Paperwork Reduction Act Submission Supporting Statement

Annual Application of the Formula Grant Program for the Office of Indian Education through ED*Facts*

January 2007

The following attachments delineate the data items that will be collected for the Office of Indian Education's Formula Grant Electronic Application System for Indian Education (EASIE). Formula Grant EASIE has eliminated the need for paper forms; the application process will now be conducted electronically. As a result, in this Supporting Statement, the application data items are presented in the standard ED*Facts* table format.

For example, in Formula Grant EASIE a data element (complete with drop down tables) might appear similarly to Example 1 in the application online.

Example 1. Formula Grant EASIE Mock-up Screenshot

Describe the professional opportunities planned:

Staff	Professional Development Opportunity
Project Staff	
Project Staff	
Teachers and Other Scho	
Teachers and Other Scho	
All LEA Staff	
All LEA Staff	

The same data element, Professional Development, is described in this Supporting Statement through the following data table and subsequent category tables in Example 2.

Example 2. Supporting Statement Format

(Data Table)

	PROFESSIONAL DEVELOPMENT (Project Objectives are targets for student performance improvements during the grant year. E.g. SY 2007-08 grant applications use 2007-08 targets for achievement.)			
Area	**Data Item**	**Categories**	**Format**	**Comment**
Professional Development	(1) Professional Development – The professional development opportunities planned using grant funds.	Staff Type Professional Development Opportunity	Menu Options	

(Category Tables)

Category	Professional Development Opportunity
Definition	The types of professional development activities offered using funds from the grant.
Code Set	Orientation on working with Indian students Multi-cultural education and sensitivity LEA required training Subject-specific and related training Standards-based related training Assessments and related training Program Objective-specific and related training State sponsored sessions or conferences Regional educational conferences OIE sponsored workshops/sessions National educational conferences Other conferences related to Indian education Other

Category	Staff Type
Definition	Specify which staff type will be included in the professional development opportunity.
Code Set	Project Staff Teachers and Other School Professionals All LEA Staff

As shown in Example 2, the data tables and category tables include:

Data Table Header: The table heading specifies that all of the Professional Development data including in this table involves data for the grant application year.

Area: The Area column indicates the topic within the header, Professional Development. In this example, Professional Development is repeated in the Header and Area sections because there is only one element. Other tables have multiple areas.

Data Item: This column highlights the key information being collected for this area, including a definition.

Category: The Category column identifies information to be included with the data item. In this example, applicants must identify which professional development opportunities will be offered to different types of staff. These are also shown in the Formula Grant EASIE mockup screen shot (Example 1). More information about these categories can be found in the subsequent tables in Example 2 and in the explanation of Category Tables below.

Format: The format column indicates the required format for applicants to provide this information. In this example, applicants will select from pre-determined drop down menus (shown as downward pointing arrows in Example 1). Other data elements use numeric dollar values, percentages, and string fields.

Comments: This column is generally used to offer guidance or to note when Formula Grant EASIE will automatically calculate totals or percentages for applicants. In this example, there are no comments.

Category Tables: Data tables are followed by category tables, which detail the definition and code sets (when applicable) of categories. Category tables appear in alphabetical order following the data table. In this example, there are two category tables: Professional Development Opportunity and Staff Types. As can be seen in both Example 1 and the Staff Type category table in Example 2, applicants can select: Project Staff, Teachers and Other School Professionals, and/or All LEA Staff to answer this question about professional development.

The electronic process will enable applicants to submit essential pieces of information only once, even though they are required for multiple questions in Formula Grant EASIE. Some basic information about applicants has been collected under Formula Grant EASIE, Part I, which was cleared through the 2006-07 EDFacts collection (IC #1875-0240). This information is automatically prepopulated throughout the Part II electronic application screens.

This Supporting Statement is for Part II of Formula Grant EASIE. The following appendices detail all of the data items for Part II:

APPENDIX A: This Appendix describes the Background data to be collected for the Indian Education Formula Grant Program under OMB No. 1810-0021.

BACKGROUND DATA				
Area	**Data Items**	**Categories**	**Format**	**Comment**
Background Data	(1) Applicant Type – The type of application the LEA(s) is submitting.	Applicant Type	Menu Options	
	(2) Grades Offered – The grade levels served by the LEA(s)	Grades Offered	Menu Options	
	(3) Grant Award Start Date – The date on which the LEA(s) wishes to have the grant award begin; the date must be between July 1 and September 30 of the current year, inclusive.	Grant Award Start Date	Date Field	Automatically calculated end date.

Category	Applicant Type
Definition	The type of application the LEA(s) is submitting.
Code Set	Regular Formula Grant Integration of Services under Section 7116 Formula Grant Consolidated with a Title I Schoolwide Program

Category	Grades Offered
Definition	Grade level(s) offered by the LEA.
Code Set	PK K 1 2 3 4 5 6 7 8 9 10 11 12

Category	Grant Award Start Date
Definition	The date on which the LEA wishes to have the grant award begin; the date must be between July 1 and September 30 of the current year, inclusive.

APPENDIX B: This Appendix describes the Program data to be collected (Performance Data from the Pervious Grant Year, Project Objectives, and Professional Development) for the Indian Education Formula Grant Program under OMB No. 1810-0021.

PERFORMANCE DATA FROM THE PREVIOUS GRANT YEAR (E.g. A grant application for School Year (SY) 2007-08 funds uses SY 2005-06 performance data.)				
Areas	**Data Items**	**Categories**	**Format**	**Comment**
Student Performance on State Assessment	(1) Total number of all students assessed (2) Number of all students proficient or above (3) Total number of American Indian/Alaska Native students assessed (4) Number of American Indian/Alaska Native students proficient or above	Content Area of State Assessment Grade Level	Number	Calculated Percentages
Student Performance on Other Assessment	(1) Total number of all students assessed (2) Number of all students proficient or above (3) Total number of American Indian/Alaska Native students assessed (4) Number of American Indian/Alaska Native students proficient or above	Content Area of Other Assessment Data Source Grade Level	Number	Calculated Percentages
Student Attendance Rate	(1) Average Daily Attendance – The average number of students in daily attendance computed according to state law or regulation, or if no state definition exists, the aggregate number of days of attendance by students divided by the number of days of enrollment of students during the reporting period. *(2) (Optional)* Average Daily Attendance of Indian Students – The average number of Indian students in daily attendance computed according to state law or regulation, or if no state definition exists,		Number	

Area	Data Item	Categories	Format	Comment
	the aggregate number of days of attendance by students divided by the number of days of enrollment of students during the reporting period.			
Student Graduation Rate	(1) Graduation Rate for All Students – The percentage of students who graduated from high schools with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19. (2) Graduation Rate for Indian Students – The percentage of Indian students who graduated from high schools with a regular diploma. The calculation of the percentage rate is defined in the state's accountability plan in accordance with Title I, Section 200.19.		Percentage to one decimal point	

PROJECT OBJECTIVES

(Project Objectives are targets for student performance improvements during the grant year. E.g. SY 2007-08 grant applications use 2007-08 targets for achievement.)

Area	Data Item	Categories	Format	Comment
Project Objectives	(1) Target for Achievement – The grade level(s) and content area(s) targeted for student performance improvement during the grant year through the Indian Education project.	Performance Measures Grade Level Service Frequency Location Activities	Menu Options	

PROFESSIONAL DEVELOPMENT

(Project Objectives are targets for student performance improvements during the grant year. E.g. SY 2007-08 grant applications use 2007-08 targets for achievement.)

Area	Data Item	Categories	Format	Comment
Professional Development	(1) The professional development opportunities planned using grant funds.	Staff Type Professional Development Opportunity	Menu Options	
Category		Activities		
Definition		Activities that will be included in this service.		
Code Set		ACT or SAT Preparation and Testing		

	Advanced Placement (AP) Preparation AP Coursework and Testing Career and/or College Guidance Civic Projects Counseling Creative Writing Credit Recovery or Completion Experiential Learning Libraries, Cultural Lending of Materials Multicultural Affairs or Events Storytelling Study Skills Development Student Clubs with Academic Emphasis Tutoring: Skill Development Individually Tutoring: Skill Development in Small Groups Tutoring: Homework Assistance Individually Tutoring: Homework Assistance in Small Groups Youth Leadership, Groups or Clubs

Category	Content Area of Other Assessment
Definition	Content area the data pertains to.
Code Set	History Mathematics Reading (Language Arts/English) Science Social Studies Writing Other

Category	Content Area of State Assessment
Definition	Content area the data pertains to.
Code Set	Mathematics Reading (Language Arts/English) Science Writing

Category	Data Source
Definition	Type of assessment.
Code Set	Curriculum Designed Tests End of Course Exams High School Exit Exams LEA Selected Standardized Test Student Portfolios Other Formal Assessment

Category	Frequency
Definition	Frequency that the service will occur.
Code Set	Before School After School

	Evenings
	Once a Week
	Twice a Week
	Three times a Week
	Four Times a Week
	Daily
	Weekends
	Once a Month
	Twice a Month
	Three Times a Month
	Bi-weekly
	Summer
	Quarterly
	Semester
	Tri-semester
	Grading Periods
	Year-Round
	Special Events
	As Needed

Category	Grade Level
Definition	Grade level the data pertains to.
Code Set	PK
	K
	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12

Category	Location
Definition	Location where the service will occur.
Code Set	Camps
	Chapter House
	Community Centers
	Historical Sites
	In Class
	LEA Office/Region
	Other Organizational Designated Sites
	Pull-Outs
	Residential Hall
	Tribal Agencies/Offices
	Tribal Facilities
	University Campus

Category	Performance Measures
Definition	Performance measure the data pertains to.
Code Set	Attendance Dropout Graduation History Mathematics Reading (Language Arts/English) Science Social Studies Substance Abuse Technology Writing Other

Category	Professional Development Opportunity
Definition	The types of professional development activities offered using funds from the grant.
Code Set	Orientation on working with Indian students Multi-cultural education and sensitivity LEA required training Subject-specific and related training Standards-based related training Assessments and related training Program Objective-specific and related training State sponsored sessions or conferences Regional educational conferences OIE sponsored workshops/sessions National educational conferences Other conferences related to Indian education Other

Category	Service
Definition	Services the LEA will use to address their objective.
Code Set	Attendance Dropout prevention Language Arts and/or Writing Literacy, Family Math, Intervention Math, Accelerated Native American Studies Native Language Instruction Pre- Advanced Placement (AP) Preparation Reading, Accelerated Reading, Enhancement and Writing Reading, Family Literacy Reading, Intervention Reading Recovery Program Reading, Success for All School Readiness Science Social Studies State or End of Course Exam Preparation

	Substance Abuse Prevention
	Technology, Use and Proficiency
	Tribal History

Category	Staff Type
Definition	Specify which staff type will be included in the professional development opportunity.
Code Set	Project Staff
	Teachers and Other School Professionals
	All LEA Staff

APPENDIX C: This Appendix describes the Budget Data to be collected for the Indian Education Formula Grant Program under OMB No. 1810-0021.

BUDGET DATA				
Areas	**Data Items**	**Categories**	**Format**	**Comment**
Personnel	(1) Personnel – Head count The number of personnel paid for by the grant for each personnel type.	Personnel Type Certification Status	Number	Calculated Total
	(2) Personnel – Percentage The percentage of time paid for by the grant for each personnel type.	Personnel Type Certification Status	Percentage	
	(3) Personnel – Cost The costs for each personnel type.	Personnel Type Certification Status Administrative Cost Program Cost Fringe Cost	Numeric Dollar Value	Calculated Totals
Travel	(1) Type of Travel: -In-district -Out-of-district -Professional Development	Administrative Cost Program Cost	Numeric Dollar Value	Calculated Total
Equipment	(1) Text description and Purpose of Equipment Item: -Instructional Service Delivery -Program Management	Administrative Cost Program Cost	Numeric Dollar Value	Calculated Total
Supplies	(1) Purpose of Supply: -Direct Instructional Delivery -Student Consumables -Program Management	Administrative Cost Program Cost	Numeric Dollar Value	Calculated Total
Contractual	(1) Contractual Purpose: -Direct Instructional Delivery -Student Evaluations -Program Management -Other (String Field)	Administrative Cost Program Cost	Numeric Dollar Value	Calculated Total
Other	(1) Purpose of Other Budget Items: -Direct Instructional Delivery -Student Activities Related to Services -Student Consumables -Program Management -Professional Development -Other (String Field)	Administrative Cost Program Cost	Numeric Dollar Value	Calculated Total
Indirect	(1) Indirect Cost Rate – Rate of indirect costs.		Percentage	
	(2) Indirect Cost Total – Total indirect costs.		Numeric Dollar Value	

Category	Administrative Cost
Definition	The dollar amount that is administrative for Program Management; do not include administrative costs in Direct Instructional Delivery, Student Consumables, Student Evaluations, or Student Activities Related to Services budget items.

Category	Certification Status
Definition	Certification status of personnel.
Code Set	Certified Non-certified

Category	Fringe Cost
Definition	The dollar amount that is fringe benefits.

Category	Personnel Type
Definition	Types of personnel who will be involved in the program funded through this grant.
Code Set	Project Director Project Coordinator Academic advisors Administrative Assistants College instructors Consultants Counselors, Guidance Counselors, Mental Health Cultural Resource Specialists Curriculum Specialists Data Specialists Home/school Coordinators Instructional Assistants Language Instructors Liaisons, Home/School or Community Nutrition Specialists Reading Coaches or Specialists Social workers Support, Clerical or Secretarial Teachers Tribal Elders Youth Development Specialists Other Support Staff (String Field)

Category	Program Cost
Definition	The dollar amount that is programmatic.

APPENDIX D: This Appendix describes the additional information an LEA will submit with their application for the Indian Education Formula Grant under OMB No. 1810-0021.

		USE OF ASSESSMENT DATA		
		(This details how the state previous school year's assessment data is used within the LEA E.g. SY 2007-08 grant applications use 2005-06 assessment data.)		
Area	**Data Item**	**Categories**	**Format**	**Comment**
Use of Assessment Data	(1) Use of Assessment Data – LEA response taken upon last assessment results.	Method of Dissemination LEA Response	Menu Options	

Category	LEA Response
Definition	Way(s) that the LEA is responding to the findings of previous assessment(s).
Code Set	No Changes in Services/Programs Modifications to Services/Programs at LEA Level Modification to Services/Programs within Project
Category	Method of Dissemination
Definition	Method(s) of dissemination to the Indian Community and Parent Committee
Code Set	Public Hearing for Application Parent Committee Meeting Other Open Meeting

APPENDIX E: This Appendix includes the information that LEAs must supply in OMB No. 1810-0021 if they apply for Indian Education grant funds under Section 7116 of Elementary and Secondary Education Act.

		INTEGRATION OF SERVICES		
Areas	**Data Items**	**Categories**	**Format**	**Comment**
Integration of Services Consolidated	(1) Programs to be Consolidated – Programs whose funds are to be consolidated into a demonstration project that integrates the program services involved into a single, coordinated, comprehensive program and reduces administrative costs by consolidating administrative functions. (String Field)	Funding Agency Estimated Amount	String Field & Numeric Dollar Value	
Integration of Services Entities	(1) Entity Providing Service – The State, tribal, or local agency or agencies to be involved in the delivery of services integrated under the plan.	Service to be Provided Timeframe for Service Delivery	String Field	

Category	Estimated Amount
Definition	List the estimated amount of this program.

Category	Funding Agency
Definition	List the funding agencies of the programs being consolidated.

Category	Service to be Provided
Definition	List the service(s) to be provided.

Category	Timeframe for Service Delivery
Definition	List the timeframe for service delivery.

APPENDIX F: This Appendix describes the additional information an LEA may submit, under specified criteria, with their application for the Indian Education Formula Grant OMB No. 1810-0021.

WAIVER OF ADMINISTRATIVE COST LIMIT				
Areas	**Data Items**	**Categories**	**Format**	**Comment**
Waiver Request	(1) Waiver Request – A request to waive (under Section 9401 waiver authority) the Section 7115(d) statutory requirement of a 5% administrative cap on grant funds under the Indian Education Formula Grant Program to LEAs.	Quality of Instruction Explanation, Proposed Academic Achievement Explanation, Proposed Date of Request	String Field & Date Field	Only LEAs applying for the waiver with the current grant application should supply this information.
Waiver Use Report	(1) Waiver Use Report – If granted a waiver for the previous grant year, the LEA must provide additional statements about how the additional administrative funds were used to increase the quality of instruction and improve student achievement	Administrative Percentage Quality of Instruction Explanation, Prior Year Academic Achievement Explanation, Prior Year Date of Request	Percentage, String Field, & Date Field	Only LEAs with an approved waiver request from the previous grant year should supply this information.

Category	Academic Achievement Explanation, Prior Year
Definition	Describe how, under the waiver, the grantee improved the academic achievement of students.

Category	Academic Achievement Explanation, Proposed
Definition	Explanation of how waiving the requirement will improve the academic achievement of students.

Category	Administrative Percentage
Definition	The percentage of funds under the previous grant year used for administrative purposes.

Category	Date of Request
Definition	Provide the date the waiver was requested.

Category	Quality of Instruction Explanation, Prior Year
Definition	Describe how, under the waiver, the grantee used these funds for administrative purposes to increase the quality of instruction to

	students.

Category	Quality of Instruction Explanation, Proposed
Definition	Explanation of how waiving the requirement will increase the quality of instruction for students.

APPENDIX G: This Appendix includes the Parent Committee Form to certify that the Parent Committee has participated in the development of the application and approves the proposed project. This form will be collected locally by LEAs and submitted to the Office of Indian Education under OMB No. 1810-0021 by mail or fax.

(Note: Not applicable to elementary and secondary schools funded by the Bureau of Indian Education or tribes that apply in lieu of an LEA)

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PARENT COMMITTEE APPROVAL OF A
TITLE VII FORMULA GRANT PROGRAM

LEA Name: _____

Address: _____

City/State: _____
                                                                            Zip

This certifies that the Parent Committee for the above LEA has participated in the

development of the application herein submitted and approves the proposed project**.**

(Note: The LEA and Parent Committee (PC) are to locally determine the number of PC members that are required for PC approval of the application.)

_____   _____
Name, Title   **Date**   **Name, Title**   **Date**

_____   _____
Name, Title   **Date**   **Name, Title**   **Date**

_____   _____
Name, Title   **Date**   **Name, Title**   **Date**

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

☐ The application submitted is for a regular formula grant project.

☐ The application submitted will include project funds in a Title I school-wide program. The Parent Committee also certifies it had an opportunity to review the program in a timely fashion and determines that the school wide program is consistent with the purpose of the formula grant program and does not diminish the availability of culturally-relevant activities.

☐ The application submitted will consolidate Federal programs funded for the purpose of providing education and 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 to Indian students *(see Integration of Services under Section 7116).*