



U.S. DEPARTMENT OF EDUCATION

**Formula Grant Electronic Application
System for Indian Education
(Formula Grant EASIE)**

Frequently Asked Questions (FAQs)

TABLE OF CONTENTS

1.	EASIE SUPPORT AND RESOURCES.....	1
2	EASIE PART I GENERAL INFORMATION	2
3	EASIE PART I APPLICANT TYPE.....	3
4	EASIE PART I STUDENT COUNT INFORMATION.....	7
5	EASIE PART I CERTIFICATION	12
6	EASIE PART II GENERAL INFORMATION	14
7	EASIE PART II ASSESSMENT INFORMATION.....	17
8	EASIE PART II PROJECT DESCRIPTION	23
9	EASIE PART II BUDGET INFORMATION	26
10	EASIE PART II PARENT COMMITTEE APPROVAL.....	33
11	EASIE PART II CERTIFICATION	33
12	OIE’S REVIEW OF APPLICATIONS	35
13	EASIE APPLICATION PROCESS.....	36
14	EASIE NAVIGATION AND FUNCTIONALITY	38
15	PROGRAM ADMINISTRATION	41

SECTIONS AND QUESTIONS

1.	EASIE SUPPORT AND RESOURCES.....	1
1.1	Who do I contact when I need help with my Indian Education Formula Grant application?	1
1.2	Can PSC also answer questions on current year or previous grants?	1
1.3	What information is in the Getting Started document?	1
1.4	Who, in my applying entity, should be assigned to each user role?.....	2
1.5	Where can I get information on Title VII legislation and on Indian education in general?.....	2

2	EASIE PART I GENERAL INFORMATION	2
2.1	What is the general content of Part I of the application for funds under the Title VII Indian Education Formula Grant Program?	2
2.2	What information is required in Part I of EASIE?	2
3	EASIE PART I APPLICANT TYPE	3
3.1	Why is it important to <i>correctly</i> identify my application type?	3
3.2	What types of entities are eligible to submit an application for an Indian Education Formula Grant ?	3
3.3	What does LEA mean?	3
3.4	May an individual public school apply for a Title VII grant?	4
3.5	In my state, it is common to have an elementary LEA and a high school LEA that serve the same neighborhood but are separate entities; the two LEAs work together extensively. May we submit a single application?	4
3.6	May a charter school apply for a Title VII grant?	4
3.7	May a private school apply for a Title VII grant?	4
3.8	What is a consortium of LEAs?	4
3.9	What are the requirements for an LEA consortium applicant?	4
3.10	For an LEA consortium applicant, what are the responsibilities of the consortium leader? ...	5
3.11	What are Bureau of Indian Education (BIE) schools?	5
3.12	Why should a BIE school NOT apply as an LEA?	5
3.13	What further information are BIE-funded schools required to provide in regard to their applicant type?	5
3.14	Under what conditions are Indian tribes eligible for the Indian Education formula grant program?	6
3.15	How does an Indian tribe obtain the necessary documentation to prove eligibility for this program?	6
3.16	What documentation must an Indian tribe submit with its application to prove eligibility for this program?	6
3.17	May a tribe apply in lieu of more than one LEA?	7

4	EASIE PART I STUDENT COUNT INFORMATION.....	7
4.1	What is the minimum number of Indian children the applicant entity must have enrolled to be eligible for this program?.....	7
4.2	What is the <i>count period</i> ?	7
4.3	How are eligible Indian students identified for the Title VII formula grant program?	7
4.4	What information is required for the ED 506 form?.....	8
4.5	What documentation is needed to substantiate the LEA’s count of Indian children to generate funds for this program?	8
4.6	May preschool/pre-kindergarten Indian children be included in the Indian student count total to generate funds for this program?	9
4.7	What are the categories of tribes, bands, and groups for the Indian student count, and where are they defined?	9
4.8	How do I assign my student count <i>by category</i> ? How do I know the number of students in each category?	10
4.9	How do BIE-funded schools count their Indian students?	10
4.10	Are Indian tribes that apply in lieu of an LEA required to have ED 506 forms?	10
4.11	For a tribe applying in lieu of an LEA, what Indian children may be counted to generate funds for this program?.....	10
4.12	What documentation must the tribe maintain to verify the Indian student count?.....	10
4.13	Is the Indian student count that I enter in EASIE Part I an actual count or an estimate of the number that will be enrolled in the LEA?	11
4.14	How do I enter my student count information?	11
5	EASIE PART I CERTIFICATION	12
5.1	Once I have all my Part I information entered, how do I submit Part I of the application to the Office of Indian Education at the U.S. Department of Education?	12
5.2	What is the deadline for certifying Part I?	12
5.3	May I increase or decrease my Indian student count after it has been certified?.....	12
5.4	Are all applicants for this program required to have a parent committee?	13
5.5	Who must be on the parent committee?.....	13
5.6	When does the parent committee need to be formed, and when does the applicant entity obtain the approval of the application by the parent committee?	13
5.7	What other requirements should I begin preparing for before Part II opens?.....	13
6	EASIE PART II GENERAL INFORMATION	14
6.1	What is the general content of Part II of the application for funds under Title VII?	14
6.2	As I plan my project, are there any issues to consider besides entering the information into EASIE?.....	14
6.3	What information is required in EASIE Part II?	15
6.4	How does the main screen guide me through the EASIE application process?.....	16
6.5	What are the types of applications?.....	16
6.6	The second section displays my allocation. How are the grant allocations calculated?.....	17
6.7	Is the allocation that appears in EASIE an actual value or an estimate?	17
6.8	What is the difference between an allocation and an award?	17
6.9	What start date should I choose for my grant?.....	17

7	EASIE PART II ASSESSMENT INFORMATION.....	17
7.1	When I select “LEA Assessment Information,” I get another menu. Is this right?	18
7.2	Why do I need to enter assessment information?	18
7.3	Which year’s assessment data should I enter in the assessment section?	18
7.4	What is the definition of <i>grades offered</i> ?	18
7.5	Will I need to report individually identifiable assessment data?	19
7.6	What information must I provide under state assessment?	19
7.7	When I report results for Indian students, should I be reporting specifically on Indian students served by our Title VII project?	20
7.8	What information must I provide about attendance?	20
7.9	What information must I provide about graduation rate?	21
7.10	What information must I provide under “Non-ESEA Assessments”?	22
8	EASIE PART II PROJECT DESCRIPTION	23
8.1	What is covered under the Project Description?	23
8.2	For a project that serves consortiums, does each LEA have its own objectives?	23
8.3	What year do the objective selections cover?	23
8.4	What are the eligible choices for objectives?	23
8.5	What information must I provide about my objective(s)?	24
8.6	How do I enter the information about my objectives?	24
8.7	What services may be offered in support of the project’s objectives?	24
8.8	What activities may be conducted to implement the service?	25
8.9	Must I offer professional development and what information must I provide?	26
8.10	For a project that serves consortiums, does each LEA have its own professional development offerings?	26

9	EASIE PART II BUDGET INFORMATION	26
9.1	What is the difference between my allocation and my budget?	26
9.2	Can I ever budget more than my allocation?	26
9.3	Is it ever appropriate to budget less than my allocation?	26
9.4	For a project that serves a consortium, does each LEA have its own budget?	27
9.5	How do I provide the budget for my project?	27
9.6	Does EASIE help me keep up with how much of my allocation I have budgeted?	27
9.7	What are administrative costs?	28
9.8	Are there limits to administrative costs? What is the 5 percent cap?	28
9.9	Does EASIE help me keep up with how much of my allocation I have designated in my budget as administrative costs?	28
9.10	I entered an amount in the Admin Costs column for one of my budget categories. The totals were calculated, but the total administrative percentage was not updated.	28
9.11	Generally, how do I fill out the tables for the budget categories?	29
9.12	Should I show <i>in kind</i> (matching) expenditures in my budget—contributions my entity makes to the project?	29
9.13	What are the special considerations of the table for personnel budget?	29
9.14	What are the special considerations of the table for travel?	30
9.15	What are the special considerations of the table for equipment?	30
9.16	What are the special considerations of the table for supplies?	30
9.17	What are the special considerations of the table for contractual expenses?	30
9.18	How can I enter costs that do not fall into any of the above categories?	30
9.19	What are indirect costs? What is an indirect cost rate?	31
9.20	What are the special considerations of the table for indirect costs?	31
9.21	How do I request a waiver of the 5 percent cap if my administrative expenses are more than 5percent?	31
9.22	How do I provide evidence that we shared assessment data for all Indian students with Indian parents and the community?	32
9.23	What is the difference between the two types of modifications shown on the Use of Assessment Data screen?	32
9.24	If I requested and was granted a waiver of the 5 percent administrative cap for last year's Title VII grant, how do I file my required Waiver Use Report?	32
9.25	Can I explain some unusual aspect of my application so that OIE knows why I handled my data entry as I did?	32
10	EASIE PART II PARENT COMMITTEE APPROVAL	33
10.1	When does the parent committee need to be formed and when does the applicant entity obtain the approval of the application by the parent committee?	33
10.2	Who must be on the parent committee?	33
11	EASIE PART II CERTIFICATION	33
11.1	Once all my information is entered, how do I submit the application to the Office of Indian Education in the U.S. Department of Education?	33
11.2	What is the deadline for certifying Part II?	34
11.3	What if I need to update Formula Grant EASIE after I have already certified and submitted to OIE?	34
11.4	Is there anything I need to do after my entity has certified my application?	34

12	OIE'S REVIEW OF APPLICATIONS	35
12.1	What happens after I certify Part II of my application?	35
12.2	What happens if OIE staff find that my application doesn't meet the standards for approval?	35
12.3	What if my response to OIE's concerns is not adequate?.....	36
12.4	What happens when OIE finds that my submission (original or revised) is acceptable for approval?	36
12.5	What is the timeframe for OIE's review of applications?	36
12.6	What if no one from the applicant entity is available during that time period?.....	36
12.7	What is the Registration Process?	36
13	EASIE APPLICATION PROCESS.....	36
13.1	When is EASIE Part I available and when is it due?	36
13.2	When is EASIE Part II available and when is it due?.....	37
13.3	Where can I get a paper copy of a blank Formula Grant EASIE application?	37
13.4	May I request an extension to the Formula Grant EASIE Part I or II deadline?	37
13.5	May I send a partial Formula Grant EASIE application to OIE?	37
13.6	EASIE does not provide the SF 424 cover sheet for my grant application. Do I need that?..	38
13.7	Once all my sections are <i>Finished</i> is there anything else I need to do?.....	38
13.8	I completed and certified my application, but circumstances in my agency have changed and we are no longer able to participate. What should I do?	38
14	EASIE NAVIGATION AND FUNCTIONALITY	38
14.1	How do I access Formula Grant EASIE?	38
14.2	How do I access Part I and Part II?.....	38
14.3	Can I use my Internet browser's Back button?.....	39
14.4	Can I spell-check my text responses?	39
14.5	How does the pre-population of data work?	39
14.6	The pre-population figures appear to be in error. What should I do about that?.....	39
14.7	My Formula Grant EASIE has no pre-population data. Why not?.....	39
14.8	I composed a response in Word and it is within the character limit of the comment field; however, when I paste it in, the system says it is too long. Why is that?.....	40
14.9	Can I still update answers in a section that is identified as <i>Finished</i> ?	40
14.10	Why is it important to mark that a section is <i>Finished</i> ?	40
14.11	When can I print a copy of the forms I filled out through the online tool?	40
14.12	I need to certify my application. However, I do not see the [I Certify] button as the instructions in Getting Started suggest.....	40
14.13	What if I need to update Formula Grant EASIE after I have already certified and submitted to OIE?	41
14.14	Will Formula Grant EASIE system calculate percentages and/or totals?	41
15	PROGRAM ADMINISTRATION	41
15.1	Who do I contact for program or budget changes to my application after EASIE closes?	41
15.2	How can I get a copy of my application after EASIE closes?	41
15.3	May the parent committee administer this program?	41
15.4	May an entity that has a contract with the LEA be the administrator for this program?	41
15.5	What administrative requirements must be addressed during Part II's application process?.....	42

1. EASIE SUPPORT AND RESOURCES

1.1 Who do I contact when I need help with my Indian Education Formula Grant application?

Formula Grant EASIE applicants can contact the ED*Facts* Partner Support Center (PSC) for technical or policy assistance.

PSC is available by toll free telephone, fax, or e-mail:

Telephone: 877-457-3336 (877-HLP-EDEN)

Fax: 888-329-3336 (888-FAX-EDEN)

E-mail: eden_OIE@ed.gov

Hearing impaired persons may contact the PartnerSupportCenter at TTY/TDD: 888-403-3336 (888-403-EDEN).

Hours of operation are between 8am-6pm Eastern Time, Monday through Friday, excluding federal holidays.

1.2 Can PSC also answer questions on current year or previous grants?

No, PSC's responsibility is the application process for grants for the upcoming year. Questions about current or previous awards should be directed to the Office of Indian Education:

Indian.education@ed.gov

202-260-1454

1.3 What information is in the Getting Started document?

In addition to these FAQs, the Getting Started document found online within EASIE provides discussion of the following topics:

- Introduction—overview of the Two Parts of EASIE, general flow for using EASIE.
- Recommended User roles—description of the permissions related to each user role (General User, Managing User, and Certifying User), how to add users, multiple users at the same time.
- Pre-population from ED*Facts* data—how to use, refresh frequency.
- Download and Print Blank forms—ED 506, Parent Committee Approval form, paper sample of Part I, Part II.
- Data Entry Tips—types of data, validity edit checks.
- Navigation—menus, where to find definitions, scroll bars, buttons.
- Certification and Transmittal to the Office of Indian Education (OIE) at the U.S. Department of Education—requirements, process, timing, changing data after certification.

- Printing File Copies of Your EASIE Application—downloading the PDF, when it is available.
- Paperwork Burden Statement—official OMB clearance notice for EASIE.
- Contact Partner Support Center—purpose, hours, contact information.

These topics may be mentioned in these FAQs, but they are covered more thoroughly in the Getting Started documentation.

1.4 Who, in my applying entity, should be assigned to each user role?

Recommended user roles are assigned to staff who meet the following descriptions:

- General User – a project staff member to do the initial data entry.
- Managing User – the Project Director, who knows the program well enough to edit the application and is authorized to certify the application if the Certifying User is not available.
- Certifying User – the Superintendent or Principal, as the authorized LEA representative, to certify the application.

1.5 Where can I get information on Title VII legislation and on Indian education in general?

The U.S. Department of Education OIE's Web page provides other information and links to the legislation at: <http://www.ed.gov/about/offices/list/oese/oie/index.html>

2 EASIE PART I GENERAL INFORMATION

2.1 What is the general content of Part I of the application for funds under the Title VII Indian Education Formula Grant Program?

Part I collects the Indian student count information. The information is collected via the Electronic Application System for Indian Education (EASIE).

2.2 What information is required in Part I of EASIE?

Part I provides data entry screens for applicants to enter the following:

- Your applicant type (individual LEA, consortium of LEAs, BIE schools, or Tribe).
- The student count period for your LEA and any consortium LEAs, including beginning and ending dates.
- The count of Indian students, by category, for the LEA(s).
- The count of all students, including Indian students, of the LEA(s).
- Certification of your submission by an authorized official of the applicant entity.

The applicant entity's name and address will already be identified within the application and is listed according to how the entity registered. If this information is not correct, please contact the Partner Support Center as soon as possible to correct the information.

3 EASIE PART I APPLICANT TYPE

3.1 Why is it important to *correctly* identify my application type?

EASIE is designed to provide you with only the data entry screens that are needed for your particular type of application. Correctly identifying your application type will ensure that the correct data entry screens and system functions associated with those screens are available for your application. For example, a consortium application allows you to enter student count data for multiple entities whereas an individual LEA application permits only one entry of student count data. If you think you have made an error in your selection that you cannot correct or you are not sure which application type to select, please contact the Partner Support Center.

3.2 What types of entities are eligible to submit an application for an Indian Education Formula Grant ?

Eligible applicants for the Indian Education Formula Grant program include these types of entities:

- Local educational agencies (LEAs) that serve Indian students.
- Elementary and secondary schools funded by the Bureau of Indian Education.
- Indian tribes under certain conditions.

As a first step in EASIE, you will be required to identify your applicant type. FAQs from 3.3 through 3.17 provide information related to your choice of applicant type.

3.3 What does LEA mean?

A local educational agency (LEA) is:

- A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for, public elementary or secondary schools in: a city, county, township, school district, or other political subdivision of a state; or
- Such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; or
- Any other public institution or agency that has administrative control and direction of a public elementary or secondary school.

(Source: Elementary and Secondary Education Act, Section 9101(26))

Note: Administrative or educational service districts that do not directly operate schools or enroll students are not considered to meet the definition of an LEA for this program.

3.4 May an individual public school apply for a Title VII grant?

A school may not apply individually, apart from its LEA. The LEA must be the applicant. However, an LEA may apply even if only one of its schools is participating. A school that is interested should contact its LEA to ask it to apply.

3.5 In my state, it is common to have an elementary LEA and a high school LEA that serve the same neighborhood but are separate entities; the two LEAs work together extensively. May we submit a single application?

If you are separate LEAs, you have two options:

- Submit separate applications.
- Submit a consortium application and designate one of your LEAs as the lead of the consortium.

You may not use the *individual LEA* type to cover both an elementary LEA and a high school LEA if they are legally separate entities. See later FAQs about consortium applicants.

3.6 May a charter school apply for a Title VII grant?

A charter school may apply if it is considered an LEA under State law.

3.7 May a private school apply for a Title VII grant?

Private schools are not eligible to participate in the Title VII Indian Education formula grant program.

3.8 What is a consortium of LEAs?

Eligible LEAs may form a partnership or *consortium* for the purpose of obtaining grants under the formula grant program. LEA consortium applicants include more than one eligible LEA, with one LEA identified as the *applicant* on behalf of itself and the other LEAs. **All partners within a consortium, including the lead LEA, must meet the basic eligibility requirements as an eligible LEA for this program.**

3.9 What are the requirements for an LEA consortium applicant?

A consortium applicant must meet the following requirements:

- Each entity in the consortium must be eligible to participate in the formula grant program.
- The regulations in 34 CFR 75.127-129, governing "Group Applications," must be followed in submitting a consortium application.

- All consortium members must be within the same state due to factors that must be taken into consideration when calculating the award amount, such as state per pupil expenditures.
- Consortium applications must identify by category the number of Indian students being counted by **each** partner entity.

Looking ahead - Part II of the EASIE application will require student performance data from each individual LEA in a consortium. However a consortium application will have one common set of objectives, services, activities, professional development opportunities, and budget that span all partners.

3.10 For an LEA consortium applicant, what are the responsibilities of the consortium leader?

The entity identified as the consortium leader is responsible for identifying the users who will have access to EASIE, entering all data required within Part I and Part II for consortium members, certifying the application, and being accountable for coordinating implementation of all program services and activities. That entity will be OIE's primary point of contact for all programmatic and administrative issues concerning the grant.

Note: The consortium partners will not have access to EASIE unless individuals from those entities are identified as users. To register new users, please contact the PartnerSupportCenter.

3.11 What are Bureau of Indian Education (BIE) schools?

Schools funded by the Department of the Interior/Bureau of Indian Education (BIE) include:

- Elementary and secondary schools operated by the BIE that offer direct student instruction.
- Elementary and secondary schools operated through a contract or grant from the BIE that offer direct student instruction.

3.12 Why should a BIE school NOT apply as an LEA?

Schools funded by BIE have a special designation in EASIE. These schools are exempt from a few of the program's requirements. For example, under Part I, if a BIE-funded school chooses Indian School Equalization Program (ISEP) as its student count method, EASIE takes the school directly to the certification screen, as no other student count data entry is required. This special feature is not available to other applicants that apply as an LEA or as a tribe applying in lieu of an LEA. Bureau schools that operate under grant or contract agreement should identify their LEA Type as a grant/contract entity and not an LEA.

3.13 What further information are BIE-funded schools required to provide in regard to their applicant type?

BIE-funded schools will need to indicate one of the following applicant types:

- BIE-operated school.
- BIE contract or grant school applying individually.
- BIE contract or grant school applying as the lead of a consortium of BIE schools.

BIE-funded schools will also need to indicate which method they will use to count students:

- Indian School Equalization Program/Average Daily Membership (ISEP/ADM).
- ED 506 forms.

BIE schools applying in consortium may use either the ED 506 forms or ISEP count for their student count, but not both. BIE schools applying individually may use either method for their student count, but they may not use a combination of methods.

3.14 Under what conditions are Indian tribes eligible for the Indian Education formula grant program?

Indian tribes are eligible for the Indian Education formula grant program when:

- An LEA that is eligible for the grant does not establish a parent committee according to the program's legislative requirements and
- The Indian tribe represents no less than one-half of the eligible Indian children served by that LEA.

In this case, the tribe may apply *in lieu of the LEA*.

3.15 How does an Indian tribe obtain the necessary documentation to prove eligibility for this program?

The applicant tribe must submit the following to the LEA for verification:

- A list of all students, by tribe, being counted for the purposes of this grant.
- The count period used in the application.

Then tribe must obtain from the LEA a letter of certification verifying each item.

3.16 What documentation must an Indian tribe submit with its application to prove eligibility for this program?

To document that an Indian tribe meets the basic criteria for eligibility, the applicant tribe must submit, **each year** with its application, a signed letter from **each** LEA whose students will be counted toward the tribe's application certifying all of the following:

- The LEA has not established a parent committee according to Section 7114(c)(4).
- The applicant Indian tribe represents no less than one-half of the eligible Indian children served by the LEA.
- All of the Indian students identified by the tribe were enrolled in the LEA's schools during the count period indicated by the tribe.

The documentation must be faxed, with a cover sheet identifying the applicant tribe and the LEA(s) in which the Indian students counted are enrolled, to the Office of Indian Education at 202-205-0606 within three days of certification of Part I.

3.17 May a tribe apply in lieu of more than one LEA?

Yes, a tribe may apply in lieu of multiple LEAs so long as it meets the above requirements in relationship to each of the LEAs individually.

In EASIE, after selecting Tribe as Type, the applicant will be asked if it is applying in lieu of a single LEA or in lieu of multiple LEAs.

4 EASIE PART I STUDENT COUNT INFORMATION

4.1 What is the minimum number of Indian children the applicant entity must have enrolled to be eligible for this program?

In order to participate in the Title VII Indian Education formula grant program, eligible applicants must have a minimum of 10 eligible Indian students enrolled in the LEA during a specific count period as defined below, or not less than 25 percent of the total number of individuals enrolled in the schools of the LEA.

Exceptions—The minimum enrollment requirement does not apply in Alaska, California, or Oklahoma, or to LEAs located on, or in proximity to, a reservation.

4.2 What is the *count period*?

The count period is the duration of the time during the current school year in which the eligible Indian students enrolled in the LEA are counted to determine the applicant's funds for the formula grant program. The count period must be consecutive (calendar) days and may be up to 31 consecutive (calendar) days beginning no earlier than the first day of the current school year and ending no later than the date on which Part I is certified/submitted. (Example: October 1-31 of the current school year.) If you enter a count period in EASIE that exceeds 31 consecutive days, or includes a future date, you will receive an error message on the screen and you must correct the count period.

4.3 How are eligible Indian students identified for the Title VII formula grant program?

The Indian Education formula grant program requires applicants to use the Indian Student Eligibility Certification Form, (ED Form 506), to document eligible Indian students.

- ED 506 form must be completed, signed and dated by the child's parent to certify an Indian student's eligibility for the program.
- A separate ED 506 form is required for each Indian child.

- A new ED 506 form does NOT have to be completed each year, as long as a signed form is on file and there is documentation that the student was enrolled during the count period.
- The ED 506 form may be downloaded from a link within the Getting Started documentation.

Exception—Schools funded by the Bureau of Indian Education (BIE) have an option for how they count Indian students. See “How do BIE-funded schools count their Indian students?” later in these FAQs.

4.4 What information is required for the ED 506 form?

In order for an ED 506 form to be complete, it must contain **all** of the following information:

- Name of child and date of birth;
- School name;
- Grade;
- Name of the tribe, band, or group;
- Whether the tribe listed is federally recognized (including Alaska Native); state recognized; terminated; or an organized Indian group meeting #5 of the Definition;
- Name of the individual with tribal membership;
- Individual named is - the child; the child’s parent, or the child’s grandparent;
- Proof of membership, as defined by tribe, band, or group is: (A. Membership or enrollment number (if readily available), OR other);
- Name and address of the organization maintaining membership data for the tribe, band, or group;
- Parent’s signature;
- Date; and
- Mailing address and telephone number.

4.5 What documentation is needed to substantiate the LEA’s count of Indian children to generate funds for this program?

The LEA’s Indian student count must be documented as follows:

- An Indian Student Eligibility Certification Form (ED Form 506) for each Indian child included in the count.
- All ED 506 forms included in the count must be completed, signed, and dated by the parent, and be on file with the LEA, no later than the last day of the count period listed in the application. **(Note: Forms dated after the count period may not be included in the student count submitted for that school year.)**
- A copy of the LEA’s student enrollment roster(s) covering the same period of time indicated in the application as the “count period.” Each Indian child included in the count must be listed on the LEA’s enrollment roster(s) for at least one day during the count period.

- All documentation must be maintained in a manner that allows the LEA to be able to discern, for any given year, which students were enrolled in the LEA's school(s) and counted during the count period indicated in the application.
- A new ED 506 form does NOT have to be completed each year, as long as a signed form is on file and there is documentation that the student was enrolled during the count period.

4.6 May preschool/pre-kindergarten Indian children be included in the Indian student count total to generate funds for this program?

Preschool/pre-kindergarten Indian children may be included in the Indian student count total under the following conditions:

- The preschool Indian children are actually enrolled in the LEA's schools receiving a free (without tuition), public education during the count period specified in the application;
- Eligibility for enrollment is open to all preschool students and is not dependent on factors such as income level of the parents and/or whether the LEA is required to provide special preschool services to handicapped children; and
- The services provided to the preschool Indian children are partially paid from other funding sources (i.e., district or state sources).

BIE schools with preschool students may count their preschool students in their total if they meet the above requirements AND they use ED 506 forms for their entire count. Pre-school children are not included in ISEP and combining the two count methods is not allowed. See later FAQ for "How do BIE-funded schools count their Indian students?" for more information.

4.7 What are the categories of tribes, bands, and groups for the Indian student count, and where are they defined?

The categories are:

- Federally recognized (including Alaska Native)
- State-recognized
- Terminated
- Organized Indian group meeting the program's definition.

The definitions appear on the ED 506 form.

Federally recognized tribes are limited to those indigenous to the U.S. A list of federally recognized tribes can be obtained through the Bureau of Indian Affairs of the Department of the Interior.

The Web is a source of lists for *state-recognized tribes*. The U.S. Department of Education does not maintain a master list. It is recommended that you use official **state** Web sites only—the informal term "non-federally recognized" does not imply state-recognized. Tribes pursuing recognized status (Federal or State) are not included.

Terminated tribes are those that once had a *federally recognized* status from the U.S. Department of the Interior and had that designation terminated. Some terminations were state-specific, so contact your state to check specific status.

Other organized Indian group represents those that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

4.8 How do I assign my student count *by category*? How do I know the number of students in each category?

Review each student's ED 506 form for the category. It is the parent's responsibility to identify the category on the ED 506 form. The totals you enter in EASIE should reflect the count from the ED 506 forms.

4.9 How do BIE-funded schools count their Indian students?

Elementary and secondary schools funded or operated by the Bureau of Indian Education (BIE) may choose to document their Indian student count by either of the following methods:

- Maintaining ED 506 forms on their Indian students **or**
- Using the Indian School Equalization Program (ISEP) average daily membership (ADM) count.

BIE-funded schools must designate in the applicant type section which method is to be used to count their Indian students. **A combination of the two methods is not permitted.** If you select ISEP, then EASIE will skip the student count entry screen and take you directly to the certification step. Your ISEP counts will be entered from information obtained directly from BIE. If you select ED 506 form, then EASIE will take you to the Student Count and Count Period screen and you must enter your data.

4.10 Are Indian tribes that apply in lieu of an LEA required to have ED 506 forms?

Yes, the tribe must have ED 506 forms signed and dated by parents of all Indian students enrolled in the LEA that are counted to generate funds for this program.

4.11 For a tribe applying in lieu of an LEA, what Indian children may be counted to generate funds for this program?

The tribe may count all eligible Indian children for whom the tribe has a completed Indian Student Eligibility (ED 506) form on file before the end of the count period and who were enrolled in the LEA during the count period specified in the application.

4.12 What documentation must the tribe maintain to verify the Indian student count?

It is the responsibility of the applicant tribe to collect and maintain the Indian Student Eligibility Certification Form (ED Form 506) for each Indian child. The tribe must maintain the following documentation:

- All Indian Student Eligibility Certification Forms (ED Form 506) used in the count period.
- The letter and accompanying documents submitted to the LEA for verification, which includes a list of all students, by tribe, being counted for the purposes of this grant and the count period being used by the tribe.
- The LEA's certification that the Indian children counted by the applicant tribe were enrolled in the LEA's schools during the count period indicated by the tribe.

4.13 Is the Indian student count that I enter in EASIE Part I an actual count or an estimate of the number that will be enrolled in the LEA?

The number of Indian students reported in the application to generate funds for the formula grant program must be an actual count of Indian students enrolled in the LEA for whom you have collected a completed, dated, signed ED 506 form. These forms must be on file and have parental signatures that are dated on or before the last day of the count period reflected in Part I of the application.

4.14 How do I enter my student count information?

Part I has a single section. After you have entered your applicant type, select the single section listed in the section menu at the upper right of the main screen. This will take you to the Indian Student Count and Count Period screen. (See Getting Started for how to access EASIE.)

If you are applying as a single entity, there will be one set of rows in which you enter your student count, by category, and the start and end dates of your count period.

If you are a consortium of LEAs or a consortium of BIE-funded schools, then the Student Count and Count Period screen will have an "Add new LEA" function. Enter the applicant information in the first set of rows. Add a new row for each partner LEA and enter their information, including their name, NCES number, city, and state, as well as their student count and count period data.

If you are a tribe applying in lieu of LEA(s), then the Student Count and Count Period screen will have an "Add new LEA" function. Enter the information for each partner LEA on their own set of rows, including their name, NCES number, city and state, as well as their student count and count period data. The tribe name and ID will be displayed above the table, but do not enter any student count information for the tribe itself. Student count data applies to the LEAs, not to the tribe directly.

If you are a BIE-funded school using ISEP student counts, the system will skip the student count screen. Your ISEP counts will be entered from information obtained from BIE.

5 EASIE PART I CERTIFICATION

5.1 Once I have all my Part I information entered, how do I submit Part I of the application to the Office of Indian Education at the U.S. Department of Education?

The submission of your application to the U.S. Department of Education is accomplished by the process of certification. When you declare your student count screen finished, EASIE will take you to the Certification screen. **If an authorized official of the applicant entity does not complete the certification step, your application is not submitted to the U.S. Department of Education and you will not receive funding.** Please see Getting Started for a complete explanation of the Certification process.

5.2 What is the deadline for certifying Part I?

Official closing dates for EASIE are published in the *Federal Register*. Additionally, entities that registered for access to EASIE will generally receive an e-mail announcement from the Partner Support Center. Alternatively, you may contact PartnerSupportCenter to inquire. However, the *Federal Register* is the official source and all entities that want to apply have individual responsibility for ascertaining the dates from the *Federal Register*. You can sign up for Federal Register notifications from the U.S. Department of Education at www.federalregister.gov. We cannot specify the date in the FAQs because most often the exact date has not been finalized when the FAQs go to publication.

5.3 May I increase or decrease my Indian student count after it has been certified?

If you find your Indian student count was certified with an incorrect total, you may make changes as follows:

- Counts may be increased **only** during the open period for Part I. You may create a new version with the corrected total and certify the new version before Part I closes. See Getting Started for instructions on creating a new version.
- You may also lower your count during the open period for Part I by creating a new version, making the appropriate change, and certifying the new version before Part I closes.
- After Part I closes, you may still lower your count by contacting the PartnerSupportCenter. You must do this if you discover that you have submitted a count higher than you can document. Remember that all application information is subject to monitoring throughout and following the entire grant period.
- **You may not increase your count after Part I closes.**

5.4 Are all applicants for this program required to have a parent committee?

With the exceptions identified below, **all** applicants must establish a parent committee that meets the requirements of the program's legislation in order to meet basic eligibility requirements for the program. The applicant is to develop its Title VII project and application **with the participation and written approval** of the parent committee.

Exceptions—The following applicants are not required to establish a parent committee:

- BIE schools.
- Eligible Indian tribes applying in lieu of an LEA.

5.5 Who must be on the parent committee?

The program legislation requires the parent committee to be comprised of:

- (1) Parents of eligible Indian children enrolled in the LEA. More than one-half of the total number of parent committee members must be parents of eligible Indian children enrolled in the LEA.
- (2) At least one teacher from the LEA that is not paid by project funds.
- (3) At least one eligible secondary Indian student if the LEA enrolls secondary students.

The LEA must establish the parent committee according to its own established procedures for establishing such committees. A majority of the members on the committee must be parents of Indian children. All of these members have voting privileges. The parent committee is required to establish and abide by by-laws that are approved by the LEA.

5.6 When does the parent committee need to be formed, and when does the applicant entity obtain the approval of the application by the parent committee?

If you are required to have a parent committee, the committee must be established and in place at the time you certify your Part I application because the applicant is to develop the Title VII project and application with the **participation** of the parent committee. Also the parent committee is to be provided adequate time to review the application.

Under the EASIE application procedure, applicant entities obtain the **written** approval of the parent committee for Part II, which provides the details for the project's program and budget. See Part II instructions.

5.7 What other requirements should I begin preparing for before Part II opens?

There are several things you should do to prepare for Part II of your application.

- (1) Begin planning for your public hearing, as **all** applicants are required to conduct at least one public hearing prior to submitting an application under Part II. Maintain copies of the public notice(s), minutes of the meeting, and a list of attendees for your records.
- (2) Make plans to consult with and provide copies of the Part II application to your parent committee, if you are required to have a parent committee. You are required to provide the parent committee adequate time to review the application and obtain their written approval of the application submitted under Part II; the parent committee's written approval (the form is available under the Getting Started documentation) must be faxed to OIE within three days of certification/submission of your Part II application.
- (3) Begin compiling or collecting data from the assessments required of your state under the Elementary and Secondary Education Act of 1965, as amended (ESEA assessments) and attendance data, as well as your graduation rates if you offer 12th grade in your school system. You will need them for Part II data entry.
- (4) Based on assessment data, begin thinking about the objectives you will select for your project. Your choices will be: attendance, dropout, graduation, history, mathematics, reading, science, social studies, substance abuse, technology, and/or writing. Consider which areas of focus would best help your Indian students to achieve state standards.

6 EASIE PART II GENERAL INFORMATION

6.1 What is the general content of Part II of the application for funds under Title VII?

Part II collects program and budget information that describes your project. The information is collected via the Electronic Application System for Indian Education (EASIE).

6.2 As I plan my project, are there any issues to consider besides entering the information into EASIE?

There are some very important issues to consider that will require your attention as you plan your project; trying to accomplish them after your project is planned will lead to difficulties.

- Needs assessment.
- Public hearing.
- Sharing Indian student performance data with the community.
- Involvement of your parent committee (if applicable).

The legislation requires that you consider the needs of Indian students in determining your project. The EASIE application requires that you enter assessment data from the

most recent year for which data is available. Give that assessment data careful consideration as you identify your objectives and services. You may also want to assess the data of the last two or three years to determine if the services and/or activities being provided are adequately improving the performance of the Indian students being served. If not, then you may want to consider a different strategy or approach.

Prior to submitting an application under Part II, **all** applicants must conduct at least one public hearing. During the public hearing(s), the applicant must provide parents of Indian students and the community an opportunity to understand and offer recommendations on the formula grant program. Maintain copies of the public notice(s), minutes of the meeting, and a list of attendees for your records.

There is a legislative requirement that **all** applicants annually share the progress of all Indian students, not just those being served by the project, with the parent committee and community. Applicants may use the public hearing as an opportunity to meet this requirement.

The written approval of the parent committee (if applicable) is required for Part II of your application. The required form for this is described later in these FAQs. You are required to provide the parent committee adequate time to review the application. [BIE-funded schools and tribes applying in lieu of an LEA do not have a parent committee requirement; all other applicants must fulfill this requirement.]

6.3 What information is required in EASIE Part II?

Part II provides data screens for you to do the following:

- Identify the type of application.
- View your project's total allocation.
- Provide student assessment data.
- Identify project objectives.
- Identify professional development opportunities for project staff.
- Provide project budget information.
- Indicate how you communicate student assessment data with Indian parents and the Indian community.
- Complete the Waiver Use Report if you had a waiver of the five percent administrative cap in the previous year.
- Add a comment to explain any unusual item in your application, if needed.
- Certify the application.

After OIE reviews your application, you may be asked to clarify or correct information or to supplement inadequate information.

6.4 How does the main screen guide me through the EASIE application process?

When you select EASIE Part II from the left panel menu, you will be taken to the main screen. The right-hand side will contain the section menu. The most logical way to complete the application is to go down the section menu sequentially. However, if you do not have all the necessary information for a section, you can go on to the next section and come back to any sections that are still incomplete. To reach a section out of its normal sequence, from any screen, select Part II from the left panel menu, then select the section you need from the right-hand menu. Once all sections are marked “Finished” then an authorized official needs to take the last step, which is to certify the application.

Will EASIE remember what type of applicant I specified in Part I, i.e., LEA, LEA consortium, BIE, BIE consortium, tribe, etc.?

EASIE Part II will be pre-loaded with information specific to the applicant type you specified in Part I, and you will see only the exact screens you need. For example, if you are a multi-entity applicant, like an LEA consortium or a tribe applying in lieu of multiple LEAs, then the tables and options where you are required to enter information for each partner LEA will allow you to do that.

6.5 What are the types of applications?

There are three application types. The first section of EASIE Part II will require that you specify the type that your project will submit.

- **Regular program.** This type of application has specific objectives and services offered and funded by the project. Most Title VII formula grant projects operate a regular program.
- **Schoolwide program.** A schoolwide program consolidates the Title VII formula grant funds with Title I and other funding in order to provide improved educational services to all students in a school that operates as a schoolwide program under Section 1114 of the Elementary and Secondary Education Act. There are no project-specific objectives, services, or budget for the Title VII formula grant funds; Title VII funds must support the objectives of the schoolwide program. For LEAs that are public schools, an application that consolidates Title VII funds with a schoolwide program must be approved by the Indian parent committee. BIE schools, as well as regular public schools, are eligible for this type of application if their school has an existing schoolwide program under Title I.
- **Integrated services program.** An integrated services program consolidates funds for any federal program exclusively serving Indian children, or the funds reserved under any federal program to serve exclusively Indian children that are awarded under a statutory or administrative formula to the entity, for the purposes of providing education and related services to Indian students. An integrated services application submitted by a public school must be approved by the parent committee. Please be aware, however, that few LEAs are eligible to

operate an integrated services program. If you are considering an integrated services program, please contact the Partner Support Center to confirm your eligibility for this type of program.

6.6 The second section displays my allocation. How are the grant allocations calculated?

There are several factors that are legislatively required in the calculation of award amounts for grantees:

- The Indian student count submitted in Part I, and approved (or corrected) by OIE.
- The minimum amount of a grant that will be awarded (usually \$3,000 or \$4,000 if sufficient funds are available).
- The state per pupil expenditure for that applicant. (If a state's per pupil expenditure is less than 80percent of the national average, then 80percent of the national average is used).
- The amount of the Title VII appropriation for the fiscal year. The individual awards are then equitably reduced until the totals are within the amount appropriated for the program.

6.7 Is the allocation that appears in EASIE an actual value or an estimate?

The second section of EASIE displays your allocation. The allocation that appears is an actual value based on factors that include the appropriation for the next school year, the number of Indian students in your Part I student count, the state per pupil expenditure, and the minimum grant award determination.

6.8 What is the difference between an allocation and an award?

An allocation is the amount that an applicant is eligible for, based on the factors above. Part II of Formula Grant EASIE informs each applicant of their allocation amount. The award is the amount made available to the applicant after approval of the application and at the beginning of their award period. Generally, the award is for the amount of the allocation. Exceptions to this include cases where the applicant did not meet its maintenance of effort requirement.

6.9 What start date should I choose for my grant?

The second section of EASIE also requires that you identify your grant start date. Beginning with this year's grant application all start dates will be July 1 with an ending date of June 30. For FY 2012 the start date will be July 1, 2012 and will end on June 30, 2013.

7 EASIE PART II ASSESSMENT INFORMATION

7.1 When I select “LEA Assessment Information,” I get another menu. Is this right?

The assessment section has multiple sub-sections.

If you are a project that serves a single LEA, when you select LEA Assessment Information from the main menu, you will get a menu of the following 4 sub-sections:

- Grades offered
- State assessment
- Attendance and graduation
- Non-ESEA assessments

Select these one at a time and answer the questions for each sub-section. Like the main menu, the most logical way is to go down the menu sequentially. You can go in a different order, but you must respond to all required components.

If you are a project that serves multiple LEAs (like a consortium or a tribe applying in lieu of multiple LEAs), then you will get these 4 subsections for each LEA (or BIE school) that you included in your Part I application. You must provide assessment data separately for each participating entity because rates and percentages of student performance are always calculated for individual entities.

7.2 Why do I need to enter assessment information?

Title VII requires that applicants assess the needs of Indian students to ascertain the areas for project focus. As you enter your assessment information, you should consider the areas of assistance that would best enable Indian students to achieve to state standards. To draw your attention to areas of need indicated by state assessment results, values where fewer than 75 percent of Indian students are proficient appear in bold italics, with turquoise highlighting. When you are later asked to identify your project objectives, keep these assessment data in mind.

Additionally, your progress toward meeting your selected objectives will be measured based on the assessment data that you provide.

7.3 Which year’s assessment data should I enter in the assessment section?

You should enter data for the most recent year that data would normally be available at the time you are completing EASIE Part II. Between the delay in obtaining final assessment data and the prospective nature of the application process, generally, there will be a two-year difference between the assessment school year and school year to which the application relates. For example:

Applications for SY 2011–2012 projects will likely contain assessment data for SY 2009–2010.

Applications for SY 2012–2013 projects will likely contain assessment data for SY 2010–2011. This requirement applies to all performance data—state assessments, graduation, attendance, and non-ESEA assessments.

7.4 What is the definition of *grades offered*?

Grades offered refers to the grades at which instruction is offered to students by the LEA or BIE school. This is unrelated to whether any Indian students are in that grade or whether your Title VII project will provide activities for that grade. On the screen, check each grade that the LEA offers or would offer if there were students at that grade level.

7.5 Will I need to report individually identifiable assessment data?

No, you will not be asked to submit any individually identifiable assessment data. You will be asked for the number of students who are proficient or above, by subject and grade, for Indian students and for all students.

7.6 What information must I provide under state assessment?

For **all subjects** and **all grade levels** that your state gives assessments, you must provide:

- Total number of Indian students with assessment scores.* (see definition below)
- Number of Indian students who were proficient or above.
- Total number of all students (Indian or non-Indian) with assessment scores.
- Number of all students (Indian or non-Indian) who were proficient or above.

You will enter data for Indian students on screen 2.3.2.1 and you will enter data for all students on screen 2.3.2.2.

Note that you must enter state assessment data for **all** subjects and **all** grade levels that your state assesses, even for grade levels where there are no Indian students and for grade levels that your project won't address. For grades at which the state gave assessments, enter 0 to indicate no students (i.e. no students in the LEA were assessed, no Indian students in the LEA were assessed, no students in the LEA were proficient or above, etc.). For grades where no state assessment was given, leave the cells blank.

You will enter state assessment data through a series of tables.

- (1) Pick a content area from the dropdown list, for example, mathematics.
- (2) The left-hand table on screen 2.3.2.1 displays state-submitted data for Indian students for that content area from *EDFacts*** if your state has submitted such data. Please read about data pre-population in the Getting Started documentation.
- (3) The right-hand table is for your data for Indian students, which you can complete by transferring the *EDFacts* pre-populated data or by typing in your own data. The system will calculate your percentages. Enter data for **all** grades that your state assesses for this subject. If no Indian students were assessed or if no Indian students were proficient or above, enter 0. For grades that the state does not assess, leave the row blank.
- (4) In the state assessment tables for Indian students, where the percent of Indian students proficient or above is less than 75 percent, the value will be bold and italicized and the cell will be highlighted in turquoise. This is to draw your attention to areas of need. The statute states that applicants should base their

Title VII program on the needs of Indian students. Please consider setting objectives to improve performance in subjects where fewer than 75 percent of Indian students are proficient or above on state assessments.

- (5) After you complete the right-hand table, press Continue and you will reach two similar tables on screen 2.3.2.2. These tables are for all students (Indian and non-Indian). Complete the right-hand table like you did step (3).
- (6) If the LEA has no **non-Indian** students, such as many BIE schools, you will use the same numbers in the table on screen 2.3.2.2 as on screen 2.3.2.1. However, even in this case, you must complete both tables.
- (7) After you complete the table for all students, press “Add an additional content area.” You will be taken to a new screen for Indian students; proceed from step (1). Be careful not to press Continue until you have added ALL subject areas that your state assesses. Pressing Continue will take you to the Are You Finished screen, meaning are you finished entering state assessments. If you inadvertently press Continue, answer No to Are you Finished and see FAQ 6.4 for how to navigate back to screen 2.3.2.2.
- (8) Continue until you have covered **all** subjects for which your state gives assessments.
- (9) When you have entered information for **all** subjects for which your state gives assessments, then press Continue and you will be taken to a screen that allows you to say you are finished or that additional data entry is required.
- (10) Do not say you are finished if you have not entered data for **all** subjects and **all** grades that your state gives assessments.
- (11) If you say additional data entry is required, you must go back later and finish.
- (12) Even if you say you are finished, you can still go back later and edit.
- (13) If your project serves multiple entities, then you will need to complete steps (1) through (7) for each entity that your project serves.

*“Students with assessment scores” excludes students who started but did not complete the assessment or for some other reason did not have a valid score.

**EDFacts is the U.S. Department of Education’s centralized collection system for elementary and secondary education data; states submit data for all their LEAs and schools.

7.7 When I report results for Indian students, should I be reporting specifically on Indian students served by our Title VII project?

No. For the LEA Assessment section of EASIE (state assessments, attendance, graduation, and Non-ESEA assessments), you should report on all students who are identified as American Indian or Alaska Native under the racial and ethnic data guidelines that govern ESEAreporting. This will likely include some students who do not have ED 506 forms and whom your project does not serve.

7.8 What information must I provide about attendance?

You must provide the “average daily attendance*” for all students.

If your project selects attendance as an objective, then you must also provide the average daily attendance of Indian students.** You can enter that now or you can wait until you select your objectives and then come back and fill in the average daily attendance for Indian students if necessary.

Please note that “average daily attendance” is **not** the same as percent attendance—see the method of calculating average daily attendance below.

*Definition. Average daily attendance (ADA) is the aggregate number of days of attendance by students during the reporting period divided by the number of school days during the reporting period, rounded to a whole number.

Calculation method. For ADA, there is some given reporting period, usually set by the state, often with a duration of 1 or 2 weeks; use the reporting period that your state uses. ADA is the sum of the number of students in attendance collected each day during the reporting period divided by the number of school days during the reporting period. Example. Suppose that reporting period is 1 week long. The LEA counts the attendance each day for that week. For example, if the LEA enrollment is 500, the results might be: 400, 425, 417, 460, 430. Add these numbers, then divide by 5 (which is the number of days in the reporting period). $2132 \div 5 = 426.4$. So the ADA is 426.4, which rounds to 426 as the value that you should enter into EASIE. Notice that the calculation of ADA does not involve enrollment in any way, only how many students are in attendance. However, LEAs with larger enrollment are likely to have larger ADA. Note: If your state does not set a reporting period for ADA, then the EASIE project should set a reporting period that is consistent from year to year (and consistent across all LEAs in the project if the project is a multi-entity project).

ADA for Indian students is calculated in the same manner, including only Indian students in the daily count.

**Definition. Average daily attendance for Indian students is the aggregate number of days of attendance by Indian students during the reporting period divided by the number of school days during the reporting period. As noted above, for attendance reporting, Indian students refers to all students identified as American Indian or Alaska Native under the racial and ethnic data guidelines that govern ESEA reporting. This will likely include some students who do not have ED506 forms and whom your project doesn't target.

Be sure to complete the graduation rate on the same screen as attendance. See next FAQ.

If your consortium serves multiple LEAs, then you will need to complete attendance information for each LEA that your project serves. It will be more convenient within EASIE to enter attendance and graduation for one LEA, then attendance and graduation for the next LEA.

7.9 What information must I provide about graduation rate?

If your school offers grade 12, then you must provide both the graduation rate for all students* and the graduation rate for Indian students.**

Note that state-submitted graduation data (both for all students and for Indian students) are pre-populated from *EDFacts* if your state reported them to *EDFacts*.

After you complete both attendance and graduation data, you will need to declare this section finished or not.

If your project serves multiple LEAs, then you will need to complete graduation information for each LEA that your project serves.

*Graduation rate for all students is the percentage of students who graduated from high school with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19. Hint: Use the definition that the LEA uses for reporting under ESEA.

**Graduation rate for Indian students is the percentage of Indian students who graduated from high school with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19. Hint: Use the definition that the LEA uses for reporting under ESEA.

7.10 What information must I provide under “Non-ESEA Assessments”?

Later in your Part II application, you will be asked to set objectives for your project. If you decide to select dropout, substance abuse, social studies, technology, history, and/or other as an objective, then you must complete the “Non-ESEA Assessments” screen for **each** of these that you select as an objective. Do not select these subjects as objectives if you have no “Non-ESEA Assessments” data in which to measure progress or at least identify the first year as acquiring baseline data. You may enter your non-ESEA assessments while you are in section 2.3 before you select your objectives; or you may come back to this screen after you select your objectives.

If you select writing as a project objective and your state does not have a state writing assessment, then you must enter non-ESEA assessment data for writing, using the steps described above.

If you choose only mathematics, reading, science, attendance, and/or graduation (and writing if your state has a writing assessment), then you do not have to complete the non-ESEA Assessments section because your progress on these objectives can be measured from your state assessment data. However, you have the option of entering Non-ESEA assessment data on screen 2.3.4.1 in addition to state-assessment data for these subjects. This may be useful if your project focuses on one of these subjects at a grade level not covered by your state assessments, such as a project that focuses on grade 11-12 mathematics or first-grade reading.

To complete the table for Non-ESEA assessments:

- (1) Select the content area from the drop-down menu.

- (2) Identify the data source of the assessment that you will use to measure this content area. Note that one of the choices is “First year objective; no past assessment data available.” If you select this option, then you are required to establish baseline assessment data for this objective during the project year.
- (3) Select one grade level of this assessment.
- (4) For this data source and grade level complete the row to provide the number of Indian students assessed, the number of Indian students who were proficient, the number of all students assessed, and the number of all students who were proficient.
- (5) Use additional rows for each applicable grade level for this assessment.
- (6) Use additional rows similarly for each additional assessment source that assesses this content area.
- (7) When you have finished this content area, select Add Additional Content Area if you have other non-ESEA objectives.
- (8) After you complete all non-ESEA content areas, you will need to declare this section finished or not.
- (9) If your project serves multiple LEAs, then you will need to complete non-ESEA assessment information for each LEA that your project serves.

8 EASIE PART II PROJECT DESCRIPTION

8.1 What is covered under the Project Description?

The fourth item in the section menu on the main screen is Project Description. It includes a sub-menu with two items:

- Objectives.
- Professional Development.

See the following FAQs for further information on these sections.

8.2 For a project that serves consortiums, does each LEA have its own objectives?

No. The applicant must select one set of objectives and all LEAs should focus on improvement in the area(s) of these objective(s).

8.3 What year do the objective selections cover?

Your objective selections identify your objectives for the upcoming project year.

8.4 What are the eligible choices for objectives?

Eligible objectives are the following:

- Attendance
- Dropout

- Graduation
- History
- Mathematics
- Reading
- Science
- Social studies
- Substance abuse
- Technology
- Writing

There is also an option to specify *Other* as an objective. If you do so, then you must use the Comment section (accessed from the section menu on the main screen) to describe this objective; and you must provide appropriate assessment information, and service and activity selections in support of the area you are targeting as *Other*.

8.5 What information must I provide about my objective(s)?

You must select at least one objective. You may select as many objectives as you wish.

For each objective, you must provide all of the following:

- Grade levels you will target for improvement.
- Service(s) you will offer.
- Frequency of the services.
- Location of the services.
- Specific activities you will offer.

8.6 How do I enter the information about my objectives?

Follow these steps for entering information about your objectives:

- (1) From the section menu on the main screen, select Objectives and Professional Development.
- (2) From the sub-menu, select Objectives.
- (3) On the objectives screen, select an objective from the drop-down menu.
- (4) Check the grades you want to target for improvement.
- (5) Select a service from the drop-down menu; select the frequency, location, and activities for that service. Be sure these items are compatible with each other, and with the objective and grade level(s) you have selected. See the following FAQs for the permissible choices.
- (6) Add additional rows for additional services that you will offer for this objective.
- (7) When you have finished this objective, choose "Add Additional Objective" to add another objective if you wish.
- (8) When you have added all of your objectives, then press Continue to declare this section finished or not finished.

8.7 What services may be offered in support of the project's objectives?

Permissible services include the following:

- Attendance—strategies
- Dropout prevention strategies
- Language Arts and/or Writing
- Literacy—Family
- Math—Intervention
- Math—Accelerated
- Native American Studies
- Native Language Instruction
- Pre-Advanced Placement (AP) Preparation
- Reading—Accelerated
- Reading—Enhancement and Writing
- Reading—Family Literacy
- Reading—Intervention
- Reading Recovery Program
- Reading—Success for All
- School Readiness
- Science
- Social Studies
- State or End-of-Course Exam Preparation
- Substance Abuse Prevention
- Technology, Use and Proficiency
- Tribal History

8.8 What activities may be conducted to implement the service?

Permissible activities include the following:

- ACT or SAT Preparation and Testing
- AP Coursework and Testing
- Career and/or College Guidance
- Civic Projects
- Counseling
- Creative Writing
- Credit Recovery or Completion
- Experiential Learning
- Libraries, Lending of Cultural Materials
- Multicultural Affairs or Events
- Storytelling
- Study Skills Development
- Student Clubs with Academic Emphasis
- Tutoring: Skill Development Individually
- Tutoring: Skill Development in Small Groups
- Tutoring: Homework Assistance Individually
- Tutoring: Homework Assistance in Small Groups

- Youth Leadership, Groups or Clubs

8.9 Must I offer professional development and what information must I provide?

Every Title VII project must offer professional development to staff who are involved in the project.

- (1) From the section menu on the main screen, select Project Description.
- (2) From the sub-menu, select Professional Development.
- (3) From the first drop down menu, select a type of project staff; from the second drop-down menu select the type of professional development opportunity that will be offered.
- (4) Add additional rows as needed.
- (5) Press Continue to declare this section finished or not.

8.10 For a project that serves consortiums, does each LEA have its own professional development offerings?

No. The applicant must choose one set of professional development opportunities and should make them available to all partner LEAs as appropriate.

9 EASIE PART II BUDGET INFORMATION

9.1 What is the difference between my allocation and my budget?

Your allocation is the amount of the grant that you will receive, assuming you complete your application and it is approved without adjustments for such things as maintenance of effort requirements. Your budget is a spending plan for that amount. In almost all circumstances, your budget total should equal your allocation, that is, you should plan to spend your entire allocation.

9.2 Can I ever budget more than my allocation?

No. This is not within policy and the EASIE system will not allow you to certify Part II of your application if you enter budget values that total more than your allocation.

9.3 Is it ever appropriate to budget less than my allocation?

Rarely, but yes. Under some special circumstances, OIE might be required to reduce your allocation after the values are active in EASIE. If this occurs you will be instructed directly by PSC as to the amount you should budget. In this case, budget only that amount and provide an explanation in the comment screen in section 2.8. An example of why this might occur is if an applicant discovers after the start of Part II that the Indian student count they submitted in Part I was erroneous. In that case, they are required to report the correction to OIE (via PSC) and OIE is required to adjust the allocation downward.

9.4 For a project that serves a consortium, does each LEA have its own budget?

No. The applicant designs and submits a single budget that supports the project efforts for all partner LEAs.

9.5 How do I provide the budget for my project?

Selecting Budget from the section menu on the main screen will take you to the following sub-menu of budget categories:

- Personnel
- Travel
- Equipment*
- Supplies
- Contractual
- Other
- Indirect Costs
- Summary

You should budget project funds in a way that appropriately supports the objectives you have selected. You must account for how you plan to spend all the funds in your allocation. Keep in mind that the budget section is only concerned with Title VII formula grant funds and should not account for other funds, such as state or district general education funds. For example, if a project director is funded 50% from state funds and 50% from Title VII funds then the percentage for the purposes of this application is 50%.

Select the categories one at a time and fill in the table for each category. After you have filled in the table for that category, select Continue and indicate that the section is finished or that additional data entry is required.

You may leave some budget categories blank if do not plan to have any expenditures in those categories. However, for categories that you will have no expenditures, you will need to open the section, click Continue, mark the section finished, and Save.

*Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. An applicant may use its own definition of equipment provided that such a definition would at least include all items defined above. (Source: 34CFR 80.3 Definitions)

9.6 Does EASIE help me keep up with how much of my allocation I have budgeted?

EASIE keeps a running total of your remaining (unbudgeted) allocation in the upper right corner of the budget-related screens—the sub-menu screen and each of the category screens. During your work sessions, your remaining allocation may be negative (in which case it will appear in red). Total costs cannot exceed your allocation, so if your remaining allocation is negative (red), you will need to go back and reduce your budget for one or more categories. While your remaining budget is negative, you will not be able to certify your application.

9.7 What are administrative costs?

On every budget category screen, you will need to designate how much of each cost is *administrative* and how much is *program*. Generally, administrative costs are those that support the administration of a project rather than provide program services. Because a standard definition for administrative costs has not been established, the applicant may determine what constitutes an administrative cost within their programs. If including an Indirect Cost rate, be sure the costs aren't also being included as an Administrative cost.

9.8 Are there limits to administrative costs? What is the 5 percent cap?

The legislation for this program imposes a limit on administrative costs of 5 percent of the project's total allocation. Unless a waiver of this requirement is requested and approved, administrative costs beyond the 5 percent cap (limit) will not be accepted. If the applicant's budget includes more than 5 percent administrative costs, EASIE will present the applicant with a waiver request form. The applicant must complete the waiver request form before certifying EASIE Part II. OIE will consider the request during its review of Part II of the application.

9.9 Does EASIE help me keep up with how much of my allocation I have designated in my budget as administrative costs?

EASIE keeps a running total of the percent of your allocation that you have designated as administrative costs in the upper right corner of the budget-related screens—the sub-menu screen and each of the category screens. During your work sessions, if the percent you have designated as administrative costs is more than 5 percent, then the display will be red. If this value is more than 5 percent when you finish all your budget categories, then you will need to request a waiver of the 5 percent cap. In this case EASIE will automatically create a required Waiver Request section.

The budget screens display the percent of administrative costs rounded to one decimal place, such as 4.7 percent. The system however, calculates the value to much greater precision. If the system displays your administrative costs as 5.0 percent but you are taken to the Waiver Request screen, it means that the actual unrounded value is greater than 5 percent, such as 5.02 percent; in this case you are required to request a waiver of the 5 percent administrative cap. Alternatively, you can edit the administrative costs in one or more of your budget categories to bring the value down.

9.10 I entered an amount in the Admin Costs column for one of my budget categories. The totals were calculated, but the total administrative percentage was not updated.

In order to see your changes reflected in the total admin cost %, you must save the data you entered by clicking "Save", or by leaving the page by using "Back" or "Continue" buttons (which have save functionality built in).

9.11 Generally, how do I fill out the tables for the budget categories?

From the sub-menu for budget, select the category.

- (1) Select appropriate items from drop-down menus and fill in cost amounts, both administrative costs and program costs.
- (2) Where available, use the “Add additional row” function if you need to enter more costs in that category.
- (3) EASIE will calculate row and column totals.
- (4) After you complete the table, press Continue and you will be taken to a screen that allows you to say you are finished or that additional data entry is required.
--If you say additional data entry is required, you must go back later and finish.
--Even if you say you are finished, you can still go back later and edit.
- (5) After all budget sections are marked Finished in the sub-menu for budget, you will be taken to a budget summary screen; the displayed values represent the category totals from the category screens. No data entry is possible on this screen. Check the summary carefully. If you need to make corrections, go back to the budget sub-menu, select the category, and make your corrections on the category screen. There is no limit to how many times you can edit a category before your application is certified.
- (6) Select Continue to return to the section screen on the main menu.
- (7) If your administrative costs are more than 5 percent, then a new section, Waiver Request, appears after Budget Details.
- (8) Open that section and complete it; alternatively, you may edit your budget to reduce your administrative costs to no more than 5 percent.

9.12 Should I show *in kind* (matching) expenditures in my budget—contributions my entity makes to the project?

Title VII has no matching funds requirement and there is no place in EASIE to reflect these in your budget. All dollar values in your EASIE budget represent funding from your Title VII allocation.

9.13 What are the special considerations of the table for personnel budget?

To complete the table for personnel costs, do the following:

- (1) Select a type of personnel.
- (2) Specify whether the staff of that type will be certified or uncertified.*
- (3) Enter the number of staff of that type and their certification status.
- (4) Enter the percent time each of those staff will work on the project.
- (5) Enter the total amount of administrative cost from the project’s allocation for all staff on that row.
- (6) Enter the total amount of program cost from the project’s allocation for all staff on that row.
- (7) Enter the total fringe cost from the project’s allocation for all staff on that row.
- (8) The EASIE system will calculate row and column totals.

You will need to use a separate row for each combination of type of staff, certification status and percent time. For example, if you have some tutors who work 50 percent time on this project and others who work 25 percent time on this project, you will need two rows for tutors. If you have some teachers who are certified and some who are not, you will need two rows for teachers, even if they all work 100 percent on the project.

The three cost columns (administrative, program, and fringe) represent the amount of project funds that will be expended on personnel. Do not include any local or other funds that support these personnel. It is possible to enter personnel with no cost associated to indicate that they work on the project, but are not funded by the project. If you enter any costs for a type of personnel, then you must fill in all of the following: type of personnel, certification status, # of personnel, and percent time.

*Certified personnel means personnel that are appropriately certified for the position they hold or the function they perform. Applicants should use their best judgment and relate their decisions to accepted practices in their entity.

9.14 What are the special considerations of the table for travel?

All travel must be identified as one of three types: In-district, Out-of-district, or Professional development. Travel that is for professional development should be entered in that row regardless of whether it is in-district or out-of-district.

9.15 What are the special considerations of the table for equipment?

The column for equipment item provides a text field; enter a brief description of the equipment item that you plan to purchase.

9.16 What are the special considerations of the table for supplies?

Direct instructional delivery and Student consumables are always 100 percent program cost, so the cells for administrative cost on these rows are grayed out. Books would generally be categorized under supplies (direct instructional delivery). Student consumables are supplies or instructional materials that need to be replenished periodically.

9.17 What are the special considerations of the table for contractual expenses?

Direct instructional delivery and Student evaluations are always 100 percent program cost, so the cells for administrative cost on these rows are grayed out. If you have contractual expenses that do not fit into the three provided rows, then provide a brief description in the first column of the last row and enter the costs.

9.18 How can I enter costs that do not fall into any of the above categories?

EASIE provides a budget category of *Other*. There are four rows for common purposes. If you have expenses with these purposes, enter the costs in these rows. If you have other expenses that do not meet the purposes of the four provided rows, then provide a brief description of the purpose in the first column of the last row and enter the costs.

9.19 What are indirect costs? What is an indirect cost rate?

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. In theory, costs like heat, light, accounting, and personnel might be charged directly if little meters could record minutes in a cross-cutting manner. Practical difficulties preclude such an approach. Therefore, cost allocation plans or indirect cost rates are used to distribute those costs to benefiting revenue sources. An indirect cost rate is simply a mechanism for determining fairly and conveniently, within the boundaries of sound administrative principle, what proportions of organization administration costs each programs should bear.

(Source: U.S. Department of Education, Office of the Chief Financial Officer: <http://www.ed.gov/about/offices/list/ocfo/intro.html>)

A grantee must have a current indirect cost rate agreement to charge indirect costs to a grant. A grantee must provide the agreement upon request. To obtain an indirect cost rate, a grantee must submit an indirect cost proposal to its cognizant agency and negotiate an indirect cost rate agreement.

(Source: Education Department General Administrative Regulations (EDGAR), Sec. 75.560 General indirect cost rates; exceptions: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>)

9.20 What are the special considerations of the table for indirect costs?

Enter the indirect cost rate as described above, using your unrestricted indirect cost rate. You may enter this to two decimal places of percent, such as 12.35 percent.

Enter the amount that you will budget for indirect costs. You are entitled to budget indirect costs from your Title VII allocation up to a maximum of your indirect cost rate times your allocation. You can budget a lesser amount of your indirect costs from your Title VII allocation. Because applicants have some flexibility in how much indirect costs they budget, the total amount of indirect costs cannot be calculated by the system. **You must enter both the percent and the amount.** The amount may be zero.

9.21 How do I request a waiver of the 5 percent cap if my administrative expenses are more than 5percent?

If your administrative expenses are more than 5 percent, then a Waiver Request section will automatically appear in the section menu on the main screen. Select that section.

The name and address of your entity will be pre-populated on the Waiver Request screen. You will be asked:

- How will waiving the 5percent administrative cap increase the quality of instruction for students?
- How will waiving the 5percent administrative cap improve the academic achievement of students?

You must provide substantive responses to the two questions. Your responses will be reviewed during the application review process to determine if your waiver request is approved.

If your request is approved and your waiver is granted, then in your next year's application for Title VII funds, you will need to submit a Waiver Use Report, indicating the percent of funds that you actually used on administrative costs and explaining how the applicant used these funds to increase the quality of instruction and how the applicant used the funds to improve academic achievement.

9.22 How do I provide evidence that we shared assessment data for all Indian students with Indian parents and the community?

The Use of Assessment Data screen is accessed from the section menu on the main screen. It requires information on the method of dissemination and on how the applicant is responding to findings of the previous assessments.

A public hearing is required for all applicants, including tribes and BIE-funded schools. Involvement and approval of the parent committee is required for all applicants except tribes and BIE-funded schools.

See the FAQ on "As I plan my project, are there any issues to consider besides entering the information into EASIE?" near the beginning of section 6 of these FAQs.

9.23 What is the difference between the two types of modifications shown on the Use of Assessment Data screen?

Modifications to services/programs at the LEA level are those changes that were made as a result of state assessment data that affect programs other than Title VII. These modifications may also have affected Title VII programs, but were not limited to Title VII programs.

Modifications to services/programs within the project are those changes that were made as a result of state assessment data that affected only the Title VII Formula Grant Program.

9.24 If I requested and was granted a waiver of the 5 percent administrative cap for last year's Title VII grant, how do I file my required Waiver Use Report?

If you requested and were granted a waiver of the 5percent administrative cap for last year's Title VII grant, EASIE Part II will provide a section on the section menu on the main screen for your Waiver Use report. Click on that section and complete the report.

You will need to respond to the following three questions:

- What percent of last year's funds were actually used for administrative purposes?
- How did the grantee use administrative funds to increase the quality of instruction to students?
- How did the grantee use the administrative funds to improve the academic achievement of students?

9.25 Can I explain some unusual aspect of my application so that OIE knows why I handled my data entry as I did?

The section menu of the main screen provides an opportunity for the applicant to make one free-text explanation, which is limited to 1,000 characters. It is an optional response.

10 EASIE PART II PARENT COMMITTEE APPROVAL

10.1 When does the parent committee need to be formed and when does the applicant entity obtain the approval of the application by the parent committee?

If you are required to have a parent committee, the Committee must be established and in place at the time you certify your Part I application because the applicant is to develop the program with the **participation** of the parent committee and the parent committee is to be provided adequate time to review the application.

The written approval of the parent committee for Part II must be obtained before Part II is certified and must be faxed to OIE at 202-205-0606 within three business days of the certification/submission of Part II of EASIE. Use the form provided as a link within the Getting Started documentation. The LEA and parent committee determine locally the number of members and those authorized to sign the form.

This requirement applies to all applicants except BIE-funded schools and tribes applying in lieu of an LEA.

10.2 Who must be on the parent committee?

The program legislation requires the parent committee to be comprised of:

- (1) Parents of eligible Indian children enrolled in the LEA. More than one-half of the total number of parent committee members must be parents of eligible Indian children enrolled in the LEA.
- (2) At least one teacher from the LEA that is not paid by project funds.
- (3) At least one eligible secondary Indian student if the LEA enrolls secondary students.

Note: All of these members have voting privileges. The parent committee is required to establish and abide by by-laws that are approved by the LEA.

Applicants are to locally determine who and how many persons must sign the parent committee Approval Form.

11 EASIE PART II CERTIFICATION

11.1 Once all my information is entered, how do I submit the application to the Office of Indian Education in the U.S. Department of Education?

The submission of your application to the U.S. Department of Education is accomplished by the process of certification. This is the last step on the section menu on the main screen. **If an authorized official of the applicant entity does not complete the certification step, your application is not submitted to the U.S. Department of Education and you will not receive funding.** Please see Getting Started for a complete explanation of the Certification process.

11.2 What is the deadline for certifying Part II?

Official closing dates for EASIE are published in the *Federal Register*. Additionally, entities that registered for access to EASIE will generally receive an e-mail announcement from the PartnerSupportCenter. Alternatively, you may contact Partner Support Center to inquire about deadlines. However, the *Federal Register* is the official source and all organizations that want to apply have individual responsibility for ascertaining the dates from the *Federal Register*. We cannot specify the date in the FAQs because most often the exact date has not been finalized when the FAQs go to publication.

11.3 What if I need to update Formula Grant EASIE after I have already certified and submitted to OIE?

You will need to create a new version of your application. See the instructions for creating a new version in Getting Started. You can create a new version during the Part II open period, but not after the Part II application period closes. If you discover a serious error in your application after Part II closes, notify the PartnerSupportCenter so that your issue can be considered while OIE is reviewing your application.

11.4 Is there anything I need to do after my entity has certified my application?

There are several remaining steps:

- Within three days of certifying, you must fax the signed parent committee Approval Form to OIE at 202-205-0606 (unless you are a tribe or a BIE-funded school).
- Before Part II closes, download and save your application in PDF form. You should also save the program assurances, which are available as a link from the certification screen.
- Send a copy of your application to your state education agency (unless you are a tribe or a BIE-funded school). The Title VII statute requires that all public school applicants send a copy of their Title VII application to their state education office. If you do not have a specific contact, mail it to the state agency (or the state superintendent) at the general address. If your state participates in the single point of contact process, you should also send a copy to that person. However the Title VII requirement is separate and apart from the single point of contact requirement. Note that your state does not have to participate in your planning nor approve your application; they just have to receive a copy.

- Ensure that the e-mail address of your point of contact is checked regularly through July for communications regarding your application.
- Respond promptly to any requests from OIE to expedite the processing of your application.

12 OIE'S REVIEW OF APPLICATIONS

12.1 What happens after I certify Part II of my application?

After EASIE closes for applicants' submission of Part II, EASIE opens to the Department's Office of Indian Education (OIE) to review the submitted applications. OIE Formula Grant staff will have access to the PDF version of your application—the same document that you were able to print and save while EASIE Part II was open to applicants.

OIE staff will carefully review your application to ensure that it is complete and meets all the requirements of the statute. While the EASIE software prevents you from making many mistakes (like budgeting more than your allocation), this step ensures that your planned project is reviewed for consistency and other characteristics that can't be readily verified by a computer formula. For example, have you entered assessment data for all subjects and grades that your particular state assesses; is your budget consistent with your objectives; are any unusual circumstances adequately clarified by explanations?

12.2 What happens if OIE staff find that my application doesn't meet the standards for approval?

OIE staff will use the EASIE tool to write you an individually tailored message about exactly what you need to resolve before your application can be approved. The EASIE system will generate an e-mail to you instructing you to go back into EASIE, with your same login and password as before. Please note that during this timeframe, applicant access to EASIE is available ONLY to applicants that OIE has asked to modify their application.

Upon receipt of such an e-mail, you should follow the steps in the e-mail and go back into EASIE, and read the individually tailored message from OIE (the individually tailored message is found in EASIE, not in the e-mail). Then, in EASIE, you should **make appropriate changes** in response to OIE's concerns, use the response field in EASIE to **respond to OIE explaining what changes** you made, and have your certifying user **certify this revised version**. You should not make changes other than those related to the concerns OIE described. If you have other changes that you consider critical, you must call PSC to ask permission to make other changes.

Please note that you must complete the certification process for your revised version that responds to OIE's concerns.

12.3 What if my response to OIE's concerns is not adequate?

The review and revise process is iterative; you may be asked again for further clarification or changes. Follow the same procedure as before, including having a certifying user certify the application each time you must make revisions.

12.4 What happens when OIE finds that my submission (original or revised) is acceptable for approval?

You will receive an e-mail that notifies you that your application has been approved.

12.5 What is the timeframe for OIE's review of applications?

OIE reviews applications beginning the week after Part II closes and expects to complete all approvals by the end of June, provided the applicant responds to concerns in a timely way.

12.6 What if no one from the applicant entity is available during that time period?

If your application did not meet standards for approval as submitted, then it cannot be approved until someone in your entity responds appropriately. That is why it was clearly stated in the registration process that OIE needed a point of contact who would be available through June.

12.7 What is the Registration Process?

Entities are encouraged to register at the registration Website, www.easie.org, to assure any potential registration issues are resolved prior to the deadline for the submission of an application. The purpose of the initial registration is to re-activate entities' access to EASIE and to ensure that the correct entity information (e.g., NCES or DUNS numbers) is pre-populated into the first phase of EASIE. The registration Web site does not serve as the entity's grant application. The registration may be completed by current, former and new applicants interested in submitting an Indian Formula Grant EASIE application. For information on how to register, contact the EDFacts Partner Support Center.

13 EASIE APPLICATION PROCESS

13.1 When is EASIE Part I available and when is it due?

Official opening and closing dates for EASIE are published in the *Federal Register*. Additionally, entities that registered for access to EASIE will generally receive an e-mail announcement from the PartnerSupportCenter. Alternatively, you may contact PartnerSupportCenter to inquire about opening and closing dates. However, the *Federal Register* is the official source and all organizations that want to apply have

individual responsibility for ascertaining the dates from the *Federal Register*. We cannot specify the date in the FAQs because most often the exact date has not been finalized when the FAQs go to publication.

13.2 When is EASIE Part II available and when is it due?

Official opening and closing dates for EASIE are published in the *Federal Register*. Additionally, entities that registered for access to EASIE will generally receive an e-mail announcement from the PartnerSupportCenter. Alternatively, you may contact PartnerSupportCenter to inquire about opening and closing dates. However, the *Federal Register* is the official source and all organizations that want to apply have individual responsibility for ascertaining the dates from the *Federal Register*. We cannot specify the date in the FAQs because most often the exact date has not been finalized when the FAQs go to publication.

13.3 Where can I get a paper copy of a blank Formula Grant EASIE application?

To assist you in planning and gathering information, a link to a blank sample PDF copy of the application is located via the Getting Started section of Formula Grant EASIE. The Getting Started section is accessible from the main screen and from almost every screen in Formula Grant EASIE. However, EASIE is the standard submission protocol and you may not use the paper form for submission without pre-approval. If you have no Internet connection or inadequate Web access, contact the PartnerSupportCenter.

13.4 May I request an extension to the Formula Grant EASIE Part I or II deadline?

Extensions to the Formula Grant EASIE submissions are not available. The electronic system will be open for the full period provided in the closing notice published in the *Federal Register*. Please note that the closing time on the deadline date is 11:59:59 p.m. Washington, DC time.

13.5 May I send a partial Formula Grant EASIE application to OIE?

No. Your Part I submission will be processed by the U.S. Department of Education's Office of Indian Education (OIE) and a determination of eligible student count will be made. Your Part II submission will also be reviewed by OIE to determine acceptability for making a grant award. If the information is not sufficient for award of funding, the principal point of contact will be contacted with instructions for what steps to take.

For either part, if you have problems that prevent the certify/submit step, please call the PartnerSupportCenter for assistance.

If you finish and submit your application but determine that you would like to modify your submission before its due date, you may create a new version, and then complete and certify/submit the new version. The new version will replace the previous version. See Getting Started for the instructions on creating a new version.

13.6 EASIE does not provide the SF 424 cover sheet for my grant application. Do I need that?

The first page of the PDF of Part II of your application, which you can download and print during the open period of EASIE Part II, serves as the cover sheet to your application. You do not need an SF 424.

13.7 Once all my sections are *Finished* is there anything else I need to do?

After all sections are Finished, there is a **CRITICAL step remaining**. Your application must be *Certified*. The process of certifying is the final step to submit your application to the Office of Indian Education.

If you are a **Managing User** or **Certifying User**, you can certify the application for your LEA. Follow step 2.7 from the main menu.

If you are a **General User**, your permission level does not allow you to do the certification. You may want to download the pre-certified version of your application, verify your answers, and provide a copy to the Managing User or Certifying User who will take the final certification action. It is essential that you contact a Managing User or a Certifying User in your LEA and have that person complete the certification process. If your LEA's application is not certified by the closing date of the application period, you will not be eligible for funds. If you have any questions about the certification process, contact the PartnerSupportCenter.

13.8 I completed and certified my application, but circumstances in my agency have changed and we are no longer able to participate. What should I do?

ContactPartnerSupportCenter immediately once the decision is made. Then your superintendent needs to submit a written notification advising OIE that the entity is withdrawing its application. Fax the written notification to 202-205-6060. Your application will be classified as *withdrawn*.

14 EASIE NAVIGATION AND FUNCTIONALITY

14.1 How do I access Formula Grant EASIE?

Formula Grant EASIE is part of the U.S. Department of Education's EDEN portal. The URL is <https://eden.ed.gov/Survey/>. An ID and password are required for each user and are obtained by registering through the Partner Support Center.

14.2 How do I access Part I and Part II?

When you go to the EDEN portal, a link to either Part I or Part II (depending on the active phase of the application period) is located in the left menu navigation panel. That link will take you to the main screen for Formula Grant EASIE.

14.3 Can I use my Internet browser's Back button?

The Back button at the bottom of the Formula Grant EASIE screens takes users to the previous screen, but first saves the contents of the current screen. Use this button, rather than the browser Back button (at the top left corner of the browser screen), to navigate backwards, as the browser Back option does not save the contents of the screen.

14.4 Can I spell-check my text responses?

Text responses cannot be checked for spelling through Formula Grant EASIE. Responses can be edited and spell-checked in Word and then cut and pasted into Formula Grant EASIE.

14.5 How does the pre-population of data work?

Please see Getting Started for a full discussion of the pre-population of your EASIE application with *EDFacts* data. Some key points include:

- *EDFacts* is the U.S. Department of Education's centralized data collection for elementary and secondary education data.
- State education agencies submit data on their LEAs and schools to *EDFacts*.
- EASIE pulls data from *EDFacts* to pre-populate, to the extent available, state assessment, attendance, and graduation data in EASIE.
- The applicant retains the full right and responsibility to verify and to insert correct values where necessary for all data required by EASIE.
- *EDFacts* data are refreshed nightly, but updates do not overwrite any applicant-entered data.

Also see section 3 of these FAQs for specific instructions on how the pre-population works in EASIE.

14.6 The pre-population figures appear to be in error. What should I do about that?

First, proceed in a timely way to enter your correct data into EASIE so that you do not jeopardize your application. We recommend that you also contact your state's *EDFacts* coordinator to learn more about the files submitted by your state for the pre-populated EASIE items.* If there was an error in the *EDFacts* file submission, the *EDFacts* coordinator in your state can resubmit those data and the new information will show up in the pre-population fields the next day. However, as stated above, you may modify the data in the EASIE data fields to agree with your information, without any action from the state.

*The contact information for your state's *EDFacts* Coordinator can be obtained through PSC or by going to www.ed.gov/edfacts, clicking on "Contact Us", and downloading the PDF list.

14.7 My Formula Grant EASIE has no pre-population data. Why not?

That would indicate that your state did not submit assessment, attendance, or graduation data through *EDFacts*. We recommend that you contact your state's

EDFacts coordinator to learn more about the files submitted by your state.* However, you may enter your data in the EASIE data fields and the lack of pre-populated EDFacts data will have no adverse effect on your application for Title VII funds.

*The contact information for your state's EDFacts Coordinator can be obtained through PSC or by going to www.ed.gov/edfacts, clicking on "Contact Us", and downloading the PDF list.

14.8 I composed a response in Word and it is within the character limit of the comment field; however, when I paste it in, the system says it is too long. Why is that?

The special formatting (bulleted lists, bolding, etc.) provided with MS Word utilizes additional characters not noted in the MS Word Character count. To minimize the special formatting, a suggested workaround is to copy the contents into WordPad and then into Formula Grant EASIE.

14.9 Can I still update answers in a section that is identified as *Finished*?

Yes. As long as the closing date of the application period has not passed and the application is not officially certified, changes can be made. After certification, as long as the closing date has not passed, you may create an additional version, which, upon certification, will replace the prior version.

14.10 Why is it important to mark that a section is *Finished*?

The system does not allow an application to be certified (submitted) unless all sections are noted as *Finished*.

14.11 When can I print a copy of the forms I filled out through the online tool?

You can download and print a PDF version of your application any time during the open period of the application, both before and after certification. Before submission, the PDF may be useful to circulate completed responses and to provide a *ready* version to the certifying user prior to certification. A copy printed after certification serves as your official file copy of the document; it indicates that the data are certified and provides the certification date and the name of the certifying user.

When the application period closes, you will no longer have access to the online Formula Grant EASIE, so you will no longer be able to download your certified/submitted application. Be sure to download your certified/submitted application before the closing date for application submissions.

Note that you can access the PDF version of Formula Grant EASIE by clicking on the PDF icon. There is a link (directly below the icon) that you can use to download Acrobat reader if you do not have this already loaded on your machine.

14.12 I need to certify my application. However, I do not see the [I Certify] button as the instructions in Getting Started suggest.

Check the following:

- Are all sections marked as “Finished”? The system will not display the I Certify button if one or more sections are still marked as “Started” or “Not Started.”
- Do you have “certify” rights? Managing Users and Certifying Users have certify rights; General Users do not have certify rights.

If answers to the above questions are “yes”, please contact Partner Support Center for assistance.

14.13 What if I need to update Formula Grant EASIE after I have already certified and submitted to OIE?

You will need to create a new version of your application. See the instructions for creating a new version in Getting Started. You can create a new version during the open period, but not after the application period closes.

14.14 Will Formula Grant EASIE system calculate percentages and/or totals?

Formula Grant EASIE will do all calculations wherever calculations are appropriate.

15 PROGRAM ADMINISTRATION

15.1 Who do I contact for program or budget changes to my application after EASIE closes?

All questions regarding your program or budget should be referred to the Office of Indian Education after the EASIE system is closed. You may send your questions and contact information by e-mail to Indian.education@ed.gov and an OIE staff person will contact you.

15.2 How can I get a copy of my application after EASIE closes?

You can obtain a copy by contacting the Office of Indian Education by e-mail at: Indian.education@ed.gov.

15.3 May the parent committee administer this program?

No. The parent committee serves in an advisory capacity. The LEA receiving the grant funds is responsible for the financial and programmatic administration of the Indian Education formula grant program.

15.4 May an entity that has a contract with the LEA be the administrator for this program?

No. As the grantee, the LEA remains responsible as the fiscal agent for the program and is responsible for making all administrative decisions concerning the program; the LEA cannot contract out those responsibilities. The primary contact for the program should be an official from the LEA as a contractor does not have the authority to make administrative or financial decisions for the LEA.

15.5 What administrative requirements must be addressed during Part II's application process?

Every applicant is required to complete and maintain documentation of the following:

- Hold a public hearing for the community to inform parents of the proposed project and services. The public hearing is to allow the community to make comments or suggestions for the application for consideration by the LEA prior to submission. The public hearing must be held annually.
- If not completed earlier in the school year, disseminate information on how all American Indian and/or Alaska Natives (not just those served by the program) are performing within the LEA. This information or data may be disseminated during the annual public hearing. How the applicant disseminates this information must be addressed within your application.
- If you are required to have a parent committee, the LEA must obtain the written approval of the parent committee for Part II and fax the form to OIE at 202-205-0606. Schools funded by the Bureau of Indian Education and tribes applying in lieu of an LEA are not required to have a parent committee.



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