

File ID Number	20-1924
Introduction Date	10/28/20
Enactment Number	20-1570
Enactment Date	10/28/2020 If
By	



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

**OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education**

October 28, 2020

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Andrea Bustamante, Executive Director, Community Schools and Student Services Department  
Julie McCalmont, Expanded Learning Coordinator, Community Schools and Student Services Department

Subject: Grant Award - U.S. Department of Education - Title VI, Indian Education - Community Schools and Student Services Department

**ACTION REQUESTED:**

Approval and acceptance by the Board of Education of Grant Award to the District from the United States Department of Education's Title VI Indian Education program, in the amount of \$34,852.00, to be used to support academic tutoring and enrichment of Native American Youth, for the period of July 1, 2020 through June 30, 2021, pursuant to the terms and conditions thereof.

**BACKGROUND:**

Grant award for OUSD schools for the period July 1, 2020 through June 30, 2021 was awarded for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
20-1924	Yes	Grant	OUSD Community Schools and Student Services Department	Academic Tutoring and Enrichment of Native American Youth for the period of July 1, 2020 through June 30, 2021	July 1, 2020 through June 30, 2021	US Department of Education	\$34,852.00

**DISCUSSION:**

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

**FISCAL IMPACT:**

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued \$34,852.00

**RECOMMENDATION:**

Approval and acceptance by the Board of Education of a grant award for OUSD's Community Schools and Student Services Department for fiscal years 2020-2021, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

**ATTACHMENTS:**

Grant Management Face Sheet

Grant Award Letter

Grant Application

## OUSD Grants Management Face Sheet

<b>Title of Grant:</b> Title VI – Indian Education	<b>Funding Cycle Dates:</b> July 1 <sup>st</sup> , 2020 – June 30 <sup>th</sup> , 2021
<b>Grant's Fiscal Agent:</b> <small>(contact's name, address, phone number, email address)</small> U.S. Department of Education Office of Elementary and Secondary Education Office of Indian Education Washington, D.C. 20202	<b>Grant Amount for Full Funding Cycle:</b>  \$34,852.00
<b>Funding Agency:</b> U.S. Department of Education	<b>Grant Focus:</b> Academic Tutoring and Enrichment of Native American Youth
<b>List all School(s) or Department(s) to be Served:</b> Community Schools & Student Services	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Students participate in Academic mentoring via after school program.
How will this grant be evaluated for impact upon student achievement?  <small>(Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 3.25% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)</small>	Analysis of attendance rates, graduation rates, and academic assessment data for native American youth who participate in the program. Stakeholder feedback in the form of parent engagement meetings. Parent input on annual goals.
Does the grant require any resources from the school(s) or district? If so, describe.	Grant coordination, community partnership monitoring,
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?  <small>(If yes, include the district's indirect rate of 3.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</small>	3.17% is taken as indirect
Will the proposed program take students out of the classroom for any portion of the school day? <small>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</small>	No
Who is the contact managing and assuring grant compliance? <small>(Include contact's name, address, phone number, email address.)</small>	Community Schools and Student Services Department Oakland Unified School District 1000 Broadway, Suite 150 510.879.2901 <a href="mailto:Andrea.Bustamante@ousd.org">Andrea.Bustamante@ousd.org</a>

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal/Administrator	Andrea Bustamante	DocuSigned by: <i>Andrea Bustamante</i> B06EC2B9F1FE4AB	9/28/2020
Chief Academic Officer	Sondra Aguilera	DocuSigned by: <i>Sondra Aguilera</i> B072CB8033AD406...	9/28/2020

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	N/A		
Superintendent	Kyla Johnson-Trammell		

Approved as to form by OUSD Staff Attorney Joanna Powell on 9/23/2020.




Jody London  
President, Board of Education

10/29/2020



Kyla Johnson Trammell  
Secretary, Board of Education

10/29/2020

S060A200769

Julie McCalmont

Oakland Unified School District

1000 Broadway Suite 150

Oakland, CA 94607

S060A200769

Julie McCalmont  
Oakland Unified School District  
1000 Broadway, Suite 450  
Oakland, CA 94607



**US Department of Education  
Washington, D.C. 20202**

S060A200769

**GRANT AWARD NOTIFICATION**

<b>1</b>	<b>RECIPIENT NAME</b>  Oakland Unified School District 1000 Broadway, Suite 450 Oakland, CA 94607		<b>2</b>	<b>AWARD INFORMATION</b>  PR/AWARD NUMBER      S060A200769 ACTION NUMBER        1 ACTION TYPE            New AWARD TYPE            Formula																					
<b>3</b>	<b>PROJECT STAFF</b>  <b>RECIPIENT STATE DIRECTOR</b> Julie McCalmont            (510) 879-2709 <a href="mailto:julie.mccalmont@ousd.org">julie.mccalmont@ousd.org</a> <b>EDUCATION PROGRAM CONTACT</b> Crystal Moore                (202) 453-5593 <a href="mailto:Crystal.Moore@ed.gov">Crystal.Moore@ed.gov</a> <b>EDUCATION PAYMENT HOTLINE</b> G5 PAYEE HELPDESK        888-336-8930 <a href="mailto:edcaps.user@ed.gov">edcaps.user@ed.gov</a>		<b>4</b>	<b>PROJECT DESCRIPTION</b>  84.060A Indian Education Formula Grants to LEAs																					
<b>5</b>	<b>KEY PERSONNEL</b>  N/A																								
<b>6</b>	<b>AWARD PERIODS</b>  <div style="display: flex; justify-content: space-between;"> <span>BUDGET PERIOD</span> <span>07/01/2020 - 06/30/2021</span> </div> <div style="display: flex; justify-content: space-between;"> <span>FEDERAL FUNDING PERIOD</span> <span>07/01/2020 - 06/30/2021</span> </div> <b>FUTURE BUDGET PERIODS</b>  N/A																								
<b>7</b>	<b>AUTHORIZED FUNDING</b>  <div style="display: flex; justify-content: space-between;"> <span>CURRENT AWARD AMOUNT</span> <span>\$34,852.00</span> </div> <div style="display: flex; justify-content: space-between;"> <span>PREVIOUS CUMULATIVE AMOUNT</span> <span>\$0.00</span> </div> <div style="display: flex; justify-content: space-between;"> <span>CUMULATIVE AMOUNT</span> <span>\$34,852.00</span> </div>																								
<b>8</b>	<b>ADMINISTRATIVE INFORMATION</b>  <div style="display: flex; justify-content: space-between;"> <span>DUNS/SSN</span> <span>076554500</span> </div> <div style="display: flex; justify-content: space-between;"> <span>REGULATIONS</span> <span>CFR PART Not Available EDGAR AS APPLICABLE 2 CFR AS APPLICABLE</span> </div> <div style="display: flex; justify-content: space-between;"> <span>ATTACHMENTS</span> <span>1 , 3 , 8 , 9 , 11 , 12 , 13 , 14 , E-3 , E4 , E5 , OIE - N</span> </div>																								
<b>9</b>	<b>LEGISLATIVE AND FISCAL DATA</b>  <div style="display: flex; justify-content: space-between;"> <span>AUTHORITY:</span> <span>PL PL 107-110 VII ESEA AS AMENDED BY THE NO CHILD LEFT BEHIND ACT OF 2001</span> </div> <div style="display: flex; justify-content: space-between;"> <span>PROGRAM TITLE:</span> <span>INDIAN EDUCATION - GRANTS TO LOCAL EDUCATIONAL AGENCIES</span> </div> <div style="display: flex; justify-content: space-between;"> <span>CFDA/SUBPROGRAM NO:</span> <span>84.060A</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>CATEGORY</th> <th>LIMITATION</th> <th>ACTIVITY</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0101A</td> <td>2020</td> <td>2020</td> <td>ES000000</td> <td>B</td> <td>E10</td> <td>000</td> <td>060</td> <td>4101A</td> <td>\$34,852.00</td> </tr> </tbody> </table>					FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0101A	2020	2020	ES000000	B	E10	000	060	4101A	\$34,852.00
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US Department of Education  
Washington, D.C. 20202

S060A200769

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: S060A200769  
RECIPIENT NAME: Oakland Unified School District

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/ AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
  3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (2) This grant award is subject to the terms and conditions (if any) identified in Attachment T.
- (3) You are authorized, in carrying out this grant, to utilize the higher threshold set for micro-purchase and simplified acquisition thresholds for federal assistance under this grant or under a contract you award under this grant established by recent statutory changes. These statutory changes raise the threshold for micro-purchases under Federal financial assistance awards to \$10,000 and raise the threshold for simplified acquisitions to \$250,000 for recipients. These higher thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR) at 48 CFR Subpart 2.1 (Definitions), which has not yet occurred. See 2 CFR 200.67 and 200.88. For FY 2018, OMB is granting an exception allowing recipients to use the higher thresholds in advance of changes to the FAR. Please refer to Office of Management and Budget's Memorandum 18-18 regarding the statutory changes. If you have any questions about these regulations, please contact the program officer identified in Block 3 of this GAN.
- (4) The negotiated indirect cost rate or the indirect cost allocation plan approved for the entity identified in Block 1 of this GAN applies to this grant award.
- (5) THE FOLLOWING ITEMS ARE INCORPORATED INTO THE GRANT AGREEMENT:
1. THE RECIPIENT'S APPROVED APPLICATION.
  2. THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS - - -  
34 CFR 75, 77, 79, 81, 82, 84, 97, 98 AND 99 and the OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement) in 2 CFR Part 80 as adopted and amended as regulations of the Department in 2 CFR Part 3485; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 as adopted and amended in 2 CFR Part 3474.
  3. THE BUDGET PERIOD FOR THIS AWARD IS 12 MONTHS. ALL ALLOWABLE COSTS MUST BE INCURRED WITHIN THIS PERIOD. CARRYOVER OF FUNDS ARE NOT AUTHORIZED.
  4. UNDER SECTION 75.261(c) OF EDGAR, THE DEPARTMENT REQUIRES PRIOR APPROVAL FOR EXTENSION OF THE FUNDING PERIOD SPECIFIED IN BLOCK 6 ACCORDING TO THE PROCEDURES SPECIFIED IN SECTION 75.261(c).

REMINDER: PAYMENT OF GRANT FUNDS WILL BE BY DIRECT DEPOSIT TO THE RECIPIENT'S FINANCIAL INSTITUTION AND ONLY UPON THE RECIPIENT'S REQUEST.  
OTHER INFORMATION AFFECTING THIS ACTION IS PROVIDED IN THE ATTACHMENTS SHOWN IN BLOCK 8.



**US Department of Education  
Washington, D.C. 20202**

S060A200769

**GRANT AWARD NOTIFICATION**

A handwritten signature in black ink, reading "Frank T. Brogan".

**Frank Brogan  
Assistant Secretary**

**08/21/2020**

**AUTHORIZING OFFICIAL**

**DATE**

## EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

**For Discretionary, Formula and Block Grants** (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
  - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
  - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
  - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
  - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
  - \*RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
  - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
  - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.\* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
  - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
  - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
  - \*FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
  - \*THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
  - \*BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
  - \*PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
  - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
  - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

**DUNS/SSN** - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

**\*REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

**\*ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

**9. LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

**FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS** -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

**AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

**10. TERMS AND CONDITIONS** - Requirements of the award that are binding on the recipient.

**\*PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

**\*GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

**\*PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

**\*PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

**\*AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

#### **FOR FORMULA AND BLOCK GRANTS ONLY:**

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

**3. PROJECT STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

#### **7. AUTHORIZED FUNDING**

**CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

**PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.

**CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

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\* This item differs or does not appear on formula and block grants.

UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
& CHIEF INFORMATION OFFICER

Oakland Unified School District  
1000 Broadway, Suite 450

Oakland, CA 94607

SUBJECT: Payee Verification for Grant Award S060A200769

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 076554500

Grantee Name: OAKLAND UNIFIED SCHOOL DISTRICT

Payee DUNS/SSN: 076554500

Payee Name: OAKLAND UNIFIED SCHOOL DISTRICT

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education  
550 12th Street, SW  
Room 6087  
Washington, DC 20202

Attn: Stephanie Barnes  
Phone: 202-245-8006

**SPECIFIC GRANT CONDITIONS FOR PAYMENTS**

**THE G5 PAYMENTS MODULE**

Payments under this award will be made through the Payments module of the U.S. Department of Education's (Department) electronic grants system, G5. G5 is administered by the Office of Finance and Operations, Office of Business Support Services.

The internet address for G5 is <https://www.g5.gov>. To access the G5 Payments module, grantee representatives must have individual G5 accounts under their personal name and unique email address, with the Payee role assigned and associated to the Unique Entity Identifier (UEI)\* of the grantee organization. The UEI number is identified in **Block 8** of the **Grant Award Notification**.

To establish a G5 Payee account, go to the "*Not Registered? Sign Up*" link on the G5 Home Page and follow the prompts to create an account. When prompted to select a role, choose "Payee (Full Access)," enter the requested information, including UEI of the grantee organization, and click "Submit." This will generate an External User Access Request Form, which must be printed out, signed by an authorizing official of the grantee organization, notarized (universities may use a university stamp), and mailed to the following address:

U.S. Department of Education  
Office of Finance and Operations  
Mail Stop 7062  
Attn: G5 Functional Application Team  
400 Maryland Avenue, SW  
Washington, DC 20202

In addition to establishing individual Payee account(s) in G5, new grantees are required to provide depositor account information via a completed SF1199A form. Multiple Payee users can be associated to a particular grantee institution in the G5 system, allowing for back-up Payee users to draw funds when a primary Payee user is away.

Payee users may begin requesting funds for the grantee once the award authorization is entered into G5, the award start date is reached, and a completed SF1199A is received and processed by the Department (if one does not already exist for a previous award).

The Department of Education's On Demand Training can be found by clicking on the "Help" menu at <https://www.g5.gov>. The guide provides detailed instructions on all G5 processes. For additional assistance, grantees may contact the G5 Hotline at (888) 336-8930. The Hotline is available Monday through Friday, from 8 a.m. to 6 p.m. Eastern time, except on Federal holidays.

REQUESTING FUNDS USING THE G5 PAYMENTS MODULE

To access the G5 Payments module, payees need a web browser (such as Microsoft Internet Explorer) and Internet connectivity. Payees will request funds by award using **the PR/Award Number** found in **Block 5** of the **Grant Award Notification**. Instructions for navigating through the G5 Payments screens to make a payment request are provided in the G5 On Demand training located under the “Help” link.

G5 users with the Payee role who are unable to access G5 may request funds by calling the G5 Hotline at (888)336-8930.

AWARD INFORMATION

G5 users with the Payee role can view the following information in G5 on grant awards associated to the UEI on their account:

- Net authorization and authorization history;
- Net draws;
- Available balance;
- History of pending and completed payments;
- Award status; and
- Award history - including detailed transactions on drawdowns, returns, refunds, and adjustments.

\*ED currently uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, INC. to uniquely identify business entities, as the UEI.

**An Overview of Single Audit Requirements of States,  
Local Governments, and Non-Profit Organizations**

To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form, to:

Federal Audit Clearinghouse  
1201 East 10th Street  
Jeffersonville, Indiana 47132  
(301) 763-1551 (voice)  
(800) 253-0696 (toll free)  
(301) 457-1540 (fax)

Below is a summary of the single audit requirements:

- 1) Single Audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted.
- 2) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- 3) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

4) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.

5) Report Submission. The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

If the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at the address, phone, or fax number provided on page 3 of this attachment.

Grantees can obtain information on single audits from:

The OMB web site. The Internet address is [www.omb.gov](http://www.omb.gov). Look under OMB "In this section", Management, then in OFFM (Office of Federal Financial Management). (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The Federal Audit Clearinghouse, 1-800-253-0696 (to obtain Form SF-SAC: Data Collection Form), or

The American Institute of Certified Public Accountants (AICPA). AICPA has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff. The examples can be obtained by their fax hotline: (202) 938-3797, request document number 311; or from their Internet page. The Internet address is [www.aicpa.org](http://www.aicpa.org).

If the U.S. Department of Education is the cognizant agency for the grantee organization, the following shows, according to the location of the grantee entity, which location of the Office of Inspector General to contact for single audit-related questions. For programmatic questions, grantees should contact the Education Program Contact shown on the Department's Grant Award Notification.

U.S. Department of Education Non-Federal Audit Teams

Director, Non-Federal Audits  
Office of Inspector General  
U.S. Department of Education  
Wanamaker Building  
100 Penn Square East, Suite 502  
Philadelphia, PA 19107  
Phone: Voice (215) 656-6900  
FAX (215) 656-6397

NATIONAL OFFICE CONTACT and audits in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the Virgin Islands.

Non-Federal Audit Team  
Office of Inspector General  
U.S. Department of Education  
1999 Bryan Street, Suite 2630  
Dallas, TX 75201-6817  
Phone: Voice (214) 880-3031  
FAX (214) 880-2492

For audits in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Non-Federal Audit Team  
Office of Inspector General  
U.S. Department of Education  
8930 Ward Parkway, Suite 2401  
Kansas City, MO 64114-3302  
Phone: Voice (816) 268-0502  
FAX (816) 823-1398

For audits in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, and the Pacific Islands.

## GRANT ATTACHMENT 8

### Trafficking in Persons

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2. ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2. ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

**Reporting Prime Awardee Executive Compensation Data as Required under the Federal Funding Accountability and Transparency Act**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that executive compensation data be reported for all new Federal grants funded at \$25,000 or more that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. For FFATA reporting purposes, the prime awardee (i.e. the grantee) is the entity listed in box 1 of the Grant Award Notification.

**a. Reporting Total Compensation of the Prime Awardee's Executives:**

1. ***Applicability and what to report.*** The prime awardee must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if all of the following conditions are applicable: —
  - i. the total Federal funding authorized to date under this award is \$25,000 or more; **and**
  - ii. in the preceding fiscal year, the prime awardee received--
    - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
    - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm)).
2. ***Where, what and when to report.*** The prime awardee must report executive compensation described in paragraph a.1. of this grant award term as part of its registration profile in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)).
  - i. The types of compensation that must be reported for each subrecipient are listed in the definition of "total compensation" appearing in item b of this grant award term. If this is the first award the prime awardee has received that is subject to the reporting requirements in paragraph a.1., the prime awardee must report by the end of the month following the month in which this award is made, and on each anniversary of this award.

**b. Definitions. For purposes of this grant award term:**

**1. *Entity*** means all the following, as defined in 2 CFR Part 25:

- i.** A Governmental organization, which is a State, local government, or Indian tribe;
- ii.** A foreign public entity;
- iii.** A domestic or foreign nonprofit organization;
- iv.** A domestic or foreign for-profit organization;
- v.** A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

**2. *Executive*** means officers, managing partners, or any other employees in management positions.

**3. *Total compensation*** means the cash and noncash dollar value earned by the executive during the prime awardee's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i.** Salary and bonus.
- ii.** Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii.** Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv.** Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v.** Above-market earnings on deferred compensation which is not tax-qualified.

Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**SPECIFIC CONDITIONS FOR DISCLOSING  
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state:

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019.

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE  
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009.

**Registration of Unique Entity Identifier (UEI) Number and Taxpayer Identification Number (TIN)  
in the System for Award Management (SAM)**

The U.S. Department of Education (Education) Grants Management System (G5) disburses payments via the U.S. Department of Treasury (Treasury). The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with Education you must have a registered Unique Entity Identifier (UEI)\* and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee UEI number is different than your grantee UEI number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from Education.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered [TINs according to the IRS](#).

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your UEI number is not currently registered with the SAM, you can easily register by going to [www.sam.gov](http://www.sam.gov). Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your UEI is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

\*Currently, ED uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, INC. to uniquely identify business entities, as the UEI.

## **SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS**

### **1. Requirement for System for Award Management (SAM)**

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

### **2. Requirement for Unique Entity Identifier (UEI)\* Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its UEI number to you.
2. May not make a subaward to an entity unless the entity has provided its UEI number to you.

### **3. Definitions**

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. Unique Entity Identifier (UEI) means the identifier required for SAM registration to uniquely identify business entities. Currently the Data Universal Numbering System (DUNS) number, the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B), is used to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (see 2 CFR 200.501 of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").

- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
- a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

\*Currently, ED uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, INC. to uniquely identify business entities, as the UEI.

**THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
  - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

**MEMORANDUM TO REMIND DEPARTMENT OF EDUCATION (THE  
DEPARTMENT) GRANTEES OF EXISTING CASH MANAGEMENT  
REQUIREMENTS REGARDING PAYMENTS**

The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,<sup>1</sup> as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

**CMIA Requirements Applicable to Programs included in a TSA**

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

**CMIA Requirements Applicable to Programs Not Included in a TSA**

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

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<sup>1</sup> The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

**Fund transfer requirements for grantees other than State governments and subgrantees**

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services  
Program Support Services  
P.O. Box 530231  
Atlanta, GA 30353-0231

The remittance should be accompanied by a letter stating that the remittance is for "interest earned on Federal funds", the name of the awarding agency, the grant number(s) for which the interest was earned and the Unique Entity Identifier (UEI)\* of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform

Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

\*Currently, ED uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, INC. to uniquely identify business entities, as the UEI.

**RECIPIENTS OF ED GRANTS AND COOPERATIVE AGREEMENTS  
FREQUENTLY ASKED QUESTIONS ON  
CASH MANAGEMENT**

**Q What are the Federal Laws and Regulations Regarding Payments to the States?**

**A** The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205_main_02.tpl).

**Q What is a Treasury-State Agreement (TSA)?**

**A** A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

**Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?**

**A** Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at: <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>

**Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?**

**A** If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

**Q What if there is no TSA?**

**A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.

**Q Who is responsible for Cash Management?**

**A** Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

**Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?**

**A** Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

**Q How soon may I draw down funds from the G5 grants management system?**

**A** Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

**By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)**

**Q How may I use Federal funds?**

**A** Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

**Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?**

**A** If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

**Q Who is responsible for determining the amount of interest owed to the Federal government?**

**A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 12, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>.

**Q What information should accompany my interest payment?**

**A** Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).

**Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**

**A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.

**Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**

**A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b).

**Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**

**A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.



## UNITED STATES DEPARTMENT OF EDUCATION

### OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Dear Superintendent/Project Director,

Congratulations! I am pleased to notify you of your fiscal year (FY) 2020 Title VI Indian Education Formula grant award for use in school year (SY) 2020-21. Please read closely the information included in this letter. These are critical instructions for the successful implementation of your project. Your success is important to meet the program mission of providing 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.

#### **Grant Award Notice (GAN)**

The Grant Award Notification (GAN) is the official document that states the terms, conditions, and amount of an award and is signed by the official who is authorized to obligate funds on behalf of the Department of Education (i.e., Authorizing Official). The GAN and attachments are available for download from the G5 system, which is the Department of Education (Department)'s electronic system for grants management and payment. Only the designated project director and the authorizing official identified in the G5 system will receive an email with a link to the G5 System to view and print the PDF version of the signed GAN and attachments.

#### **The G5 Grants Management System**

The G5 System is the grant management system used to award and disburse funds to grantees for the Department. You must be registered in G5 to access the GAN. The G5 Help Desk will be available to answer questions and resolve user account issues. Help is available via the e-mail and phone numbers below.

Toll-Free: 888-336-8930  
TTY: 800-877-8339  
Email: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)

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

#### **Active DUNS Number Registration**

To do business with the Department of Education, a grantee must be registered in the Department of Treasury's System for Award Management (SAM) with an active Data Universal Numbering System (DUNS) number. For assistance with updating your DUNS number, call SAM's toll free number 1-866-606-8220 (EDT- 8:00am to 8:00pm) or visit the website at <https://sam.gov/SAM/>.

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

**Key Personnel Change**

Anytime there is a change in key personnel, including the Project Director or Superintendent, entities must submit an administrative action memo to the Office of Indian Education to ensure that the correct personnel information is updated in the G5 system. Entities can create an administrative action memo in this sample format.

<https://easie.grads360.org/#communities/pdc/documents/10541>

**Program Specialist**

The OIE program specialists responsible for monitoring and assisting grantees with programmatic activities are located on the OIE website at

<http://www2.ed.gov/programs/indianformula/contacts.html>.

**Partner Support Center**

Formula Grant EASIE applicants can contact the EDFacts Partner Support Center (PSC) for technical assistance.

Telephone: 877-457-3336 (1-877-HLP-EDEN)

Fax: 888-329-3336 (1-888-FAX-EDEN)

E-mail: [EDEN\\_OIE@ed.gov](mailto:EDEN_OIE@ed.gov)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com)

**Annual Reporting**

The timely submission of an annual performance report (APR) is a requirement of the award. To see current information on the APR, you may use the following link to the Communities of Practice website: <https://easie.grads360.org>.

**Indian Education Formula Grant Communities of Practice Website**

This website was created to provide year-round, end-user support for all parts of the Indian Education Formula Grant EASIE. It includes pages for Parts I, II, and III (APR) with forms and supporting documentation, webinars, and instructional videos. You may use the following link to the Communities of Practice website: <https://easie.grads360.org>.

As always, please contact our office should you have any questions or need assistance. OIE is looking forward to working with you on our shared commitment of addressing the unique educational and culturally related academic needs of American Indian and Alaska Native students.

Sincerely,

*Crystal C. Moore*

Dr. Crystal C. Moore

Supervisory Group Leader, Office of Indian Education

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**Formula Grant Electronic Application System for  
Indian Education (EASIE Allocation 1 - Initial) School Year 2020-21**

OMB #: 1810-0021    OMB Expiration Date: 02/29/2020

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Type of applicant:	LEA (Not part of a Consortium)
Type of application:	Regular formula grant program
Applicant name:	<b>Oakland Unified School District</b>
Address:	1000 Broadway Street, Suite 150
City, State, Zip	Oakland, CA 94607
Applicant DUNS Number:	076554500
Applicant NCES Number:	0628050
Applicant PR Award number:	S060A200769

Allocation 1 - Initial 2020-21 Allocation:	\$34,740
Grant award start date:	July 01, 2020 12:00 AM
Grant award end date:	June 30, 2021 12:00 AM
Application Part II version:	1.0
Total Indian student count:	137
Total student enrollment:	137

Participating LEAs:

LEA name:	Oakland Unified School District
City, State:	Oakland, CA
NCES number:	0628050
Grades offered:	PK,K,1,2,3,4,5,6,7,8,9,10,11,12
Student enrollment:	137
Indian student count:	137
Increase of 10% or more:	N

Application Timeframe:	Multi-Year
Current Application Cycle:	Year 4 Of 4

## 2.1.5.1 Project Director and Authorized Representative Information

Applicant Demographics:		Project Director:	
Applicant Name:	Oakland Unified School District	First Name:	Julie
Address:	1000 Broadway Street, Suite 150	Last Name:	McCalmont
Address 2:		Phone:	510-879-2709 Ext:
City:	Oakland	FAX:	510-879-2709
State:	CA	E-Mail:	julie.mccalmont@ousd.org
Zip:	94607		
Applicant Identification:		Authorized Representative of the Applicant Agency:	
PR Award Number:	S060A200769	First Name:	Julie
DUNS Number:	076554500	Last Name:	McCalmont
NCES Number:	0628050	Phone:	510-879-2709 Ext:
		FAX:	510-879-2709
		E-Mail:	julie.mccalmont@ousd.org

## 2.2 Coordination of Service

### 2.2.1 Coordination of Services with Formula Grant Programs

Programs	(a) Is this Program Available?	(b) Is this Program coordinated with Title VI Services?	Program Type
Title I	Yes	Yes	Federal
Homeless Child and Youth	Yes	Yes	Federal
Title III: English Language Acquisition	Yes	No	Federal
School Improvement Grants	Yes	No	Federal
Rural and Low-Income School Program	Yes	No	Federal
Impact Aid	Yes	No	Federal
Migrant Education	Yes	No	Federal

#### 2.2.2.1 Description of Coordination of Services for American Indian/Alaska Native Students

Oakland Unified School District administers funds from the Federal Indian Education Act (Title VI). The funds are used to assist school districts in offering programs that are: (1) based on challenging State content and student performance standards used for all students; (2) designed to assist American Indian students to meet those standards; (3) designed with special regards for the language and cultural needs of American Indian students; and (4) supplemental to and designed to enrich OUSD regular school programs. Oakland Unified coordinates its efforts on Title VI support for American Indian students with the American Indian Child Resource Center (AICRC). AICRC offers an array of services targeted at nurturing the positive development of American Indian youth. The youth services department includes the Indian Education Center (IEC) after school academic and cultural program, the Tobacco Use Prevention Education (TUPE) program, the Oakland Fund for Children and Youth (OFCY) for youth development in a program called Culture Keepers, and the Preparing Oakland Native Youth (PONY) program for older youth and youth not in school.

### 2.2.3 Coordination of Services Professional Development

Staff	Professional Development Opportunity	Content
All teachers and other school professionals	Workshops/Sessions	Cultural Awareness Education and Sensitivity

#### 2.2.4.1 - 2.2.4.3 Dissemination and Use of Assessment Data

Timeframe of Last Assessment(s) Conducted:	School Year: 2020-21
Method of Dissemination to Indian Community and Parent Committee	<input type="checkbox"/> Public hearing for application <input checked="" type="checkbox"/> Parent Committee meeting <input type="checkbox"/> Within a written report <input type="checkbox"/> Posted on website <input type="checkbox"/> Other open meeting <input checked="" type="checkbox"/> Sent home with student <input type="checkbox"/> Radio Broadcast <input checked="" type="checkbox"/> Newsletter
How is LEA responding to findings of previous assessment(s)?	<input type="checkbox"/> No changes in services/programs <input type="checkbox"/> Modifications to services/programs at LEA level Please describe : <input checked="" type="checkbox"/> Modification to services/programs within project Please describe : adjusted our goals for the grant based on parent feedback.
Public Hearing Date : 6/5/2020	

### 2.2.5.1 Description of Meaningful Collaboration with Tribes

Through TANF Offices in the Oakland Bay Area we collaborate with the Washoe Tribe of California and Nevada, and the Scotts Valley Pomo Tribe. There is often times overlap of qualifying services which provide more access to resources and programming to foster cultural identity. We work closely with the Ohlone tribe and have established gardening partnerships with them although the tribe is not Federally recognized. We are in contact and collaboration when organizing events to disseminate information to clients in a timely manner. The collaborations have provided greater outreach and program opportunities to youth constituents of the Oakland Unified School District.

## 2.3 Indian Education Project Description

### 2.3.1.1 Indian Education Formula Grant Objectives and Data Sources

Objective: Increase knowledge of cultural identity and awareness

Objective Target Grade Levels: Middle school grades, High school grades

Services Provided

Service	DataSource
Cultural enrichment	Student surveys, interviews, or focus groups
Culturally-responsive academic enrichment	Student surveys, interviews, or focus groups

Objective: Increase school attendance rate

Objective Target Grade Levels: Elementary school grades, Middle school grades, High school grades

Services Provided

Service	DataSource
Culturally-responsive academic enrichment	Student portfolios
Culturally-responsive academic enrichment	Parent surveys, interviews, or focus groups
Culturally-responsive academic enrichment	Student surveys, interviews, or focus groups

Objective: Increase graduation rate

Objective Target Grade Levels: High school grades

Services Provided

Service	DataSource
Culturally-responsive academic support	Student surveys, interviews, or focus groups
College preparation	Student surveys, interviews, or focus groups
Career preparation	Student surveys, interviews, or focus groups

Objective: Increase parent participation

Objective Target Grade Levels: Elementary school grades, Middle school grades, High school grades

Services Provided

Service	DataSource
Parent involvement	Parent surveys, interviews, or focus groups

Objective: Increase activities for prevention of violence, suicide and substance abuse

Objective Target Grade Levels: Middle school grades, High school grades

Services Provided

Service	DataSource
Cultural enrichment	Student surveys, interviews, or focus groups
Student advocacy or leadership	Student portfolios
Substance abuse prevention	Student surveys, interviews, or focus groups
Culturally-responsive counseling	Student portfolios

## 2.4 Budget

### 2.4.1.0.1 Supplemental Information

☒ By Checking this box, I will ensure that the Indian Education formula grant funds will supplement and not supplant other funding for the education of Indian children, with the goal of providing culturally-responsive education to meet the academic needs of American Indian/Alaska Native students and to assist those students in meeting State achievement standards. See FAQs for guidance and examples.

### 2.4.9 Budget Summary

Allocated Funds: \$34,740		Total Admin %: 0.0% Total Admin Funds: \$0 Waiver Applied For: <input type="checkbox"/>	Budgeted Funds: \$34,740	Unbudgeted Funds: \$0
Budget Category	Status	Category Subtotal	% of Overall Allocation	
Supplemental Information	Finished	\$0	0.0%	
Personnel	Finished	\$32,899	94.7%	
Travel	Finished	\$348	1%	
Equipment	Finished	\$0	0.0%	
Supplies	Finished	\$392	1.1%	
Contractual	Finished	\$0	0.0%	
Other	Finished	\$0	0.0%	
Indirect Costs	Finished	\$1,101	3.16%	
<b>Budget Total</b>		<b>\$34,740</b>	<b>100%</b>	

### 2.4.1.1 Budget-Personnel

Type of Personnel	#	% of Time	Admin Cost	Prog. Cost	Fringe Cost	Total
Project Director						\$0
Project Coordinator	1	80%		\$29,287	\$3,612	\$32,899
Other:						\$0
<b>Category Totals</b>	<b>1</b>		<b>\$0</b>	<b>\$29,287</b>	<b>\$3,612</b>	<b>\$32,899</b>

### 2.4.2.1 Budget-Travel

Type of Travel	Admin Cost	Program Cost	Totals
In-District		\$116	\$116
Out of District		\$116	\$116
Professional Development		\$116	\$116
<b>Category Subtotals</b>	<b>\$0</b>	<b>\$348</b>	<b>\$348</b>

### 2.4.3.1 Budget-Equipment

Item	Admin Cost	Program Cost	Totals
			\$0
<b>Category Subtotals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**2.4.4.1 Budget-Supplies**

Item	Admin Cost	Program Cost	Totals
Direct Instructional Delivery			\$0
Student Consumables		\$392	\$392
Program Management			\$0
<b>Category Subtotals</b>	<b>\$0</b>	<b>\$392</b>	<b>\$392</b>

**2.4.5.1 Budget-Contractual**

Purpose	Admin Cost	Program Cost	Totals
Direct Instructional Delivery			\$0
Student Evaluations			\$0
<b>Category Subtotals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**2.4.6.1 Budget-Other**

Purpose	Admin Cost	Program Cost	Totals
Direct Instructional Delivery			\$0
Student Activities Related to Services			\$0
Professional Development			\$0
<b>Category Subtotals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**2.4.7.1 Budget-Indirect Costs**

Rate %	Total
3.17%	\$1,101

2.6 GEPA Section 427

This program works for equitable participation by working directly with historically disadvantaged groups including Native families and their children. We conduct multiple strategies to be sure that families and students are given the information they need to participate in both community and school district events and programs so that they are aware of the services and opportunities available to them, and that they have a right to receive. When there is an intersection of need, for instance native students that belong to foster families or native students that have Individual Education Plans due to disabilities, our program works cross agencies to be sure that services are integrated for the most benefit for our native students and families.

2.7 Comments

n/a

☒ I, the legal authorized representative, have read both program assurance forms, Standard Form 424B Assurances – Non–Construction Programs and Additional Program Assurances for 84.060–Indian Education Formula Grants, and agree to their provisions. NOTE: You do not need to sign and mail–in program assurances to the program office. Checking the checkbox is equivalent to a signature. You should keep a signed copy on file for your project records.

☒ All of the required student forms (ED 506 Forms) are on file with the LEA and will be provided to the Office of Indian Education upon request.

☒ I certify that the Parent Committee participated in the development of the application submitted and approves the proposed application. I have uploaded the Parent Committee Approval form.

☒ I certify that I am an employee authorized to legally bind this entity, and that by accepting the award for the Indian Education Formula Grant Program, this grantee will comply with all program assurances, agrees to carry out the program and meet all applicable requirements described herein. I certify that, to the best of my knowledge, the information in this application is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to penalties under The False Claims Act, 18 U.S.C. 1001.

Certified By: Julie McCalmont  
Certified Date: Friday, June 19, 2020, 2:34:59 PM

Applicant Contact Name: Julie McCalmont  
Applicant Contact E-mail: [julie.mccalmont@ousd.org](mailto:julie.mccalmont@ousd.org)  
Applicant Contact Title: Project Coordinator  
Applicant Contact Telephone: 510-879-2709

User 1: Julie McCalmont  
E-mail: [julie.mccalmont@ousd.org](mailto:julie.mccalmont@ousd.org)  
Title: Project Coordinator

User 2: Manny Lieras  
E-mail: [manny@aicrc.org](mailto:manny@aicrc.org)  
Title: Tribal Education Agency Representative

If you have any questions regarding your SY 2020-21 EASIE Formula Grant application or need to report changes of EASIE system users for your LEA prior to the close of the application submission, review, and approval period (approximately July 1, 2020), please contact the Partner Support Center. PSC is available between 8:00 a.m. and 6:00 p.m., Eastern Time. PSC is closed on federal holidays.

EDFacts Partner Support Center (PSC)  
Voice: 877-457-3336 (877-HLP-EDEN)  
Fax: 888-329-3336 (888-FAX-EDEN)  
E-mail: [eden\\_OIE@ed.gov](mailto:eden_OIE@ed.gov)

Hearing impaired persons may contact the Partner Support Center via the Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com).

If you have questions or need to make changes to SY 2019-20 or prior grants or need information after July 1, 2020, please contact the Office of Indian Education.

Office of Indian Education  
Telephone: 202-260-1454  
E-mail: [Indian.education@ed.gov](mailto:Indian.education@ed.gov)