section 7003 application is for Impact Aid payments based on a count of Federally connected children.

Application Assignment Validation

Current External LEA Users

User Role	User Name
LEA Application Editors	alejandra.editor@protonmail.com

User Role Confirmation

The LEA's core user must give editor permission to all necessary users before starting the application. Only the core user and the application editors listed in the above table will be able to edit the application.

If you need help to complete this, please follow the instructions in this link: https://impactaid.ed.gov/core-users-training/

| I do not have all the necessary users assigned to complete this application. I will create and assign these users before proceeding with this application. | ✗ | I have all the necessary users to complete this application and will proceed with application creation. | ✓ |

SUBMIT

Confirm Users

Click confirm if all the users on the page should have access to the application.

Membership- Dates

Membership & ADA

First Day of School ❓ *

mm/dd/yyyy 📅

Survey Date *

mm/dd/yyyy 📅

Second Survey Date

mm/dd/yyyy 📅

☐ Housing Renovation

Enter the first day of school

Enter the survey date that you counted your total membership and your federally connected membership

You most likely do NOT have a second membership date (leave blank)

You most likely do NOT have a housing undergoing renovation or rebuilding (leave blank)
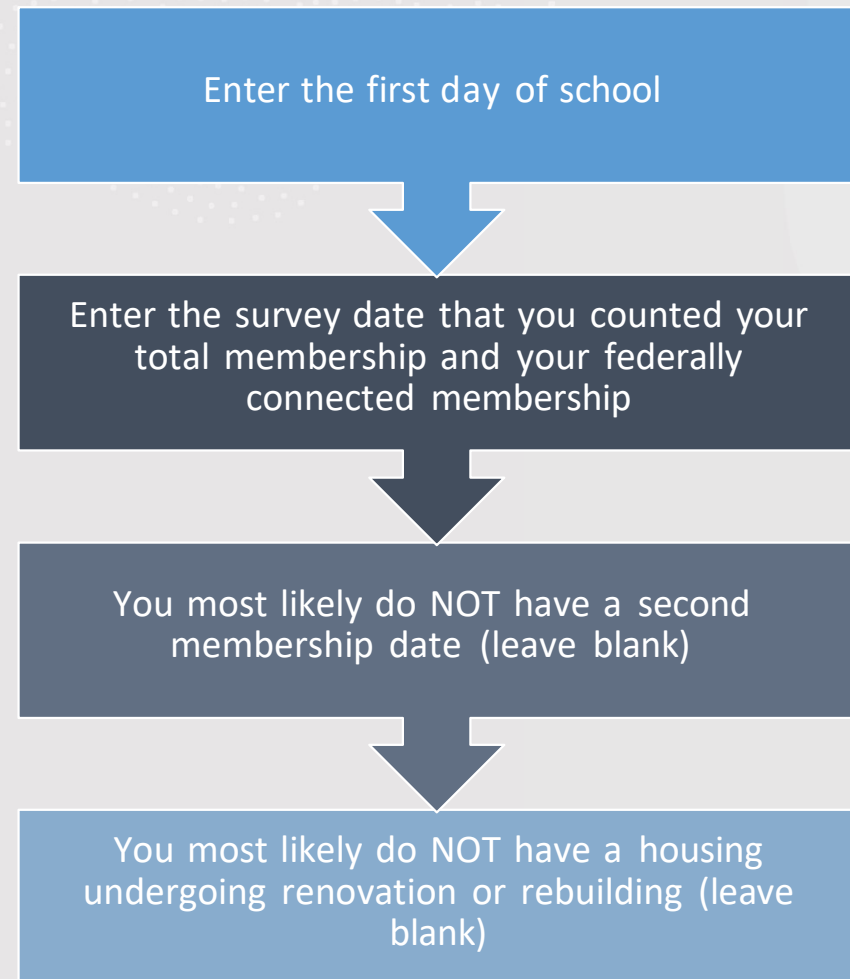
Membership

Under Current Year Membership, enter, for the application's survey date, the following:

Students	Preceding Year	Current Year on Survey Date	Statement of Intent	Acknowledge?
Children enrolled in schools of the applicant's district (do not include tuition-out children)	0	1,005	Enrollment in elementary and secondary education may include children in grades lower than kindergarten if the children receive a free, public education and Federal funds other than Impact Aid and charter school startup funds do not make up a substantial portion of the revenues for the preschool/pre-K program.	☑
For whom tuition is received (tuition-in)	0	3	Your LEA must have a tuition agreement with the sending school district that outlines the tuition your LEA will receive for each child counted here. "Open enrollment" students should not be entered.	☑
Subtotal	0	1,002		
For whom tuition was paid (tuition-out)	0	25	Your LEA must have a tuition agreement with the receiving school or district that outlines the tuition your LEA will send for each child counted here. "Open enrollment" students should not be entered.	☑
Membership for whom the applicant school district provided free public education	0	1,027		
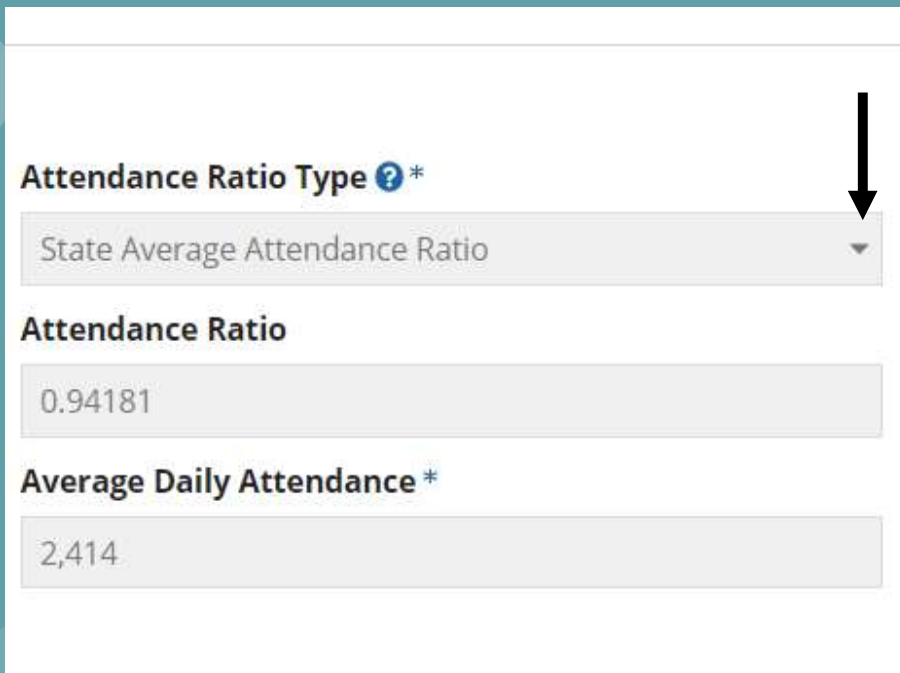
The number of children enrolled in the LEA during school year 2023-24 on the survey date. Do not include "tuition out" children

The number of children for whom the LEA receives tuition payments (tuition-in).

The number of children for whom the LEA pays tuition to other LEAs or other educational entities (tuition out) under tuition agreements

Acknowledge that you read each instruction under "Statement of Intent" and have entered the correct number by checking the box

Attendance Ratio

Attendance Ratio Type ❓*

State Average Attendance Ratio ▾

Attendance Ratio

0.94181

Average Daily Attendance *

2,414

State Average Attendance Ratio is the default option

If you want to use total ADA, after entering your membership, click the drop-down arrow to select total ADA and upload documentation.

If you want to use ADA sampling, after entering your membership, click the drop-down arrow to select total ADA and upload documentation.

Survey Instruments

Select the options you used.

1. If you send forms to parents, select Survey Forms.

2. If you get a list of children certified, select Source Check.

3. If forms are certified by parents electronically and your LEA has a spreadsheet/report as survey documentation rather than individual survey forms, select Electronic Data Collection. LEAs should have an MOU with the Department to collect information in this manner.

*You can select more than one method

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

☐ Survey Forms

☐ Source Check Forms

☐ Electronic Data Collection

CWD Expenditures (2022-2023)

1. **Total Additional Expenditures-** Do Not include expenditures for the regular education cost of children with disabilities. Do include costs such as facilities modification costs (i.e., ramps, etc.), additional administrative costs, assessment costs, counselors, social workers, transportation, homebound and/or hospital programs

2. **Total State Aid for All Current Operating Expenditures-** Total amount of state aid received in the prior year (2020-2021)

3. **Total State Aid for Children with Disabilities-** Enter any supplemental state aid for children with disabilities.

Expenditures for CWD

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

Total Additional Expenditures ❓*

$0.00

Total State Aid for All Current Operating Expenditures ❓

$0.00

Total State Aid for Children with Disabilities ❓

$0.00

CWD Expenditures (2022-2023)

1. **Total Funds for Part B of the Individuals with Disabilities Education Act-** Enter any IDEA Part B Revenues.

2. **Other Sources of Aid Received for Children with Disabilities-** Enter any additional special education funding sources such as Medicaid.

3. **Total Membership Enrolled in State-Approved Education Programs for All Children with Disabilities-** Enter the total number of children in the LEA that had an IEP- including federally connected children.

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

$0.00

Other Sources of Aid Received for Children with Disabilities ❓

$0.00

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

Documents/ Explanations

- **<u>Do not upload any extraneous documents</u>**

- **Do not upload source check forms**

- **Do not upload survey forms (if we need them, we will ask.)**

- **Click on Go to Page 2 to go to the next page**

Documents

--- Select a type --- ▼

Type	File	Modified By	↓	Modified On
		No items available		

📄 **Manage Documents**

Explanations

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

Topic	Explanation		Created By	Created On
	No Explanations available			

➕ **New Explanation**

Go to Page 2 >>

Select Categories

In this section, you will select the types of children you will claim on your application.

Which of the following categories of federally connected children attend school at your LEA? (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]

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

IPPS/WAIVERS

- Because we selected Indian lands children, we need to upload an IPP or waiver.

- If you use a waiver for multiple tribes, you must upload all waivers

- If you have an IPP and a waiver for the same tribe, just upload the waiver

- You must also input the date the School Board approved the IPPS

IPP *

UPLOAD	Drop file here

Date of Board Approval

mm/dd/yyyy 📅

Waiver(s)

Date of Tribe Signature	Document
No items available	

➕ Add Waiver

34

Entering Children

- Enter the total number of children for this property
- Enter the number of children that had an IEP in place on the survey date.

Entering MILITARY Children

- This is for Category B children- parents who are active duty AND live on a military installation or low rent housing or some other federal property

- If you have this type of child, select YES

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 - D(i)

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

Entering Live on Military

- This is for category D(i) children- parents that are active duty but DO NOT live on federal property.

- Enter the total number of children on this property and are active duty

- Enter the number of those children that had an IEP in place as of the survey date

Property	Property Address	Total Children (incl. CWD) ❓	Children with Disabilities (CWD) ❓	
Sill (Fort) Reverified FY2020 ✖	Lawton, OK	10	5	✖
➕ Add Property				

Entering Low Rent Housing (Category E)
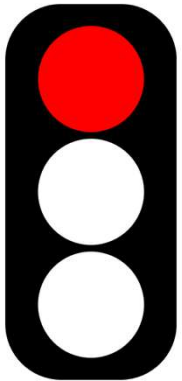
DO NOT include:

- Section 8 (vouchers)

- Rental Assistance Demonstration (RAD)

- Low-Income Tax Credit (LITC) properties.

- This only for traditional public housing that is owned by a Public Housing Authority and is funded under the Housing Act of 1937.

Low Rent Housing

Low Rent Housing - E
Not Section 8 or Low Income Tax Credit

Property	Property Address	Total Children ❓
LRH Projects #2 ✕	1100 North Stockton, OK Ada, OK, 74820-	30 ✕
➕ Add Property		

Total Child Count: 30

Notice there is no place for CWD children.

Children w/Civilian Parents who Work and Live on Federal Property- Category Ai

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

⚪ Yes ⦿ No

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

This does not include uniformed services, or parents who live on Indian lands and work on Federal property (claim those children under the Indian Lands section).

If you have these children, select "YES".
The properties you claimed last year will display.
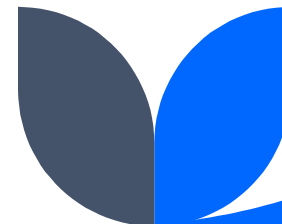
Category Ai-Civilian live on Work On

- There must be 2 properties (a live on and a work on) for this property- DO NOT put children who reside on Indian lands and whose parents are employed on Indian lands (they go in category C)

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

⦿ Yes ◯ No

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

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	☑	LRH Projects #18-1 ✕		Beverly	NJ		
Work-On	☑	Joint Base McGuire-Dix-Lakehurst ✕		Wrightstown	NJ	12	✕

➕ Enter Properties

F (live on only) & G (Work on only) Children

ELIGIBILITY-

You must have at least 10% or 1,000 children in ADA that:

1. Who live on federal property (not uniformed services, Indian lands or low rent housing)

2. Parents that are employed on federal property.

IF your LEA does not have enough of these children, you do not need to put them on the application

Categories F&G

Total F & G Children	<	10% of membership ?
0		15

The system will tell you how many you need to meet the 10% threshold.

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.

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.

Category F- Children who live on Federal Property. These are fairly rare.

Category F

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

Property	Property Address	Total Children ❓
Dela Water Gap National Rec. Area ✕	Includes Tock Island Dam & Reservoir xxxx, NJ	5 ✕
➕ Add Property		

Total Child Count: 5

* No special education column – no supplemental CWD payment for this category.

Total F & G Children	<	10% of membership ❓
5		15

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.

Work-On Only - G(i/ii)

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

Property	Property Address	
CG Recruit Training Center ✖	Cape May, NJ	

➕ Add Property

Total Child

Category G- Parent Works on Federal Property

- G(i)- Property is within the same county as the LEA

- G(ii)- Property is in the same state as the LEA.

- You do not need to worry about the distinction between G(i) and G(ii)

APPLICATION REVIEW

Indian Lands - C
Child Resides: Indian Lands

Property	Property Address	Total Children (incl. CWD) ❓	Children with Disabilities (CWD) ❓	
LRHP #47-2,4,6,8,10,11,13,14,33,36-38 ✕	Treaty of Dancing Rabbit Creek 111 Rosedale road, ADA , OK Allen, OK, 748-20	60	12	✕
➕ Add Property				

Total Child Count: 60   Total CWD Count: 12

Uniformed Services Live-On - B
Child Resides: Federal Property, Parent: Uniformed Services

Property	Property Address	Total Children (incl. CWD) ❓	Children with Disabilities (CWD) ❓	
Sill (Fort) Reverified FY2020 ✕	Lawton, OK	10	5	✕
➕ Add Property				

Total Child Count: 10   Total CWD Count: 5

Application Review

All the information that you have entered to date should display here. Carefully review the information to ensure that you have correctly counted all the eligible children.

You can still edit directly on this page.

At the bottom of the page, there is a child count summary by category.

Summary of Application Data

Total F & G Children	≥	10% of membership ❷
17		15

This box will tell you if you have enough F&G children to get paid for them

Child Counts Totals

Total Children on Existing Properties (Excluding Live-On Work-On): 102

Category	Name	Count
E	Low Rent Housing	0
G(i)	Work-On Only (In County)	12
B	Uniformed Services Live-On	85
F	Live-On Only	5

Total Children on New Properties (Excluding Live-On Work-On)

0

Total Children on Live-On Work-On (New and Existing)

12

Children with Disabilities on Existing Properties: 10

Category	Name	Count
B*	Uniformed Services Live-On	10

Total Children with Disabilities on New Properties

0

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

○ Yes ○ No

A value is required

Make sure to answer this before you click "ready for signature"

After You Click Ready for Signature
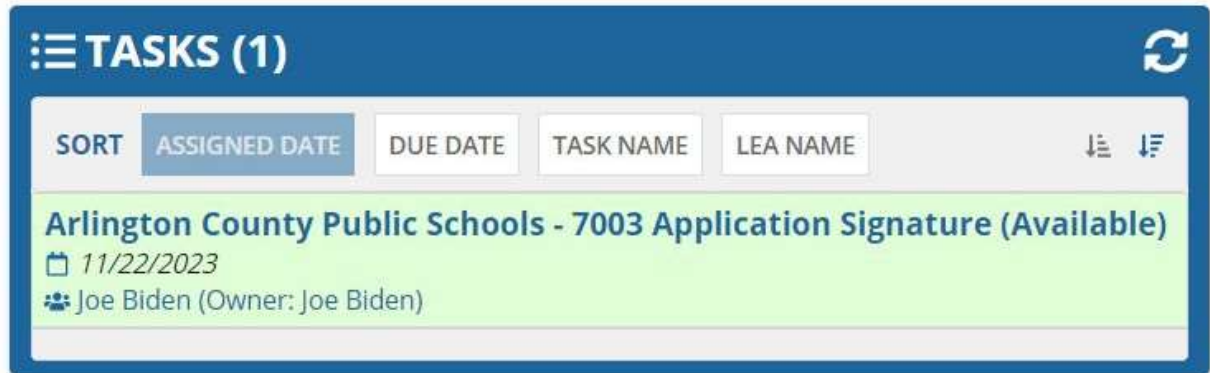
Click Continue

Application Information

Application will be placed in the Signatory Group's task grid.
REMINDER: You may not save or move forward until you fix any errors highlighted in red.

NO

CONTINUE

SIGNING THE APPLICATION - Signatory

- Signatory logs into IAGS at https://impactaid.ed.gov

- Signs in to Login.gov using IAGS username (email all lowercase).

- Clicks the 7003 Application Signature task under Tasks.

Review data and Assurances

Check the Attestation & Submit

☑ **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.**

SAVE & EXIT   SAVE & CONTINUE

SUBMIT

⌄ 7003 Application Status

7003 Application(s) statuses for FY 2023

LEA Name	Application Status ❓
Ada School District 62-I019-000	Review IPP And Waiver Documents ✎

TRUST BUT VERIFY

Go back to the HOME page and check the application status. If it still says "7003 Application," or "7003 Application Signature" the Department has not received the application.

Adding Existing and New Properties

These next steps will show you how to add an existing property and a new property

Check the Database

- Check the database to see if the properties you want to add are new or existing properties.

Searching

1. Make sure to reset the filters

2. Enter the County and or City where the property is located

3. If the search has a result, note the name of the property and make sure that under eligible, the icon is GREEN.   If the icon is RED, the property is not eligible, and you cannot claim it.

4. DO NOT add properties that are RED as a new property.

12/2/2021

Uniformed Services Live-On - B
Child Resides: Federal Property, Parent: Uniformed Services

Property	Property Address	Total Children (incl. CWD) ❓	Children with Disabilities (CWD) ❓	
CG Recruit Training Center ✕	Cape May, NJ	85	10	✕
⊕ Add Property				

Total Child Count: 85   **Total CWD Count:** 10

Click here to add a property that is already in the Federal Property Database

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

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

⊕ Add New Property

Click here to add a new property that is NOT in the Federal Property Database

How to Add a Property

Add an Existing Property

- Click on Add Property

- Start typing the name of the property

- When the name appears, click on it

Property	Property Address	Total Children (incl. CWD) ❓	Children with Disabilities (CWD) ❓
CG Recruit Training Center ✖	Cape May, NJ	85	10
Lake		0	0
Joint Base McGuire-Dix-Lakehurst			

Click on the name of the property to add it

Add an Existing Property

Once you click on the name of the property, you enter the children associated with that new property

Uniformed Services Live-On - B

Child Resides: Federal Property, Parent: Uniformed Services

Property	Property Address	Total Children (incl. CWD) ❓	Children with Disabilities (CWD) ❓
CG Recruit Training Center ✖	Cape May, NJ	85	10
Joint Base McGuire-Dix-Lakehurst ✖	Wrightstown, NJ	20	2

➕ Add Property

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

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

⊕ Add New Property

Click here to add a new property that is NOT in the Federal Property Database

Adding a New Property Not in the Database

Adding a New Property

- Once you click Add a New Property, a form will appear.

- Fill out completely- we may reject incomplete property additions if they are missing a complete address.

- Add the number of children for that new 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	Bunker Hill	13350 6 1/2 Mile Rd	Battle Creek	NJ	45	29	✕

⊕ Add New Property

" When in Doubt- Reach Out.

Contact Impact Aid Staff - Impact Aid Grant System (ed.gov)

"

Thank you

Impact Aid Program

https://impactaid.ed.gov

impact.aid@ed.gov