



## Johnson O'Malley (JOM) Application Revision Guidelines

Johnson O'Malley grant applications are submitted via the Grants Management Enterprise (GME) system and reviewed by the Office of Indian Education for accuracy and content. Applications that are not approved will be returned for edits. Once the application is approved, the grantee may submit reimbursement requests as funds are expended.

The initial application for the JOM program period is designated Rev 0. The first revision to the approved application is designated Rev 1, the second Rev 2 and so on.

To facilitate the review and approval process, any revisions to an approved application should stand out separate from the prior approved items and should clearly identify the changes being made by following these guidelines:

- Do not change previously approved narrative.
- Start a new line item or add to an existing line item. In either case, make it clear as to what is being revised.
- Use a different font color so the revision stands out from previous approved items.
- Include a header for all revisions.
- The revision header should include a date and the number of the revision being submitted for approval (not the number of times it has been revised internally).
- Include the amount of increase or decrease as a result of the revision.
- Supporting details (unit cost and quantity) must be included.
- The revision narrative should identify what has changed and why, there is no need to restate previous narrative.

Reference the following examples of correct and incorrect entries.

### Example 1

| Object Code  | Function Code      | Project Time (FTE) | Quantity | Salary, Rental or Unit Cost | Line Item Total |
|--|--------------------|--------------------|----------|-----------------------------|-----------------|
| 6300 - Purchased Professional Services   | 1000 - Instruction |                    | 1        | \$23,000.00                 | \$23,000.00     |
| <b>Narrative Description</b>   |                    |                    |          |                             |                 |
| \$2,000.00-Individualized tutoring for Native American students in reading and/or math provided by <u>an outside company</u> and possible through the internet to increase students academic achievement.  |                    |                    |          |                             |                 |
| <b>12/15/2020 - Revision 1:</b><br>+\$10,000.00 = Individualized tutoring for Native American students in reading and/or math provided by outside companies in person and through the internet to increase students academic achievement.  |                    |                    |          |                             |                 |
| \$3892.46-Contract with a company to provide access to the internet through hot spots and data for Native American students to support supplemental education opportunities like tutoring and other district supplemental education programs. Hot spots will be for educational use only and families will be provided with additional resources to support them in securing their own internet through a variety of programs. |                    |                    |          |                             |                 |
| <b>12/15/2020 - Revision 1:</b><br>+\$7,107.54 = Contract with a company to provide access to the internet through hot spots and data for Native American students to  |                    |                    |          |                             |                 |



Correct:

- Changes are easily identified with a different font color
- A Revision header and date are provided
- The header revision number matches the application revision number (Rev 1).
- The amount of change (increase or decrease) to the line item is provided

Incorrect:

- The original narrative is repeated which is not necessary
- Cost details are not provided (unit cost and quantity).
  - What is the cost per hour for individualized tutoring? How many hours?
  - What is the cost for hot spots? Approximately how many?
  - Note: these details should be included in the original (Rev 0) application and the revision would just identify the changes to these details.
- There isn't an explanation of why or what has changed. Has the number of hours increased? Has the quantity of hot spots increased? Why?

**Example 2**

| Object Code  | Function Code      | Project Time (FTE) | Quantity | Salary, Rental, or Unit Cost | Line Item Total |
|--|--------------------|--------------------|----------|------------------------------|-----------------|
| 6100 - Salaries  | 1000 - Instruction |                    | 1        | \$6,985.00                   | \$6,985.00      |
| <b>Narrative Description</b>   |                    |                    |          |                              |                 |
| <p>JOM Application<br/>Initial Allocation (\$2200) for Academic assistance including supplemental Tutoring (\$55/hr x 40) = \$2,200.00</p> |                    |                    |          |                              |                 |
| <p>JOM Amendment (1)<br/>Revision 1 - 12.11.20<br/>Initial Allocation (\$2200). Increase by \$4785 (\$55/hr x 87 hrs) = \$6985.00</p>      |                    |                    |          |                              |                 |
| <b>Total for 6100 - Salaries</b>   |                    |                    |          |                              |                 |
| <b>Total for all other Object Codes</b>  |                    |                    |          |                              |                 |

Correct:

- A Revision header and date are provided
- The amount of change (increase or decrease) to the line item is provided
- Cost details are provided (unit cost & quantity)
- What has changed is identified (increase in hours)

Incorrect:

- Although not incorrect, using a different font color would make it easier to quickly identify the revision portion. However, the approach in this example is acceptable.
- An explanation for why the revision is being made is not provided. What has caused the hours to increase?



### Example 3

| Object Code   | Function Code  | Project Time (FTE) | Quantity | Salary, Rental, or Unit Cost | Line Item Total |
|---|--|--------------------|----------|------------------------------|-----------------|
| 6100 - Salaries   | 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) |                    | 1        | \$3,900.00                   | \$3,900.00      |
| Narrative Description   |  |                    |          |                              |                 |
| Extra Duty Hourly Pay for Indian Education Coordinators (IECs) to perform Johnson O'Malley (JOM) program duties for 50 hours @ \$22 hourly rate; \$1100.  |  |                    |          |                              |                 |
| <b>Revision 1 (11/13/20): Increased Extra Duty Hours for three IECs to serve 8 high schools; total 97.5 hours @ \$40 hourly rate; \$3,900. IECs will help promote parent engagement, help with student and parent program enrollment outreach, assist with student achievement monitoring, and provide post-secondary guidance.</b> |  |                    |          |                              |                 |

Correct:

- Changes are easily identified with a different font color
- A Revision header and date are provided
- Cost details are provided (unit cost & quantity)
- What has changed is identified (hourly rate and hours)

Incorrect:

- The amount of change (increase or decrease) to the line item is not stated (\$2,800). Although this amount can be determined by subtracting the original amount from the change, it is helpful to have this amount stated in the revision.

### Example 4

This example shows two revisions.

#### Revision 1

| Object Code  | Function Code      | Project Time (FTE) | Quantity | Salary, Rental, or Unit Cost | Line Item Total |
|--|--------------------|--------------------|----------|------------------------------|-----------------|
| 6800 - Supplies  | 1000 - Instruction |                    | 1        | \$508.50                     | \$508.50        |
| Narrative Description  |                    |                    |          |                              |                 |
| Miscellaneous project supplies for Guest Speaker sessions = \$218.43<br>These supplies will include paper, writing utensils, craft supplies, or other miscellaneous consumables as specified by the quarterly guest speaker and determined by the event being presented. These will be used during the quarterly Tohono O'Odham guest speaker series. Approximately 30 students will attend each grade level banded after school offering.<br>REVISION #1 9-17-20:<br>Miscellaneous project supplies for Guest Speaker sessions = \$508.50<br>These supplies will include paper, writing utensils, craft supplies, or other miscellaneous consumables as specified by the quarterly guest speaker and determined by the event being presented. These will be used during the quarterly Tohono O'Odham guest speaker series. Approximately 30 students will attend each grade level banded after school offering. |                    |                    |          |                              |                 |



## Revision 2

| Object Code   | Function Code  | Project Time (FTE) | Quantity | Salary, Rental, or Unit Cost | Line Item Total |
|---|--|--------------------|----------|------------------------------|-----------------|
| 6600 - Supplies   | 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.) |                    | 1        | \$2,145.46                   | \$2,145.46      |
| <b>Narrative Description</b>  |  |                    |          |                              |                 |
| Parent recommended incentives that are culturally appropriate to improve attendance, discipline, and academic achievement. Incentives in the past have included gift certificates of monetary value for students that meet the attendance threshold and Kindles. At a meeting for the IEC parents will be asked to provide input on the type(s) of incentives that will be motivating and rewarding to students for this school year. Incentives may be structured by grade level to ensure students are incentivized in an age-appropriate manner.                             |  |                    |          |                              |                 |
| REV#2 11/5/20: \$2145.46<br>Parent recommended incentives that are culturally appropriate to improve attendance, discipline, and academic achievement. Incentives in the past have included gift certificates of monetary value for students that meet the attendance threshold and Kindles. At a meeting for the IEC parents will be asked to provide input on the type(s) of incentives that will be motivating and rewarding to students for this school year. Incentives may be structured by grade level to ensure students are incentivized in an age-appropriate manner. |  |                    |          |                              |                 |

Correct:

- Changes are easily identified with a different font color for each revision (Revision 1 & 2)
- A Revision header and date are provided

Incorrect:

- What has changed is not provided for either revision
- The original narrative is repeated which is not necessary
- The amount of change (increase or decrease) to the line item is not provided
- Complete cost details (unit cost & quantity) are not provided. Unit cost for supplies can be an average cost for all supplies.
- What has changed is not identified.
- An explanation for why the revision is being made is not provided.