

**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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## 1.0 EASIE Support and Resources

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### 1.1 Who do I contact when I need technical assistance 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?

The Getting Started document provides information on how to navigate the computer processes of an online application.

### 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 should be a school district employee.

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 should be a school district employee.** 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/ose/oie/index.html>

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## 2.0 EASIE Part I: General Information

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### 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 allows you to select the duration for project objectives as either single-year or multi-year applications, select your applicant type and submit your Indian student count by category and total.

### 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.
  - For single-year applicants, your applicant type (individual LEA, consortium of LEAs, BIE schools, or Tribe).
  - For multi-year applicants, to continue multi-year cycle or to change application cycle.
- 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.

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

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## 3.0 EASIE Part I: Quick Five Step Process

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**Step 1.** Select single-year or multi-year application.

For either single year applicants, or new multi-year applicants, indicate applicant type:

- LEA (Not part of a Consortium).
- LEA (Consortium Leader).
- Bureau of Indian Education.
- Tribe Applying in Lieu of LEA.

For multi-year applicants, indicate if continuing with current application cycle or starting a new application cycle.

**Step 2.** Provide a number break down of eligible Indian children.

**Step 3.** Provide the total number of all students enrolled in the entity.

**Step 4.** Identify person deemed responsible by the entity to review the data in preparation for certification of your entity's application.

**Step 5.** Identify Certifying Official, i.e. the Superintendent or an Authorized Official for the entity, certifies the application.

(\*\*Reminder\*\* any tribe applying in lieu of an LEA must upload the evidence of eligibility PDF prior to certifying!!).

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## 4.0 EASIE Part I: Application Duration

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

A multi-year application allows applicants to establish project objectives and corresponding activities/services for up to 4 years as long as the entity submits an EASIE application each year.

### 4.2 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. 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, grant project objectives or activities/services.

### 4.3 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, multi-year applicants will only complete sections that are not pre-populated from the previous grant year to complete the EASIE application.

### 4.4 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 #8.5 for more information on the local needs assessment.

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

### 4.5 Can I still choose a single-year application?

Yes, the single-year application process remains unchanged.

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

Yes, applicants will have an opportunity to change the duration of an application during Part I of EASIE. In Part I, the applicant will select the new duration of their application and provide an explanation for their change on the screen.

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

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

**4.8 Will the budget amount change every year in a multi-year application?**

Yes, there are several factors that are legislatively required in the initial 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 80 percent of the national average, then 80 percent of the national average is used).
- The amount of the Title VII appropriation for the fiscal year.

**4.9 If I selected a multi-year application last year (year 1 of 4), what are my choices for an application this year?**

If you selected a multi-year application last year, the first screen of EASIE will ask if you are choosing to either continue the current application cycle (year 2 of 4) or start a new multi-year application. The applicant selects option of selecting to continue with a multi-year application or to change the duration of the application.

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**Instructions for Continuing Multi-Year Application**

By selecting continue current multi-year application, applicants indicate if they intend to change any of the following items in Part II of EASIE: Description of Coordination of Services for AI/AN Students or Grant Objectives, Activities, Services or Grade Level.

Applicants will choose one of the following options:

1. No changes to either the Description of Coordination of Services for AI/AN Students or the Grant Objectives, Activities, Services or Grade Level
2. Changes the Description of Coordination of Services for AI/AN Students only
3. Changes to Grant Objectives, Activities, Services or Grade Level
4. Changes to both the Description of Coordination of Services for AI/AN Students and the Grant Objectives, Activities, Services or Grade Level.

**By selecting option #1 or #2, it would be considered a continuing multi-year application (Year 2 of 4).**

1. No changes to either the Description of Coordination of Services for AI/AN Students or the Grant Objectives, Activities, Services or Grade Level
2. Changes the Description of Coordination of Services for AI/AN Students only

**If #1 was selected, the information that was provided last year for coordination of services, grant objectives, activities, and services will be pre-populated into Part II of EASIE.**

**If #2 was selected, the applicant will update information for the coordination of services, but the grant objectives, activities and services will be pre-populated into Part II of EASIE.**

**By selecting option #3 or #4, applicants will be considered a new multi-year application.**

3. Changes to Grant Objectives, Activities, Services or Grade Level
4. Changes to both the Description of Coordination of Services for AI/AN Students and the Grant Objectives, Activities, Services or Grade Level.

If options #3 or #4 were selected, a warning screen will appear. The message states, "Warning: Choosing to discontinue the currently application cycle will necessitate the selection of a new application option and the creation of a new application cycle along with new Formula Grant program services and objectives.

Select **yes** or **no** to confirm that you are discontinuing the multi-year application. By selecting "no", the screen will revert users to previous page to continue with current year application. By selecting "yes", the screen will navigate users to select a single-year (Year 1 of 1) or multi-year application (Year 1 of 4).

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### **Instructions for New Multi-Year Application**

By selecting a new multi-year application, users will choose to discontinue the current application cycle. After making this selection, a warning screen will appear. The message states, "Warning: Choosing to discontinue the currently application cycle will necessitate the selection of a new application option and the creation of a new application cycle along with new Formula Grant program services and objectives.

Select yes or no to confirm that you are discontinuing the multi-year application. By selecting "no", the screen will revert users to previous page to continue with current year application. By selecting "yes", the screen will navigate users to select a single or multi-year application. Applicants can begin different the multi-year application cycle (Year 1 of 4) or select to have a single-year application (Year 1 of 1).

**If you have any concerns on what will be pre-populated into Part II of EASIE or unsure on what to select, contact PSC for a full explanation of your choices.**

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## 5.0 EASIE Part I: Application Type

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### 5.1 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:

- 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 5.3 through 5.19 provide information related to your choice of applicant type.

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

EASIE is designed to provide only the data entry screens that are necessary for your particular type of application. Correctly identifying your application type will ensure that the correct online 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.

### 5.3 What does local educational agency 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.**

### 5.4 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 5.6 below. For BIE schools, see question 5.11-15 below.

**5.5 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 identify as an individual *LEA* to cover both an elementary LEA and a high school LEA if they are legally separate entities. See later FAQs about consortium applicants.

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

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

**5.7 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.

**5.8 What is a consortium?**

Eligible entities may form a consortium (a partnership) for the purpose of obtaining grants under the formula grant program. A consortium is made up of more than one eligible entity, with one entity identified as the lead applicant on behalf of itself and the other eligible entities.

All partners within a consortium, including the lead applicant, must meet the basic eligibility requirements for this program. To verify that all participating entities meet the title VII program requirements, a consortium agreement must be signed by each entity'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 consortium members must meet title VII statutory requirements.

**5.9 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.
- Establish the same count period.
- 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 other LEAs in 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.

### **5.10 Who is the lead applicant in a consortium?**

The consortium leader is the entity that organizes a group of eligible entities and applies as one entity.

### **5.11 What are the responsibilities of the lead applicant in a consortium?**

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,
- establishing one count period,
- certifying the application, and
- being accountable for coordinating implementation of all program services and activities at all locations.

The lead applicant in a consortium is OIE's primary point of contact for all programmatic and administrative issues concerning the grant.

In addition, the lead applicant is legally responsible for the use of all grant funds, for ensuring that the project is carried out by the consortium 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 by the lead applicant. To register new users, please contact the Partner Support Center.

### **5.12 What happens if the lead applicant in a consortium changes from year to year?**

If the consortium leader changes to a new consortium leader, even if the LEAs within the consortium do not change, the new consortium leader will be considered a new applicant.

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,
- establishing the same count period for each entity,
- certifying the application, and being accountable for coordinating implementation of all program services and activities at all locations.

The lead applicant will take over all responsibilities as the primary point of contact for all programmatic and administrative issues concerning the grant. Since the new consortium leader is considered a new applicant, the user determines the duration of the application as either a single-year application or new multi-year application. All previous data associated with the old consortium leader will be archived, but will not pre-populate into the new grant application.

### **5.13 What are Bureau of Indian Education (BIE) schools?**

Schools funded by the Department of the Interior's 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.

### **5.14 Why should a BIE school NOT apply as an LEA?**

Schools funded by BIE have a special designation in EASIE. Correctly identifying your application type will ensure that the correct online screens are available for your application.

### **5.15 How should BIE-funded schools indicate their applicant type in EASIE?**

BIE-funded schools will need to indicate in Part I of EASIE 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.

### **5.16 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.

### **5.17 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.

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

Indian tribes are eligible for title VII 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*.

**5.19 How does an Indian tribe prove eligibility for this program?**

To document that an Indian tribe meets the basic criteria for eligibility, **each year** the applicant tribe must submit, 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.

A sample form titled "Tribes Applying in Lieu of an LEA Agreement" is available in EASIE Part I if you wish to use it as a model for your agreement.

**5.20 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 an applicant identifies itself as a Tribe, the applicant will be asked if it is applying in lieu of a single LEA or in lieu of multiple LEAs.

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## 6.0 EASIE Part I: Student Count Information

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### 6.1 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.

### 6.2 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 student count. Since the program funds on a per pupil basis, the student count determines an applicant's funding for the title VII grant. 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 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.

### 6.3 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, and 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 screen of EASIE or from the Department of Education website:  
<http://www2.ed.gov/programs/indianformula/resources.html>.

Note:—BIE schools have an option for how they count Indian students by either ISEP or ED 506 Form.

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

In order for an ED 506 form to be completed in full 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
- 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.

#### **6.5 What documentation is needed to substantiate the applicants' count of Indian children to generate funds for this program?**

The 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 school.
- A copy of the 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 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 applicant 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.

#### **6.6 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)

### 6.7 Who is considered an Indian student for Title VII student count purposes?

The categories on the Ed 506 form are as follows:

- Federally recognized (including Alaska Native)
- State recognized
- Terminated
- Other organized Indian group.

The definitions appear on the ED 506 Form and additional information is below:

*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.

### 6.8 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.

### 6.9 For a tribe applying in lieu of an LEA, which 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.

### **6.10 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.

### **6.11 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.

### **6.12 How do I enter my student count information?**

If you are applying as a single entity LEA (not a consortium or a BIE 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, 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, you will indicate which method your Indian Student Count is based on by selecting 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.

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## 7.0 EASIE Part I: Certification

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### 7.1 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 done online by certifying and submitting the application. 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 EASIE Getting Started FAQ for a complete explanation of the Certification process.

### 7.2 What are the assurances that I must be aware of in Part I before I certify?

On the certification page, the certifying official user or the managing user acknowledges the following, “I certify that I am authorized to legally bind this entity, and that, based on the information provided to me, the above count represents the number of eligible Indian students enrolled in the schools of the applicant entity and for whom a Student Eligibility Certification (ED 506) form was on file (or for BIE schools an ISEP count or ED 506 form were used) during the count period indicated, pursuant to the requirements of 20 U.S.C. 7427. It is understood that this count will be used to calculate an award of federal assistance and that it is subject to audit. I certify that, to the best of my knowledge, the information in this application is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to penalties under The False Claims Act, 18 U.S.C. 1001.”

### 7.3 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 an individual responsibility to ascertain the dates from the *Federal Register*.

### 7.4 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** while Part I is open. You may create a new version with the corrected total and certify the new version before Part I closes. See the EASIE Getting Started FAQ for instructions on creating a new version.
- You may also decrease your count during the open period for Part I by creating a new version of the application, making the appropriate change, and certifying the new version before Part I closes.

- After Part I closes, the applicant may still decrease the count by contacting OIE directly. Remember that all application information is subject to monitoring throughout and following the entire grant period.

## 8.0 EASIE Part II: Preparations

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### 8.1 What requirements should I begin preparing 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. **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 obtain the parent committee's written approval of the application. Therefore, you should provide the parent committee with adequate time to review the application. The parent committee's written approval must be uploaded to EASIE Part II before you can submit Part II of the application. A sample parent committee approval form is located in Part II of the EASIE 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 FAQs on Needs Assessments located elsewhere in this document).
- (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 to increase: school readiness, integration of Indian specific content into curriculum, academic achievement, knowledge of cultural identity and awareness, problem solving and cognitive skill development, school attendance rate, school dropout rate, graduation rate, career readiness skills, college enrollment, substance abuse prevention, and parent participation.

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

BIE schools and eligible Indian tribes applying in lieu of an LEA are not required to establish a parent committee. **All other applicants, including consortium member LEAs, are required to establish a parent committee.** The parent committee must meet the requirements of the program's legislation in order to receive funding. The applicant must develop its Title VII project and application **with the participation and written approval** of the parent committee.

## 8.3 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 with 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. The parent committee will adopt and abide by reasonable by-laws for the conduct of the activities of the committee.

## 8.4 When does the parent committee need to be formed, and when must the parent committee approval form be submitted?

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 with the **participation** of the parent committee. The parent committee should be provided adequate time to review the application and sign the parent committee approval (PCA) form.

Under the EASIE application procedure, applicant entities obtain the **written** approval of the parent committee in Part II. The PCA form is available as a downloadable document in Part II of EASIE. A signed PCA form must be uploaded with Part II of EASIE in order to receive funding.

## 8.5 Is a needs assessment required?

Applicants are required to 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.

### **8.6 How do we develop the local needs assessment?**

Applicants have flexibility to design a needs assessment that will provide them with the information they need to design their title VII project. 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 their title VII project. 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 you could create 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.

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## 9.0 EASIE Part I: General Application Questions

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### 9.1 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 document and it is located in 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.

### 9.2 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 *Federal Register*. Please note that the closing time on the deadline date is 11:59:59 p.m. Washington, DC time.

### 9.3 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.

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

You do not need an SF 424. The first page of the PDF of Part II of your application serves as the cover sheet to your application.

### 9.5 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.

If you are a **General User\***, your permission level does not allow you certify. You may want to download a copy of the pre-certified application, verify the answers, and provide a copy to the Managing User or Certifying User who will take the final step of certifying the application. It is essential that you contact a Managing User or a Certifying User and have that person complete the certification process. If your 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 of Part II 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.

**9.6 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*.

**9.7 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.

**9.8 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).

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## 10.0 EASIE Part I: Tips for Special Application Types

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### Bureau of Indian Education (BIE)

Bureau schools that operate under grant or contract agreement should identify their “Applicant Type” as a grant/contract entity and not an LEA.

- 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.
- 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 individually or as a consortium may use either method for their student count, but they may not use a combination of methods.

### Consortium

Eligible applicants may form a partnership or *consortium* for the purpose of obtaining grants under the formula grant program.

- Consortium applicants include more than one eligible applicant, with one applicant identified as the *lead applicant* on behalf of itself and the other entities.
- 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.
- Consortium applications must identify by category the number of Indian students being counted by **each** partner entity.

- Consortium applications must have only the same count period for each 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.
- 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. Only one count period should be entered.

### Tribes Applying in Lieu of an LEA

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

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.

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 letter that the Indian children counted by the applicant tribe were enrolled in the LEA's schools during the count period indicated by the tribe will be uploaded into EASIE during Part I.

- 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. Only one count period should be entered.

## 11.0 EASIE Recommended Links

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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>

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