

**U.S. DEPARTMENT OF EDUCATION  
Office of Indian Education**

**Indian Education Formula Grant Program**

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

***Frequently Asked Questions (FAQs)  
Part I***

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## 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 assistance.

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

*Telephone:* 1-877-457-3336 (1-877-HLP-EDEN)

*Fax:* 1-888-329-3336 (1-888-FAX-EDEN)

*E-mail:* [eden\\_OIE@ed.gov](mailto:eden_OIE@ed.gov)

Hearing impaired persons may contact the Partner Support Center at TTY/TDD: 1-888-403-3336 (1-888-403-EDEN).

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

### 1.2 Who can answer questions on current year or previous grants?

Questions about current or previous awards should be directed to the Office of Indian Education: <http://www2.ed.gov/programs/indianformula/contacts.html>

Email: [Indian.education@ed.gov](mailto:Indian.education@ed.gov)

Phone: (202) 260-1454

### 1.3 What information is in the Getting Started on the EASIE Application document?

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

- Introduction
- Registration and Registration Process
- Recommended User roles—description of the permissions related to each user role (General User, Managing User, and Certifying Official User), how to add users, multiple users at the same time.
- Basic Navigation Terms—menus, where to find definitions, scroll bars, buttons.
- Special Features of EASIE
- Data Entry Tips—types of data, validity edit checks.
- Screen Navigation
- EASIE Application
- General flow for Using EASIE
- Certification and How to Certify
- Additional EASIE Versions
- Download and Blank forms—ED 506 form, Parent Committee Approval form, paper sample applications of Part I, Part II, sample Consortium Agreement and sample Tribes Applying in Lieu of LEAs Agreement.

- Printing File Copies of Your EASIE Application—downloading the PDF, when it is available.
- Additional EASIE Technical Tips FAQs
- Contact Partner Support Center—purpose, hours, contact information.

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

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

**General user(s)** are able to add and edit data, preview, save and print the application. This role does not permit the user to certify/submit or to create a new version to replace what has already been submitted. This role is usually performed by support staff doing initial entry; it may be project staff or district personnel, or others including a consultant or contractor who engages in data entry only.

The **Managing User** is able to use all applicant functions – add and edit data, preview, save and print information, certify/submit information, and create a new version to replace what has previously been submitted. This person is usually the Title VII project director with comprehensive knowledge of the program and the ability to edit the application as well as certify in the absence of the designated Certifying User. This person must be a school district employee and cannot be a contractor.

The **Certifying Official User** is the person who signs the application and can legally bind the school district applicant. Depending on your school district policies, this is usually the school district Superintendent, or his/her authorized representative. This person must be a school district employee and cannot be a contractor. This role does not permit the user to enter or edit data or to create a new version to replace what has already been submitted.

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

No, the grantee 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 employed from the LEA; a contractor does not have the authority to make administrative or financial decisions for the LEA.

#### **1.6 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>

**1.7 Where can I get information on the cost principles that regulate entities that apply for Title VII grants?**

Federal grant management cost principles are located at 2 CFR 225, OMB Circular A-87. [http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a87.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a87.pdf)

**1.8 Where can I get information on the Uniform Administrative Regulations that regulate entities that apply for Title VII grants?**

Federal grant management uniform administrative regulations are located at EDGAR Part 80 <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>. Because these are direct grants, they are also subject to Part 75 of EDGAR (found under the same link).

## 2 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 enables you to select your applicant type and submit your Indian student count by category and total. Part I also allows you to select the time span for project objectives as either one-year or multi-year applications.

**2.2 What information is required in Part I of EASIE?**

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

- The application duration of either a single-year or multi-year application for up to 4-years
- Your applicant type (individual LEA, consortium of LEAs, BIE schools, or Tribe).
- The student count period including beginning and ending dates.
- The count of Indian students, by category, (i.e., federally recognized, state-recognized, terminated, and organized Indian group
- For BIE applicants, the Indian student count method of either ED 506 forms or ISEP count.
- The count of all students, including Indian students.
- 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 Part I: APPLICATION DURATION

#### 3.1 What is a multi-year application?

Starting with FY 2014 applications, applicants can establish project objectives and corresponding activities/services for up to 4 years.

#### 3.2 What are the benefits to choosing a multi-year application?

The ability to set four-year objectives will enhance grantees' long-term planning, provide continuity in case of staff turnover, and enhance grantees' ability to collect data on project success. Starting with FY 2015, returning applicants (applicants who received an Indian Education formula grant in the previous year), will not have to re-enter information reported in Part II Sections 2 or 3 if they have no changes to their description of coordination of services for AI/AN students, grant project objectives or activities/services.

#### 3.3 What would we need to complete the following year if we choose a multi-year application?

**All grantees must continue to submit an EASIE application each year in order to receive continued funding.** In Part I, all applicants will submit an Indian student count. In Part II, all applicants will need to update their information in Section 1, General Applicant Information. In Section 4, Budget Information, all applicants will update their budget information according to their initial allocation. In Section 5, Other Project Information Required of all Applicants, applicants will sign and upload the Program Assurances. In Section 6, Items Required for Some Applicants, will continued to be required for submission.

#### 3.4 What should we keep in mind when choosing a multi-year application?

Each grantee's project must be based on a comprehensive local assessment and prioritization of the unique educational and culturally related academic needs of the Indian students, as required by Title VII (ESEA 7114(c)(2)). OIE expects that applicants will conduct a much more thorough and comprehensive local assessment prior to setting four-year objectives. In subsequent grant years, this local assessment may be reviewed or updated but need not be comprehensive until it is time for the grantee to set new objectives. See #7.5 below for more information on the local needs assessment.

All applicants, that are LEAs, will continue to obtain parent committee input as required by law for approval for each year's application. However, as with the local assessment, we expect that the parent committee involvement will be more extensive in years in which the applicant sets new objectives, which may involve substantial modifications to the project.

**3.5 Can I still choose a single-year application?**

Yes, the single-year application process remains unchanged.

**3.6 Can an applicant change an application from multi-year to a single-year project?**

Yes, applicants will have an opportunity to change an application from multi-year to single-year during Part I of the following grant year. The applicant will notify OIE of the application change during Part I and provide an explanation.

**3.7 Will you be able to change the student count in a multi-year application?**

Yes, applicants will enter your Indian student count every year.

**3.8 Will the budget change in a multi-year application?**

Yes, applicants will have an opportunity to change an application from multi-year to single-year during Part I of the following grant year.

## 4 Part I: APPLICANT TYPE

**4.1 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 4.3 through 4.19 provide information related to your choice of applicant type.

**4.2 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.

**4.3 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 eligible for grants under this program.**

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

A school that is part of an LEA 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. For charter schools, see question 4.6 below. For BIE schools, see question 4.11-15 below.

**4.5 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.

**4.6 May a charter school apply for a Title VII grant?**

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

**4.7 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.

**4.8 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. To verify that all participating LEAs meet requirements, a consortium agreement must be signed by each LEA's authorized official and submitted by the Part II deadline. A consortium must meet the requirements found in 34 CFR 75.128-129, and all LEA members must meet Title VII statutory requirements.**

**4.9 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 or maintenance of effort.
- Consortium applications must identify by category the number of Indian students being counted by **each** partner entity.
- Each participating LEA must comply with the Title VII Indian Parent Committee requirements, either by having its own Committee or having representation on a joint committee if agreed to by the consortium. Likewise, the requisite public hearing could either be conducted at each LEA or, if reasonable geographically, conducted jointly.
- Consortium Member Agreements must be uploaded within the EASIE system no later than the close date for EASIE Part II. EASIE provides a sample Consortium Agreement if you wish to use it as a model for your consortium agreement. Log into EASIE and navigate to the Getting Started page and download the sample paper version.

**4.10 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 at all locations. That entity will be OIE's primary point of contact for all programmatic and administrative issues concerning the grant.

In addition the lead LEA is legally responsible for the use of all grant funds; for ensuring that the project is carried out by the group in accordance with Federal requirements, and ensuring that indirect costs are properly determined.

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 Partner Support Center.

#### **4.11 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.

#### **4.12 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. Bureau schools that operate under grant or contract agreement should identify their LEA Type as a grant/contract entity and not an LEA.

#### **4.13 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.

#### **4.14 What method do BIE-funded schools use to count their Indian students?**

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.

#### **4.15 Can a BIE school count preschool/pre-kindergarten Indian children in the Indian student count total to generate funds for this program?**

BIE schools with preschool students may count their preschool students in their total if they meet the preschool/pre-kindergarten 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.

**4.16 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*.

**4.17 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 document 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.

EASIE provides a sample Tribes Applying in Lieu of an LEA Agreement if you wish to use it as a model for your agreement. Log into EASIE and navigate to the Getting Started page to download the sample paper version.

**4.18 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.

**5 Part I: STUDENT COUNT INFORMATION****5.1 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.

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

### **5.2 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.

### **5.3 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 506 Form", to document eligible Indian students.

- An ED 506 form must be completed in full, 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 by either ISEP or ED 506 Form.

### **5.4 What information is required for the ED 506 Form?**

In order for an ED 506 form to be completed in full containing **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, which can be either: Membership or enrollment number (if readily available), OR other evidence;
- Name and address of the organization maintaining membership data for the tribe, band, or group;
- Parent's signature; date; mailing address and telephone number.

**5.5 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 506 Form) 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.
- 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. Students that enroll after the Part I close period may not be included or added to the Part I count period for that year.
- All documentation must be maintained in a manner that allows the LEA and ED 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.

**5.6 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 or preschool program and are receiving a free (without tuition), public education during the count period specified in the application;
- The services provided to the preschool Indian children are at least partially paid from funding sources other than Title VII. (e.g. State or local funds)

**5.7 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 name of the tribe as entered on the ED 506 Form does not need to be the official name as it appears exactly on the Department of Interior's list of federally-recognized tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the tribe.

*State-recognized tribes* are limited to American Indian or Alaska Native tribal entities that have a recognized status by a State. The U.S. Department of Education does not maintain a master list for state-recognized tribes. It is recommended that you use the state's official Web site. The informal term "non-federally recognized" does not imply state-recognized. Tribes without current Federal or State recognized status, but are in the process of pursuing Federal or State recognized status, are not eligible entities.

*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. The Office of Indian Education may require evidence of the terminated tribe's eligibility.

*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. The Office of Indian Education may require evidence of the other organized Indian group's eligibility.

### **5.8 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 of tribe as federally recognized, state-recognized, terminated or organized Indian group. 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.

### **5.9 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.**

In the past during Part I, BIE schools that selected ISEP count were able to skip entering an Indian student count. Beginning with FY 2014, BIE schools will be required to enter either their ISEP or ED 506 Form count as an Indian student count in Part I of the application process.

### **5.10 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.

**5.11 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.

**5.12 For a tribe applying in lieu of an LEA, 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 506 Form for each Indian child. The tribe must maintain the following documentation:

- All Indian Student Eligibility Certification Forms ED 506 Form 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.

**5.13 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.

**5.14 How do I enter my student count information?**

If you are applying as a single entity LEA (not a consortium or a Bureau of Indian Affairs school), 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.

If you are applying as a **single entity, LEA, not a consortium or a BIE-funded school**, 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. In addition, if you are a BIE-funded school, indicate which method your Indian Student Count is based on by indicating either ISEP or ED 506, and then enter your student count total.

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.

## 6 Part I: CERTIFICATION

### 6.1 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.

### 6.2 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 Partner Support Center 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*.

### 6.3 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 OIE directly. OIE will provide instructions on amending your Indian student count. 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.**

## 7 Part II: PREPARATIONS

### 7.1 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) **Public Hearing:** 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) **Download Paper Application for Part II:** 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 (all LEA applicants). 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 uploaded within EASIE Part II before you can certify Part II of the application.
- (3) **Federal Program Identification:** Start identifying which federal formula grants your district received during the last/current school year and if those programs are currently coordinated with Title VII services.
- (4) **Program Description:** Begin to create a description of how the coordination of services will meet the needs of American Indian/Alaska Native children, including their language and cultural needs, with an explanation of specific programs and activities.
- (5) **Need Assessment:** Conduct your needs assessment (see questions 7.5-7.6 below).
- (6) **Identify Objectives:** Based on your community needs assessment data, begin thinking about the objectives you will select for your project. Your choices will be: increase school readiness, integration of Indian specific content into curriculum, academic achievement, knowledge of cultural identity and awareness, enhance problem solving and cognitive skill development, school attendance rate, school dropout rate, graduation rate, career readiness skills, college enrollment, substance abuse prevention, and increase parent participation.

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

With the exceptions identified below, **all** applicants, including consortium member LEAs (see question 4.8 for details for consortia), 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. BIE schools and Eligible Indian tribes applying in lieu of an LEA are not required to establish a parent committee.

**7.3 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 will adopt and abide by reasonable by-laws for the conduct of the activities of the committee.

**7.4 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 (all LEAs), 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.

**7.5 What is the local needs assessment requirement and what is its purpose?**

The statute requires that each applicant base their proposed project on a "comprehensive local assessment and prioritization of the unique educational and culturally related academic needs of the [AI/AN] students from whom the [LEA] is providing an education." ESEA 7114(c)(3).

The purpose of a needs assessment is to gather information about the specialized and unique educational and culturally related needs of eligible Indian students. It provides direction for the development of the program to meet specific needs.

## 7.6 How do we develop the local needs assessment?

Each applicant can design any type of local needs assessment that meets this requirement. Some factors that you may want to consider include dropout rates, graduation rates, academic achievement levels, cultural competency of the teaching staff or academic assessment results. After prioritizing the needs, you may wish to examine other services offered by your district that may meet those needs, determine how many Indian children receive those services, and determine why those other services are insufficient in either quantity or quality, or both, to meet those needs. This can include an examination of whether those services are culturally relevant to Indian children.

The results for the survey should be used to develop the goals and objectives for the Formula Grant Program. When conducting a needs assessment, sufficient time and effort should be devoted to it to ensure accurate results.

Although some districts hire an outside contractor or consultant to conduct a needs assessment, you can also conduct your own assessment at very low cost, for example by creating a survey for parents, teachers, and other interested parties. The following steps can be used as a guideline for developing a survey instrument:

1. Determine what questions you will ask.
2. Decide how the survey will be designed.
3. Determine how the survey will be distributed.
4. Collect the survey responses.
5. Rank needs on a priority basis
6. Obtain objective information to document the identifiable needs.

## 8 EASIE APPLICATION PROCESS

### 8.1 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 Partner Support Center. Alternatively, you may contact Partner Support Center 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.

**8.2 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 Partner Support Center. Alternatively, you may contact Partner Support Center 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.

**8.3 Where can I get a paper representation of the EASIE application?**

To assist you in planning and gathering information, a link to a paper representation of Formula Grant EASIE Part I and Part II is available. It is a PDF copy and 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 Partner Support Center.

**8.4 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.

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

No. Applicants must meet the deadlines for both EASIE Part I and Part II to receive a grant. Any application not meeting the Part I and Part II deadlines will not be considered for funding. Failure to submit the required supplemental documentation, by the EASIE Parts I and II deadlines will result in an incomplete application that will not be considered for funding. The Office of Indian Education recommends uploading the documentation 20 days prior to each closing date to ensure that any potential submission issues are resolved prior to the deadlines.

**8.6 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.

**8.7 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 Partner Support Center.

\* However, if you are required to submit a budget revision following certification, because your award was reallocated above the \$1,000 threshold, you will be able to revise your budget if you have authorization to do so from the certifying user.

**8.8 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?**

Contact Partner Support Center immediately once the decision is made. Then your superintendent needs to submit a written notification advising OIE that the entity is withdrawing its application. Email the written notification to [Indian.education@ed.gov](mailto:Indian.education@ed.gov). Your application will be classified as *withdrawn*.

## 9 PROGRAM ADMINISTRATION

**9.1 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](mailto:Indian.education@ed.gov) and an OIE staff person will contact you.

**9.2 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](mailto:Indian.education@ed.gov).

## 10 RECOMMENDED LINKS

**Department of Education:** <http://www.ed.gov/>

**U.S. Department of Education OIE's Website:**  
<http://www.ed.gov/about/offices/list/oese/oie/index.html>

**Department of Education, OIE Formula Resources and Downloads:**  
<http://www.ed.gov/programs/indianformula/resources.html>

**Federal Register:** <https://www.federalregister.gov/>

**Department of the Interior:** <http://www.doi.gov>

**Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations:**  
<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

**Federal Grant Management Cost Principles located at 2 CFR 225, (e.g. OMB Circular A-87 etc.):**  
See link to 2 CFR 225 at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

**Federal Grant Management Uniform Administrative Regulations are located at EDGAR Part 80:** <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.