

## Title Program Specialist Checklist for Reviewing the Affirmation of Consultation with Tribal Representatives Form

Reference the Office of Indian Education website for the latest information

<https://www.azed.gov/oie/tribal-consultation>

- Affected LEA list
- Affirmation of Consultation form
- Tribal Consultation Guide
- Training Information

### 1. Verify LEA is required to submit Affirmation of Consultation Form:

- Check affected LEA list
  - List is posted on Office of Indian Education (OIE) website (by March)  
<https://www.azed.gov/oie/affected-leas>
  - Contact the OIE Tribal Grants Specialist for any assistance

### 2. For LEA's required to submit the form:

- Has an affirmation form been provided for ***each*** tribe?
  - Reference affected LEA list (see information above)
  - Some LEAs can have as many as 9 tribes to consult with
- If not, contact the LEA requesting the missing forms

### 3. Verify submitted forms:

- Are all sections complete and accurate?
- If not, notify the LEA of corrections needed

#### a. School year associated with current grant cycle:

- Is the correct year filled in?

#### b. If box is checked that the tribe has not responded:

- Has the LEA documented their attempts to contact the tribe?
- Are 3 good faith methods identified?
  - Do these methods demonstrate due diligence?
    - For example, sending a certified letter
- Are dates provided for each attempt?
  - Do these dates demonstrate timely notification?
    - 30 days initial notification, 30 days for a response

#### c. Covered programs:

- Has the LEA identified all programs addressed during consultation?
- If Other is selected, are the programs specified?

**d. If the Tribal Opt-Out Option is selected:**

- Are there signatures from the LEA and Tribe (see signature section below)

**e. LEA Information:**

- Is this section complete and legible?
  - LEA Name?
  - Representative data provided?
    - Name?
    - Phone numbers?
    - Email?

**f. Tribe Information:**

- Is this section complete and legible?
  - Tribe Information provided?
    - Name?
    - Address?
  - Representative data provided?
    - Name?
    - Phone numbers?
    - Email?

**g. Signatures:**

- Are the signatures dated?
  - Do the dates align with the correct school year?
- Is the form signed by the LEA representative?
- Is the form signed by the Tribe representative?
  - Is the Authority to represent box checked?

Completed forms are loaded under the LEA's document library