

FORM APPROVED
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U.S. DEPARTMENT OF EDUCATION
IMPACT AID PROGRAM

**INSTRUCTIONS FOR COMPLETING THE
FY 2018 APPLICATION FOR
IMPACT AID, SECTION 7002**

PROGRAM CONTACT INFORMATION

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DEADLINE: 11:59 p.m. EDT, January 31, 2017

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 1810-0036. The time required to complete this information collection is estimated to average 1.5 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. 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.

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The Impact Aid Section 7002 Program

Payments for Federal Property under Section 7002 of the Elementary and Secondary Education Act assist local school districts that have lost a portion of their local tax base because of federal ownership of property. To be eligible, a school district must demonstrate that the federal government has acquired, since 1938, real property with an assessed valuation of at least 10 percent of all real property in the district at the time of acquisition.

You can prepare and submit this application only by using G5 e-Application, the Department of Education's electronic application system, which is available on the Internet at www.g5.gov. If you need further assistance in preparing this application, please call the IAP office at 202-260-3858.

Who May Apply

Any local educational agency (LEA) in which the Federal government has acquired significant amounts of local real property since 1938 may apply for assistance. The term "LEA" means a board of education or other legally constituted local school authority that has administrative control and direction of free public elementary and secondary education through grade 12 in a county, township, independent or other school district located within a State. An eligible LEA must provide free public elementary and/or secondary education, under public supervision and direction without tuition charge, pursuant to the law of the State in which the LEA is located.

When To Apply

Deadline—The deadline for submitting this electronic application is:

January 31, 2017, at 11:59 p.m., Eastern Daylight Time

An application is timely filed if the Impact Aid Program receives the application on or before the application deadline, **and** the signature pages specified below under the "How to Apply" section are received by fax or email. **The assurances, signature pages, and required verification documentation are also due by the application deadline. If the required verification documentation is not provided, your application will not be accepted as complete and you will be ineligible for payment.** Because IAP must analyze the sufficiency of the supporting documentation, you should **apply early** in case there are problems that may need correction.

Do not wait until the application deadline to fax the specified signature pages and risk missing the deadline. Keep your fax machine's confirmation printout or your email receipt to document your timely submission. The G5 system automatically sends an acknowledgment of the application submittal; this is not confirmation of a completed application.

Late Applications—Applicants can still file for Section 7002 assistance up to 60 days after the application deadline. Applicants that file within this window will have payments for that fiscal year reduced by 10%. The late application deadline for FY 2018 application is April 1, 2017.

Amendments— LEAs can use the G5 e-Application website to modify and update their applications until September 30, 2017.

How To Apply

Prepare and submit this application by using the U.S. Department of Education’s electronic grant application system, G5 e-application, available online at www.G5.gov. If you are not already a registered user, you must register on this web site to begin the electronic grant application process. Whether you are a new user or have used this web site in the past, we urge you to log on to the site and familiarize yourself with it at your earliest convenience, and to complete the application process well before the due date.

After submitting the four (4) tables in the electronic application, you must **upload, email, or fax** to the Impact Aid Program the cover page and assurances. Your authorized representative must sign and date the cover page of the application and the Impact Aid Program Assurances and Certifications page. We strongly recommend using the new upload functionality in G5 to ensure faster processing of your complete application package. After submitting your application, go back to the screen that lists your applications (the My Application Packages screen), select the FY 2018 application, and click the Upload Signed Documents button. Follow the prompts on the screen to submit your PDF file(s). If you are unable to upload the documents, you may fax the pages to the Impact Aid Program at (866) 799-1272, our toll-free fax number, or scan the pages as a PDF file and send the file by email to Impact.Aid@ed.gov, and enter “Section 7002 Application” in the subject line. If you choose to fax the forms, use the cover sheet from the list of Documents & Instructions on the Package Information screen in G5 e-Application. Please choose just one method to submit your signed documents.

Your application is not complete until you have submitted the G5 e-Application online, including all required verification documentation OR the Opt-Out Form, and you have uploaded, emailed, or faxed the cover page and assurances to the Impact Aid Program. All required tables, must include data in the table fields and submitted in the G5 system, not included as an attachment.

In addition, you must forward a complete copy of the application to your State educational agency (SEA) at the same time you submit it to the U.S. Department of Education. Use the transmittal form from the list of Documents & Instructions on the Package Information screen in G5 e-Application. Your SEA Impact Aid contact is included in a list on our website at www.ed.gov/about/offices/list/oese/impactaid/searl.html.

Mandatory Forms

Your application must contain all mandatory forms and data, including:

- Cover Page
- Assurances
- Tables 1 through 4

- Table 3 Verification Documentation or Opt-Out Form
(see Table descriptions below for details)

***LEAs who report revenue on Table 2 must complete Tables 1-4 and can not elect the opt-out option.**

Cover Page

Impact Aid and PR/Award Numbers—Your Impact Aid Number and PR/Award Number will be pre-populated if you previously have applied for Impact Aid. If your LEA previously has applied for Impact Aid and any of these numbers is blank or the Impact Aid Number displayed on the screen begins with “GIA” please contact the Impact Aid Program at (202) 260-3858 before continuing so that we may be certain your application has been correctly pre-populated.

If your LEA has not received Impact Aid previously, these numbers may be blank or the Impact Aid Number may begin with “GIA.” The Impact Aid Program will assign these numbers for you after you submit your application.

DUNS Number—If you do not know your LEA’s DUNS Number or if you would like to verify the number displayed on the application screen, call Dun and Bradstreet, Inc., at 800-333-0505 or [visit their website](#) to obtain or check the number. The DUNS Number on the application should be assigned to the same name and address that is on this application.

Applicant Name and Address—Your LEA’s name and address will be displayed as they are listed in the Impact Aid Program records. The name should be your LEA’s legal name and the address should be the mailing address of your school district offices. We use this address to mail information to you.

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 be careful to provide an accurate email address. The IAP uses this address to provide applicants with timely information throughout the year, including vouchers documenting payments to your LEA. Additional contacts, to whom we also send copies of payment vouchers, can be added by sending an email to Impact.Aid@ed.gov. It is the LEAs responsibility to update changes in contact personnel to ensure Listserv information is received.

Changes in Acreage of Eligible Properties and Changes in Boundaries—Check the applicable box on the cover sheet if there has been a change in the number of acres of eligible Federal property that you include on your application since it was approved by the Impact Aid Program. If, for example, ownership of some of the section 7002 property has been transferred from the Federal Government or the Federal Government has acquired additional property in the school district, you should check this box.

Check the applicable box if there have been changes in the geographical boundaries of the LEA, including through a consolidation with one or more other LEAs.

If you check either of these boxes, you will need to upload supporting documentation (i.e., consolidation, annexation, dissolution, or deed documentation) to the designated location in the G5 e-application.

Program Assurances and Certifications

Authorized Certifying Representative—Enter the name and title of the LEA’s authorized certifying representative. The signature of the LEA’s representative commits the LEA to the declarations on this document, including:

- Incorporation by reference of all other assurances documents;
- Assurance that the applicant meets all statutory, regulatory, and administrative requirements for this grant program, and
- Assurance, to the best of your knowledge that all documentation attached is accurate.

New applicants **must** obtain and file the referenced assurance documents by the application deadline. Contact the Impact Aid Program on (202) 260-3858 for additional information.

The authorized representative must sign and date the printed Impact Aid Program Assurances and Certifications form on or before the filing deadline, January 31, 2017.

Table 1

SECTION 7002- ELIGIBLE FEDERAL PROPERTY IN THE LOCAL EDUCATIONAL AGENCY

On Table 1, you will need to list all Section 7002-eligible Federal property in the LEA. Since all Federal acres in your LEA may not be Section 7002-eligible, it is essential that you include only Section 7002 acres that have been approved by the Impact Aid Program. Do not assume that all Federal acres in your LEA are eligible or approved for the purposes of Section 7002. Contact your program analyst if you have any questions concerning the number of approved Section 7002-eligible acres in your LEA.

1. In column 1, enter the name of the Section 7002-eligible Federal property.
2. In column 2, enter the name of the corresponding taxing jurisdiction.
3. In column 3, enter the number of Federal acres associated with and approved as eligible federal acres for the purposes of the Impact Aid Program.

If the total number of Section 7002-eligible acres has changed from last year’s total (increase or decrease), you will need to submit official documentation of this change which will be verified by the Impact Aid Program prior to approval. An example of the documentation required is a deed showing the property has been acquired by the Federal government (increase in acres) or

returned to the LEA (decrease in acres). Submit this documentation to the Impact Aid Program by uploading it in PDF format to the designated place in the G5 e-application.

Table 2

REVENUE FROM ELIGIBLE FEDERAL PROPERTY

List all revenue from Federal and non-Federal sources during the **second preceding** fiscal year (e.g., FY 2015-2016 data for the FY 2018 application) 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. For example, if the LEA has 10,000 acres of U.S. Forest Service property that generated \$20,000 in timber revenues, but only 2,000 acres are eligible under section 7002, the LEA should report one-fifth (20 percent) of the total, or \$4,000, as revenue associated with section 7002-eligible Federal property. Do not report Impact Aid revenue or receipts from other U.S. Department of Education programs on this table. If you receive no other revenue for the Section 7002-eligible acreage, leave the table blank and mark the form as complete.

Table 3

TOTAL ACREAGE AND TAXABLE VALUE IN THE LOCAL EDUCATIONAL AGENCY

To assist the Secretary in determining the taxable value of the eligible federal property, an authorized LEA official must obtain the information for columns 2 and 3, and provide the source of the official data, such as a document from a State website or website address. Upload a PDF file of this documentation to the G5 application. If the information was obtained directly from a local official (e.g., local tax assessor), you must submit a certification by that official that includes the person's name, title, email address, and telephone number. **If the required verification documentation (or "opt out" form) is not uploaded into G5, your application will not be considered complete and you will be ineligible for payment.**

1. In column 1, enter the name of the taxing jurisdiction. This information must match the jurisdictions listed on Table 1. If the LEA is located in more than one taxing jurisdiction (e.g., two counties) or contains more than one taxing jurisdiction (e.g., two townships), enter the information for each jurisdiction on a separate line.

2. In column 2, enter the total number of acres located in the LEA or taxing jurisdiction. Include all types of property (taxable and non-taxable, including the Federal acres) in the total acreage amount. This number should include all land and water acreage in your school district. Although it is not recommended, if you submit data from the U.S. Census Bureau it must be data from the most recent data collection, **AND** you must include a certification from your local assessor that your school district boundaries have not changed and, therefore, that these numbers are still current. Without this certification, we will not accept the Census Bureau data.

It is preferred that you obtain this data from your local assessor or other local/state source. LEAs choosing the “opt out” option must enter a zero (0) in Column 2.

3. In column 3, enter the total taxable value, for the purpose of levying property tax for school purposes for current expenditures, of real property located within the boundaries of the LEA for the prior fiscal year (e.g., for the FY 2018 application, enter the taxable value for the 2016-2017 year, or the specific value as of January 2017). If the LEA is located in more than one taxing jurisdiction (e.g., two counties) or contains more than one taxing jurisdiction (e.g., two townships), enter the information for each jurisdiction separately. LEAs choosing the “opt out” option must enter a zero (0) in Column 3.

Verification Documentation for Table 3

Upload the documentation that provides the source of the official data for columns 2 and 3, as described above. In addition, if you are using Census Data, you must also upload the additional certification regarding district boundaries.

Because IAP must analyze the sufficiency of the supporting documentation, you should **apply early** in case there are problems that may need correction.

Upload the documentation that provides the source of the official data for columns 2 and 3, as described above. In addition, if you are using Census Data, you must also upload the additional certification regarding district boundaries.

Note: Many LEAs continue to provide inadequate certification of their Table 3 data, which greatly slows the processing of their applications. Therefore, we are providing a suggested certification format at the end of this application package for use with your application. Using this suggested format will help ensure that you provide adequate certification of your Table 3 data and speed the processing of your application.

Table 4

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 (e.g., FY 2016-2017 data for the FY 2018 application). Enter a single tax rate for school operations expenditures for all types of real property in the jurisdiction using the dropdown box to indicate measurement (i.e., mills, dollars, etc.). When funds for current operating expenditures for the LEA are raised by more than one taxing jurisdiction, enter the tax rate information for each additional jurisdiction on a separate line. LEAs choosing the “opt out” option must enter a zero (0) in Column 2 of this form.

California LEAs will be contacted separately for the data necessary to impute their tax rates. If this data is currently available, it can be submitted with the signed cover page and assurances page.

Opt Out Option for Tables 3 and 4

An LEA that received a payment under Section 7002 for FY 2010 or any subsequent fiscal year, and that have no other Federal revenues for FY 2018 to report on Table 2, may choose to “opt out” of consideration for any available “remaining funds.” If the LEA does not want to be considered for “remaining funds” under Section 7002(h)(3), the LEA must enter a one (1) under Column 3 of Table 3 and under Column 2 of Table 4. Under Column 2 of Table 3, the LEA can choose any number that is higher than its Section 7002 acres on Table 1, Column 3. LEAs choosing this “opt out” option **must** sign and upload the opt-out form included in the application package in lieu of the verification documents for Table 3. By signing the opt-out form, you acknowledge that the LEA will receive only a foundation payment (assuming the LEA is still eligible) and not a share of remaining funds.

Note: LEAs that have not applied for and received funding for FY 2010 or later years can NOT use this option. It is recommended that you contact your program analyst prior to electing the “opt out” option or if you have any questions.

You must upload either the verification documents or the opt-out form. If there is nothing uploaded to the designated location in the G5 e-application, your application will be considered incomplete and you will not be able to submit it. You have not finalized your application for Section 7002 funding if you have not submitted one of these two documents.

Note: Many LEAs continue to provide inadequate certification of their Table 3 data, which greatly slows the processing of their applications. Therefore, we are providing this suggested certification format as a guide for your certification document. Using this suggested format will help ensure that you provide adequate certification of your Table 3 data and speed the processing of your application.

Sample Certification Verification Document

Name of LEA and Impact Aid Number (include application year):

Name of taxing jurisdiction:

Total number of acres (include taxable and non-taxable and water acreage) located in the LEA:

Total taxable value of real property in the LEA:

Did LEA boundary changes occur? (yes or no response):

If yes, please submit documentation explaining the change (any changes in the geographical boundaries of the LEA, such as acre increases, decreases or consolidations).

Certifying Official

Name:

Title:

Telephone Number:

Email:

Opt-Out of Tables 3 and 4 for Certain LEAs

As an authorized representative of _____

Applicant LEA Name

("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 Federal revenue for the Section 7002-eligible property during the second prior fiscal year (e.g. during FY 2016 for the FY 2018 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). We are intentionally entering one (1) under Column 3 of Table 3 and under Column 2 of Table 4. Under column 2 of Table 3, we have intentionally entered an inaccurate number that is higher than the number of Section 7002 eligible acres on Table 1, Column 3.

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date