

**Paperwork Reduction Act Submission Supporting Statement**

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

**October 2006**

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:

<b>PERFORMANCE DATA FROM PREVIOUS GRANT YEARS</b>				
<b>Area</b>	<b>Data Item</b>	<b>Category</b>	<b>Format</b>	<b>Comment</b>
Student Graduation Rate	(1) Graduation Rate – 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.	School Year	Percentage to one decimal point	

The table heading specifies that all of the Performance Data in this table pertains to data from previous grant years. The Area column indicates the topic within Performance Data. The Data Item column highlights the key information being collected, which is followed by a description and/or the code set options to fulfill this data item request. The Category column identifies information to be included with the data item. In this example, applicants must also identify the school year with the graduation rate. The definitions of the categories and their respective code sets (permitted values) are detailed individually following the data table (not shown). The Format column lists the required format for responses (numeric dollar value, percentage, string field, etc). Comments are included to offer guidance or to note when Formula Grant EASIE will automatically calculate totals or percentages for applicants.

The electronic process will enable applicants to submit essential pieces of information only once, even though they are required for multiple data items. Because this information is retained in Formula Grant EASIE prior to the application period, these data categories are not included in the data tables. The following data elements are

collected from applicants to receive their log in ID and password, and are automatically prepopulated throughout the electronic application screens:

- LEA Name,
- NCES#,
- DUNS#,
- LEA Mailing Address,
- Contact Name,
- User Role,
- Email Address, and
- Telephone Number.

The Supporting Statement consists of the following appendices that detail all of the data items for Part II of the Formula Grant EASIE:

Appendix A: Program Data Tables.....	p. 3
Appendix B: Budget Data Table.....	p. 9
Appendix C: Indian Student Assessment.....	p. 12
Appendix D: Integration of Services.....	p. 13
Appendix E: Administrative Waiver.....	p. 14
Appendix F: Parent Committee Approval Form.....	p. 16

APPENDIX A: This Appendix describes the Program data to be collected

<b>PERFORMANCE DATA FROM PREVIOUS GRANT YEARS</b>				
<b>Areas</b>	<b>Data Items</b>	<b>Categories</b>	<b>Format</b>	<b>Comment</b>
Student Academic Performance on State Assessment	(1) Unduplicated number of students tested (2) Unduplicated number of students proficient or above (3) Unduplicated number of American Indian/Alaska Native students tested (4) Unduplicated number of American Indian/Alaska Native students proficient or above	Content Area of State Standard School Year Grade Level	Number	Calculated Percentages
Student Academic Performance on Other Assessment	(1) Unduplicated number of students tested (2) Unduplicated number of students proficient or above (3) Unduplicated number of American Indian/Alaska Native students tested (4) Unduplicated number of American Indian/Alaska Native students proficient or above	Content Area of Other Standard School Year 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) <i>Optional</i> Average Daily Attendance of Indian Students	School Year Grades Offered	Number	
Student Graduation Rate	(1) Graduation Rate – 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.	School Year	Percentage to one decimal point	

for the Indian Education Formula Grant Program under 1810-0021.

## PROGRAM OBJECTIVE DATA

Area	Data Item	Categories	Format	Comment
Program Objective	(1) Target for Achievement – The grade level(s) and content area(s) targeted for student performance improvement through the Indian Education project.	Grades Offered Content Area of State Standard School Year Grade Level Service Frequency Location Activities	Selections from Drop Down Menus	

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

Category	Content Area of Other Standard
Definition	Content area the data pertains to.
Code Set	Curriculum Designed Tests End of Course Exams High School Exit Exams LEA Selected Standardized Test Student Portfolios Other Formal Assessment

Category	School Year
Definition	School year the data pertains to.
Code Set	2004-05 2005-06 2006-07 2007-08 2008-09

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

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
--	---

APPENDIX B: This Appendix describes the Budget data to be collected for the Indian Education Formula Grant Program under 1810-0021.

<b>BUDGET DATA</b>				
<b>Areas</b>	<b>Data Items</b>	<b>Categories</b>	<b>Format</b>	<b>Comment</b>
Personnel	(1) Personnel – Head count The number of personnel for each personnel type.	Type of Personnel Certification Status	Number	Calculated Total
	(2) Personnel – Percentage The percentage of time paid for by the grant for each personnel type.	Type of Personnel	Percentage	
	(3) Personnel – Cost The costs for each personnel type.	Type of Personnel Administrative Cost Program Cost Fringe Cost	Numeric Dollar Value	Calculated Total
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 (Free text field)	Administrative Cost Program Cost	Numeric Dollar Value	Calculated Total
Other	(1) Contractual Purpose: -Direct Instructional Delivery -Student Activities Related to Services -Student Consumables -Program Management -Professional Development -Other (Free text 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	Type of Personnel
Definition	Specify which types of personnel will be involved in the program



	funded through this grant, using the below-listed Code Set or Format values.
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 Peers Reading Coaches or Specialists Social workers Support, Clerical or Secretarial Teachers Tribal Elders Youth Development Specialists Volunteers Other Support Staff (rich text)

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

Category	Administrative Cost
Definition	Portion of cost that is administrative for Program Management; not Direct Instructional Delivery, Student Consumables, or Student Evaluations.

Category	Program Cost
Definition	Portion of cost that is programmatic.

Category	Fringe Cost
Definition	Portion of cost that is fringe benefits.

APPENDIX C: This Appendix describes the additional information an LEA may submit with their application for the Indian Education Formula Grant under 1810-0021.

<b>INDIAN STUDENT ASSESSMENT</b>				
<b>Area</b>	<b>Data Item</b>	<b>Categories</b>	<b>Format</b>	<b>Comment</b>
Indian Student Assessment	(1) LEA action taken upon last assessment results.	Timeframe of Last Assessment Method of Dissemination LEA Response	Selections from Drop Down Menus	

Category	Timeframe of Last Assessment
Definition	Timeframe (school year) of the last assessment(s) conducted.
Code Set	2004-05 2005-06 2006-07

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

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

APPENDIX D: This Appendix includes the Integration of Services information that LEAs may choose to apply for under 1810-0021, instead of being required to complete the Indian Education Formula Grant application.

<b>INTEGRATION OF SERVICES</b>				
<b>Areas</b>	<b>Data Items</b>	<b>Categories</b>	<b>Format</b>	<b>Comment</b>
Integration of Services Consolidated	(1) Programs to be Consolidated – The funds 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.	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	Selections from Drop Down Menus	

Category	Funding Agency
Definition	List the funding agencies of the programs being consolidated.
Format	Free Text Field

Category	Estimated Amount
Definition	List the estimated amount of this program.
Format	Numeric Dollar Value

Category	Service to be Provided
Definition	List the service(s) to be provided.
Format	Free Text Field

Category	Timeframe for Service Delivery
Definition	List the timeframe for service delivery.
Format	Free Text Field

APPENDIX E: This Appendix describes the additional information an LEA may submit with their application for the Indian Education Formula Grant under 1810-0021.

<b>ADMINISTRATIVE WAIVER</b>				
<b>Areas</b>	<b>Data Items</b>	<b>Categories</b>	<b>Format</b>	<b>Comment</b>
Waiver Request	(1) Waiver Request – Under the Authority of Section 9401, applicants may request a waiver from the statutory requirement of a 5% administrative cap on grant funds under the Indian Education Formula Grant Program to LEAs (section 7115(d)).	Quality of Instruction Academic Achievement Date of Request	String Field	
Waiver Use Report	(1) Waiver Use Report – If granted a waiver, the LEA must provide additional statements about how the funds will be used to increase the quality of instruction and improve student achievement	Administrative Percentage Administrative Funds for Quality of Instruction Administrative Funds for Academic Achievement Date of Request	String Field	Only LEAs with an approved waiver request should supply this information.

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

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

Category	Administrative Percentage
Definition	Describe how, under the waiver, the grantee used these funds for administrative purposes to increase the quality of instruction to students.

Category	Administrative Funds for Quality of Instruction
Definition	Describe how, under the waiver, the grantee used these funds for administrative purposes to increase the quality of instruction to students.

Category	Administrative Funds for Academic Achievement
Definition	Describe how, under the waiver, the grantee is improving the

	academic achievement of students.
--	-----------------------------------

Category	Date of Request
Definition	Provide date of the waiver request.

APPENDIX F: This Appendix includes the Parent Committee Approval 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 through 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)*

---

**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

**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*).