Frequently Asked Questions
e-Application Impact Aid Section 8003

This document is for Impact Aid Section 8003 electronic applicants only. For more generic help with *e*-Application, see the [*e*-Application User Guide](#), but keep in mind that not all questions answered in the *e*-Application User Guide are applicable to Impact Aid Section 8003.

1. What do I enter for "Impact Aid number" during registration?

IF YOU APPLIED FOR IMPACT AID IN A PREVIOUS YEAR: In this field, enter the Impact Aid number that has been assigned to your local educational agency by the Impact Aid Program. This number can be found on vouchers for Impact Aid payments that you have received. For *e*-Application, enter only the state code (first two characters) and applicant code (last four characters) of the Impact Aid number, with no hyphens or fiscal year (*e.g.*, for Impact Aid number **10**-AL-2006-**0001**, enter **100001**).

Voucher Numbers 107529 2006-1	Fiscal Year 2006	Date 02/14/2006
Total ADA Total Membership 21,283.00 22,580	Application Number 10-AL-2006-0001	
Local Contribution Rate $4,074.00	Total Current Expenditures $152,118,000.00	
	Grantee DUNS Number: 07-765-3269	
	Payee DUNS Number: 07-765-3269	
	PR/Award#: S041B-2006-0068	
	Pay Type: Initial	
	County Madison	

Find your Impact Aid number in this box on your section 8003 voucher.

The applicant in this example would enter 100001 in the *e*-Application User Profile.

> IMPORTANT! You must accurately enter your own school district's Impact Aid number **to access your unique identification and property data. Do not use the number in the example above.**

You must register with your unique Impact Aid number for your forms and tables to "pre-populate" your data, *i.e.*, automatically display data from your prior year application. When you apply using your Impact Aid number, you **will not** have to enter data we already have for you, such as your address, contact person, and eligible Federal properties that you claimed on your previous year's application. You **will** be able to edit these data, as necessary, and add additional items that are new for the current application.

IF YOU HAVE NEVER APPLIED FOR IMPACT AID: Leave this field blank.
You will be assigned a temporary Impact Aid number by *e*-Application. After you
submit your electronic application, you will receive a permanent Impact Aid
number from the staff of the Impact Aid Program.

2. Why are the tables not pre-populated with my properties?

If you have applied to Impact Aid in the past, make sure you entered your Impact
Aid number in your user profile as described in FAQ 1. If you do not have your
Impact Aid number in your user profile, *e*-Application assumes that you are a new
applicant and will not pre-populate data on your application. If you have applied
for Impact Aid previously, but not last year, *e*-Application will fill in your name
and address, but no other data.

3. Which forms and tables are mandatory?

Your application must contain all mandatory forms, including:
- the Cover Page
- the Section 8003 Assurances
- one or more of Tables 1 through 5
- Table 6
- Table 7, if it is displayed (This form is required if your LEA claimed children
  with disabilities on Table 1 or Table 2 on your FY 2007 application.)
- Table 8, if it is displayed (This form is required if your LEA operates buildings
  owned by the Department of Education.)
- Table 10, if it is displayed (This form is required if your LEA receives
  construction payments under Section 8007(a).)

Tables 9 and 11 are optional for all applicants.

When you have completed each form, you must indicate so at the bottom of the
form by checking the Form Completed box and clicking the SAVE button. This
will return you to the Application for Grants screen and change the status icon next
to the name of the form to Completed.

4. What information is already on the forms?

If you are a recurring Impact Aid applicant, information on this form is copied for you from a previous application you submitted. Check this information and make any necessary corrections and additions.

New applicants must complete all items. On the Cover Page, new applicants must select State before selecting city and county.

Once you have completed the cover page, you must print it and obtain the signature of the authorized representative for the LEA. See FAQ 5 about completing the Cover Page.

5. How do I complete the Cover Page?

You must edit the Cover Page before you begin working with the other forms.

Select the Cover Page from the list of Application Forms list on the Application for Grants screen. This will open the Cover Page data entry screen. You must enter information on each of the mandatory fields, which are marked by an asterisk, then check "Form Completed" and click the "Save" button at the bottom of the screen.

New applicants must select the State before selecting the city and county and complete all other items on the cover page.

Once you have completed the cover page, you must print it and obtain the signature of the authorized representative for the LEA. See FAQs 12, 13 and 14 about printing the application.

6. Why is a table missing from my application?

The application that you see on the screen is customized for you based on the Impact Aid number listed in your *e*-Application User Profile and the information in the Section 8003 application your school district submitted last year.

If you have applied to Impact Aid in the past, make sure you entered your Impact Aid number on your User Profile during *e*-Application registration. If your Impact Aid number is missing from your User Profile, the system will present to you only the forms required for new applicants. For example, Table 7 is not required of new applicants, and would not be presented.

In addition, if you did not claim children with disabilities on Table 1 or Table 2 of your FY 2008 application, Table 7 is not required for your FY 2009 application, so the *e*-Application will not display it for you.

7. How do I select properties on Tables 1 through 5?

There is a dropdown arrow located on every row of Tables 1 through 5. Click the dropdown arrow to open the Property Lookup Screen. The Property Lookup Screen will display eligible federal properties located within your State that previously have been approved by the Impact Aid Program for inclusion on applications for Section 8003. Once you click on a property on the Property Lookup Screen, it will appear on your form.

The Property Lookup Screen is a "pop-up" window. If it does not appear when you click the dropdown arrow, you may have a "pop-up blocker" active on your computer. You must turn off any pop-up blocker for the Property Lookup Screen to operate.

8. How do I add a property or city that is not listed on the Property Lookup Screen?

Near the bottom of the Property Lookup Screen, you can add a new property by entering its name, address and city. After entering the new property, click the OK button. The property will appear on your form and will be assigned a temporary property number. We will assign a permanent property number when we have verified the eligibility of that property.

When entering a new property at the bottom of the Property Lookup screen, select the City by clicking the dropdown arrow next to City to open the City Lookup screen.

9. Can I attach files to the electronic application?

No. The *e*-Application will not accept attachments.

10. How do I submit my electronic application?

After completing all the mandatory forms (and any optional forms of your choice) listed on the Application for Grants screen, click the READY TO SUBMIT button at the bottom of the screen. This will open the Application Submission screen. Read this screen carefully and enter the name and title of the Authorized Representative who will sign the Cover Page. Then click the SUBMIT button at the bottom of the screen.

If you have not completed all the mandatory information at the time you click the READY TO SUBMIT button, an error message will be displayed and you will be returned to the Application for Grants screen so that you can make corrections. *If this happens, be careful!* Your application has *not* been successfully submitted and you will *not* receive a confirmation message. You must make corrections and re-try the submission process or your application *will not be eligible*.

After you successfully submit your application, *e*-Application will display a confirmation message with your Impact Aid number and *e*-Application tracking number. You should print this confirmation notice for your records using the PRINT CONFIRMATION IN HTML button at the bottom of the screen. This is your only chance to do this, as you cannot return to the confirmation notice on-line again.

You also may select the REQUEST COMPLETE PACKAGE IN PDF button to have the system assemble a package of all your completed forms for you to print all at once. The screen that opens after you click this button will give you further directions.

The system also will e-mail the confirmation notice to you. The e-mail will include your application's Impact Aid number and an *e*-Application tracking number. Print it for your records.

11. What if my electronic submission fails?

If your electronic submission fails, you will see an on-screen message with instructions. This can happen, for example, if you do not complete one or more of the required forms before clicking the READY TO SUBMIT button. You *must* correct any problems, click the READY TO SUBMIT button again, and successfully complete the submission process or your application *will not be eligible*.

12. How do I print a draft copy of the forms?

You can print a draft copy of the entire application from the List of Application Packages screen. On your Start Page, click the ADD button, which will open the List of Application Packages screen. Click the printer icon ⎙ next to the name of this application, which will open a second window with a printer-friendly version of the blank application. In the second window, set your web browser's printer orientation to "Landscape" and then click the PRINT button on your browser's toolbar. After you have printed the document, close the second window, and click the Start Page link to return to your Start Page.

13. How do I print an individual form?

To print an individual form, in draft or completed status, click the printer icon ⎙ next to the name of the form on the Application for Grants screen. Once you click the icon, a second window will open with a printer-friendly version of the form. In the second window, set your web browser's printer orientation to "Landscape" and then click the PRINT button on your browser's toolbar. To print another form, leave the second window open, go back to the List of Application Forms on the first window and click the printer icon next to the name of that form. The printer-friendly version of that form will open in the second window, ready to print.

Be sure to set your printer for landscape orientation.
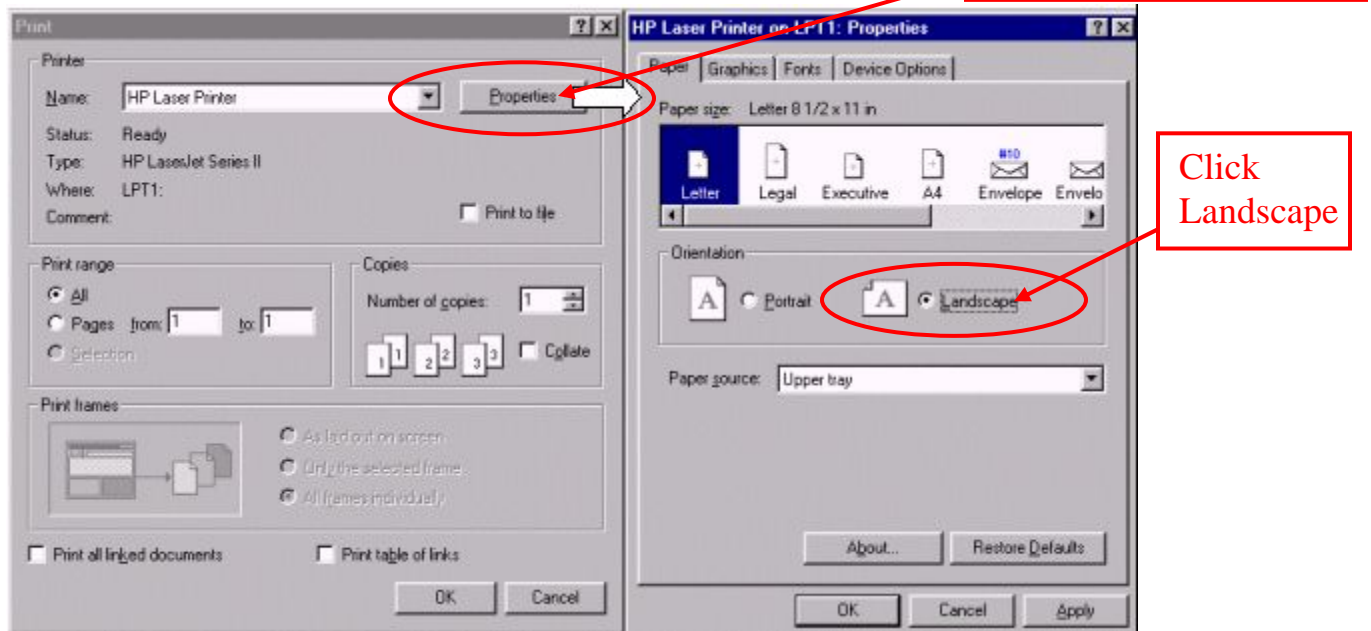
*Your printer properties window may look different from this illustration,
but should have an option to select landscape orientation.*

14. How do I print the completed application?

You can print the entire application with your data after you have submitted the application. When you are on the submission confirmation screen during the submission process, look for the REQUEST COMPLETE PACKAGE IN PDF button at the bottom of the screen. When you click that button, a screen with further instructions will open. Note that the document may not be immediately available. You will receive an e-mail notice when the document is ready for you to view and print, so you don't have to stay on the instructions screen while you wait for the document to be created.

Once the document is created, it will appear on your Start Page as a printer icon 🖨 next to the name of this application. When you click the icon, a second window will open with a printer-friendly version of the form. In the second window, set your web browser's printer orientation to "Landscape" and then click the print button on your browser's toolbar. After you have printed the document, close the second window.

15. Is there anything else I need to do to complete the application submission?

You must fax or e-mail the following items as soon as possible, and no later than three business days following January 31 (February 5):

- The Cover/Signature form and the Assurances/Certification form, both with **timely dated original signatures.**
- Tables 9 and 11, if your application reports information on these optional tables, with **timely dated original signatures**.

REMEMBER:

> Your *e*-Application is not complete until you fax or e-mail these signed documents.
>
> The Impact Aid Program fax number is **202-205-0088**.
>
> Our e-mail address is **Impact.Aid@ed.gov**.

Please use the fax cover sheet from the list of Documents & Instructions on the Application for Grants screen. Keep in mind that our fax machine will be busy as the deadline approaches. Do not wait until the last minute to submit and fax the signature pages. Keep your fax machine's confirmation sheet or your e-mail receipt as proof of submission.

16. Should I mail anything?

Do not mail anything to the Impact Aid Program.

Mail a copy of your application to your state educational agency (SEA), using the transmittal form from the list of Documents & Instructions on the Application for Grants screen.

17. When will I receive a confirmation that the Department of Education has received my application?

After you submit your application, *e*-Application will display a confirmation message with your Impact Aid number and *e*-Application tracking number. You should print this confirmation notice for your records! You will not be able to see the confirmation page again. The *e*-Application will also e-mail a confirmation

notice to all registered users who are associated with the application. But, this is only half of your application receipt confirmation.

After you send the Impact Aid Program your signature pages by fax or e-mail, an Impact Aid Program staff member will send you another e-mail to inform you that your application is complete and the date of receipt. Be sure to compare this date to your fax confirmation date and keep these documents as proof of timely submission.

18. Can I submit a late application through e-Application?

Yes, *e*-Application will accept applications for which the submission process was not completed by 4:30 p.m. Washington, D.C. time on January 31. However, these applications will be considered late and any payment will be reduced by ten percent.

You can submit your application as a late application for 60 days following the due date, *i.e.*, until March 31, 2008.

Applications submitted after the 60-day late period will not be eligible for funding.

After the 60-day late period, the status of any application that has not been submitted becomes "Closed-Not Submitted," and the Impact Aid Section 8003 package link on the Application Package page will no longer be available.

19. How do I amend my application?

After you submit your application, you can make changes to it by submitting an amendment through *e*-Application. At the bottom of the page where the READY TO SUBMIT button originally appeared, click the AMEND button. The system will generate a new copy of your application, with a new version number and a new READY TO SUBMIT button. Once you make any necessary changes to the application, click the READY TO SUBMIT button again to resubmit your entire application. You will keep the same Impact Aid number that you previously used, but the version number of your application will be updated with each amendment. Previous versions of your application can be viewed through the Application History link on the application page.

You can submit an amendment at any time after the initial submission up until 4:30 p.m., Washington, D.C. time on September 30.

20. Where can I get additional help for Impact Aid-related questions?

Contact the Impact Aid Program by telephone, fax or e-mail, or visit the Impact Aid web sites.

Telephone 202-260-3858

Fax 202-205-0088

E-mail .... Impact.Aid@ed.gov

Web site .... http://www.ed.gov/about/offices/list/oese/impactaid/index.html

8003 web site .. http://www.ed.gov/programs/8003/index.html