

Attachment A

Data Groups for the Electronic Application System for Indian Education (EASIE)

December 2009

The following appendices 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 has been conducted electronically for the past 3 cycles. EASIE employs a two-phase collection—basic eligibility data are collected through Part I, allowing the Department to calculate the exact allocation for each applicant. Then, in Part II, applicants provide program and budget data for their project, tailored to their exact allocation. This Supporting Statement covers both Parts I and II of EASIE. EASIE is conducted in close collaboration with *EDFacts*, the Department of Education's primary collection of data about elementary and secondary education. As a result, in this Supporting Statement, the application data items are presented in the standard *EDFacts* data group format, rather than by means of a paper-based table layout.

Please note that **no applicant has to answer all data groups**. The software is responsive to user answers so that items that don't apply to a particular applicant are never presented. For example, if a user identifies itself as an LEA, then questions for BIE applicants are not presented; if a user identifies itself as a regular application type, then questions for schoolwide types are not presented, etc.

If an applicant has no access to the Internet or limited Web access, then a paper-based submission will be permitted upon request. However, in the three years of implementation of EASIE, no applicant has requested this and applications have been at an all-time high.

The following is an example of the data group format.

In the online Formula Grant EASIE, a data element might appear like Example 1 below.

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Example 1. Formula Grant EASIE Mock-up Screenshot

Describe the professional opportunities planned:

Staff	Professional Development Opportunity
Project Staff <input type="button" value="v"/>	<input type="button" value="v"/>
Project Staff <input type="button" value="v"/>	<input type="button" value="v"/>
Teachers and Other Scho <input type="button" value="v"/>	<input type="button" value="v"/>
Teachers and Other Scho <input type="button" value="v"/>	<input type="button" value="v"/>
All LEA Staff <input type="button" value="v"/>	<input type="button" value="v"/>
All LEA Staff <input type="button" value="v"/>	<input type="button" value="v"/>

It would appear in this Supporting Statement as shown in Example 2.

Example 2. Supporting Statement Format

(Data Table)

PROFESSIONAL DEVELOPMENT (Professional Development includes the activities that the applicant will provide to staff to improve their capacity to effectively educate Indian students)				
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.

Code Sets: Code sets are the permitted values for that category. As can be seen in both Example 1 and the Staff Type category table in Example 2, the permitted values from which applicants can select Staff Type are: Project Staff, Teachers and Other School Professionals, and/or All LEA Staff.

The Appendices below graphically show the various sections of the EASIE online application as it is presented to the applicant during the online process. Part I is detailed by Appendix A and B. Part II is covered by Appendix C through H. Appendix I summarizes the technical changes.

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APPENDIX A: This Appendix describes the Eligibility Data collected in Part I of the Electronic Application System for Indian Education under OMB No. 1810-0021. These data groups were approved under I.C. 1875-0240 in the fall of 2006 and transferred to I.C. 1875-0021 in March 2007.

ELIGIBILITY DATA				
Area	Data Items	Categories	Format	Comment
Eligibility Data	(1) Applicant Type – The type of entity that is applying.	Applicant Type	Menu Options	
	(2) Indian Students—Total number of Indian students with Form 506* on file with the applicant entity	Indian category	Whole number	Calculated total
	(3) All students—Total number of all students in district(s) for whom the applicant is applying		Whole number	

*Form 506 is a paper form completed by students or their parents. See next page.

Category	Applicant Type
Definition	The type of entity that is submitting the application
Code Set	LEA (Not part of a consortium) LEA (Consortium leader) Bureau of Indian Education (BIE) Operated School Bureau of Indian Education (BIE) Contract or Grant School (Not part of a consortium) Bureau of Indian Education (BIE) Contract or Grant School (Consortium leader) Tribe Applying in Lieu of a Single LEA Tribe Applying in Lieu of Multiple LEAs

Category	Indian Category
Definition	The basis of tribe eligibility as specified in ESEA, Title VII
Code Set	Federally Recognized, Including Alaska Native State Recognized Terminated Tribes Organized Indian Group Meeting the Definition of "Indian"

U.S. DEPARTMENT OF EDUCATION
OFFICE OF INDIAN EDUCATION
WASHINGTON, DC 20202
TITLE VII STUDENT ELIGIBILITY CERTIFICATION Form 506
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

Parents: Please return this completed form to your child's school. In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school cannot count your child for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** This form will be maintained at the school and information on the form will not be released without your written approval.

Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

NAME OF CHILD _____ Date of Birth _____
(As shown on school enrollment records)

School Name _____ Grade _____

NAME OF TRIBE, BAND OR GROUP _____

Tribe, Band or Group is: (check one)

<input type="checkbox"/> Federally Recognized, Including Alaska Native	<input type="checkbox"/> State Recognized	<input type="checkbox"/> Terminated	<input type="checkbox"/> Organized Indian Group Meeting #5 of the Definition Above
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Name of individual with tribal membership: _____

Individual named is (check one): Child Child's Parent Child's Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) _____ OR

▪ Other (explain) _____

Name and address of organization maintaining membership data for the tribe, band or group:

I verify that the information provided above is accurate:

PARENT'S SIGNATURE _____ DATE _____

Mailing Address _____ Telephone _____

Notice: Public Reporting Burden Notice on Reverse Side

APPENDIX B: This Appendix describes the Background data to be collected for the Indian Education Formula Grant Program under OMB No. 1810-0021. This and succeeding groups were previously approved under I.C. 1810-0021 in March 2007.

BACKGROUND DATA				
Area	Data Items	Categories	Format	Comment
Background Data	(1) Application Type – The type of application the LEA(s) is submitting.	Application 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	Application 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 applicant wishes to have the grant award begin; the date must be between July 1 and September 30 of the current year, inclusive.

APPENDIX C: This Appendix describes the Program data to be collected (Performance Data from the Previous 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 (Note: A grant application for School Year (SY) 2010-11 funds, for example, uses SY 2008-09 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) <i>(Optional)</i> Average Daily Attendance of Indian Students – The average number of Indian students in daily attendance computed according to		Number	

	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.			
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 the areas that the applicant plans to target for student performance improvements during the grant year.)

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.	Objective Grade Level Service Frequency Location Activities	Menu Options	

PROFESSIONAL DEVELOPMENT

(Professional Development includes the activities that the applicant will provide to staff to improve their capacity to effectively educate Indian students)

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
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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	Dropout History Mathematics Other Reading (Language Arts/English) Science Social Studies Substance Abuse Technology Writing

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 School Records Student Portfolios Other Formal Assessment First-Year Objective, will collect baseline data this year

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 School Tribal Agencies/Offices Tribal Facilities University Campus

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

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 (String Field)

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 Other (String Field)

APPENDIX D: 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 (String Field)

Category	Program Cost
Definition	The dollar amount that is programmatic.

APPENDIX E: 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 2010-11 grant applications use 2008-09 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 F: 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 G: 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 applicants 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 applicants 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 H: This Appendix (*next page*) includes the Parent Committee Form to certify that the Parent Committee has participated in the development of the application and approves the proposed project. As a component of EASIE Part II, this form will be collected locally by applicants and submitted to the Office of Indian Education under OMB No. 1810-0021 by mail, email, or fax.

**PARENT COMMITTEE APPROVAL OF A
TITLE VII FORMULA GRANT PROGRAM**

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

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*).

Appendix I: Technical Changes Since 2007

Data Group	Category	Change	Comment
Performance Data	Content Area of Other Assessment	Added new code sets (permitted values) for Dropout, Substance Abuse, and Technology. P. 10 (in bold)	Gives applicants more flexibility. No additional burden.
Performance Data	Data Source	Added new code sets (permitted values) for School Records, First-year objective: will collect baseline this year P. 11 (in bold)	Gives applicants more flexibility. No additional burden.
Project Objectives	Location	Added new code set (permitted value) for School P. 12 (in bold)	Gives applicants more flexibility. No additional burden.
Project Objectives	Performance measure	The category “Performance measure” was renamed to “Objective”. P. 12 (in bold)	Terminology change only, for improved clarity. No additional burden.
Professional Development	Staff Type	The code set (permitted value) “Other Support Staff” was changed to “Other” P. 13 (in bold)	Gives applicants more flexibility to include professional staffing types that are not in the list. No additional burden.
Various	Multiple Pages	Replaced “LEA” with “applicant”	For clarification because not all applicants are LEAs. No additional burden.

There are no substantive changes since the 2007 clearance. The changes identified above improve clarity and reduce confusion for the applicant.