



New Applicant Information for the Indian Education Formula Grant

PURPOSE

This document contains important information for new applicants applying for the Indian Education Formula Grant (Title VI funds). This document can be used as a guide to introduce new applicants to the Part I and Part II portions of the application process, as well as, the submission of an Annual Performance Report (APR). Additionally, the *Getting Started Guide*, *Part I Frequently Asked Questions (FAQs)*, *Part II FAQs*, and *APR FAQs* documents contain in depth information regarding the grant program and application questions. Links to these documents can be found in the [Recommended EASIE Resources](#) section below.

ELECTRONIC SUBMISSION OF APPLICATIONS

Applications for grants under the Formula Grants program, CFDA number 84.060A, must be submitted electronically using the Electronic Application System Indian Education (EASIE) application located in the ED*Facts* System Portal at <https://eden.ed.gov>.

EASIE is divided into two parts with each part having a separate open time period for user access. All official closing dates are published in the [Federal Register](#) as well as posted on the [EASIE Communities](#) website's *Announcements and Events* sections, once publicly available. 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 either Part I or Part II deadlines will also result in an incomplete application that will not be considered for funding.

REGISTRATION

Entities that are new applicants should contact the ED*Facts* PSC listed below to register any time before the EASIE Part I application deadline date. Registration does not serve as the entity's grant application.

ELIGIBILITY INFORMATION

The following entities are eligible under this program: certain local educational agencies (LEAs), as prescribed by section 6112(b) of the Elementary and Secondary Education Act of 1965, as amended, (ESEA) including charter schools authorized as LEAs under

State law; schools funded by the Bureau of Indian Education (BIE) of the U.S. Department of the Interior, as prescribed by section 6113(d) of the ESEA; Indian Tribes and Indian Organizations (IO) under certain conditions, as prescribed by section 6112(c) of the ESEA; and Indian Community Based Organizations (ICBO), as prescribed by section 6112(d) of the ESEA. Consortia of two or more LEAs, Indian Tribes, IOs, and ICBOs are also eligible under certain circumstances, as prescribed by section 6112(a)(4) of the ESEA.

Note: Administrative or educational service districts that do not directly operate schools or enroll students are not eligible for grants under this program.

DEFINITIONS

A Local Education Agency (LEA) is (ESEA Section 8101(30)(A)):

- 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.

A Bureau-funded school, also referred to as a BIE-funded school, means a BIE-operated school, or a contract or grant school, under the Tribally Controlled Schools Act of 1988.

An Indian Community Based Organization (ICBO) (ESEA Section 6112(d)) means any organization that is composed primarily of Indian parents, family members and community members, tribal government educational officials, and tribal members from a specific community; assists in the social, cultural, and educational development of Indians in such community; meets the unique cultural, language, and academic needs of Indian students; and demonstrates organizational and administrative capacity to manage the grant.

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. Consortium applications must meet the requirements in 34 CFR 75.127-129. All partners within a consortium, including the lead applicant, must meet the basic eligibility requirements for this program.

GENERAL REQUIREMENTS

The general requirements to apply for an Indian Education Formula Grant are as follows:

Indian Parent Committee (ESEA section 6114(c)(4))

- A regular LEA applicant and a LEA consortium applicant are both **required** to establish an Indian Parent Committee in order to apply for Title VI Indian Education formula grant funding. Applicant types that are not required to establish an Indian Parent Committee, but may already have one, include Bureau-funded schools, Tribes, IOs, or ICBOs applying in lieu of an LEA.
- The applicant must develop its Title VI project and application with the participation and have written approval of the Indian Parent Committee before Part II closes.
- An Indian Parent Committee membership must include parents and family members of Indian children in the LEA's schools; representatives of Indian Tribes on Indian lands located within 50 miles of any school that the LEA will serve if such Tribes have any children in such school; teachers in the schools; and, if appropriate, Indian students attending secondary schools of the LEA. The majority of the parent committee members must be parents and family members of Indian children.

Open Consultation/Public Hearing (ESEA section 6114(c)(3)(C))

- All applications must be developed in open consultation with parents of Indian children, teachers, representatives of Indian Tribes on Indian lands located within 50 miles of any school that the agency will serve if such Tribes have any children in such school, Indian organizations, and, when applicable, Indian secondary students.
- The open consultation shall include a public hearing. The public hearing must provide an opportunity for all stakeholders to understand the program and offer recommendations. The public hearing must be held prior to the Part II grant application deadline.

Assessment Results (ESEA section 6114(b)(6)(B))

Applicants must provide assessment results to the community and Parent Committee for **all** Indian students tested in the district--not only those served by the program.

Meaningful Collaboration (ESEA Section 6114(b)(7))

- LEAs, LEAs in consortium, BIE-funded schools, and a consortium of BIE grant and contract schools must conduct meaningful collaboration with Tribes located in the community, in a timely, active and ongoing manner.

Indian Hiring Preference (25 U.S.C. 5307(b))

- A grantee must give Indian preference and opportunities for training and employment in connection with the administration of the grant.

EASIE PART I APPLICATION

EASIE Part I allows applicants to select their applicant type, submit Indian student counts by category and total, and identify the time span for project objectives as either single-year or multi-year.

Applicants must use the Indian Student Eligibility Certification Form (ED 506 Form) to document eligible Indian students; however, BIE schools may use either the Indian School Equalization Program (ISEP) count or the ED 506 Form count to verify their Indian student counts. The applicant must obtain a completed ED 506 Forms for each American Indian/Alaskan Native (AI/AN) student intended to be included in the student count. The ED 506 Form must be filled out by the parent, grandparent or guardian of the Indian child. The applicant is responsible for the accuracy and completeness of every form collected. Blank [ED 506 Forms](#) are available for download on the EASIE Communities website.

Applicants must establish a count period consisting of up to 31 consecutive days that can be used to verify that the Indian students being counted were enrolled in the LEA. Applicants may use any 1 to 31 day time period from the beginning of the school year through the last day of the EASIE Part I open period.

LEA applicants must establish an Indian Parent Committee by the time the Part I application is certified. A majority of the parents and family members on the committee must be parents and family members of American Indian and Alaska Native children enrolled in the LEA. ESEA section 6114(c)(4) requires the Parent Committee to be comprised of:

- Parents, family members and guardians of eligible Indian children enrolled in the LEA.
- Representatives of Indian Tribes on Indian lands located within 50 miles of any school that the agency will serve if such Tribes have any children in the school.
- At least one teacher from the LEA. NOTE: the teacher should not be paid with project funds.
- If appropriate, Indian students attending secondary schools of the agency.

The LEA must institute the Indian Parent Committee according to its own established procedures for establishing such committees. The Indian Parent Committee will adopt and abide by reasonable bylaws for the conduct of the activities of the committee. The Indian Parent Committee approves the Title VI project application with the Indian Parent Committee Approval Form and approves the use of Title VI funds in a schoolwide programs.

Applicants that are Tribes, IOs, or ICBOs must submit with their application a document to verify their eligibility. Each applicant that is a Tribe, IO, or ICBO must submit the appropriate “Applying in Lieu of the LEA” agreement form no later than the Part I close

date. The details of the verification process, which are necessary to meet the statutory eligibility requirements for Tribes, IOs, and ICBOs, are in the application package.

An applicant that is the lead applicant for a consortium must submit with their application a consortium agreement that meets the requirements of 34 CFR 75.128(b) no later than Part I close date. The details of the consortium agreement are in the application package.

In addition, applicants should review Part II open and close dates to schedule required meetings with stakeholders.

SAM REGISTRATION

To do business with the Department of Education, you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN). Both your DUNS number and TIN must be registered with the System for Award Management (SAM) (formerly the Central Contractor Registry), the Government's primary registrant database. Your DUNS number must be entered on your application during Part I. You must also maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period. You can obtain your DUNS number at no charge by calling 1-800-333-0505 or by completing a DUNS Number Request Form. The form can be obtained via the Internet at the Dun & Bradstreet website.

EASIE PART II APPLICATION PREPARATION

EASIE Part II informs applicants of their initial allocation based on the Indian student count total submitted during Part I. EASIE Part II requires applicants to describe the coordination of services for AI/AN students (between Title VI and other federal grant programs), complete a project description, develop budget information and any additional required information.

There are several actions all applicants should do to prepare for the Part II application.

Public Hearing (required) (ESEA section 6114(c)(3)(C))

- Begin planning and setting the date for the public hearing, as **all** applicants are required to conduct at least one public hearing, as part of their requirement to develop their project in open consultation, prior to submitting an application under Part II.

Comprehensive Local Needs Assessment (required) (ESEA section 6114(c)(3)(A))

- Conduct a local community needs assessment to prioritize the unique educational and culturally related academic needs of the Indian students for whom the local educational agency is providing an education. (see the *Needs Assessments* section of the [EASIE Part II FAQ](#).)

Program Objectives (required) (ESEA section 6115(b))

- Review and identify specific project objectives from the list of available project objectives in ESEA section 6115 that will further the goal of providing culturally responsive education for AI/AN students to meet their academic needs and help them meet State achievement standards, and identify the data sources that will be used to measure progress towards meeting project objectives.

Coordination of Services (required) (ESEA section 6114(b)(3)) and (ESEA section 6114(b)(1))

- Begin identifying which federal grants programs' coordination of services exist within the district during the last/current school year and if those programs are currently coordinated with Title VI services.
- 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.

Indian Parent Committee Meeting (required) (ESEA section 6114(c)(4))

- Applicants that are LEAs must make plans to and consult with the Parent Committee, providing copies of the Part II application. The Parent Committee must be provided adequate time to review the application and provide written approval of the application on the [Parent Committee Approval form, which](#) must be uploaded within EASIE Part II before EASIE Part II can be certified.

Meaningful Collaboration (required) (ESEA Section 6114(b)(7)):

- Applicants that are LEAs, BIE schools, or a consortium of LEAs or BIE schools should make plans to meaningfully collaborate with Indian Tribes located in the community in a timely, active, and ongoing manner to develop the comprehensive program and the actions taken as a result of such collaboration.

General Education Provision Act (GEPA) Section 427 (required):

- Begin thinking about how to address the [General Education Provisions Act \(GEPA\) Section 427](#).

EASIE PART II APPLICATION

EASIE Part II collects information for coordination of services for American Indian/Alaska Native (AI/AN) students, a project description, and budget information for your project.

EASIE ANNUAL PERFORMANCE REPORT

The Annual Performance Report (APR) is an annual report that provides data on the status of the funded project that corresponds to the scope and objectives established in the approved application and any approved amendments. Under EDGAR § 75.118, the report must provide the most current performance and financial information. The Annual

Performance Report is submitted after the grant cycle has concluded. For example, the APR for SY 2017-18 took place during the fall of 2018.

The report consists of Objective Participation Data, Project Performance Data, Reading and Mathematics Assessment Data, Graduation Data, Expenditure Data, and an opportunity to update Applicant Information.

RECOMMENDED EASIE RESOURCES

- EASIE Communities Website: <https://easie.grads360.org/>
- Getting Started Guide for the Formula Grant Electronic Application System for Indian Education (EASIE) and Annual Performance Report (APR): <https://easie.grads360.org/#communities/pdc/documents/9678>
- EASIE Part I Communities Website Page: <https://easie.grads360.org/#program/easie-part-i>
- EASIE Part I FAQ Document: <https://easie.grads360.org/#communities/pdc/documents/9682>
- EASIE Part II Communities Website Page: <https://easie.grads360.org/#program/easie-part-ii>
- EASIE Part II FAQ Document: <https://easie.grads360.org/#communities/pdc/documents/9683>
- EASIE Annual Performance Report (APR) Communities Website Page: <https://easie.grads360.org/#program/easie-apr>
- EASIE Annual Performance Report (APR) FAQ Document: <https://easie.grads360.org/#communities/pdc/documents/9679>

SUPPORT

EDFacts Partner Support Center (PSC)

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

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

Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

EDEN_OIE@ed.gov

Hours of Operation: 8:00 a.m. - 6:00 p.m., ET

Monday - Friday, excluding Federal Holidays

Note: *Extended support hours will be available only on the Part I, Part II, and APR close dates. The PSC will remain open for assistance up to the 8:00 p.m. ET deadline.*