

**JOHNSON-O'MALLEY APPLICATION  
CHECKLIST**  
25 CFR Part 273.20  
**Content of Application to Contract**

An application for a contract under this part shall be in writing and shall contain the following:  
Proposed contractor:

a) Name:

Address:

Telephone number:

Tribe(s) to be served by the contract:

b) Name:

Address:

Telephone number:

c) Descriptive narrative of the contract proposal:

d) Education plan required by 273.14: the education plan prepared by the prospective contractor shall: Contain **educational goals and objectives** which adequately address the educational needs of the Indian students to be served by the contract.

EDUCATIONAL GOALS:

Yes

No

Comments

EDUCATIONAL OBJECTIVES:

Yes

No

Comments

(a) Incorporate the program or programs developed and approved by the Indian Education Committee(s). As provided in Sections 273.17(b), changes in such programs must have prior written approval of the Indian Education Committee(s).

Yes

No

Comments

(b) Contain procedures for hearing grievances from Indian students, parents, community members, and tribal representatives relating to the programs contracted under this part. Such procedures shall provide for adequate advance notice of the hearing.

Yes

No  
Comments

- (c) Identify established State standards and requirements which shall be maintained in operating programs and services contracted under this part.

Yes  
No  
Comments

- (d) Describe how the State standards and requirements will be maintained.

Yes  
No  
Comments

- (e) Provide that the contractor shall comply in full with the requirements concerning meaningful participation by the Indian Education Committee as required by Section 273.4.

Yes  
No  
Comments

- (f) Provide that educational facilities receiving funds shall be open to visits and consultations by the Indian Education Committee(s), tribal representatives, Indian parents in the community, and by duly authorized representatives of the Federal and State Governments.

Yes  
No  
Comments

- (g) Outline procedures of administrative and fiscal management to be used by the contractor.

Yes  
No  
Comments

- (h) Contain justifications for requesting funds for operational support. The public school district must establish in its justification that it meets the requirements given in Section 273.13(b). The information given should include records of receipt of local, State, and Federal funds.

Yes  
No  
Comments

- (i) Include budget estimates and financial information needed to determine program costs to contract for services. This includes, but is not limited to, the following:

- (1) State and district average operational cost per pupil.

Yes

No  
Comments

(2) Other sources of Federal funding the applicant is receiving, the amount received from each, the programs being funded, and the number of eligible Indian students served by such funding.

Yes  
No  
Comments

(3) Administrative costs involved, total number of employees, and total number of Indian employees.

Yes  
No  
Comments

(4) Costs which parents normally are expected to pay for each school.

Yes  
No  
Comments

(5) Supplemental and operational funds outlined in a separate budget, by line item, to facilitate accountability.

Yes  
No  
Comments

(6) Total number of employees for each special program and number of Indian employees for that program.

Yes  
No  
Comments

(j) State the total enrollment of school or district, by age and grade level.

Yes  
No  
Comments

(k) State the eligible Indian enrollment-total and classification by tribal affiliation(s) and by age and grade level.

Yes  
No  
Comments

(l) State the total number of school board members and number of Indian school board members.

Yes

No  
Comments

(m) List Government equipment needed to carry out the contract.

Yes  
No  
Comments

(n) State the period of contract term requested.

Yes  
No  
Comments

(o) Include the signature of the authorized representative of applicant.

Yes  
No  
Comments

(p) Provide written information regarding:

(1) Program goals and objectives related to the learning needs of potential target students.

Yes  
No  
Comments

(2) Procedures and methods to be used in achieving program objectives, including ways whereby parents, students and communities have been involved in determining needs and priorities.

Yes  
No  
Comments

(3) Overall program implementation including staffing practices, parental and community involvement, evaluation of program results, and dissemination thereof.

Yes  
No  
Comments

(4) Determination of staff and program effectiveness in meeting the stated needs of target students.

Yes  
No  
Comments

