



CHICKASAW NATION JOHNSON-O'MALLEY
Federal Contract Date: October 1, 2011 - September 30, 2012
Tribal Contract Date: July 1, 2011 - June 30, 2012

Department of Education Services
 300 Rosedale Road/Ada, Oklahoma 74820

Check One: School Based Program Community Based Program

Name of School: _____ Superintendent: _____ Address: _____ City: _____ State: ____ Zip: _____ Telephone: _____ Fax: _____	Contact Person: _____ Title: _____ Address: _____ City: _____ State: ____ Zip: _____ Telephone: _____ Fax: _____
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1. Total School Enrollment	_____
2. K-6 JOM Enrollment	_____
7-12 JOM Enrollment	_____
Total JOM Enrollment	_____
3. Proposed Budget	\$ _____

Contractor: Certification

The data in this application is true and correct, the governing body of the applicant has duly authorized the document and the application will comply with the attached assurances if assistance is approved.

_____ or _____

Signature - School Administrator (School Based Program Only)	Signature - JOM Chairperson (Community Based Program Only)	Date
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- CHECK AND INCLUDE THESE ATTACHMENTS WITH THE APPLICATION**
- | | |
|--|--|
| _____ 1. Application (signed/dated) | _____ 4. Budget Summary (signed/dated) |
| _____ 2. Assurances (signed/dated) | _____ 5. Budget Justification |
| _____ 3. Student Improvement Education
Plan (3 pages) | _____ 6. Certificate of Participation (signed/dated) |

FOR INTERNAL USE ONLY (To be completed by the appropriate education representatives)

CERTIFICATION: I certify the application has been reviewed in accordance with standards set forth in 25 CFR, Johnson-O'Malley Regulations, and is hereby recommended for approval.

Date Reviewed: _____ Amount Approved: _____

_____ Representative, Office of Supportive Programs	_____ Director, Office of Supportive Programs
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RETURN SIGNED APPLICATION AND REQUIRED DOCUMENTATION BY MAY 1, 2011

JOHNSON O'MALLEY APPLICATION GENERAL INFORMATION

- A. The application period for the fiscal year is from July 1st to June 30th. The application is due to the Chickasaw Nation by May 1st.
- B. If there are significant changes in your JOM program, a program/budget modification and justification must be submitted and approved before being utilized.
- C. Final annual reports are due by September 1st (or the next business day should this fall on a holiday). This report should reflect how program objectives are being accomplished.
- D. Final student certifications, with rosters attached, are due by October 31st. Student count should be conducted the first week in October.
- E. The purchase of equipment is discouraged. If the LEA or parent committee believes equipment is essential for the function of the program, or students are not receiving the needed education due to a lack of equipment, a written justification request signed by the superintendent and the JOM chairperson must be submitted to the Chickasaw Nation. After review of your justification, an approval or disapproval will be forwarded to the LEA/parent committee.
- F. Property and equipment purchased with JOM funds become the property of the Chickasaw Nation. The Chickasaw Nation Property and Supply Department or the department of education services must tag all property and equipment. The contractor must keep an inventory of property and equipment which reflects the description, purchase price and serial number. The contractor must forward an updated inventory list to the Chickasaw Nation when additional equipment is purchased. The Chickasaw Nation Department of Education Services must be contacted prior to the disposal of any excess property.
- G. JOM education funds are for the purpose of funding specialized and unique educational needs of eligible Indian students (CFR 1). Expenditures for field trips, student meals and personal items for selected children must have prior approval of the Chickasaw Nation Department of Education Services (25 CFR 273.1 [a]).
- H. These documents are acceptable for eligibility:
 - 1. A Certificate of Degree of Indian Blood (CDIB). All students must have their own CDIB card or have their own tribal documentation showing eligibility.
 - 2. The CDIB can be accepted as sufficient membership, regardless of blood quantum, if the tribal membership is not dependent upon a blood quantum requirement.
 - 3. Official tribal certification, regardless of blood quantum, that the student is a tribal member, as this meets the member of Indian tribe criteria.

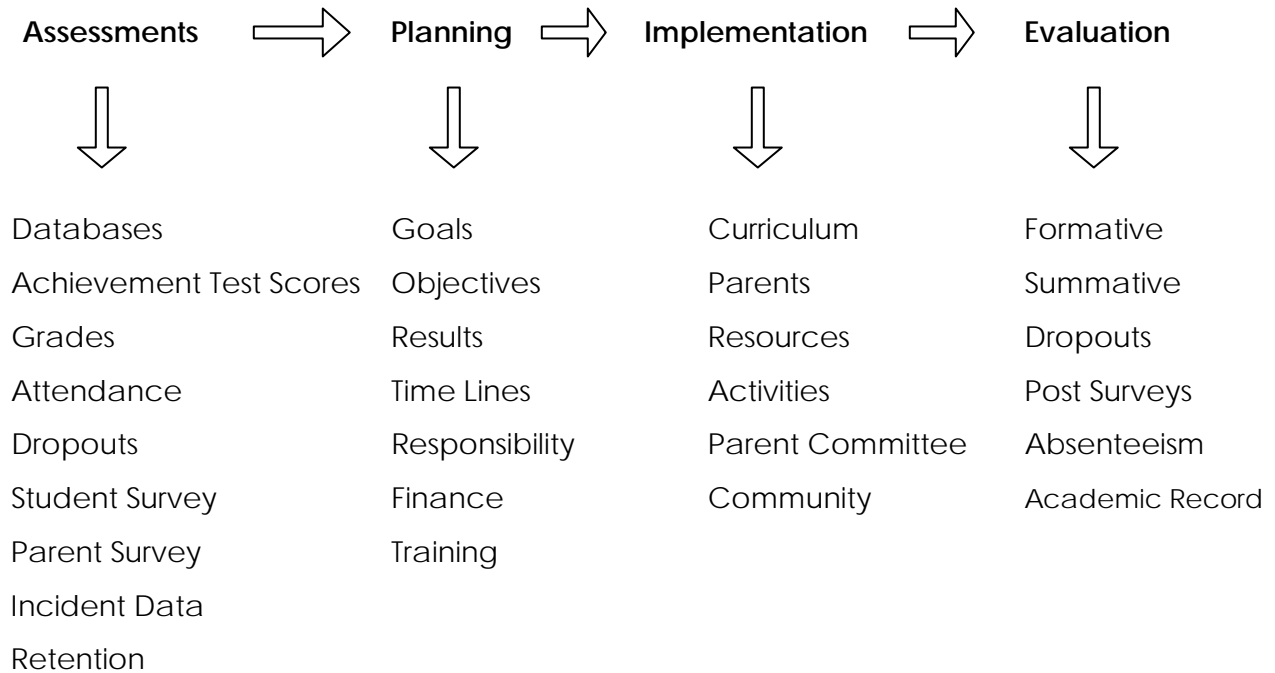
JOHNSON O'MALLEY APPLICATION BUDGET INFORMATION

- A. Budget revisions require a letter of justification signed by the superintendent and the JOM chairperson.
- B. Expenditure reports must match either the original budget or a budget revision. A ten percent (10%) variance is allowable for such expenditure entries. The 10% variance should not be over the total amount of the allocation.
- C. The Chickasaw Nation contract year is October 1st to September 30th. Final expenditure claims are due August 1st. No expenditures will be reimbursed for purchases during the previous year contract period.
- D. Purchase order/invoice receipts must accompany and match expenditure reports. Expenditures will not be paid without the purchase order/invoice receipts. Double check for overlapping reporting periods in each expenditure claim submitted.
- E. Negative ending balances are not acceptable for payment. The ending approved balance must be \$0.
- F. **There will be no carry-over of funds**, so you are strongly encouraged to spend your program allocation in the current year, thus avoiding any funds being lost and returned to the tribal budget.
- G. All programs are required to include a minimum of 5% of the allocation amount for school supplies for eligible children, unless justification is provided. Omission of this item may be justified if supplies are offered through other sources.
- H. All parent committee expenses for national, state and local conferences must be included in the application budget.
- I. Salary for programs administrator/coordinator shall not exceed twenty-five (25%) of total allocations.

JOHNSON O'MALLEY APPLICATION PLANNING YOUR JOM PROGRAM

The foundation for a successful Indian education program is a committed Indian education committee dedicated to a well-planned program. If your Indian education program is to be effective, it must be planned as thoroughly as any other academic program. Serious consideration must be given to assessments, planning, implementation and evaluation. A comprehensive plan addresses, in detail, each one of the four components.

EDUCATION PROGRAM DESIGN MODEL



This is not a comprehensive list. It should serve as a start-up reference for your Indian education program development.

IV. **Comprehensive Education Plan:** Describe in detail your comprehensive plan. Please include all activities which will be used to assist in realizing your objectives.

V. **Quantitative Program Evaluation:** Provide how you plan to achieve a quantitative evaluation of the effectiveness of the program in meeting your stated measurable objectives (see number three). Evaluation measures how well the program has contributed to the attainment of the goals and objectives. Your evaluation should provide objective (not subjective) concrete information about how well your measurable objectives were accomplished.

JOHNSON O'MALLEY APPLICATION BUDGET SUMMARY

FY: _____ PROJECT CODE: _____ DATE: _____
 (If needed for school use)

COUNTY: _____ DISTRICT: _____ ALLOCATION: _____

	OBJECT	A. Instruction 1000	B. Guidance Services 2120	C. Other Support Services for Students 2190	D. Improvement of Instructional Services 2210	E. Vehicle Operating Services 2720	F. Other Support Services 2100
1	100/200 Salaries Permanent and Temporary Employees Fixed Charges/Benefits						
2	300 Professional Services Contract Fees						
3	400 Property Services Rentals/lease/maintenance						
4	500 Other Purchases or Services other than Professional or Technical-Eligible Incentive Awards/Banquets						
5	510 Student Trans/Travel Transporting Students to/from Activities						
6	580 Staff Travel Staff, IEC and JOM Coordinator						
7	600 Supplies Paper, Pencils/ACT Fees/Caps and Gowns						
8	640 Materials Books, Periodicals, Magazines, Workbooks, etc.						
9	650 Specialized Materials Videos, Testing Materials, Software, Instructional Materials						
10	659 Parent Committee and Student Activity Expenses						
11	800 Other Registration/Tuition (staff only)						
12	TOTAL						

TOTAL BUDGET _____

Signature – School Superintendent (school based only)

Date

Signature – JOM Chairperson

Date

5. **Student Trans./Travel:** (Object 510)

6. **Staff Travel:** (Object 580)

7. **Supplies:** (Object 600)

8. **Materials:** (Object 640)

9. **Specialized Materials:** (Object 650)

10. **Parent Committee and Student Activity Expenses:** (Object 659)

11. **Other:** (Object 800)

JOHNSON O'MALLEY APPLICATION APPLICATION FOR CONTRACT – PART II

Required Assurances

Contract Administration

The contractor assures that it will comply with the statutes, regulations and policies of the program under the Johnson O'Malley Act (Code of Federal Regulations (CFR) 25 Indians Part 273 and 276.11)

1. All reasonable steps were taken to obtain maximum Indian participation in the development and approval of this application and will be taken in the implementation of the programs herein proposed. (273.4)
2. All students counted for services are eligible. See Application – General Information Part H.
3. The IEC for this application has participated fully in the planning and development of this application and are vested with all powers and duties as outlined by regulation. (273.16)
4. The application as approved by the IEC will not be changed or revised without the written approval of the IEC. (273.18)
5. The educational facilities where the programs are to be conducted shall be open to visits and consultations. (273.18)
6. The contract funds shall supplement and not supplant other funds, and use of these funds will not result in a decrease of other funds. (273.34)
7. Other funds shall be used to provide comparable services to non-Indian students prior to the use of the Johnson O'Malley funds, for the provision of supplementary program services to Indian children. (273.34, 273.41)
8. Indian preference will be exercised in all hiring, training and subcontracting programs under this application. (273.45)
9. The required public liability insurance coverage will be in effect covering programs contracted: said insurance will be applied for with this application. (273.46)
10. The required record keeping system covering all required topics will be maintained for programs applied for with this application. (273.47)
11. Access to all non-confidential records and documents will be allowed to authorized representatives of the Chickasaw Nation.
12. Access to all non-confidential records will be allowed to the Indian people which the contract affects and other interested parties. (273.49)
13. A detailed annual report will be submitted to the Chickasaw Nation by September 1 (or the following business day should this fall on a holiday), covering the previous year's progress. (273.50)
14. All student records and confidential records/reports will be maintained following the requirements of the Privacy Act. (273.54)
15. A current set of Indian education committee (IEC) by-laws which meet the criteria set forth in 273.16 has been given to review with IEC members.
16. Records of property purchased with contract funds will be maintained. Chickasaw Nation property will include description, manufacturer's serial number, acquisition date and cost. (273.47)

17. An annually conducted inventory of Chickasaw Nation property assigned to the contract is on file for review.
18. Procedures are established for hearing and responding to grievances from Indian students, parents, community members and tribal representatives.
19. Contract funds will not be used for capital outlay or debt retirement. (273.35)
20. Copies attached of any subcontracts to be used in carrying out this contract.
21. Each IEC member will receive a copy of the completed application.

Signature of Superintendent (school based only)

Date

Signature of JOM Chairperson

Date

**JOHNSON O'MALLEY APPLICATION
Indian Education Parent Committee
Certificate of Participation**

The Indian Education Committee has participated fully in the planning and development of this contract application and by signing attests to this fact.

Signature of Chairperson

Mailing Address

Month/year term expires

Typed Name of Chairperson

City, State, Zip

Telephone

Signature of Committeeperson

Mailing Address

Month/year term expires

Typed Name of Committeeperson

City, State, Zip

Telephone

Signature of Committeeperson

Mailing Address

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Telephone

OKLAHOMA COST ACCOUNTING SYSTEM (OCAS) EXPENDITURES REPORTING CODES

1000 Instruction

Instruction includes the activities dealing directly with the interaction between teachers and students or students and technology. Examples from this category could include:

FUNCTION DESCRIPTION	OBJECT
Curriculum	640
Videos	650
Books	640
Tutor (personnel)	100/200
Computer Software	650

2120 Guidance Services

Activities concerned with counseling pupils, assisting students with career plans, etc. Examples are:

FUNCTION DESCRIPTION	OBJECT
JOM Coordinator	100/200
Guidance Programs	300
Career Education Materials	640

2190 Other Support Services – Student

Any other activities which are used to supplement the teaching process. Examples could include:

FUNCTION DESCRIPTION	OBJECT
School Supplies	600
Speakers for Students	300
Tutors (Contract)	300
Other Purchases or Services	500

2210 Improvement of Instructional Services

Any activity designed to assist instruction staff in planning, developing and evaluating JOM education programs.

FUNCTION DESCRIPTION	OBJECT
In-service Training, Workshops	300
Per Diem or Stipend (for meals, lodging and travel)	800
Needs Assessments and Surveys	300

2720 Vehicle Operation Services

Education activities which require transportation for students. An example from this category would be:

FUNCTION DESCRIPTION	OBJECT
Youth Symposium	500
Field Trips	510

2900 Other Support Services

Activities involved with the Indian education parent committee. Examples from this category are:

FUNCTION DESCRIPTION	OBJECT
Travel Expenses	659
In-service for Parent Committees	300
Parent Committee Meetings	659