

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
WASHINGTON, DC 20202-6335

**INDIAN EDUCATION PROGRAMS**  
**Application for Formula Grants to**  
**Local Educational Agencies (LEAs)**

CFDA Number: 84.060A

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



**Disclaimer**

This is a hard-copy representation of the EASIE online system which is located U.S. Department of Education's [EDFacts portal](#). Applicants must apply on EASIE unless they qualify for and receive a paper application. Directions are located in the Notice Inviting Application found in the Federal Register.

**PAPERWORK BURDEN STATEMENT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for Formula Grant EASIE (Electronic Application System for Indian Education) is **1810-0021**. The time required to complete the information collection is estimated to average 7.0 hours per response, inclusive of both Part I and Part II, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, Lyndon B. Johnson Building, 400 Maryland Avenue, S.W., Room 3W227, Washington, DC 20202-6335.

**U.S. Department of Education  
Office of Indian Education**

**Program Overview**

This package contains instructions and forms for Part II of grant applications for the Formula Grants to Local Educational Agencies Program (CFDA 84.060). The purpose of the Indian Education Formula Grant program, as authorized under Section 6116 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), is to support local educational agencies in their efforts to reform elementary and secondary school programs that serve Indian students. The programs funded are to meet the unique cultural, language, and educational needs of Indian students and ensure that all students meet the challenging State academic standards. The instructions in this hard-copy representation of the application package can be used in developing your application.

**Applying for Funds**

Applicants for grants from the U.S. Department of Education (ED) must apply for limited funds. Deadlines assure that all applicants are treated fairly, equally, and without last minute haste. The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register.

**Formula Grant EASIE**

The method for applying for funds for this program is online using the Formula Grant Electronic Application System for Indian Education (Formula Grant EASIE). EASIE online system which is located U.S. Department of Education's *EDFacts* portal.

**Office of Indian Education**

The following is the contact information for the Office of Indian Education (OIE).

Website: <https://oese.ed.gov/offices/office-of-indian-education/oie-staff-directory/>  
Telephone: 202-260-3774  
Fax: 202-205-0606  
Email: [Indian.education@ed.gov](mailto:Indian.education@ed.gov)

**Partner Support Center**

Contact the Partner Support Center for technical assistance to register or update your access to Formula Grant EASIE.

Website: <https://easie.grads360.org>  
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](mailto:federalrelay@sprint.com)  
Email: [eden\\_oie@ed.gov](mailto:eden_oie@ed.gov)

**Application Due Date**

Applications must be submitted on or before XXX XX, 2020. Please note that the Department of Education (Department) grant application deadlines are 8:00:00 P.M. (E.T.)

## **Community of Practice Website**

This website was created to provide year-round, end-user support for all parts of the Indian Education Formula Grant EASIE. It includes pages for Parts I, II, and III (APR) with forms and supporting documentation, webinars and instructional videos. <https://easie.grads360.org>

## **Application Deadlines**

Applications submitted must address all required information in order to be funded.

- Part I of the application consists of the application type, Indian student count and application cycle. If Part I is submitted by the closing date, you will complete an application for Part II.
- Part II of the application contains six sections:
  - Section 1. General Applicant Information
  - Section 2. Coordination of Services for American Indian/Alaska Native Students
  - Section 3. Indian Education Project Description
  - Section 4. Budget Information
  - Section 5. Waiver Use Report
  - Section 6. Comments

## **Additional Documents in application**

- Information for Applications Under 6116, Integration of Services,
- Parent Committee Approval form
- Assurances - Non-Construction Programs
- Additional Program Assurances for 84.060A

When applicable, the applicant also must submit:

- Signed consortium agreement;
- Signed evidence of eligibility form;
- Indian Parent Committee Approval Form;
- Copy of the indirect cost rate agreement (if applicable);
- Administrative Cost Limit Waiver Request.

## **Late applications will not be accepted.**

*We strongly suggest that you submit your application several days before the deadline. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.*

***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.***

## **Current Contact Information**

As part of our review of your application, we may need to contact you with questions for clarification. Please be sure your application contains at least three valid e-mail addresses (general user, managing user and certifying official users) for the project director and authorized representative or another party designated to answer questions in the event the project director and authorized representative are unavailable.

## **Indian Self-Determination and Education Assistance Act (ISDEAA) Hiring Preference Requirements**

Grants that serve primarily members of federally recognized tribes are subject to the provisions of section 7(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638). That section requires that, to the greatest extent feasible, a grantee give to Indians preferences and opportunities for training and employment in connection with the administration of the grant; and give to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452e)).

## **Specific Instructions for Formula Grant EASIE Part II**

**Required Items.** This sample application package has six sections; each section consists of one or more questions or one or more tables. The items that you must complete and submit is determined by several factors.

### **Type of application**

- Regular formula grant program
- Formula grant project consolidated with a Title I schoolwide program
- Integration of services under ESEA section 6116

### **Single entity applicant or multi-entity applicant**

- If you are a single-entity applicant (a single LEA, or a single BIE school, or a Tribe, Indian Organization or Indian Community-Based Organization (ICBO) applying in lieu of a single LEA), then you must complete each of the required items once for your project.
- If you are a multi-entity applicant (a consortium of LEAs, a consortium of BIE schools, or a Tribe, Indian Organization, Indian Community-Based Organization applying in lieu of multiple LEAs) then you must complete each of the required items for your project.

### **Waiver Use Report**

- Complete item 1 if your planned budget includes administrative costs of more than 5%.
- Complete item 2, if the previous year grant award included a waiver of the administrative cap.

### **Indian Parent Committee Requirements**

- If you are an LEA or an LEA consortium, then you must complete an Indian Parent Committee Approval Form. This item must be signed by representatives of the Indian Parent Committee and submitted with your application.
- If you are a Bureau of Indian Education entity, Tribe, Indian Organization and Indian Community-Based Organization applying in lieu of an LEA(s), then you do not need to complete a Indian Parent Committee Approval Form.
- The Indian Parent Committee Approval (PCA) form must be received on or before the EASIE Part II deadline to be considered eligible for funding.

## **Section 427 of the General Education Provisions Act (GEPA)**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

**Comments to the Office of Indian Education**

- Available to provide brief explanatory information about application.

**Complete all required items and include all required forms** in your submission package. **Provide a copy to your state education agency**, if required, and to **keep a file copy**.

**Item-by-Item Instructions.** Instructions for each item are contained in the form. This application contains a very limited amount of free narrative response. Where you are asked to select items from a list to enter into a table, please use only those items. Other responses will not be accepted. Consult the FAQ document for additional explanatory information. To access the FAQ document, go to the main page of EASIE and click on Getting Started or the Community of Practice website.

SAMPLE

**Formula Grants EASIE Part II  
Project Description and Budget Detail**

**Section 1: General Project Information**

**1. Project Information.**

Fill in the following information:

Applicant Name: \_\_\_\_\_

DUNS #: XXXXXXXXXXX

PR # S060AXXXXXX

Allocation: \$XX,XXX

Allocation was based on student count of: X,XXX

**2. Application Type.**

Identify the type of application you are submitting (check only one):

\_\_\_ Regular formula grant program (complete items sections 1-4; complete section 5 if applying for a waiver; and complete section 6 if needed.)

\_\_\_ Formula grant project funds consolidated with a Title I schoolwide program (complete sections 1-3; and complete section 6 if needed)

\_\_\_ Integration of services under ESSA section 6116 (complete items in sections 1; complete section 5 if applying for a waiver; and complete section 6 if needed)

**Award start date.** July 1, 20XX to June 30, 20XX

**3. Grades Offered in SY 20XX-XX.**

Indicate the grade levels offered by this LEA. Check all that apply. *Grades offered* refers to the grades at which instruction is offered to students by the LEA or BIE school district. This is unrelated to whether any Indian students are in that grade or whether your Title VI project will provide activities/services for that grade.

\_\_PK \_\_K \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 \_\_6 \_\_7 \_\_8 \_\_9 \_\_10 \_\_11 \_\_12

**Authorized Representative of the Grantee:**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Project Director Name and Title:**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Section 2: Coordination of Services for American Indian/Alaska Native Students**

**1. Coordination of Services with Formula Grant Programs.**

Please indicate which of the following LEA programs: [a] were available in your district during the last school year (20XX-XX); and [b] if that program is currently coordinated with Title VI services.

Programs	[a] Is this program available?		[b] Is this program coordinated with Title VI services?	
	YES	NO	YES	NO
<b>Department of Education Formula Grant Programs (please specify):</b>				
Title I				
Homeless Children and Youth				
Title III: English Language Acquisition				
School Improvement Grants				
Rural and Low-Income School Program				
Impact Aid				
Migrant Education				
Other:				
Other:				
<b>Other Federal, tribal, State, or local Programs (please specify):</b>				
BIE: Johnson O'Malley				
Other:				

**2. Description of Coordinated Services for American Indian/Alaska Native Students.**

Each application must include a description of the applicant’s comprehensive program for meeting the culturally related academic needs of Indian children, including their language and cultural needs.

Describe how the Coordination of Services for AI/AN Students (using a variety of funding sources) will meet the needs of AI/AN students, including their language and cultural needs with an explanation of specific programs and activities. In your explanation, also include programs from the chart above (Coordination of Services with Formula Grant Programs) that

currently coordinate with your Title VI project, or which will coordinate with Title VI during the grant year.

**Enter narrative response here (Please limit to 2,000 characters):**

**3. Coordination of Services Professional Development.**

Describe the professional development opportunities that will be **provided by your coordination of services** to ensure that teachers and other school professionals who are **new** to the Indian community are prepared to work with Indian children, and **all teachers who will be involved** in programs assisted by this grant, have been properly trained to carry out such programs. The professional development opportunity or opportunities can be funded using other local, State, and/or federal funds.

Note: The professional development opportunity or opportunities identified do not have to be new opportunities or opportunities for which funding is requested. Applicants should include existing professional development opportunities that will continue to be implemented in the school year for which funding is requested, as long as those opportunities are components of the coordinated services program.

**Permissible Values**

**Instructions for completing the table:**

- (1) Using permissible values, enter the types of staff that will be served by professional development activities to support the coordination of services program in column (a). Use a new row for each type of staff.
- (2) Using permissible values, in column (b) enter the type of professional development activity that each type of staff identified in column a will receive.
- (3) Using permissible values, in column (c) enter the content of each professional development activity entered in column (b).

**Permissible Values**

Coordination of Services Program Professional Development Activities for SY 20XX-XX		
Column a Types of staff	Column b Type of professional development activity	Column c Content

**Column a: pick one or more of the following:**

- All teachers and other school professionals
- Teachers and other school professionals that are **new** to the Indian community



- Subset of teachers
- LEA staff (example, Title VI coordinators)
- Other non-teaching staff (examples: counselors, Parent Committee)

**Column b: pick one or more of the following:**

- Workshops/Sessions
- Conferences, including national, regional, state, or LEA-sponsored
- Pre-service training or orientation
- School-based coaching or mentoring
- Other (example: online courses, webinars, Tribal Agency training): If you select “Other” as a professional development activity, enter “Other” in column b of a row and specify the activity there.

**Column c: pick one or more of the following:**

- Integrating Indian- specific content into the general curriculum
- Indian Education-specific (example: instruction specific to language or specific Indian curricula)
- Cultural Awareness Education and Sensitivity (example: working with Indian students)
- Use of Data/ Data-driven decision making (example: examining patterns in Indian Student test data; using data to focus instruction for AI students; identification of exceptional students)
- Impact of district policies on AI students (example: grading policies, attendance policies, discipline, suspensions, etc.)
- Other--if you select “Other” as content, enter “Other” in column c of a row and also specify the content there.

**4. Dissemination of Assessment Data.**

Provide information on how the state assessment data of all Indian students (not just those served) are used. Indicate how you plan to disseminate information to the Indian community, Parent Committee and the Indian tribes whose children are served by the local education agency. Check all that apply. All applicants must respond to these items.

Method of dissemination to Indian community and Parent Committee:

- Public hearing for application
- Parent Committee meeting
- Other open meeting
- Within a written report
- Posted on website
- Sent home with student(s)
- Radio broadcast
- Newsletter

**5. Additional Assessment Data Use.**

Indicate how assessment data from the previous school year were used (check all that apply)

- No changes in services/programs
- Modification to services/programs at LEA level Describe: \_\_\_\_\_

\_\_\_ Modification to services/programs within project Describe: \_\_\_\_\_

**6. Public Hearing Requirement Data.**

Holding a public hearing is a required element for an Indian Education Formula Grant. Indicate the date on when the public hearing was held for SY 2020-21. It was held on this date:

\_\_\_\_\_

**7. Description of Meaningful Collaboration with Tribes.**

To be answered by LEAs, LEA-C, BIE Operated, and Bureau Grant and Contract Schools and Consortium of BIE contract/grant schools only. As required by ESEA Section 6114, provide information detailing your LEA's meaningful collaboration with tribes located in the community in the development of the comprehensive program and the results of the collaboration.

In the section below, describe the process the local educational agency used to meaningfully collaborate with Indian tribes located in the community in a timely, active, and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

*Enter narrative response here (please limit to 2,000 characters).*

SAMPLE

### Section 3: Indian Education Project Description

If you are applying as a regular formula grant program, then you must complete this section; however, applicants submitting as a project consolidated with a Title I schoolwide program will answer question 2. Applicants submitting under section 6116 (Integrated Services) should skip the following section.

#### 1. Indian Education Formula Grant Objectives.

Identify your specific project objectives towards the goal of providing culturally-responsive education for AI/AN students to meet their academic needs and help them meet State achievement standards. The objectives listed in the table align to the allowable activities and services as specified in Section 6115(b) of the ESEA.

**Select** grade level(s) served by activity or service

- Pre-K
- Elementary school grades
- Middle school grades
- High school grades

#### Permissible Values

#### Instructions for completing the table:

Complete a separate table for each objective. You must have at least one objective; however, you may have several.

- (1) Select grade level to be served by activity or service.
- (2) Select a permissible value for each objective.
- (3) In column (a), identify each activity or service that will be used to address the objective. Use a separate row for each activity or service.
- (4) In column (b), identify the data source for each activity or service.

**Grade level to be served by activity or service:** \_\_\_\_\_

Proposed Project Objectives	
<b>Objective #1:</b>	
Column a Type(s) of activity or service	Column b Data Source (s)

Objective: The goal of providing culturally-responsive education for AI/AN students to meet their academic needs and help them meet State achievement standards.

- Increase school readiness
- Increase academic achievement
- Increase knowledge of cultural identity and awareness
- Enhance problem solving and cognitive skills development and directly support attainment of State standards

- Increase school attendance rate
- Decrease school dropout rate
- Increase graduation rate
- Increase career readiness skills (e.g., technology skills, leadership skills)
- Increase college enrollment
- Increase prevention activities for violence, suicide, and substance abuse
- Increase parent participation
- Increase Native American Language instruction programs
- Increase support for at-risk students

Column a: Type(s) of supplemental activity or service

- Native Language Instruction
- Culturally-responsive early childhood programs and activities
- Culturally-responsive professional development
- Indian education, including language and history)
- Cultural enrichment (e.g., events, field trips, clubs)
- Culturally-responsive academic support (e.g., study skills, homework support)
  - Overall, in reading or ELA, in mathematics, in science, in other subjects (e.g., social studies)
- Culturally-responsive academic enrichment (e.g., after school programs, projects)
- College preparation (e.g., ACT or SAT preparation, exploration, advanced placement classes or testing)
- Career preparation (e.g., technology skills, internships)
- Gifted and talented programs
- Student advocacy or leadership
- Culturally-responsive mentoring
- Substance abuse prevention
- Suicide prevention
- Violence prevention
- Culturally-responsive counseling
- Family literacy with culturally-based materials
- Parent involvement
- Drop-out prevention strategies
- Programs for students in correctional facilities

Column b: Data source

- School readiness screening
- Documents (e.g., lesson plans, curriculum)
- State standardized test
- District benchmark assessment
- Other standardized achievement test
- Non-standardized achievement test
- Student portfolios

- Teacher surveys, interviews, or focus groups
- Classroom observations
- Parent surveys, interviews, or focus groups
- Student surveys, interviews, or focus groups
- Administrator surveys, interviews, or focus groups
- Attendance data
- Dropout data
- Graduation data
- College application and acceptance data
- Other data source –

Note: If you select “Other data source” enter “Other data source” in column b of a row and also specify the data source

## **2. School-wide applicant’s objectives and use of funds (only)**

As required by ESEA Section 6115(c), Title I schoolwide applicants must identify how the use of funds in a school-wide program will produce benefits to Indian students that would not be achieved if the funds were not used in a schoolwide program.

In the section below, describe how the use of funds in a Title I schoolwide program will produce benefits to Indian students that would not be achieved if the funds were not used in a schoolwide program.

***Enter narrative response here (please limit to 2000 characters).***

## Section 4: Budget Information

Complete the budget section for your project (not separately for each participating LEA). The budget must match the objectives you selected for items in section 3. The information you enter covers the entire project including all participating LEAs.

Total costs in your budget cannot exceed your allocation. If your administrative costs exceed 5% of your allocation, you must reduce those costs to less than 5%, or complete the waiver request form (section 5).

Note: Applicants submitting as a Title VI project consolidated with a Title I schoolwide program should skip Section 4. Applicants submitting under section 6116 (Integrated Services) must complete the Information for Information for Application Under 6116.

### 1. Supplemental Information.

By checking this box, I will ensure that the Indian Education formula grant funds will **supplement and not supplant** other funding for the education of Indian children, with the goal of providing culturally-responsive education to meet the academic needs of AI/AN students and to assist those students in meeting State achievement standards. See FAQs for guidance and examples.

### 2. Personnel Budget.

Complete the table for personnel to be funded by the project. Permissible values. Complete rows a-g (Project Director and Project Coordinator) as they are applicable. Complete additional rows for each type of personnel at each certification status and each percentage of time. [Example, if you have some academic advisors who work 20% time on the project and other academic advisors who work 30% time on the project, you would need to complete two rows for academic advisors.]

Choose values for columns (a) from the following table of permissible values.

Permissible Values for Table
For each row, pick one of the following values for column a.
Academic Advisors
Administrative Assistants
College instructors
Consultants
Counselors, Guidance
Counselors, Mental Health
Cultural Resource Specialists
Data Specialists
Home/School Coordinators
Instructional Assistants
Language Instructors
Liaisons, Home/School or Community

Reading Coaches or Specialists  
 Social workers  
 Support, Clerical or Secretarial  
 Teachers  
 Tribal Elders  
 Youth Development Specialists  
 Other (If you select “Other”, enter “Other” in column a of a row and also specify the personnel type it represents.

For each row, enter in column (b) the number of personnel in this group; enter in column (c) the percent of time that group of personnel will be assigned to and funded by the project; enter dollar values in columns (d), (e) and (f); enter in column (g) the sum of the values for columns (d), (e), and (f) for that row. Use as many rows as necessary.

On the last row of your table, enter the column totals for columns d, e, f, and g.

<b>Your Project’s Personnel Budget</b>						
a Type of Personnel	b #	c % of time	d Admin Cost (\$)	e Program Cost (\$)	f Fringe Cost (\$)	g Total Cost (\$)
Project Director						
Project Coordinator						
Category Subtotals						

**3. Travel Budget.**

Complete the table for travel to be funded by the project. Enter the dollar value for each type of travel. Enter row and column totals.

LIMITATION ON THE USE OF FUNDS.—Funds provided to a grantee under this subpart may not be used for long-distance travel expenses for training activities that are available locally or regionally.

<b>Your Project’s Travel Budget</b>			
Type of Travel	Admin Cost (\$)	Program Cost (\$)	Total Cost (\$)
In-district (non-PD)			
Out of district (non-PD)			
Professional development (only)			
Category Subtotals			

**4. Equipment Budget.**

Complete the table for equipment to be funded by the program (defined as a single item with value exceeding \$5,000).

In column (a), identify the item in your own words.

In column (b), enter the code to identify the purpose as one of the following:

Instr = Instructional Service Delivery

Prog Mgmt = Program Management

In columns (c) and (d), enter dollar values. Use as many rows as necessary. Enter row and column totals.

<b>Your Project's Equipment Budget</b>				
a Item	b Purpose	c Admin Cost (\$)	d Program Cost (\$)	e Total Cost (\$)
Category Subtotals				

**5. Supplies Budget.**

Complete the table for supplies to be funded by the project. Enter the dollar value for supplies of each listed type. Note that Direct Instructional Materials and Student Consumables have no administrative cost. Enter row and column totals.

<b>Your Project's Supplies Budget</b>			
a Item	b Admin Cost (\$)	c Program Cost (\$)	d Total Cost (\$)
Direct Instructional Delivery			
Student Consumables			
Program Management			
Category Subtotals			

**6. Contractual Budget.**

Complete the table for contractual services to be funded by the project. Enter the dollar value for contractual services for each listed purpose. Note that Direct Instructional Delivery and Student Evaluations have no administrative cost. If you use the row for "Other", describe the expense in the column (a). Enter row and column totals.

<b>Your Project's Contractual Budget</b>			
a Purpose	b Admin Cost (\$)	c Program Cost (\$)	d Total Cost (\$)
Direct Instructional Delivery			
Student Evaluations			
Other. Specify:			



Category subtotals			

**7. Other Budget.**

Complete the table for other expenses to be funded by the project. Enter the dollar value for other expenses for each listed purpose. Note: Direct Instructional Materials, Student Activities Related to Services, and Student Consumables have no administrative cost. If you use the row for “Other”, describe the expense in the column (a). Enter row and column totals.

<b>Your Project’s Other Budget</b>			
a Purpose	b Admin Cost (\$)	c Program Cost (\$)	d Total Cost (\$)
Direct Instructional Delivery			
Student Activities Related to Services			
Professional Development (non-travel related)			
Other. Specify:			
Category subtotals			

**8. Indirect costs.**

Enter your entity’s restricted indirect cost rate. The rate should be entered as a percent and may have up to two decimal places (e.g. 4.08%). If you choose to budget project funds for indirect costs, enter the total amount of indirect costs associated with the project. You are entitled to budget indirect costs from your Title VI allocation up to a maximum of your indirect cost rate times your allocation.

You can budget a lesser amount of your indirect costs from your Title VI allocation. You do not have to budget for indirect costs. In that case, you may leave the table blank.

<b>Your Project’s Indirect Costs</b>	
Rate (%)	Total (\$)

**9. Budget Summary.**

Transcribe the “category total” from each budget category to column (b) of this summary table. The “category total” is the value in the bottom right-hand cell of each category table. Be sure that the values in the summary table match the values in the category tables. Enter the percent for each row and enter column totals.

<b>Your Project’s Budget Summary</b>		
a Budget Category	b Category Subtotal	c Percent of Overall Allocation
Personnel		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Total Direct Charges		
Indirect Costs		
Total Costs		

**10. Administrative Costs Summary.**

Administrative costs cannot exceed 5% of your grant award. Transcribe the category subtotals for administrative costs to column b in the following table. The category subtotals for administrative costs are found as the last row of the administrative cost column of each of the budget category tables except indirect cost. Be sure the values in the administrative cost summary table match the values in the category tables. In the last row, enter the total Administrative Cost in column (b). In column (c), enter the percent calculated as the last row of column (b) divided by the LEA’s total allocation for the Indian Education formula grant for SY 2018-19.

<b>Your Project’s Administrative Cost Summary</b>		
a Budget Category	b Administrative Cost Category Total	c Percent of Overall Allocation
Personnel		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Totals		

If the value in the last row of column (c) is more than 5%, then you are required complete and submit the waiver request (item 21).

**Section 5: Waiver Use Report**

**1. Waiver Request.**

If your project's administrative costs are budgeted at more than 5% of your allocation, you must complete the following form.

**Waiver Request for  
Indian Education Formula Grant Program**

The administrative costs associated with this application total \_\_\_\_\_%.

Under the authority of Section 9401, a waiver is requested of the following statutory requirement:

- Administrative cap of 5% on grant funds under the Indian Education Formula Grant Program to Local Education Agencies (section 6115(d)).

This waiver is requested by:

LEA Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

The waiving of this requirement will increase the quality of instruction for students by:

The waiving of this requirement will improve the academic achievement of students as follows:

The methods for measuring and evaluating the educational goals of the program are described within the accompanying application for the Indian Education Formula Grant Program. Approval of this waiver will not affect the population to be served by this application. The students to be served are those students certified as Indian according to the Indian Student Eligibility Form (ED 506 form) and for whom the services of this project are targeted according to the project's objectives.

The duration of this waiver will be for a maximum period of one year.

Authorized signature: \_\_\_\_\_

Printed Name

\_\_\_\_\_

Title:

\_\_\_\_\_

Date

**2. Waiver Use Report.**

If you received a waiver of the administrative cap for your prior year’s grant, you must complete the following form.

**Waiver Use Report  
Indian Education Formula Grant Program**

For the previous grant year, the following LEA received a waiver of the requirement restricting the use of program funds for administrative purposes to 5%.

LEA Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Complete the following statements:

Under the waiver, the grantee

- Utilized \_\_\_\_% of the total funds for administrative purposes.
- Used these funds for administrative purposes to increase the quality of instruction to students as follows:
- Is improving the academic achievement of students as follows:

**Section 6: Comments**

**Comment.**

Use the space below to provide additional information that will assist the Department in analyzing your application.

If not needed for the above reasons this comment item can be left blank

*Enter narrative response here (please limit to 2000 characters).*

## Certification

### Certification.

An authorized official must certify as follows.

I, the legal authorized representative, have read both program assurance forms, Standard Form 424B Assurances – Non-Construction Programs and Additional Program Assurances for 84.060-Indian Education Formula Grants, and agree to their provisions. NOTE: You do not need to sign and mail-in program assurances to the program office. Checking the checkbox is equivalent to a signature. You should keep a signed copy on file for your project records.

All of the required student forms (ED 506 Forms) are on file with the LEA and will be provided to the Office of Indian Education upon request.

I certify that the Parent Committee participated in the development of the application submitted and approves the proposed application. I have uploaded the Parent Committee Approval form.

I certify that I am an employee authorized to legally bind this entity, and that by accepting the award for the Indian Education Formula Grant Program, this grantee will comply with all program assurances, agrees to carry out the program and meet all applicable requirements described herein. 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.

Authorized signature: \_\_\_\_\_

\_\_\_\_\_ Title

Printed name \_\_\_\_\_

\_\_\_\_\_ Date

**Additional Documents**

**Program Summary for Applications Under Section 6116, Integrated Services.**

This table is must be completed by projects that submit a plan for the integration of education and related services provided to Indian students under Section 6116 of the Every Student Succeeds Act, as amended. Funds from any Federal program exclusively serving Indian children, or the funds reserved under any Federal program to exclusively serve Indian children, received through a statutory or administrative formula for the purposes of providing education and related services to serve Indian students, may be consolidated in a demonstration project that integrates the program services involved into a single, coordinated, comprehensive program and reduces administrative costs by consolidating administrative functions.

Applicants submitting under this provision must complete the following table in lieu of table 9. List the services to be provided, the entity providing the service, and the timeframe for service delivery.

<b>Your Project Summary for a SY 20XX-XX Application Under Section 6116</b>		
a	b	c
Service(s) to be Provided	Entity Providing Service	Timeframe for Service Delivery

**Budget Summary for Applications Under Section 6116, Integrated Services.**

This budget table must be completed by projects that submit a plan for the integration of education and related services provided to Indian students under Section 6116 of the Elementary and Secondary Education Act, as amended. Funds from any Federal program exclusively serving Indian children, or the funds reserved under any Federal program to exclusively serve Indian children, received through a statutory or administrative formula for the purposes of providing education and related services to serve Indian students, may be consolidated in a demonstration project that integrates the program services involved into a single, coordinated, comprehensive program and reduces administrative costs by consolidating administrative functions.

Applicants submitting under this provision must complete the following table in lieu of tables 11-18. List the programs to be consolidated and the estimated amount of each.

<b>Your Project's Funding Summary for a SY 20XX-XX Application Under Section 6116</b>		
a Program	b Funding Agency	c Estimated Amount

**Indian Parent Committee Approval.**

This item must be completed and submitted with LEA applications and LEA consortium applications on or before the certification deadline by uploading within the EASIE system, unless you are approved to submit the form outside the EASIE system. The form must contain original signatures of the required members of the Indian Parent Committee (IPC) for that applicant. Please see the FAQs for more detail about this requirement.

Note: This form is not required of schools funded by the Bureau of Indian Education, Indian Organization, Indian Community-Based Organization or a Tribe that is applying in lieu of an LEA(s).

OMB Number 1810-0021  
Expiration Date: 02/29/2020

**Title VI Formula Grant Program  
INDIAN PARENT COMMITTEE APPROVAL FORM**

LEA Name: \_\_\_\_\_ PR Award #: S060A1X\_\_\_\_\_

City/State/Zip \_\_\_\_\_

This certifies that the Parent Committee for the above entity has participated in the development of the application for Title VI funds and approves the proposed project.

Instructions: The written approval of the parent committee must be obtained before EASIE Part II closes and must be uploaded within the EASIE system. Reminder: The Parent Committee Approval Forms must be signed by a majority of whose members are parents and family members of Indian children. *For more information about Indian Parent Committees, see the Part I FAQs.*

**Note: Only Indian parent committee members' signatures, titles and date are required and signatures of any others in attendance at the open meeting should not sign this form.**

Suggested Parent Committee titles could be parent, grandparent, family member, teacher (not paid by Title VI), high school student or tribal representative.

_____ Name	_____ Title	_____ LEA Name (if in a consortium)	_____ Date
_____ Name	_____ Title	_____ LEA Name (if in a consortium)	_____ Date
_____ Name	_____ Title	_____ LEA Name (if in a consortium)	_____ Date

Check the type of application submitted. Check **only** one box.

- Regular formula grant project:** The application submitted is for a **regular formula grant project**.
- Title I school-wide program:** The application submitted will include project funds in a **Title I school-wide program**. The Parent Committee also certifies that it had an opportunity to review the program in a timely fashion and it is consistent with the purpose of the formula grant program for Indian students. The Parent Committee determined that including project funds within a Title I school-wide program will not diminish the availability of culturally related activities for Indian. The Parent Committee has determined that the program will directly enhance the educational experience of Indian students.
- Integration of Services under Section 6116:** The application submitted will consolidate Federal programs funded for the purpose of providing education related services to Indian students. The Federal funds identified within the budget to be consolidated are those that are allocated under a statutory or administrative formula for the purposes of providing education and related services that would be used for Indian students.

**Program Assurances.**

The following are the program assurances, Standard Form 424B Assurances-Non-Construction Programs and Additional Program Assurances for 84.060-Indian Education Grants. The certifying signature of the authorizing official will indicate agreement to these provisions.

OMB Approval No. 0348-0040  
Standard Form 424B

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**



Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose

property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

OMB Approval No. 1810-0021  
Exp. Date: 02/29/2020

### **Program Specific Assurances for 84.060A - Indian Education Formula Grants**

As the duly authorized representative of the applicant, I certify that the applicant:

#### **Applies to all applicants:**

- Will base the program for which funds are sought on a comprehensive local assessment and prioritization of the unique educational and culturally related academic needs of the Indian students for whom the LEA is providing an education. (ESEA Section 6114(c)(3)(A))
- Will prepare and submit reports consistent with ESEA Section 6114(c)(2). (ESEA Section 6114(c)(2))
- Will use the best available talents and resources, including persons from the Indian community. (ESEA Section 6114(c)(3)(B))
- Has developed the project for which application is made in open consultation with parents and family members of Indian children, 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 schools, teachers and, if appropriate, Indian students from secondary schools, including through public hearings held to provide a full opportunity to understand the program and to offer recommendations regarding the program. (ESEA Section 6114(c)(3)(C))
- Conducted outreach to parents and family members. (ESEA Section 6114(c)(6))
- Will use the funds received only for the activities described and authorized. (ESEA Section 6114(c)(7))
- Has set forth such policies and procedures, including policies and procedures relating to the hiring of personnel, as will ensure that the program for which assistance is sought will be operated and evaluated in consultation with, and with the involvement of, parents and family members of the children, and representatives of the area, to be served. (ESEA Section 6114(c)(8))
- Will directly administer or supervise the administration of the project. (34 CFR 75.701)
- Will keep records related to grant funds, program compliance and program performance and will afford the Secretary access to these records as the Secretary may find necessary to assure the correctness and verification of reports made by the applicant. (34 CFR sections 75.730-.732)
- Has fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. (34 CFR 75.702)
- Will submit a performance report, or, for the last year of a project, a final report, that evaluates at least annually: (a) the grantee's progress in achieving the objectives in its approved application; (b) the effectiveness of the project in meeting the purposes of the program; and (c) the effect of the project on participants being served by the project. (34 CFR 75.590)
- Will cooperate in any evaluation of the program by the Secretary. (34 CFR 75.591)

**Applies to LEA or an LEA(s) in consortium,**

- Will use funds received under this program only to supplement the level of funds that, in the absence of the Federal funds made available under this program, the LEA would make available for services described in this application, and not to supplant such funds. (ESEA Section 6114(c)(1)).
- Developed the project with the participation of a parent committee selected in accordance with ESEA section 6114(c); and with the written approval of that parent committee. (ESEA Section 6114(c)(4))
- Has a parent committee that has adopted and will abide by reasonable by-laws for the conduct of the activities of the committee. (ESEA Section 6114(c)(4)(D))
- Will coordinate activities under this title with other Federal programs supporting educational and related services administered by such agency (ESEA Section 6114(c)(5))
- Has approval, in writing, by the parent committee for an application for inclusion of these program funds in a Title I school-wide project, and that the parent committee was allowed to review the application in a timely fashion, has determined that the program will not diminish the availability of culturally related activities for Indians students, determined that the program will directly enhance the educational experience of Indian Students and has determined that the Title I school-wide project meets the purpose of the Indian education formula grant program. (ESEA Sections 6114(c)(4)(C) and 6115(c))
- Shall maintain fiscal effort in accordance with section 8521 of the ESEA or be subject to reduced payments under this subpart in accordance with such section 8521 of the ESEA. (ESEA Section 6118(c))
- Prior to submitting an application to the Secretary under ESEA section 6114, submitted the application to the State educational agency, which may comment on such application. If the State educational agency comments on the application, the agency shall comment on all applications submitted by local educational agencies in the State and shall provide those comments to the respective local educational agencies, with an opportunity to respond. (ESEA Section 6119)

**Applies to applicant that is an IO, Tribe or ICBO:**

- Will provide services to the eligible Indian children and is subject to all program requirements, assurances, and obligations. (ESEA Section 6112(a)(4))
- If it is an Indian tribe, Indian organization, or a consortium of those entities, it will use the grant funds to provide services to all Indian students served by the local education agency. (ESEA Section 6112(c)(3))

I certify the applicant will meet the following:

**FINANCIAL MANAGEMENT**

Financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, will be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. Specifically, the financial management system must be able to (1) identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received.

Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any. (2) Provide accurate, current, and complete disclosure of the financial results of each Federal award or program. (3) Produce records that identify adequately the source and application of funds for federally-funded activities. (4) Maintain effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. (5) Generate comparisons of expenditures with budget amounts for each Federal award.

Will have written policies and procedures for the following:

- Cash Management (2 CFR 200.302(b)(6) & 200.305)
- Determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- Conflict of Interest (2 CFR 200.318(c))
- Procurement (2 CFR 200.19(c))
- Method Suspension and Debarment (2 CFR 200.213)
- Travel Policy (2 CFR 200.474(b))
- Equipment and Supplies (2 CFR 200.313(d), 200.314)
- Time and Effort (2 CFR 200.430(i))
- Record Keeping (2 CFR 200.333 and 200.335)

Signature of Authorized Certification Official	Title
Applicant Organization	Date