FORM APPROVED
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EXPIRATION DATE: 11/30/2025

U.S. DEPARTMENT OF EDUCATION IMPACT AID PROGRAM

INSTRUCTIONS FOR COMPLETING THE FY 2025 e-APPLICATION FOR IMPACT AID, SECTION 7003

PROGRAM CONTACT INFORMATION

Email: Impact.Aid@ed.gov

DEADLINE: 11:59 p.m. EST, Wednesday, January 31, 2024

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0687. The time required to complete this information collection is estimated to average 6.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (20 USC 7703). If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Impact Aid Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-6244, or email Impact.Aid@ed.gov.

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The Impact Aid Section 7003 Program

Section 7003 grants are for local educational agencies (LEAs) that educate Federally connected children. These may be the children of members of the uniformed services, children who live on Indian lands, children who live on federal property or certain types of Federally subsidized low rent housing, and children whose parents work on federal property. Section 7003 grants include supplemental payments for certain categories of Federally connected children who receive special education services under the Individuals with Disabilities Education Act (IDEA).

We recommend that you review the <u>authorizing statute and regulations</u>, as they provide detailed eligibility requirements, definitions of terms, and the specific requirements of various sections of the law.

Eligibility Thresholds

Basic Eligibility Threshold – In order to receive an Impact Aid payment, an LEA must have at least 3% or 400 eligible Federally connected children in average daily attendance (ADA).

Additional Eligibility Threshold for Categories F & G: To receive a payment for children who only reside on federal property, other than low rent housing (Category F) or only work-on federal property (Category G), your LEA must have at least 10% or 1,000 of these children in ADA. This is an additional threshold to the 3% or 400 in ADA for the other categories of children. If your children in categories F and G do not meet the required minimum number, they will not count towards your LEA meeting the basic eligibility threshold.

Who May Apply

Any LEA that provides free, public education and serves significant proportions of Federally connected children may apply for assistance.

When To Apply

Deadline—The deadline for submitting this electronic application is:

11:59 p.m., Eastern Standard Time, Wednesday, January 31, 2024

You must submit this application using the Impact Aid Grant System which is available on the Internet at https://impactaid.ed.gov. Your LEA must have a registered core user on this web site to begin the application process. To register a core user, please visit the Request Access form at https://impactaid.ed.gov/request-access/ and read the directions at the top of the page. Once you have an Impact Aid Grant System account, you will sign into the system through an identity verified Login.gov account. Complete instructions on how to use Login.gov to connect to the Impact Aid Grant System are available on our website here: https://impactaid.ed.gov/wp-content/uploads/2023/07/IAGS-and-Login.gov-Instructions.pdf

Whether you are a new user or have used this web site in the past, we encourage you to log on to the site and familiarize yourself with it at your earliest convenience, and to complete the application process well before January 31, 2024. Videos covering how to start an application and navigate the Impact Aid Grant System are available online at https://impactaid.ed.gov/training/.

Ask for Help

Contact the Impact Aid Program by clicking the Ask for Help button at the top of the application page if you have questions about these instructions.



Mandatory Forms

Your application must contain all mandatory information, including:

- LEA Applicant Information
- Membership and Average Daily Attendance
- Heavily Impacted Tax Rate Certification Form (You must submit this form if you check the box on the cover page indicating that you wish to apply for heavily impacted funding)
- Housing Undergoing Renovation or Rebuilding Contact Information (Must be submitted at time of application for LEAs that that have military installation or Indian housing undergoing renovation or rebuilding)
- Expenditures for CWD ONLY IF DISPLAYED
- Fiscal Report on Expenditures of all Construction Related Funds and Accounts ONLY IF
 <u>DISPLAYED</u>
- Federally Connected Children
- Applicants that have US Department of Education Schools in their LEA <u>ONLY IF DISPLAYED</u>
- For applicants claiming children living on Indian Lands:
 - o Board Approved Indian Policies and Procedures (IPPs) (must be board approved

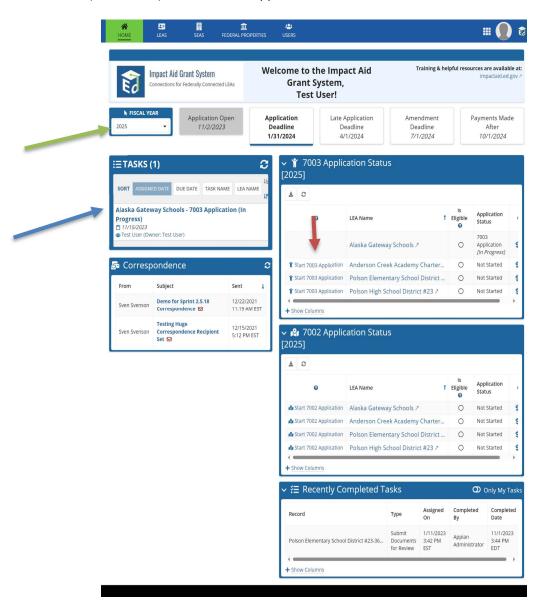
after 2/1/2023), OR

- o IPP Waivers waivers will only be accepted at the time of application.
- Signed Section 7003 Full Assurances (on signature task only)

Start a New 7003 Application- New Home Page

For FY 2025, you will notice a new home page. The page has been redesigned to help you find all your information on a dashboard. You will see that you can select the fiscal year you want to view (green arrow), and all the application deadlines associated with that application. You will see a task list on the application with all outstanding tasks (blue arrow).

To start an application, you will click on the name of the LEA for which you want to start the application (red arrow). When you save and exit the application, you will need to click on the related task in the TASKS section (blue arrow) to resume the application.



LEA information

If your LEA has applied for Impact Aid in previous years, most of the items on the first page will be pre-filled using data from your LEA's application from last year. If any of this information has changed or is missing, make the necessary corrections before submitting this year's application. New applicants must provide the requested membership information on the cover page and at a minimum complete every field with an asterisk.

Applicant Name and Address—Your LEA's name and address will be displayed as they are listed in the Impact Aid information system. The name should be your LEA's legal name and the address should be the mailing address of your school district offices.

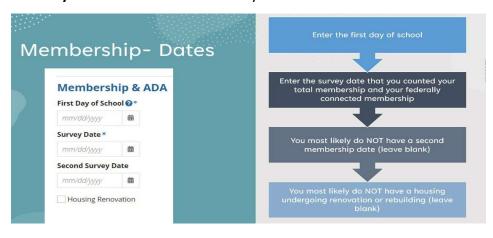
Contact person—The Contact Person information you provide should be for the person on your LEA's staff who is most knowledgeable about this application and the data used to create it. Please verify the email address. If you need to change the contact person, you can do this from your LEA's record.

Section 7003(b)(2) Heavily Impacted Districts—Check this box only if your LEA qualifies as a heavily impacted district. Only a very select few LEAs meet the percentage (50%) of Federally connected students in ADA, the per-pupil expenditure (PPE) and tax rate requirements.

If you are applying for funding under section 7003 (b)(2), you must select the box on the first page <u>AND</u> submit a copy of the Heavily Impacted Tax Rate Certification Form. You should contact your state educational agency (SEA) for assistance obtaining the data necessary to complete the form. The form must be signed and certified by the person who is providing the data. Click here for the <u>Heavily Impacted Tax Rate Form</u>.

First Day of School and Survey Dates

Survey Date—Enter the date that the membership survey was taken. **First Day of School**- Enter the first day of instruction for students.

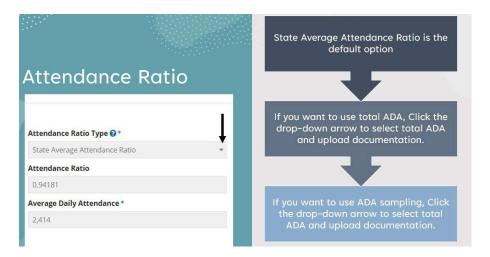


Average Daily Attendance (ADA)

Average Daily Attendance – Every state has a state average attendance rate. Entering actual ADA is optional. If you do elect to complete this, you can choose Total ADA for the Year or Sampled ADA only after you enter information in the membership table.

For Total ADA, enter the actual annual ADA for the preceding regular school year (2022-2023) of children reported in your Impact Aid application's preceding year membership. Include tuition-out ADA but exclude tuition-in ADA. In addition, you must upload your source documentation showing your ADA. You may also enter the hours of summer school attendance for the preceding school year (Summer 2023), by checking the appropriate box, if your LEA offered summer school. To calculate summer school ADA, you must also enter the number of days in the regular school year.

For Sampled ADA, download the template here and enter the ADA for the days you have sampled. Upload the completed spreadsheet to use sampled ADA.



Membership

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

- The number of children enrolled in the LEA during school year 2023-2024 on the survey date. Do not include students for whom tuition is paid to attend schools outside the LEA.
- The number of children for whom the LEA receives tuition payments (tuition-in). Do not count open enrollment/school choice students.
- The number of children for whom the LEA pays tuition to other LEAs or other educational entities (tuition out) under tuition agreements. Do not count open enrollment/school choice students.

OPEN ENROLLMENT/SCHOOL CHOICE STUDENTS- Unless the LEA makes an actual tuition payment

- Students that are residents of another school district but opt to attend your school district are counted in total enrollment and may be counted in the categories.
- Students that are residents of your school district but opt to another school district are not counted in total enrollment or tuition out and may NOT be counted in the categories.

		2012/00/	200020000	200000000000000000000000000000000000000
• Cui	rent Membership Enter the number of children enrolled in the LEA on	Students	Preceding Year	Current Year on Survey Date
(5.1)	the school year 2023-2024 survey date. Do NOT include tuition out children	Children enrolled in schools of the		
		applicant's district (do not include tuition-out children)	100	O
		SOURCE POWER STORES		
•	The number of children for whom the LEA receives tuition (tuition-in)	For whom builtion is received (tuition-in)	0	0
		Subtotal	100	0
	The number of children for whom the for whom the			
	LEA pays another entity under formal tuition	For whom tuition was paid (tuition-out)	0	0
	agreements.			
		Membership for whom the applicant school district provided free public education	100	0

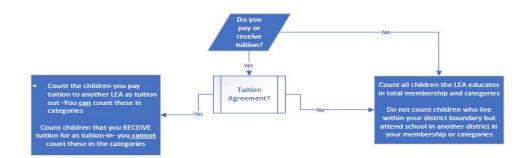
NEW- Acknowledgments

This year, you must check the boxes to indicate that you understand the rules for counting Pre-Kindergarten and tuition in and out children in membership. Please follow the instructions and check the box to acknowledge you understand the statement of intent. You may not go past the first page until the information is entered and the checkboxes are marked.

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)	100	0	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.	0
For whom tuition is received (tuition-in)	0	0	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	100	0		
For whom tuition was paid (tuition-out)	0	0	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	100	o		

Tuition-In and Tuition Out and School Choice/Open Enrollment

You may use the following decision tree to help understand how to count these children.



If you need help determining the requirements in your state, please visit <u>Open Enrollment Policies 2022 - Education Commission of the States (ecs.org)</u>

Survey Tools

Select one or multiple boxes to indicate how you collected information on your LEA's Federally connected children in membership.

Survey Forms - Survey forms are signed by parents.

Source Check Forms – Source check forms are certified by an employer or other person familiar with the Federal property.

Electronic Data Collection –Select EDC if you use a data extract from an electronic parent pupil survey form, signed electronically **by parents**, to count Federally connected students, and

would provide a spreadsheet or report rather than individual survey forms as backup documentation for an application review. You should have a Memorandum of Understanding (MOU) in place with the Impact Aid Program prior conducting an electronic survey.

	How did you collect information on the federally connected children in membership? 🚱*
A	Survey Forms
	Source Check Forms
	Electronic Data Collection

Housing Undergoing Renovation or Rebuilding

This is optional information that may be submitted by applicant LEAs where housing on a military installation or on Indian lands is temporarily unavailable for occupancy because it is undergoing renovation or rebuilding.

The LEA must identify the:

- 1. Housing official's first and last name
- 2. Housing official's email address
- 3. Housing official's phone number

You will find this form by checking the Housing Renovation box on the left side of the first page, under the Membership and ADA section. If you are providing information for more than one military installation, add an explanation at the bottom of the screen with the additional contact information.

Expenditures for Children with Disabilities (CWD)

If your LEA received a payment for children with disabilities in the last year you must complete this information. Most of this information will come from the LEA's preceding year annual financial report.

Line 1. – Report <u>additional</u> expenditures for educational services for all children with disabilities **beyond** standard educational costs (e.g., ramps and accessible rest rooms, additional administrative costs, assessment costs, counselors or social workers, special teachers, etc.). Do not include expenditures for gifted and talented children or expenditures for the regular educational cost of children with disabilities.

Line 2. – Report State aid received for all <u>current expenditures</u> for elementary and secondary education purposes (exclude capital outlay and debt service). Include State aid for special educational programs.

- **Line 3.** Report all State aid received specifically for special education (exclude State aid for gifted and talented children).
- **Line 4.** Report total funds received from Part B of the Individuals with Disabilities Education Act (IDEA, U.S.C. 1400 et seq.).
- **Line 5.** Report any Federal or private aid received for children with disabilities not included on Lines 1 to 4 (e.g., Medicare)
- **Line 6.** Report the total number of children with disabilities in the LEA's membership, both Federally connected and not Federally connected, with current signed IEPs in effect on the IDEA count date. Do not include children who have IEPs solely because they are in gifted and talented programs.

Fiscal Report on Expenditures of All Construction Related Funds and Accounts

If your LEA received construction funds under section 7007 in the preceding year you must complete Table 10.

- **Line 1.** Report all construction funds and accounts available for construction purposes.
- **Line 2.** Report all section 7007 receipts received in the preceding fiscal year.
- **Line 3**. Report any other funds and grants received that can be used for construction purposes.
- **Line 4.** Report transfers into this fund.
- **Line 5.** Report transfers out of this fund.
- **Line 6.** If your construction funds are included in your general fund, enter all expenditures except construction-related expenditures (e.g., equipment, instructional materials).
- **Line 7.** Report total expenditures for construction-related activities
- **Line 8**. Enter the total amount of debt service (do not include if it is already included on line 7).
- **Line 9.** The system will calculate the total on Line 9.

Report on Condition of Facilities

Rate the overall condition of your LEA's facilities. Choose one selection to indicate the overall condition of your LEA's facilities. This number should represent both the physical condition of the facilities and the ability of the buildings to meet the functional requirements of instructional programs.

Federally Connected Children

Pre-Kindergarten Children (Pre-K)

You may claim pre-K children if they are Federally connected children who receive a **free public education** from your LEA. In addition, Federal funds other than Impact Aid (e.g., Head Start, Early Learning grants, IDEA) cannot constitute a substantial portion of the funding of the education program for these children. If you claim Federally connected pre-K children, **you must include all pre-K children in the membership and ADA section as well**.

Claiming Children

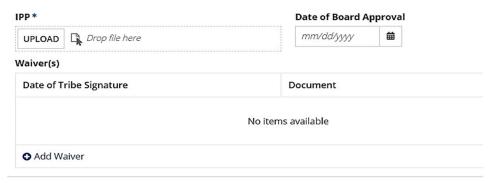
You may count a child in **one category /property**. If you have a child that lives on Indian lands that also has a parent that is employed on federal property, you will only count them in category C (Indian lands). If you have a military parent and the other parent is employed on federal property, you will count the child as a military connected category and will **NOT** count the child under civilians employed on Federal property. Count total children for each property **only once**. Indicate how many of the total children are children with disabilities, i.e., those who have an IEP or IFSP on the survey date (not gifted and talented programs).

You will be asked to categorize the Federally connected children into the following general groups ahead of entering them into the application:

- Category C- Children residing on Indian lands
- Category B or D(i)- Children whose parents are in the Uniformed Services
- Category A(i) or A(ii)- Children whose parents are both an accredited foreign government official and a foreign military officer
- Category E- Children who reside on Federally owned low rent housing
- Category F- Children not included in the above categories who reside on federal property, or
- Category G Children not included in the above categories whose parents work on federal property

Category C- Children Residing on Indian Lands

If you claim children residing on Indian lands, you must submit a copy of your current Indian Policies and Procedures (IPPs) or a waiver statement from each local tribe for the children attending your school district with your application by the application deadline. These documents must be approved and updated annually with an approval date after February 1, 2023. You can upload either document in PDF format to your electronic application. Whichever method you chose, IPP or a waiver, is the only method you may use for that year. You may not switch from an IPP to a waiver. If you apply without an IPP or a waiver, your application is not complete. Make sure that your IPP or waiver letter uploads correctly with the application. Download the checklist document in the application for more information on the requirements for IPPs and waivers.



We strongly recommend that the school district use a source check document to certify these children. Sample source checks can be found at https://impactaid.ed.gov/wp-content/uploads/2021/03/Source-Check-Package-formatted-3-3-22.xlsx. There are a few different source check forms for Indian lands. Please ask your state analyst if you're unsure which one to use.

Enter the total number of children for each Indian lands property (including children with disabilities) in the first field



Enter the number of children with an IEP or IFSP on the survey date (not gifted and talented programs) in the second field.



If you have a child who lives on federal property that is not already in the federal property database, you may enter the name and location information on the table below the table of properties that exist in the database.

Children Whose Parents Are in The Active-Duty Uniformed Services

You will see a question box that asks if you have any children whose parents are in the active-duty uniformed services <u>AND</u> live on federal property (category B). If you select yes, a box will appear for you to enter these children.

Do any of your students with parents in the Uniformed Services reside on Federal Property?*
O 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-On - B
Child Resides: Federal Property, Parent: Uniformed Services

Category B- Children Whose Parents Are Active-Duty Uniformed Services and Live on Federal Property

Enter the total number of children for each property (including children with disabilities) in the first field.



Enter the number of children with disabilities that had an IEP or IFSP on the survey date (not gifted and talented programs).



If you have a child who lives on federal property that is not already in the federal property database, you may enter the name and location information on the table below the table of properties that exist in the database.

Enter total children whose parents are in the Uniformed Services, but who do not reside on federal property below the section of children who reside on federal property. Then indicate how many of those children are children with disabilities, i.e., those who have an IEP or IFSP on the survey date (not gifted and talented programs).

Category D(i)- Children Whose Parents Are Active-Duty Uniformed Services and Do Not Live on Federal Property

In this category you will notice that there is no residence listed. Enter the total number of children for each property (including children with disabilities) in the first field.



Enter the number of children with disabilities that had an IEP or IFSP on the survey date (not gifted and talented programs) in the second field.



Category A(ii)- Children Whose Parents Are Both an Accredited Foreign Government Official and a Foreign Military Officer <u>AND</u> Live on Federal Property

If you claim children whose parents are accredited foreign government officials <u>and</u> foreign military officers and who also live on federal property, enter the property the children reside on first. Enter the total number of children for each property in the first field.



Enter the total number of children with disabilities who have an IEP or IFSP on the survey date (not gifted and talented programs).

If you have a child who lives on federal property that is not already in the federal property database, click the Add Property link to enter a new property.



Category D(ii)- Children Whose Parents Are Both an Accredited Foreign

Government Official and A Foreign Military Officer AND Do NOT Live on Federal Property

In this category you will notice that there is no residence listed. Enter the total number of children for each property (including children with disabilities) in the first field.



Enter the number of children with disabilities that had an IEP or IFSP on the survey date (not gifted and talented programs) in the second field.



Category E- Children Who Reside in Federal Low Rent Housing

If you claim children who live in Federal low rent housing, enter the total number of children who reside there and attend school in your LEA. Eligible federal low rent housing does not include housing funded by Section 8 vouchers or Low-Income Tax Credits. We strongly recommend that the school district use a source check document to certify these children. A sample source check can be found at https://impactaid.ed.gov/wp-content/uploads/2021/03/Source-Check-Package-formatted-3-3-22.xlsx and use tab named E.



If you have a child who lives on federal property that is not already in the federal property database, you may enter the name and location information on the table below the table of properties that exist in the database.

Category A(i)- Children Who Live on And Whose Parents Work on Federal Property

Before you can enter data for this category, you will have to select yes on the box below.

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? **O**

Yes No

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

Enter the property the children reside on first. **Do not include Indian lands. Any child residing on Indian lands should be counted under the higher paid category C.**

Enter the property on which the parent is employed.



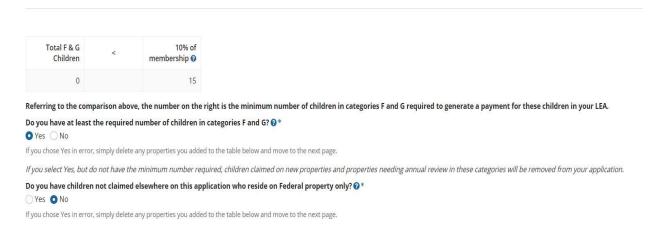
If you have a child who lives on federal property that is not already in the federal property database or whose parent works on federal property that is not already in the database, you may enter the name and location information on the table below the table of properties that exist in the database. Indicate whether the new property is a residence or a place of employment, then add the companion property.



Categories F&G- Eligibility Threshold

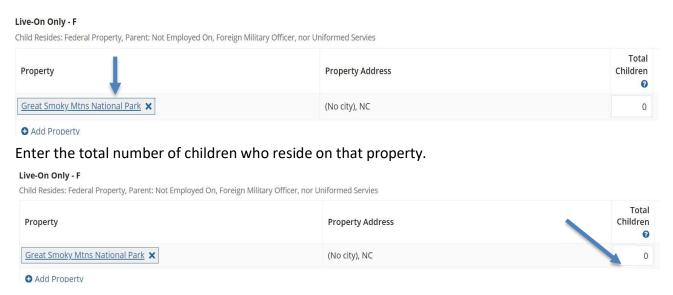
To receive a payment for children who only reside on federal property (other than low rent housing) or only work on federal property, your LEA must have at least **1,000** in or **10** percent of these children in ADA. The application will tell you how many children you need to have in these categories to qualify for payment. If you do not have the required number of students in this category to qualify for payment, new properties in this category will be removed from your application upon submission and will not be researched for property eligibility.

In addition, you will need to answer the following questions before you can enter data for these categories. Do you have enough children? The number on the right shows you the number that you need in the two categories to receive a payment. If you don't have enough children, you should answer "No" and skip to the next page.



Category F- Children Who Live on Federal Property (Not Low Rent Housing)

If you claim children who only live on federal property, who were not claimed elsewhere, enter the name of the federal property first.



If you have a child who lives on federal property that is not already in the federal property database, you may enter the name and location information on the table below the table of properties that exist in the database.

If you do not have the required number of students in this category to qualify for payment, new properties in this category will be removed from your application upon submission and will not be researched for property eligibility.

Category G(i) and G(ii)- Children Whose Parents Work on federal property

If you have enough children whose civilian parents work on federal property and who were not

claimed elsewhere, enter the name of the federal property first.



Enter the total number of children with a parent who works on the property.



If you have a child whose parent works on federal property that is not already in the federal property database, you may enter the name and location information on the table below the table of properties that exist in the database.



Applicants That Have U.S. Department of Education Schools in Their LEA

Column (1) – Enter the name of the building owned by the U.S. Department of Education.

Column (2) – Enter the total number of children attending this school on the survey date.

Column (3) – Enter the number of children of active-duty uniformed services attending this facility.

Column (4) – Enter the number of children with disabilities of active-duty uniformed services attending this facility.

Application Review

On the Application Review page, you will see a summary of all the data you have entered. You

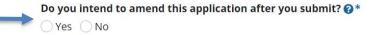
can edit any data on this page if you need to make corrections. When your application is ready to be signed, click the Ready for Signature button. If you stay on the page, that is an indication that there are errors on the application. Please scroll up and look at the items highlighted in red or with a red text message. Once all errors are cleared, click the Ready for Signature button again. You will receive a pop-up message that the application will be sent to users in your LEA who are able to sign the application. Those in your LEA that have the "signatory" role, including the core user, will receive an email informing them that the application is ready to be signed. If your IAGS account includes the "signatory" role, the task grid will display 7003 Application Signature task (see below).



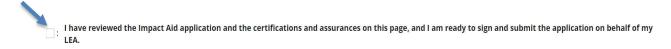
Application Submission

Users who can sign, i.e., those with the Signatory and Core security roles, can log in to IAGS, navigate to the task list on the homepage.

Click the "7003 Application Signature" task in the tasks section of the homepage to sign, review the application information and make any edits necessary. The user must select yes or no to the question "Do you intend to amend the application after you submit?". The answer will not stop you from amending if you need to later.



Once the application is complete, the user can review the assurances at the bottom of the page and check the box at the bottom indicating that the user has read and understands the assurances.



Then, the user can click the Submit button, and the application will be complete.

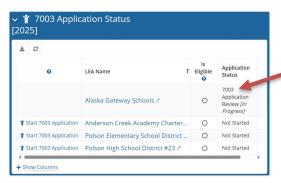


If you stay on the page, that is an indication that there are errors on the application. Please scroll up and look at the items highlighted in red or with a red text message. Once all errors are cleared, click the Submit button again. You should receive a pop-up message that submission is

successful.

Check Submission Status

You can check the status of your submission on the home page. IAGS account holders for the LEA will also receive a confirmation email. The application status will update in the 7003 Application section and the start 7003 application link will no longer display. An application that has been successfully submitted will NOT be in the "7003 Application" or "7003 Application Signature" status.



If you do not receive a confirmation email, please contact your state analyst. If you are not sure who to contact, please visit <u>Contact Impact Aid Staff - Impact Aid Grant System (ed.gov)</u> to locate your analyst.

State Educational Agency (SEA) Copy

SEA contacts can log into the IAGS to view your application. You do not need to send them a copy.

U.S. DEPARTMENT OF EDUCATION Impact Aid Program

HEAVILY IMPACTED TAX RATE CERTIFICATION FORM

LEA Name

Impact Aid Number

LEA Tax Ra	te(s) in Mills	STATE AVERAGE	Tax Rate(s) in Mills
School Year:	2021-2022	School Year:	2021-2022
Current Expenditures:		Current Expenditures:	
Debt Service:		Debt Service:	
Capital Outlay:		Capital Outlay:	
Other:		Other:	
TOTAL TAX RATE:		TOTAL TAX RATE:	
School Year:	aily Attendance 2021-2022		
School Year: Average Daily Attendance:			
School Year: Average Daily Attendance: RTIFIED:			
School Year: Average Daily			
School Year: Average Daily Attendance: RTIFIED: gnature ame			
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