



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

**Office of Indian Education
Indian Education Formula Grant Program
2013 Electronic Application for Indian Education Grant Changes**

For the 2013 Indian Education Formula Grant application, the Office of Indian Education has implemented several changes that applicants will need to be aware of. The changes are needed to ensure department-wide policies are adhered to consistently across all programs, to support a fairer process, and to streamline the Indian Education formula grant-making process. These changes include:

1. **No Late Applications** –There will be no late applications funded in FY 2013 and future years, meaning that all applicants will need to meet the established deadlines for EASIE Part I and EASIE Part II. The official notification of the application Open and Close dates are published in the Federal Register Notice located at: www.federalregister.gov . Important dates include:
 - EASIE Part I Open Date: January 14, 2013 and Close Date: March 8, 2013
 - EASIE Part II Open Date: March 29, 2013 and Close Date: May 14, 2013

2. **New Supporting Documentation Requirements** –
 - **Elimination of Option to Fax in Supporting Documentation** – Consistent with Department policy requiring applicants to upload PDF files as attachments to applications, OIE is eliminating the option of faxing supporting documentation by requiring that documents be uploaded within the EASIE system. If you are a current grantee you may want to consider purchasing a scanner and/or software for converting documents to PDF format if needed. Contact your OIE Specialist if you have questions.

 - **Uploading of Required Documentation** - All supporting documentation must be scanned and uploaded within the EASIE system before certification. OIE recommends submitting (uploading) any required documentation at least 20 days prior to the EASIE Part I or Part II close dates ensuring your application receives full funding consideration. Failure to meet the deadlines will result in non-funding.

 - **Consortium Applicants** – Consortium applicants must submit a consortium agreement that details the activities that each member will perform, and binds each member of the group to every statement and assurance made by the lead applicant in the application. (For complete requirements see 34 CFR 75.128, .129.) The consortium agreement must be signed by each member LEA’s authorized official, scanned and uploaded within EASIE by the Part II close date. A sample form will be available online during the EASIE Part II open period. If using a locally developed agreement, you must ensure it meets OIE requirements, including the parent committee consultation requirement. Since each participating LEA must meet the eligibility requirements as if applying alone, consortium applicants have the option of establishing an Indian Parent Committee at each participating LEA or creating an overarching parent committee with representation from all participating LEAs. Failure to submit the agreement by the EASIE Part II close date will result in non-funding.

The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

3. **Supporting Documentation Deadlines** – For FY 2013 all applicants will be required to submit all supporting documentation no later than the close date for EASIE Part I and EASIE Part II. This includes:
- **Parent Committee Approval (PCA) Form** – Due May 14, 2013. The option to fax in the PCA form within three (3) days of certification is eliminated. The PCA form is now due no later than the EASIE Part II close date and must be scanned and uploaded within EASIE on the Certification page. Failure to meet this deadline will result in non-funding.
 - **Tribes Applying in Lieu of LEAs** – Due March 8, 2013. Tribal applicants will continue to submit their evidence of eligibility as before except now this documentation must be uploaded within the EASIE system no later than the EASIE Part I close date. Evidence of Eligibility documentation must be uploaded as a single PDF file on the EASIE Part I Certification page. If you are a tribe applying in lieu of multiple LEAs all documentation that is uploaded by the EASIE Part I deadline will be considered for funding.
 - **Consortium Agreement** – Due May 14, 2013. For consortium applicants, the 2013 agreement must be submitted (uploaded) by the Part II deadline. In 2014 the consortium member agreements are due by the EASIE Part I close date.
4. **Elimination of Budget Revision Requirement If/When Final Allocations Change** – For the past few grant cycles it has been necessary to have grantees submit a budget revision when their allocations changed before and sometimes after Grant Award Notifications were issued. OIE has eliminated this additional requirement on grantees provided their budget change doesn't increase or decrease by a certain threshold. For FY 2013 the threshold will be \$1,000. For those applicants within the threshold, you will not be required to submit a budget revision prior to the grant award. For the few grantees that have an increase above \$1,000 or those that have a reduction exceeding \$1,000 you will still be required to submit a budget revision, but the certifying official will not need to re-certify the application.
5. **Indirect Cost Rate Information** - All grantees must have a current indirect cost rate agreement to charge indirect costs to a grant and must provide the agreement upon request. Indian Education Formula grantees must use a restricted indirect cost rate in their program budgets because this program has a supplanting prohibition. 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.

For LEAs, the cognizant agency is the state educational agency. For BIE-funded schools and tribes applying in lieu of an LEA, the entity negotiates an agreement with the U.S. Department of Interior's National Business Center (DOI/NBC), but because Indian Education formula grants require a restricted rate, the entity must also submit its proposal to ED. ED's Indirect Cost Group works with DOI/NBC to review and approve the restricted rate. The rate agreement is then issued by DOI/NBC.

ED's Indirect Cost Group is available to provide technical assistance to help grantees develop a restricted indirect cost rate proposal. For assistance, send an email to the group mailbox at IndirectCostGroup@ed.gov. More information on indirect cost rates applicable to Department of Education grants may be found here:

<http://www2.ed.gov/about/offices/list/ocfo/fipao/guideigcwebsite.pdf>. Tribal entities may log onto: <http://www.doi.gov/ibc/index.cfm> for information on DOI's indirect cost services.

6. **Grant Award Notifications (GANs) May be Mailed or Delivered by Email** – The Department is in the process of eliminating the mailing of Grant Award Notifications in lieu of delivery by email. However, this may not be implemented by the time OIE sends out Grant Award Notices (GAN) so you may still receive a paper version of your GAN. In the event we are able to implement an email delivery of your GAN we will need to have the most recent contact information, including email address for your State Director (superintendent) and Project Director. Please send this information to: indian.education@ed.gov and reference GAN contact update.
7. **New Applicants** – If you are a new applicant applying for Title VII Indian Education Formula Grant funds for the first time you should make sure that the following has been initiated:
 - Obtain ED 506 Forms on each American Indian or Alaska Native student you intend to count. The form must be completely filled out by the parent, grandparent or guardian of the Indian child. The LEA is responsible for the accuracy and completeness of every form collected. A minimum of ten (10) Indian students are needed to apply for funding unless your LEA is in the state of AK, CA, or OK, or for LEAs on or near a reservation. Such LEAs have no minimum Indian student count. ED 506 Forms are available here: <http://www2.ed.gov/programs/indianformula/resources.html>
 - Establish a count period from 1 to 31 days that can be used to verify that the Indian students you are counting were enrolled in the LEA. You may use any 1 to 31-day time period from the beginning of the 2012-2013 school year through the last day of the EASIE Part I open period (March 8, 2013), however the ending date cannot be beyond the date of EASIE Part I certification deadline.
 - Have established, or are in the process of establishing, an Indian Parent Committee (unless you are a tribe applying in lieu of an LEA or a BIE school where a parent committee is not required). An Indian Parent Committee must be established by the time your 2013 application is certified. A majority of the parents on the committee must be parents of American Indian and Alaska Native children enrolled in the LEA. Parent Committee Approval Forms are available here: <http://www2.ed.gov/programs/indianformula/resources.html>
 - Announce and conduct a public hearing prior to your EASIE Part II application being certified.

For these or any other questions please refer to the Frequently Asked Questions document available here: <http://www2.ed.gov/programs/indianformula/resources.html>. You may also contact the Partner Support Center at 877-457-3336.

Sincerely,

/s/

Joyce A. Silverthorne, Director
Office of Indian Education

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