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

March 2008

- **What is Formula Grant EASIE?**
- **Changes from manual process**
- **Timeline for 2 parts**
- **Features of System**
- **User Roles**
- **Formula Grant EASIE Process**
- **Navigation, Question and Answer Formats**
- **Data Pre-population**
- **Training and Outreach**
- **Online Demonstration**

What is Formula Grant EASIE?

- ✓ **The Formula Grant Electronic Application System for Indian Education (EASIE) is the online application procedure, now in its second year.**
- ✓ **Data is stored directly into a database, which makes it quicker and easier for applicants to enter their information and for OIE to review and approve applications.**

- ✓ **Applications are completed online instead of on paper.**
- ✓ **System is easy-to-learn and easy-to-use.**
- ✓ **Review process is much faster and more interactive.**
- ✓ **Live technical and policy support is available during business hours via phone, e-mail or fax.**
- ✓ **Application has been divided into two separate parts.**

Formula Grant EASIE is divided into two parts with each part having a separate open time period to access it.

Part II: Program and Budget Information

Provides your allocation amount based on the Indian student count total submitted under Part I. Part II also enables you to enter student performance data, identify your project's objectives, services, and activities, and build a realistic program budget.

Part II is scheduled to open March 21, 2008 and close April 23, 2008.

Part I: Student Count

Provides the appropriate data entry screens, based on the type of applicant indicated, that enables you to correctly submit your Indian student count totals.

Part I opened December 14, 2007, and closed January 31, 2008.

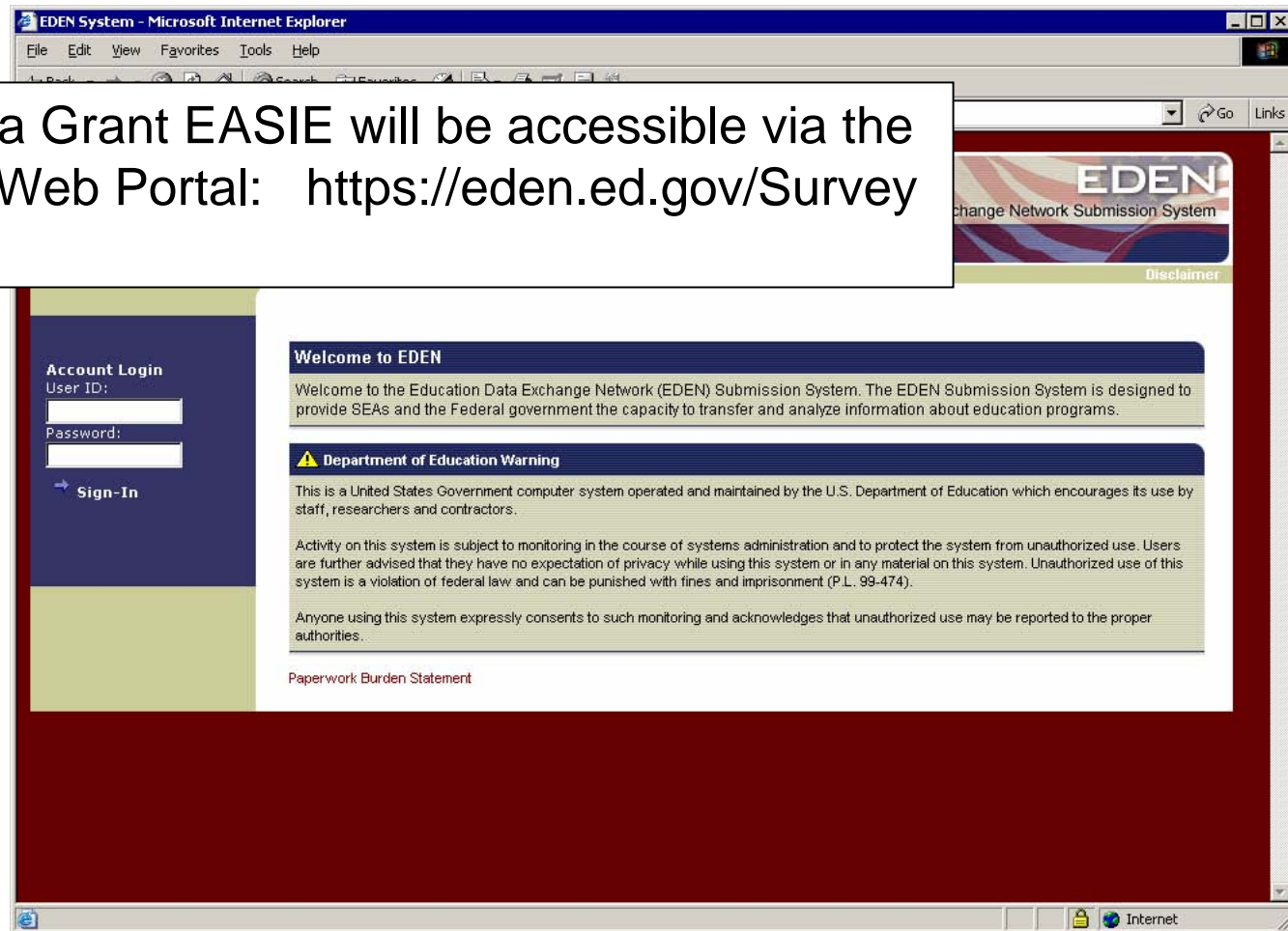
- ✓ Users can view/download a PDF version of their Formula Grant EASIE application at any time.
- ✓ Unique numbering for each Formula Grant EASIE question to assist in faster referencing and navigation.
- ✓ Online Getting Started materials, FAQs, and Partner Support Center are able to assist in completing the Formula Grant EASIE application.
- ✓ Managing users can easily create a new version of their Formula Grant EASIE application when updates need to be made to a certified version.
- ✓ Available data is pre-populated from *EDFacts*.
- ✓ Built in validity edit checks for improved data quality.

System Changes From Last Year

- ✓ LEA Assessment Information and Program Objectives now each have their own section.
- ✓ New requirement that each objective must be supported by assessment data.
- ✓ A new optional Comment section that allows applicants to provide additional explanatory information.
- ✓ Explicit printing, saving, and certifying instructions.
- ✓ Online popup help screens for assessments, objectives, and budget.
- ✓ Reminder to download a copy while the system is open.
- ✓ Improved format of the PDF of your application for printing and downloading.
- ✓ Improved Help, Getting Started, and FAQs.
- ✓ More system checks to reduce errors.
- ✓ Multi-entity applicants (e.g. consortia) still submit assessment data for each participating LEA, but now submit only ONE set of objectives.

EDFacts Submission System (ESS) – Login Window

✓ Formula Grant EASIE will be accessible via the EDFacts Web Portal: <https://eden.ed.gov/Survey>



Formula Grant EASIE Welcome Page

✓ Provides access to everything necessary for an applicant to complete their Formula Grant EASIE application and submit to ED.

The screenshot shows a web browser window displaying the 'Formula Grant EASIE Welcome Page'. The browser's address bar shows 'perot.com'. The page header includes the 'EDEN' logo and the text 'Education Data Exchange Network Submission System'. A navigation bar on the left contains the following links: Home, Formula Grant EASIE Part II, Contact Support, and Change Password. The main content area features a 'Welcome to Formula Grant EASIE' section with the following text: 'The application process for the Title VII Indian education formula grant program has changed to Formula Grant Electronic Application System for Indian Education (EASIE), an easy-to-use, Web-based application system. It is the Office of Indian Education's (OIE) intent that Formula Grant EASIE be useful, easy to use and assist grantees in submitting applications that are 'ready for approval' so that you can spend your time providing services to our Indian students instead of endless paperwork. Although you may download and print sample forms from the system, the application must be submitted electronically through Formula Grant EASIE. The only form that may be submitted in hard copy is the signed and dated Parent Committee Approval Form, if you are a public school district, which should be faxed to the OIE at 202-205-0606 within three business days from certification (submission) of Part II of the application. Click on "Getting Started" below for instructions and Frequently Asked Questions (FAQs) or click the appropriate "Formula Grant EASIE" link on the left navigation bar to begin data entry.' Below this text is a 'Getting Started' button. Further down, there is a 'Paperwork Burden Statement' and a 'Department of Education Warning' section with a yellow warning icon. The warning text states: 'This is a United States Government computer system operated and maintained by the U.S. Department of Education which encourages its use by staff, researchers and contractors. Activity on this system is subject to monitoring in the course of systems administration and to protect the system from unauthorized use. Users are further advised that they have no expectation of privacy while using this system or in any material on this system. Unauthorized use of this system is a violation of federal law and can be punished with fines and imprisonment (P.L. 99-474). Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.'

Getting Started Supporting Screens

EDEN System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabindex=1&tabid=78&uType=inded> Go Links

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Formula Grant EASIE

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Formula Grant EASIE Getting Started

The links below lead users directly to pertinent information about the selected topic. Click on a link or scroll through the contents by pressing First Topic. Additionally, you may download a Word document of *Getting Started* and *Frequently Asked Questions*.

1. Introduction
2. User Roles
3. Pre-Population from ED/Facts Data
4. Download and Print Blank Forms
5. Data Entry Tips
6. Screen Navigation
7. Certification and Transmittal to OIE
8. Printing File Copies of EASIE
9. Paperwork Reduction Act Statement
10. Contact Partner Support Center

Download Getting Started

Download FAQ

Get Adobe Acrobat Reader

✓ Provides introductions, instructions, and general navigation tips.

✓ We **strongly** recommend all users read through this section prior to beginning their Formula Grant EASIE submission process.

Formula Grant EASIE Menu Options

EDEN System - Microsoft Internet Explorer

Address: https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabindex=18&tabid=79

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Formula Grant EASIE Part II
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Formula Grant EASIE Part II - Program/Budget Information

The table to the right lists the available section(s) and status for each section. Click on the section name to begin your data submission.

You can print a **pre-certification** version of your Formula Grant EASIE SY 2008-09 version 1.0 by clicking one of the following links:

Formula Grant EASIE SY 2008-09

Get Adobe Acrobat Reader
How to print

Previous Year Formula Grant EASIE SY 2007-08 Certify Date: April 26, 2007

Click on the Getting Started

Section	Status
2.0 List of Required Part II Steps	Not Started
2.1 Application Type	Finished
2.2 Allocation and Start Date	Not Started
2.3 LEA Assessment Information	Not Started
2.4 Project Description	Not Started
2.5 Budget	Not Started
2.6 Use of Assessment Data	Not Started
2.8 Comment	Not Started
2.9 Certify	

Getting Started

- ✓ Allows users to view/download the current and previous year's EASIE submission in a PDF or HTML file.
- ✓ Provides direct access to the data entry sections of Part II.
- ✓ Displays progress (not started, started and finished).

General User

- ✓ May enter the application data into the system.
- ✓ May not certify the application or create a new version.

Certifying User

- ✓ May certify the application after all sections are filled out and reviewed for accuracy; is an official legally authorized to submit Formula Grant EASIE.
- ✓ May not enter or edit data or create a new version.

Managing User

- ✓ May enter application data.
- ✓ May certify the application.
- ✓ May create a new version of the application after the application has been certified. Only a Managing User may create a new version; therefore each applicant must have at least one Managing User.

Part II Application Steps

Step 1. Section 2.1: Indicate type of program operated. Options are regular, integrated and schoolwide.

Step 2. Section 2.2: View allocation and select grant start date.

Step 3. Section 2.3.x: Provide state assessment data and other performance data by grade, for Indian students and all students.

Step 4. Section 2.4.x: Provide your project's objectives and professional development opportunities.

Step 5. Section 2.5.x: Regular programs provide budget information. This section also includes a waiver request for applicants that submit more than 5% administrative costs. Integrated program applications provide a summary. Applicants operating schoolwide programs will skip this section.

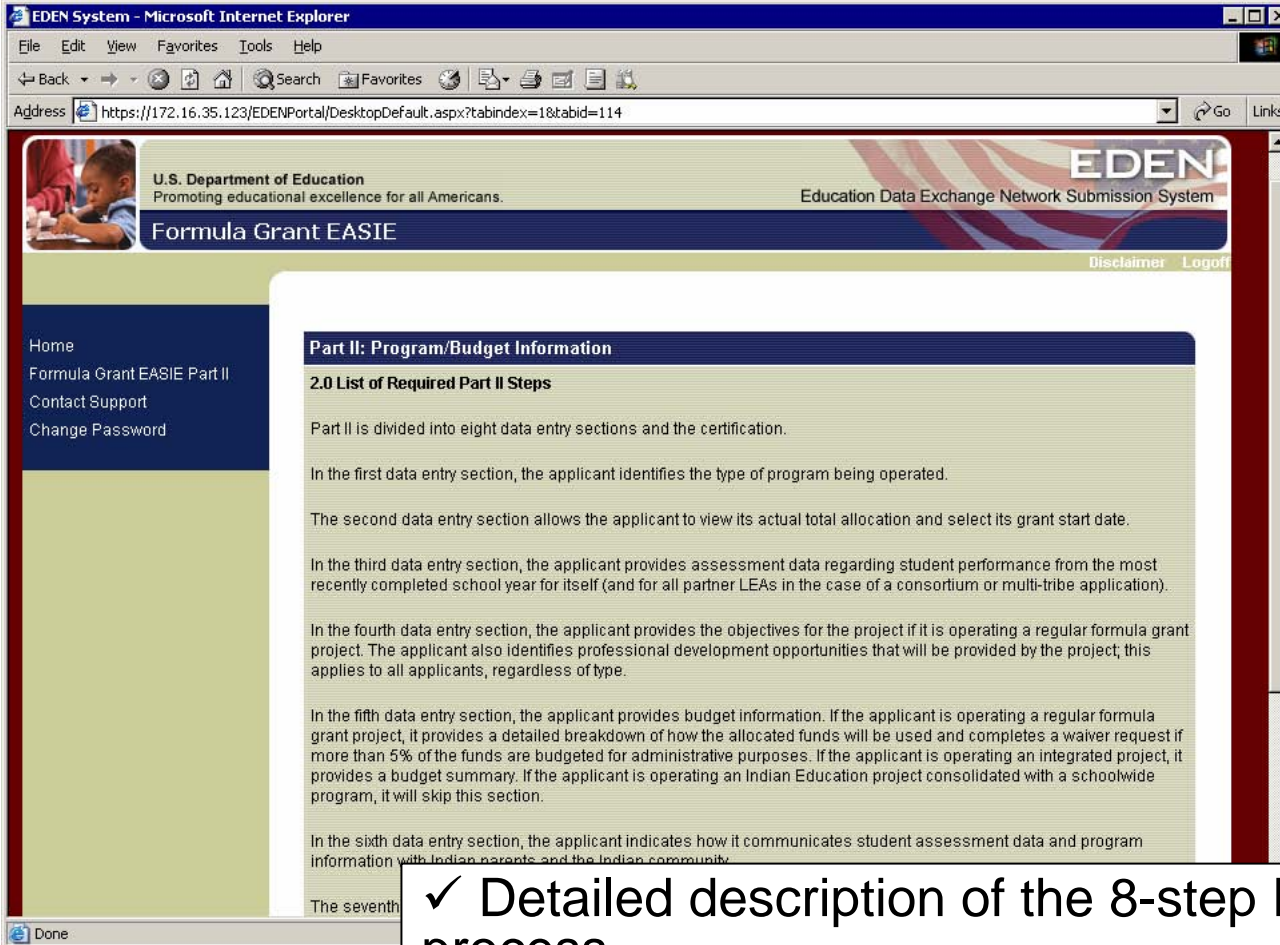
Step 6. Section 2.6.x: Indicate how student assessment data is used and disseminated to the community.

Step 7. Section 2.7: Required for applicants that used an administrative cost waiver on their previous application. If a waiver was not used last year, the waiver use screen will not appear.

Step 8. **CERTIFICATION!!!**

Please note that after you have certified and OIE has reviewed your application, you may be asked to provide further information either in the system or offline through direct communication with OIE and/or PSC.

Description of Program/Budget process



The screenshot shows a Microsoft Internet Explorer browser window displaying the EDEN System web portal. The browser's address bar shows the URL: <https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabindex=1&tabid=114>. The page header includes the U.S. Department of Education logo and the text "Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". The main content area is titled "Part II: Program/Budget Information" and contains a "2.0 List of Required Part II Steps". The text describes the eight data entry sections and the certification process. A callout box with a checkmark highlights the detailed description of the 8-step Part II process.

Part II: Program/Budget Information

2.0 List of Required Part II Steps

Part II is divided into eight data entry sections and the certification.

In the first data entry section, the applicant identifies the type of program being operated.

The second data entry section allows the applicant to view its actual total allocation and select its grant start date.

In the third data entry section, the applicant provides assessment data regarding student performance from the most recently completed school year for itself (and for all partner LEAs in the case of a consortium or multi-tribe application).

In the fourth data entry section, the applicant provides the objectives for the project if it is operating a regular formula grant project. The applicant also identifies professional development opportunities that will be provided by the project; this applies to all applicants, regardless of type.

In the fifth data entry section, the applicant provides budget information. If the applicant is operating a regular formula grant project, it provides a detailed breakdown of how the allocated funds will be used and completes a waiver request if more than 5% of the funds are budgeted for administrative purposes. If the applicant is operating an integrated project, it provides a budget summary. If the applicant is operating an Indian Education project consolidated with a schoolwide program, it will skip this section.

In the sixth data entry section, the applicant indicates how it communicates student assessment data and program information with Indian parents and the Indian community.

The seventh

✓ Detailed description of the 8-step Part II process.

Choose type of application

The screenshot shows a web browser window titled "EDEN System - Microsoft Internet Explorer". The address bar displays "https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabindex=3&tabid=89". The page header includes the U.S. Department of Education logo and the text "Promoting educational excellence for all Americans." and "EDEN Education Data Exchange Network Submission System". The main content area is titled "Formula Grant EASIE" and contains a section for "Part II: Program/Budget Information" with a sub-section "2.1 Application Type". Below this, there is a text box with the instruction "Check which type of application is being submitted (check only one box):" and three radio button options: "Regular formula grant program" (selected), "Formula grant project consolidated with a Title I schoolwide program", and "Integration of services under section 7116". At the bottom of the form are buttons for "< Back", "Clear", "Save", and "Continue >".

✓ User can choose from three different types of application.

✓ User's choice determines the path of the application.

View allocation and provide Grant Award Start Date

EDEN System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabindex=2&tabid=90> Go Links

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Part II: Program/Budget Information

2.2.1 Allocation

Total SY 2008-09 Allocation for Badlands ISD: \$22,231

This was based on an Indian student count of 130, validated in Part I

2.2.2 Grant Award Start Date

Indicate the date on which the applicant wishes to have the grant award begin. After the system calculates the end date the screen will refresh.

Note: The start date must be between July 1 and September 30 of the current year.

Start: Jul 1, 2008
End: June 30, 2009

✓ Access **ACTUAL!!!** allocation and view student count from Part I.

✓ User enters Grant Award Start Date and the system will calculate the appropriate ending date for your project.

LEA Assessment Information Menu

EDEN System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabid=...

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Part II: Program/Budget

2.3 LEA Assessment Information

You must provide grades offered and assessment information for each LEA participating in your project. Select each of the links from the table below to move to the screens you must complete for each LEA. At the end of each sub-section, you will be asked if you are Finished. The table will track which sub-sections are Finished. You must Finish all four sub-sections for **each** LEA before you can submit your application. Pressing Continue will take you to Section 2.4. If you leave Section 2.3 before all items are Finished, then you must come back later and Finish all items. Even after you mark a section Finished, you can come back and edit the data, as long as you have not certified and Part II is still in the open period.

Help on entering LEA assessment data.

LEA NCES #	LEA Name	Data Section	Status	Completed Content Areas
4003300	Badlands ISD	Grades Offered	Not Started	
		State Assessment	Not Started	
		Attendance and Graduation	Not Started	
		Non-NCLB Assessments	Not Started	

< Back

Continue >

- ✓ Access pages of LEA Assessment Information section using links, not the Continue button.
- ✓ Similar design to main menu.
- ✓ See status of each section.
- ✓ See content areas already entered.

Provide Grades Offered

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Part II: Program/Budget Information

2.3.1.1 Grades Offered in This LEA

LEA:

Grades offered refers to the grades at which instruction is offered to students by the LEA or BIE school. This is unrelated to whether any Indian students are in that grade or whether your Title VII project will provide activities for that grade. On the screen, check each grade that the LEA offers or would offer if there were students at that grade level.

Indicate the grades offered by your LEA:

PK K 1 2 3 4 5 6 7 8 9 10 11 12

✓ Select the box next to each grade offered by your LEA.

Provide State Assessment data for Indian Students

Part II: Program/Budget Information
2.3.2.1 LEA Assessment Data – State Assessments – Indian Students

LEA:
NCES # 4003300

State assessment data have already been entered for:

Now enter data for Indian students for this content area:

In this section, you will provide SY 2006-07 data on state assessments for **all subjects and all grades** that your state gives assessments. Do not omit any subjects or grades that your state assesses, even if your project will not address those subjects or grades.

On this screen, you must provide data for **Indian students** in your LEA on the state assessment in the selected content area at all grade levels covered by the state assessment. [On the next screen, you will provide corresponding data for all students.] If ED Facts data are shown, you may forward those values to this application by individual grade level (by clicking one or more arrows) or as a whole (by clicking "Use all ED Facts data"). After forwarding ED Facts data, you may edit it in the right-hand table to correct errors or add additional values. If no ED Facts data are shown or you wish to use alternate data, enter your data for SY 2006-07 into the right-hand table.

When you first enter this screen, you will select the first content area for your assessments. To select additional content areas, go to screen 2.3.2.2 and click the "Add Additional Content Area" button at the bottom of the screen.

[Help on entering LEA assessment data.](#)

EDFacts Data				Current Application				
Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above	Use all EDFacts Data	Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above
Pk				→	Pk	1	1	100
K								
1								
2								
3								
4								
5								
6								
7								

- ✓ Choose content area to enter state assessment data for Indian Students.
- ✓ Provide state assessment data for every subject and every grade that your state assesses.
- ✓ Use EDFacts data if available as a whole or one grade level at a time.
- ✓ Edit data under current application or enter data independent of EDFacts.

Formula Grant EASIE Process

Provide State Assessment data for All Students

LEA:

State assessment data have already been entered for:

Content area:

In this section, you will provide SY 2006-07 data on state assessments for **all subjects and all grades** that your state gives assessments. Do not omit any subjects or grades that your state assesses, even if your project will not address those subjects or grades.

On this screen, you must provide SY 2006-07 data for **all students** in your LEA on the state assessment in the selected content area. You must provide this data for every grade level for which you provided data in the previous screen for Indian students. If ED Facts data are shown, you may forward those values to this application by individual grade level (by clicking one or more arrows) or as a whole (by clicking "Use all ED Facts data"). After forwarding ED Facts data, you may edit it in the right-hand table to correct errors or add additional values. If no ED Facts data are shown or you wish to use alternate data, enter your data for SY 2006-07 into the right-hand table.

[Help on entering LEA assessment data.](#)

EDFacts Data				Current Application				
Grade Level	Total # of All Students Assessed	# of All Students Proficient or Above	% of All Students Proficient or Above	Use all EDFacts Data	Grade Level	Total # of All Students Assessed	# of All Students Proficient or Above	% of All Students Proficient or Above
PK				→	PK	<input type="text" value="5"/>	<input type="text" value="4"/>	80
K				→	K	<input type="text"/>	<input type="text"/>	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

- ✓ Provide state assessment data for all students for the same content area and grade levels that you just completed for Indian students.
- ✓ Use EDFacts data if available as a whole or one grade level at a time.
- ✓ Edit data under current application or enter data independent of EDFacts.

Indicate a section is "Finished"

EDEN System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabindex=2&tabid=94&LEA=51598&Subject=Reading,2&c=23> Go Links

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Part II: Program/Budget Information

2.3.2.3 LEA Assessment Data – State Assessments (Finished)

Data entry for this section has been finished and is ready to be certified.

Additional data entry is required for this section.

< Back Clear Save Continue >

Done

- ✓ User indicates the section is finished.
- ✓ User can still make updates even after section is “finished”, although it is recommended to work with Managing User prior to making updates.

Provide Attendance and Graduation Rates

Part II

Part II: Program/Budget Information

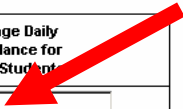
2.3.3.1 LEA Assessment Data – Attendance and Graduation

LEA:

Provide attendance and graduation information on this screen.

EDFacts Data		Use EDFacts Data	Current Application	
Average Daily Attendance for All Students	<input type="text"/>		Average Daily Attendance for All Students	<input type="text"/>
Average Daily Attendance for Indian Students	<input type="text"/>	Average Daily Attendance for Indian Students	<input type="text"/>	

EDFacts Data		Use EDFacts Data	Current Application	
Graduation Rate for All Students	<input type="text"/>		Graduation Rate for All Students	<input type="text"/> %
Graduation Rate for Indian Students	<input type="text"/>	Graduation Rate for Indian Students	<input type="text"/> %	



- ✓ Daily Attendance for all students is required. Daily attendance for Indian students is required if attendance is one of your objectives.
- ✓ Provide Graduation Rates only if your LEA serves grade 12
- ✓ Use EDFacts data if available.
- ✓ Edit data under current application or enter data independent of EDFacts.

Provide Non-NCLB Assessment data

Part II: Program/Budget Information

2.3.4.1 LEA Assessment Data – Non-NCLB Assessments

LEA:
NCES # 4003300

Non-NCLB assessment data have already been entered for:

Now select the objective for which you are ready to enter data:

On this screen, provide assessment data for non-NCLB objectives.


Later in this application you will be asked to set objectives for your project. If you decide to select mathematics, reading, science, attendance, and/or graduation as objectives, your progress will be measured by the NCLB assessment data that you entered on previous screens.

If you decide (on that later screen) to choose any other objectives (non-NCLB objectives such as technology or dropouts), then you must complete this screen for each LEA for each objective to provide assessment data that can be used to measure your progress; you may do that now or you may come back after you determine your objectives.

If you have **no** non-NCLB objectives, you do not need to make any entries on this screen. In that case, press Continue and mark this section Finished.

[Help on entering LEA assessment data.](#)

Data Source	Grade Level	Total # of Indian Students Assessed	# of Indian Students Proficient or Above	% of Indian Students Proficient or Above	Total # of All Students Assessed	# of All Students Proficient or Above	% of All Students Proficient or Above	
<input type="text" value="Curriculum Designed Tests"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="33"/>	<input type="text" value="15"/>	<input type="text" value="8"/>	<input type="text" value="53"/>	<input type="button" value="Delete"/>



- ✓ Choose content area to enter Non-NCLB assessment data.
- ✓ Enter data for Indian Students and All Students.
- ✓ Add rows or content areas as needed.

Project Description Menu

EDEN System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://172.16.35.123/EDENPortal/DesktopDefault.aspx?tabid>

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Part II: Program/Budget

2.4 Project Description

You must enter information about the objectives and professional development for your project (not each LEA). The information you enter applies to the entire project, including all participating LEAs. Select each of the links from the table below to move to the screens you must complete. At the end of each sub-section, you will be asked if you are Finished. The table will track which sub-sections are Finished. You must Finish both sub-sections before you can submit your application. Even after you mark a section Finished, you can come back and edit the data as long as you have not certified and Part II is still in the open period.

Data Section	Status	Completed Objectives
Objectives	Not Started	
Professional Development	Not Started	

< Back

Continue >

- ✓ Access Objectives and Professional Development section using links, not the Continue button.
- ✓ Similar design to main menu.
- ✓ See status of each section.
- ✓ See objectives already entered.

Provide data on Objectives for your program

Part II: Program/Budget Information
2.4.1.1 Objectives

Select an objective. Then identify the grades you will target for that objective. If you select Other as an objective, then you must provide a comment in section 2.8 to define the topic for Other. You must select at least one objective.

Applicant: Badlands ISD
NCES # 7654321

Objectives have already been entered for: Attendance

Now select an objective: Attendance

What grade levels will you target for this objective:

PK K 1 2 3 4 5 6 7 8 9 10 11 12

In the following table, identify each service you will offer under your Indian Education Formula Grant for the purpose of improving results on this objective. For each service, select the frequency, location, and activity. If a service utilizes more than one activity, use a separate row in the table for each activity.

[Click here for more information about setting objectives for your Title VII project.](#)

Service	Frequency	Location	Activities	
Attendance	After School	Camps	ACT or SAT Preparation and Testing	<input type="button" value="Delete"/>

- ✓ Choose an Objective. Indicate Grade Levels targeted for this objective.
- ✓ For each objective, provide Services, Frequency, Location and Activities associated with that Objective.
- ✓ Repeat for each Objective.

Previous Year's Objectives

Previous Year Objectives SY 2007-08

PDF HTML

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How to print

Objectives targeted the following grades in SY 2007-08:

Attendance: PK K 1 2 3 4 5 6 7 8 9 10 11 12

< Back Clear Save Continue >

- ✓ Objectives from the 07-08 application can be viewed through PDF/HTML link at bottom of page.
- ✓ Grade levels for which objectives were provided are also displayed.

Provide Information on Professional Development

The screenshot displays the EDEN (Education Data Exchange Network) Submission System interface. The header includes the U.S. Department of Education logo and the text "Promoting educational excellence for all Americans." The page title is "Formula Grant EASIE". The navigation menu on the left includes "Home", "Formula Grant EASIE Part II", "Contact Support", and "Change Password". The main content area is titled "Part II: Program/Budget Information" and "2.4.2.1 Professional Development". The applicant information is "Badlands ISD" with "NCES # 7654321". Below this, the instruction reads "Select the professional development opportunities planned:". A table with two columns, "Staff" and "Professional Development Opportunity", contains one row with "Project Staff" and "LEA-required Training". A "Delete" button is next to the row. Below the table is an "Add Additional Staff" button. At the bottom of the form are buttons for "< Back", "Clear", "Save", and "Continue >".

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Part II: Program/Budget Information

2.4.2.1 Professional Development

Applicant: Badlands ISD
NCES # 7654321

Select the professional development opportunities planned:

Staff	Professional Development Opportunity	
Project Staff	LEA-required Training	Delete

Add Additional Staff

< Back Clear Save Continue >

- ✓ Choose from drop-downs for Staff and Professional Development Opportunity.
- ✓ Add additional rows as necessary.

Formula Grant EASIE Process

Budget Details menu

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Part II: Program/Budget Information

2.5 Budget

Select a budget category to access the screen for entering those amounts. Come back to this screen to choose another category until you have entered all budget line items you need.

Remaining from total allocation: \$22,231
Total Admin %: 0.0 %

You may leave some budget categories blank if you have no expenditures in those categories. However, for categories that you have no expenditures, open the section, click Continue, mark the section finished, and Save.

Help on Budget.

Budget Category	Status
Personnel	Not Started
Travel	Not Started
Equipment	Not Started
Supplies	Not Started
Contractual	Not Started
Other	Not Started
Indirect Costs	Not Started
Summary	

< Back

- ✓ Access pages of Budget Details section.
- ✓ Similar design to main menu.
- ✓ See status of each section.
- ✓ View amount of allocation remaining.
- ✓ View total admin %.

Formula Grant EASIE Process

Provide costs associated with Personnel

Part II: Program/Budget Information

2.5.1.1 Budget – Personnel

Complete all columns for each type of personnel to be funded by the program:

Remaining from total allocation: \$22,231
Total Admin %: 0.0 %

Type of Personnel	Certification Status	#	% of Time	Admin. Cost	Prog. Cost	Fringe Cost	Total
Project Director	--Select--			\$	\$	\$	\$0
Project Coordinator	--Select--			\$	\$	\$	\$0
--Select--	--Select--			\$	\$	\$	\$0
Other: <input type="text"/>	--Select--			\$	\$	\$	\$0
Category Subtotals		0		\$0	\$0	\$0	\$0

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

[Help on Budget](#)

- ✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.
- ✓ Add additional staff as necessary.

Provide costs associated with Travel

Formula Grant EASIE Disclaimer Logoff

Part II: Program/Budget Information

2.5.2.1 Budget – Travel

Complete all columns for each type of travel to be funded by the program:

Remaining from total allocation: \$0
Total Admin %: 5.2 %

Type of Travel	Admin. Cost	Program Cost	Totals
In-District	\$ <input type="text"/>	\$ <input type="text" value="761"/>	\$761
Out of District	\$ <input type="text"/>	\$ <input type="text"/>	\$0
Professional Development	\$ <input type="text"/>	\$ <input type="text"/>	\$0
Category Subtotals	\$0	\$761	\$761

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

[Help on Budget](#)

- ✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.
- ✓ The remaining allocation turns red if your budget is more than your allocation.
- ✓ The Total Admin % turns red if it exceeds 5%.

Formula Grant EASIE Process

Provide costs associated with Equipment

Part II

Part II: Program/Budget Information

2.5.3.1 Budget – Equipment

Complete all columns for each type of equipment to be funded by the program:

Remaining from total allocation: \$21,607
Total Admin %: 1.4 %

Item	Purpose	Admin. Cost	Program Cost	Total	
123	Instructional Service Delivery	\$ 312	\$ 312	\$624	Delete
Category Subtotals		\$312	\$312	\$624	

Add Additional Item

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

[Help on Budget](#)

< Back Clear Save Continue >

- ✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.
- ✓ Add additional items as necessary.

Provide costs associated with Supplies

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Part II: Program/Budget Information

2.5.4.1 Budget – Supplies

Complete all columns for each type of supplies to be funded by the program:

Remaining from total allocation: \$21,607
Total Admin %: 1.4%

Item	Admin. Cost	Program Cost	Totals
Direct Instructional Delivery		\$ 12	\$12
Student Consumables		\$ 12	\$12
Program Management	\$ 12	\$ 12	\$24
Category Subtotals	\$12	\$36	\$48

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

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✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.

Formula Grant EASIE Process

Define Contractual costs associated with your project

Part II

Part II: Program/Budget Information

2.5.5.1 Budget – Contractual

Complete all columns for each contractual action to be funded by the program:

Remaining from total allocation: \$21,607
Total Admin %: 1.4 %

Purpose	Admin. Cost	Program Cost	Totals
Direct Instructional Delivery		\$ 346	\$346
Student Evaluations		\$ 556	\$556
Program Management	\$ 500	\$ 1000	\$1,500
Other: <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0
Category Subtotals	\$500	\$1,902	\$2,402

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

[Help on Budget](#)

✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.

Formula Grant EASIE Process

Provide Other costs associated with your project

Part II

Part II: Program/Budget Information

2.5 6.1 Budget – Other

Complete all columns for items not yet reported that are to be funded by the program:

Remaining from total allocation: \$14,425
Total Admin %: 22.1 %

Purpose	Admin. Cost	Program Cost	Totals
Direct Instructional Delivery		\$ 236	\$236
Student Activities Related To Services		\$ 320	\$320
Student Consumables		\$ 430	\$430
Program Management	\$ 4,561	\$ 1,000	\$5,561
Professional Development	\$ 35	\$ 600	\$635
Other: <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0
Category Subtotals	\$4,596	\$2,586	\$7,182

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

[Help on Budget](#)

✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.

Formula Grant EASIE Process

Provide Indirect costs associated with your project

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Part II: Program/Budget Information

2.5.7.1 Budget - Indirect Costs

Provide the indirect costs associated with the project:

Remaining from total allocation: \$12,990
Total Admin %: 22.1 %

Rate (%)	Total
3.70 %	\$ 1,435

Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

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- ✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.
- ✓ Charging indirect costs to your project budget is optional. In the Total box, enter the amount of indirect costs that you want to charge to the project, if any.

Formula Grant EASIE Process

View Budget Summary

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Part II: Program/Budget Information

2.5.9 Budget – Summary

This screen provides subtotals by budget category as well as overall totals.

Remaining from total allocation: \$22,231
Total Admin %: 0.0 %

Budget Category	Status	Category Subtotal	% of Overall Allocation
Personnel	Not Started	\$0	0.0 %
Travel	Not Started	\$0	0.0 %
Equipment	Not Started	\$0	0.0 %
Supplies	Not Started	\$0	0.0 %
Contractual	Not Started	\$0	0.0 %
Other	Not Started	\$0	0.0 %
Indirect Costs	Started	\$0	0.00 %
Grand Totals:		\$0	0 %



Note: In the upper right corner of this screen, you can find the amount remaining of your total allocation and the percentage of your allocation that is for administrative costs. (Click on Save to update these figures after making updates to this budget category.) Total costs in your budget cannot exceed the allocation. If the amount remaining from total allocation is a negative number, then you will not be able to certify your application. In this case, you must edit one or more budget categories to bring the total down. A waiver is required if administrative costs exceed 5% of the total budget; in this case, the user will be redirected to a waiver screen before certification.

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✓ Remaining allocation and admin % are adjusted when you Save, Back, or Continue.

Provide information regarding Use of Assessment Data

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Part II: Program/Budget Information

2.6 Use of Assessment Data

Provide the following information on how the state assessment data of all Indian students (not just those served) are used within the LEA.

Timeframe of Last Assessment(s) Conducted:

Method of Dissemination to Indian Community and Parent Committee (Check any that apply):

How is LEA responding to findings of previous assessment(s)? (Check the one(s) that apply)

School Year: 2006-07

Public hearing for application
 Parent Committee meeting
 Other open meeting

No changes in services/programs
 Modifications to services/programs at LEA level
 Modification to services/programs within project

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- ✓ Check method(s) of dissemination.
- ✓ Indicate how LEA is responding to findings of previous assessments.

Waiver Request

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Part II: Program/Budget Information

2.5.10 Budget – Waiver Request

The administrative costs associated with this application total 22.1%. As a result, a waiver is required. Alternatively, you may use the back button and modify your budget to reduce administrative costs to no more than 5% of your allocation.

(Due to rounding, a value that appears as 5.0% in red on the budget data entry screens is actually slightly larger than that. If the EASIE system brought you to this page, then your administrative percent is greater than 5%.)

Under the authority of Section 9401, a waiver is requested of the following statutory requirement(s):
Administrative cap of 5% on grant funds under the Indian Education Formula Grant Program to Local Education Agencies (section 7115(d)).

[Help on Budget](#)

This waiver is requested by:

Badlands ISD
Local Education Agency (LEA)

123 Main St
Mailing Address

Idyllic, EU 12345
City/State/Zip

The waiving of this requirement will:

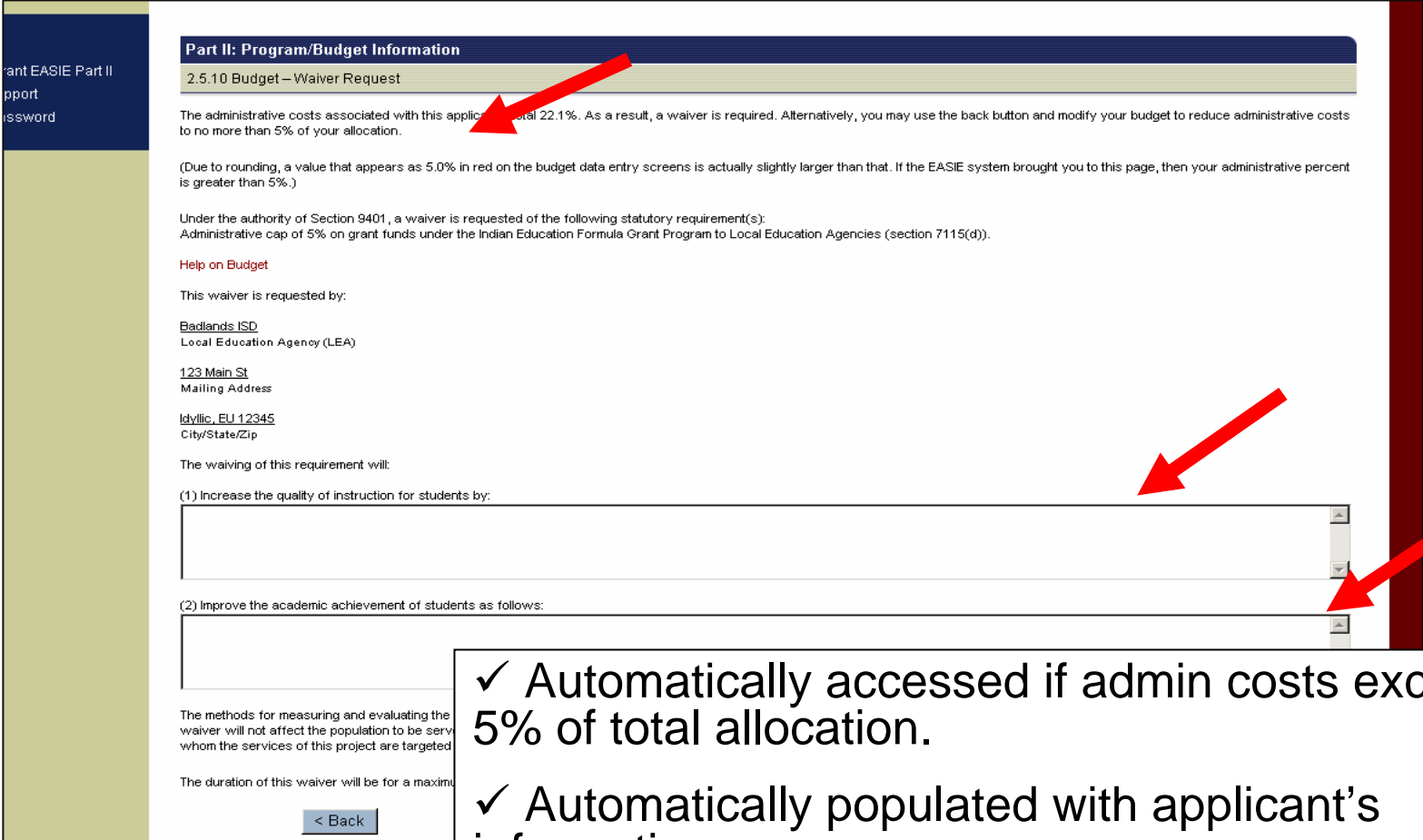
(1) Increase the quality of instruction for students by:

(2) Improve the academic achievement of students as follows:

The methods for measuring and evaluating the waiver will not affect the population to be served whom the services of this project are targeted

The duration of this waiver will be for a maximum of _____ months.

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- ✓ Automatically accessed if admin costs exceed 5% of total allocation.
- ✓ Automatically populated with applicant's information.
- ✓ Provide explanations in both areas.

Waiver Use Report

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Part II: Program/Budget Information

2.6 Waiver Use Report

This screen is required for applicants who had an approved waiver of the 5% administrative cost cap for their SY 2006-07 Indian Education Formula Grant. If you did not have such a waiver for SY 2006-07, then leave this screen blank and press Continue.

Valdez City Schools
Local Education Agency (LEA)

P.O. Box 627
Mailing Address

Valdez, AK 99686
City/State/Zip

Complete the following statements.

Under the waiver, the grantee:

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

- ✓ If user needed a waiver for last year's application, this must be completed, otherwise it is not presented to the user.
- ✓ Automatically populated with applicant's information.
- ✓ Provide explanations in both areas.

Comment

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Part II: Program/Budget Information

2.8 Comment

Use the space below (limited to 1000 characters) to provide additional information, including the following:
(a) If you selected "other" from any drop down menu, define it here if there is not space to define it within the data sections.
(b) If needed, provide an explanation of any anomalies that will assist the Department in analyzing your application.

If no comments are necessary, you will be able to certify Part II without entering a comment.

1000 characters left

< Back Clear Save Continue >

- ✓ Allows applicants to provide additional information about their application.
- ✓ Optional- not required for certification.
- ✓ Limit of 1,000 characters.

Ability for designated user to officially certify and submit the application to ED

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ASIE Part II

Part II: Program/Budget Information

Part II of this application is completed and ready to be certified. By clicking the "I Certify" button, you are indicating that all required forms are on file with the LEA and will be provided to the U. S. Department of Education Office of Indian Education upon request.

If an application is not certified by the deadline as published in the *Federal Register*, it is not transmitted to the U.S. Department of Education and it will not result in funding.

To view the completed, unce

The LEA certifies that by Program, this grantee w program and meet all a applicable) submit by fa form within three busine

Help on Cert

- ✓ Managing or Certifying Users can certify the application.
- ✓ Certification steps:
 - ✓ Make sure all sections are “Finished” and data is accurate.
 - ✓ Designated user clicks the “I Certify” button.
 - ✓ Fax Parent Committee Approval form directly to OIE at (202) 205-0606 within 3 days.
- ✓ Once the EASIE application is certified, no updates can be made to data without creating a new version.

Formula Grant EASIE Process

Ability for user to update the application after it has been certified

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Part II: Program/Budget Information

Part II, version 1.0 of the application for your LEA was certified on 3/11/2008 2:34:50 PM by New User created 11/8/2004 10:05:24 AM. If you need to make additional changes, you will need to create a new version of Part I.

Be sure to print and/or download to save a copy of your
you have submitted.

To view the certified application click here:

Get Adobe Acrobat
How to print

Create New Version

- ✓ Only a Managing User can create a new version.
- ✓ Once created, the sections will remain Finished.
- ✓ The information from the previous application is pre-populated in the new version.
- ✓ System creates a copy of previously certified version and archives original.
- ✓ Previous archived versions are available from PSC.

A rectangular button with a light blue gradient and a dark blue border. It contains the text "Back" with a small left-pointing arrowhead to its left.

BACK button will appear on almost every screen. Allows users to save and return to previous screen. **Use this button, rather than the browser Back button.**

A rectangular button with a light blue gradient and a dark blue border. It contains the text "Clear".

CLEAR button will allow the user to clear the information that they have typed in a particular question/screen prior to last save.

A rectangular button with a light blue gradient and a dark blue border. It contains the text "Save".

SAVE button will allow users to save their work without going forward or back.

A rectangular button with a light blue gradient and a dark blue border. It contains the text "Continue" followed by a right-pointing arrowhead.

CONTINUE button will automatically save the data entered and move the user to the next screen.

- **Text Data.** For the questions that require textual responses we recommend that users compose and save their response in Word and then use the copy and paste feature to copy their response into the appropriate question. System allows up to 1000 characters.
- **Numeric Values.** Each of the numeric fields have basic validity edits built in (e.g., student counts should be provided in whole numbers). Incorrect data will trigger the appropriate error message.
- **Single Choice Responses.** For the sections that capture Either/Or data, indicate the answer as required using clickable radio buttons.
- **Check-box Data.** For the questions that capture data with the potential for multiple responses, indicate all answers that apply by checking the appropriate boxes.

ED will pre-populate a number of tables in Formula Grant EASIE from state submissions to *EDFacts*.

Users may do one of three things to complete the EASIE data fields in the tables on the right side of the screen:

- ✓ Enter data directly into the EASIE data fields.
- ✓ Copy the *EDFacts* pre-population data to the EASIE data fields, individually or all at once.
- ✓ Copy *EDFacts* pre-population data to the EASIE data fields and modify as needed.

The data for pre-population is refreshed from the *EDFacts* database on a nightly basis.

Partner Support Center will:

- ✓ Be available to answer questions and resolve user account issues.
- ✓ Distribute regular broadcasts providing Formula Grant EASIE applicants with updates and helpful hints on successful completion.
- ✓ Provide WebEx Demonstrations.

Support for Formula Grant EASIE

Partner Support Center (PSC)

Hours of Operation: 8:00 a.m.–6:00 p.m. Eastern Time -- Monday-Friday, excluding Federal Holidays.

Contact information

- ✓ Telephone: 877-457-3336 (877-HLP-EDEN)
- ✓ Fax: 888-329-3336 (888-FAX-EDEN)
- ✓ TTY/TDD: 888-403-3336 (888-403-EDEN)
- ✓ E-mail: EDEN_OIE@ed.gov





Formula Grant EASIE

Part II Online Demonstration