

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**

CFDA Number: 84.060

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



Disclaimer

This is not a paper application but a hard-copy representation of the EASIE online system. Applicants must apply on EASIE unless they qualify for and receive a paper application.

**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 3E205, Washington, DC 20202-6335.

# U.S. DEPARTMENT OF EDUCATION

## Office of Indian Education

This package contains instructions and forms for Part I of grant applications for the Formula Grants to Local Educational Agencies Program (CFDA 84.060). The purpose of the Indian Education Formula Grant program, authorized in Part A, Subpart 1, of Title VII of the Elementary and Secondary Education Act (the Act), is to assist eligible applicants to provide Indian students with the opportunity to meet the same challenging state standards as all other students and meet the unique educational and culturally related academic needs of American Indian and Alaska Native students. The Act and the instructions in this application package are to be used in developing Part I of your application.

### General Instructions

#### Applying for Funds

Applicants for grants from the U.S. Department of Education (ED) must compete 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*. A one-year subscription to the Federal Register may be ordered from the U.S. Government Printing Office, Washington, D.C. 20402-9371. Order from <http://bookstore.gpo.gov>. The *Federal Register* is also available free on the Web at <http://www.federalregister.gov>.

The instructions in the *Federal Register* must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the *Federal Register*.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Office of Indian Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-6335

#### Formula Grant EASIE

The method for applying for funds for this program is Web-based, using the Formula Grant Electronic Application System for Indian Education (Formula Grant EASIE). Please see <http://www.EASIE.org/> to register for access to Formula Grant EASIE. If you need assistance, please contact our Partner Support Center:

U.S. Department of Education Partner Support Center  
Telephone: 877-457-3336 (877-HLP-EDEN)  
Fax: 888-329-3336 (888-FAX-EDEN)  
TTY/TDD: 888-403-3336 (888-403-EDEN)  
[eden\\_oie@ed.gov](mailto:eden_oie@ed.gov)

#### Paper submission

Paper submission is permitted **with pre-arrangements** for districts that are unable to use Web-based submission because they have no Internet connection or inadequate Web access. For paper submission, contact the U.S. Department of Education EDEN Partner Support Center as shown above.

If you are a district that made pre-arrangements and are submitting a paper form, please follow the directions in the Federal Register notice for submitting your paper application. Use the forms that you received in response to your request for paper submission, not the sample forms attached to these instructions.

#### Application Deadlines

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

- Part I of the application consists of the Indian Student Count. **The deadline for Part I is February 28, 2014.**
- If Part I is submitted by the closing date, you will complete an application for Part II in which you will identify your program objectives and how they will be measured, and provide details on the budget for your project. **The deadline for Part II is May 30, 2014.**

## Late Applications

Late applications will not be accepted. All applicants must meet the pre-established deadlines for both Part I and Part II to be eligible for funding.

## Transmittal Instructions for Formula Grant EASIE

**Using Formula Grant EASIE.** If you use the online Formula Grant EASIE, application information is transmitted electronically to the Department. **Be sure that you complete the certification screen by clicking the [I CERTIFY] button.** If you don't click the [I CERTIFY] button, your application is not complete and is not transmitted. After you certify, click [Continue] and download the PDF file of your application to your computer or to a disk. You must do this before the due date of the application period. This is your permanent record.

## Specific Instructions for Formula Grant EASIE Part I

**Contact information.** Enter contact information for the applicant entity, the project director, and the authorized representative of the applicant entity. The authorized representative and project director must be employees of the applicant entity and cannot be contractors.

**Type of Applicant.** Check a box to indicate the type of applicant.

**Applicant Identification.** Enter the DUNS number for the applicant entity. For LEA, LEA consortium leader, and BIE-funded school applicants, enter the NCES number

The DUNS Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the DUNS Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a DUNS number has been entered correctly. Dun & Bradstreet, a global information services provider, has assigned DUNS numbers to over 43 million organizations worldwide.

You can obtain your DUNS number at no charge by calling 1-800-333-0505 or by completing a DUNS Number Request Form. The form can be obtained via the Internet at the following URL:  
<http://www.dnb.com/>

**Partner Identification.** Consortium and tribe applicants enter the NCES #, name, city, and state of each participating LEA. Single LEA and BIE school applicants leave this box blank.

**Certification.** After page 2 is completed, the authorized representative signs the statement on the form. The authorized representative must be an employee of the applicant and be authorized to legally bind the entity.

## Indian Student Count Form

On this form, report a consolidation of the actual numbers of Indian students for whom the school or district has collected an Indian Student Certification (ED 506) Form that is signed and dated by the child's parent. You must have an ED 506 form on file for each Indian student; and those students being counted must be enrolled in the LEA during the count period identified on the form in Section C.

**Sections A and B.** Complete section A or B according to the type of application checked on the cover page.

- **LEA, as a single applicant**
  - Enter the name of the LEA and the mailing address in the appropriate space.
  - Complete Section A.
- **LEA consortium leader**
  - All LEAs in a consortium must be in the same state.
  - A consortium leader must meet the same eligibility requirements as consortium members.
  - For each consortium partner (including the lead LEA), enter the name of the LEA and the mailing address in the appropriate space.
  - Complete a form labeled "Consortium Total" with the name of the LEA that is the consortium leader; on this form compile the totals from each LEA's Indian student count form.
  - Complete section A on each form.
  - Obtain Consortium Member Agreements from each participating consortium LEA.
  - All Consortium Member Agreements must be received no later than the EASIE Part II deadline. The

agreement must be scanned and uploaded within the EASIE system.

- **BIE funded school**
  - Enter the name of the BIE school and the mailing address in the appropriate space.
  - Complete Section A by entering the number of Indian students, by category, from the applicant tribe and the number of Indian students, by category, from other tribes. Select the method used to document Indian student eligibility (e.g., ED-506 forms or ISEP).
  - If a BIE funded school forms a consortium with another BIE funded school or with an LEA, follow the instructions for a consortium application by completing separate forms for each LEA and a Total sheet with compiled numbers.
- **Indian Tribe that applies in lieu of an LEA**
  - Enter the name of the LEA and the mailing address in the appropriate space.
  - Complete Section B by entering the number of Indian students, by category, from the applicant tribe and the number of Indian students, by category, from other tribes.
  - If an Indian tribe applies in lieu of more than one LEA, follow the instructions for a consortium application by completing separate forms for each LEA and a Total sheet with compiled numbers.
  - An Indian tribe must upload with its application no later than the EASIE Part I deadline, either by the form "Sample Agreement for Tribes Applying in Lieu of LEAs," or a letter from each LEA containing the following information to document eligibility for the program:
    - The LEA has not established a parent committee according to Section 7114(c)(4);
    - The applicant Indian tribe represents no less than one-half of the eligible Indian children served by the LEA; and
    - All of the Indian students identified by the tribe were enrolled in the LEA's schools **during the count period indicated by the tribe.**
  - The Office of Indian Education will consider for funding only those tribes that submit evidence of eligibility (by form or by letters) by the EASIE Part I deadline.
  - Eligible Indian Children means those children for whom the tribe has a completed Indian Student Eligibility (ED 506) form on file at the time of the count. Of the total number of eligible Indian children counted, the tribe must represent no less than one-half. It is the responsibility of the applicant tribe to collect and maintain the Indian student eligibility certification forms on each Indian child. These forms are used to document the total number of Indian students counted to generate funds for the formula grant award.

### Section C

- Section C must be completed on **all** forms.
- Based on the entries in Section A or B, enter the total number of all **eligible Indian children** enrolled in the school or district during the count period.
- Enter the Count Period. The Count Period is the span of time during the current school year in which the Indian student count was taken. The count period may be up to 31 consecutive (i.e., calendar) days, inclusive of all dates (Example: Oct. 1-31, 2012). Note: The last day of the count period cannot be a future date and cannot be later than the date the application is signed.
- Enter the total number of students enrolled in the school(s) or district(s) – include **all students, both Indian and non-Indian students.**

### Section D

- Section D must be completed on **all** forms.
- Single-entity applicant or multi-entity applicant will make only one selection.

### Continuing Applicants

- Starting with FY 2014 applications, applicants can establish Indian Education Formula Grant project objectives and corresponding activities/services **for up to 4 years.**
- Starting with FY 2015, returning applicants (applicants who received an Indian Education formula grant in the previous year), will not have to re-enter information reported in Sections 2 or 3 if they have no changes to their description of coordination of services for AI/AN students, grant project objectives or activities/services.
- At the end of the 4 years, applicants will need to complete all required items in Sections 1-6 in Part II of the application.

### Section E

- Section E must be completed on **all** forms.
- An authorized representative of the school or district must sign each Indian Student Count. If someone other than the person signing the application cover page signs the form, provide a letter of authorization with the

application.

- For a consortium application, the consortium leader may be the authorized representative for each consortium partner, but be advised that the authorized representative is certifying that each LEA partner's Indian student counts are correct. LEA consortium member agreements must be signed by all participating LEAs and uploaded within the EASIE Part I system by the EASIE Part II deadline date.
- Provide the telephone number with area code of the person signing the form.
- Identify the date the form is signed.

## **Formula Grant EASIE Sample Documents**

### **Sample Consortium Agreement**

- A consortium applicant may use the sample agreement as a guide which fulfills all legislative requirements of 34 CFR 75.128 for the consortium agreement. This agreement must be uploaded into the EASIE system prior to certifying the Part II application.

### **Sample Tribes Applying in Lieu of LEA**

- Tribes applying in lieu of LEAs may use the sample agreement as a guide. This agreement must be uploaded into the EASIE system prior to certifying the Part I application.

**U.S. Department of Education  
Office of Indian Education  
Title VII Indian Education Formula Grant  
Formula Grant EASIE Part I Cover Page**

OMB Number 1810-0021  
Expiration Date 05/03/2016

<p><b>Applicant Agency Name and Mailing Address:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Authorized Representative of the Applicant Agency:</b></p> <p>Name: _____</p> <p>Title: _____</p> <p>Tel: _____ Fax: _____</p> <p>E-mail: _____</p>																																
<p><b>Project Director Name and Address:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Tel: _____ Fax: _____</p> <p>E-mail: _____</p>	<p><b>Type of Applicant:</b> (check only one)</p> <p><input type="checkbox"/> LEA as a single applicant</p> <p><input type="checkbox"/> LEA consortium leader</p> <p><input type="checkbox"/> BIE-funded elementary and/or secondary school</p> <p><input type="checkbox"/> Tribe applying in lieu of LEA(s)</p>																																
<p><b>Applicant Identification:</b></p> <p>DUNS #: _____ (all applicants)</p> <p>NCES # _____ (for LEA, LEA Consortium Leader, or BIE-funded School)</p>																																	
<p><b>Partner Identification.</b> If you are a leader of a consortium of LEAs or BIE schools or if you are a tribe applicant, provide the NCES #, name, city and state of each participating LEA. Otherwise, leave this box blank. Also attach a page 2 (Indian student count) for <u>each</u> LEA.</p>																																	
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:25%;">NCES #</th> <th style="width:40%;">LEA Name</th> <th style="width:25%;">City</th> <th style="width:10%;">State</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		NCES #	LEA Name	City	State																												
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<p>To the best of my knowledge and belief all data in this application are true and correct. This application has been duly authorized by the governing body of the applicant and the applicant will comply with the program requirements if the assistance is awarded.</p> <p>Signature of Authorized Representative: _____</p> <p align="right">Date: _____</p>																																	

**Formula Grant EASIE Part I  
Indian Student Count**

OMB Number 1810-0021  
Expiration Date 05/03/2016

<b>LEA Name:</b>	<b>LEA Mailing Address:</b>										
<p><b>Instructions:</b> This form is used to establish the total Indian student count of the LEA for the purpose of generating funds under the Indian education formula grant program. The count is derived from the total number of individual ED 506 forms on file for Indian students enrolled in the LEA during the designated count period.</p> <p><b>In Section A or B below, identify the <u>number</u> of eligible Indian children according to their eligibility status as indicated on the ED 506 form. Count each child only once according to the categories shown. Complete only Section A or Section B, as appropriate.</b></p>											
<p><b>A. LEAs or BIE Funded Schools, complete this section with <u>numbers</u> of Indian students by category: (total of all students counted in Section A must match total shown in Section C)</b></p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"> <input type="text"/> Federally Recognized, including Alaska Native         </td> <td style="width:50%; border: none;"> <input type="text"/> Terminated Tribes         </td> </tr> <tr> <td style="border: none;"> <input type="text"/> State Recognized         </td> <td style="border: none;"> <input type="text"/> Organized Indian Group meeting the definition of "Indian"         </td> </tr> </table> <p><b>For BIE Funded Schools, Indian student count method is based on: (check <u>exactly one</u>)</b></p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"><input type="text"/> 506 Forms</td> <td style="width:50%; border: none;"><input type="text"/> ISEP</td> </tr> </table>		<input type="text"/> Federally Recognized, including Alaska Native	<input type="text"/> Terminated Tribes	<input type="text"/> State Recognized	<input type="text"/> Organized Indian Group meeting the definition of "Indian"	<input type="text"/> 506 Forms	<input type="text"/> ISEP				
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<p><b>B. Tribes that apply in lieu of an LEA, complete this section with <u>numbers</u> of Indian students in the LEA by category: (total of all students counted in Section B must match total shown in Section C)</b></p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"><i>Number of Students of Applicant Tribe:</i></td> <td style="width:50%; border: none;"><i>Number of Students of Other Tribes:</i></td> </tr> <tr> <td style="border: none;"> <input type="text"/> Federally Recognized, including Alaska Native         </td> <td style="border: none;"> <input type="text"/> Federally Recognized, including Alaska Native         </td> </tr> <tr> <td style="border: none;"> <input type="text"/> State Recognized         </td> <td style="border: none;"> <input type="text"/> State Recognized         </td> </tr> <tr> <td style="border: none;"> <input type="text"/> Terminated Tribe         </td> <td style="border: none;"> <input type="text"/> Terminated Tribe         </td> </tr> <tr> <td style="border: none;"> <input type="text"/> Organized Indian Group meeting definition of "Indian"         </td> <td style="border: none;"> <input type="text"/> Organized Indian Group meeting definition of "Indian"         </td> </tr> </table>		<i>Number of Students of Applicant Tribe:</i>	<i>Number of Students of Other Tribes:</i>	<input type="text"/> Federally Recognized, including Alaska Native	<input type="text"/> Federally Recognized, including Alaska Native	<input type="text"/> State Recognized	<input type="text"/> State Recognized	<input type="text"/> Terminated Tribe	<input type="text"/> Terminated Tribe	<input type="text"/> Organized Indian Group meeting definition of "Indian"	<input type="text"/> Organized Indian Group meeting definition of "Indian"
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<p><b>C. To be completed for all applicants</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;">Total <u>number</u> (section A or B) of all <u>eligible Indian children</u> enrolled in the school or district during the count period:</td> <td style="width:33%; padding: 5px;">Count period <u>dates</u> (Period may be up to 31 consecutive days):</td> <td style="width:33%; padding: 5px;">Total <u>number</u> of <u>all students enrolled</u> in the school or district (Indian and Non-Indian):</td> </tr> </table>		Total <u>number</u> (section A or B) of all <u>eligible Indian children</u> enrolled in the school or district during the count period:	Count period <u>dates</u> (Period may be up to 31 consecutive days):	Total <u>number</u> of <u>all students enrolled</u> in the school or district (Indian and Non-Indian):							
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<p><b>Section D. The Formula Grant application provides the capability for entities to establish services and objectives that last from one year up to four years.</b></p> <p><b>Select application duration:</b></p> <p><input type="checkbox"/> Single-Year Application</p> <p><input type="checkbox"/> Multi-Year Application</p>											

**E. To be completed for all applicants**

*This entity certifies that the above count represents the number of eligible Indian students enrolled in its schools and for whom a Student Eligibility Certification (ED 506) form was on file or for BIE schools an ISEP count was used during the count period indicated. It is understood that this count will be used to calculate an award of federal assistance and that it is subject to audit.*

<b>Signature of Authorized Representative</b>	<b>Tel. Number with Area Code</b>	<b>Date Signed</b>



**Formula Grant EASIE Part I Sample Documents**  
**U.S. Department of Education**  
**Office of Indian Education**  
**SAMPLE Consortium Agreement**

For the purpose of applying for an Indian Education Formula Grant application as consortium members, we, the undersigned local educational agencies (LEAs) agree to adhere to the requirements under 34 CFR §75.127–129 (attached). Each LEA also certifies that it is not submitting a separate application as an individual LEA for this same grant. In addition,

**1. General Agreement**

It is agreed that the lead consortium member LEA will be \_\_\_\_\_ School District , which is designated to act on behalf of all consortium member LEAs. As a consortium member we understand that this agreement binds each member of the group to every statement and assurance made by the applicant in the application. The applicant for the group is the grantee and is legally responsible for

--

- (A) The use of all grant funds;
- (B) Ensuring that the project is carried out by the group in accordance with Federal requirements; and
- (C) Ensuring that indirect cost funds are determined as required under 34 CFR §75.564(e).

**2. Legal Responsibility**

We also understand that, as an LEA member of the consortium, we are each legally and individually responsible to --

- (A) Carry out the activities we agree to perform; and
- (B) Use the funds that we receive under the agreement in accordance with Federal requirements that apply to the grant, including the parent consultation and committee requirements below.

**3. Parent Consultation and Committee requirements**

(A) The local program for which we seek funding (“Indian Education program”) was developed in open consultation with parents of Indian children and teachers, and, if appropriate, Indian students from secondary schools, including through public hearings held to provide individuals in each member LEA a full opportunity to understand the program and to offer recommendations regarding the program.

(B) [Each member LEA developed the Indian Education program with the participation and written approval of a Parent Committee composed and selected in accordance with section 7114(c) of the ESEA, Title VII, Part A]

Or

[The Indian Education program was developed with the participation and written approval of a Parent Committee composed and selected in accordance with section 7114(c) of the ESEA, Title VII, Part A, including parents from each member LEA proportionate to the school population of each LEA]

(C) The Parent Committee has set forth such policies and procedures, including policies and procedures relating to the hiring of personnel, as will ensure that the Indian Education program will be operated and evaluated in consultation with, and with the involvement of, parents of the children in each LEA, and representatives of the area, to be served.

**4. Comprehensive Program**

These grant funds will be used to carry out, in each member LEA, a comprehensive program for meeting the needs of Indian children, including their language and cultural needs, consistent with ESEA section 7115 (20 USC 7425). The particular activities for this grant will be:

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Signed by the following authorized representatives of the member LEAs:  
(copy additional sign-off spaces as needed)

_____	_____	_____
Name and Title	School District	Date
_____	_____	_____
Name and Title	School District	Date
_____	_____	_____
Name and Title	School District	Date

**Group Applications: From Code of Federal Regulations (34 CFR Part 75)**

**§ 75.127 Eligible parties may apply as a group.**

(a) Eligible parties may apply as a group for a grant.  
(b) Depending on the program under which a group of eligible parties seeks assistance, the term used to refer to the group may vary. The list that follows contains some of the terms used to identify a group of eligible parties:

- (1) Combination of institutions of higher education.
- (2) Consortium.
- (3) Joint applicants.
- (4) Cooperative arrangements.

(Authority: 20 U.S.C. 1221e-3 and 3474)

**§ 75.128 Who acts as applicant; the group agreement.**

(a) If a group of eligible parties applies for a grant, the members of the group shall either:  
(1) Designate one member of the group to apply for the grant; or  
(2) Establish a separate, eligible legal entity to apply for the grant.  
(b) The members of the group shall enter into an agreement that:  
(1) Details the activities that each member of the group plans to perform; and  
(2) Binds each member of the group to every statement and assurance made by the applicant in the application.  
(c) The applicant shall submit the agreement with its application.

(Authority: 20 U.S.C. 1221e-3 and 3474)

**§ 75.129 Legal responsibilities of each member of the group.**

(a) If the Secretary makes a grant to a group of eligible applicants, the applicant for the group is the grantee and is legally responsible for:  
(1) The use of all grant funds;  
(2) Ensuring that the project is carried out by the group in accordance with Federal requirements; and  
(3) Ensuring that indirect cost funds are determined as required under §75.564(e).  
(b) Each member of the group is legally responsible to:  
(1) Carry out the activities it agrees to perform; and  
(2) Use the funds that it receives under the agreement in accordance with Federal requirements that apply to the grant.

(Authority: 20 U.S.C. 1221e-3 and 3474)

**U.S. Department of Education  
Office of Indian Education  
SAMPLE Agreement for Tribes Applying in Lieu of LEAs**

For the purpose of applying for an Indian Education Grant application as a Tribe Applying in Lieu of a local education agency (LEA), the LEA and the Tribe agree to and certify the following:

1. General Agreement

It is agreed that \_\_\_\_\_ (tribal entity), will apply in lieu of \_\_\_\_\_ School District.

2. LEA

- The LEA has not established a parent committee in accordance with ESEA Section 7114(c)(4), and therefore, is authorizing the Tribe to apply in lieu of the LEA. The LEA also certifies that it is not submitting a separate application as an individual LEA for this same grant.
- The LEA certifies that the count submitted in the application represents the number of eligible Indian students enrolled in its school.
- It is understood that this count will be used to calculate an award of federal assistance and that is subject to audit.

Signed by the following authorized representative of the member LEAs:

_____ Name and Title	_____ School District	_____ Date
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3. Tribe

- The applicant Indian tribe represents no less than one-half of the eligible Indian children served by the LEA.
- The applicant tribe is responsible for carrying out the activities described in the application and will use the funds received under the agreement in accordance with Federal requirements that apply to the grant.

Signed by the following authorized representative of the tribe:

_____ Name and Title	_____ Indian Organization	_____ Date
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