

JOHNSON-O'MALLEY PROGRAM

MODIFICATION PROCEDURES

- Step 1: The JOM Coordinator meets with the Indian Education Committee to discuss the modification. Indian Education Committee approves the modification request.
- Step 2: Subcontractor submits a written request to the Contractor for a modification to the subcontract.
- Step 3: Contractor upon receipt reviews Subcontractor's modification Request and accepts or denies the request in writing.
- Step 4: Contractor prepares (5) signature cover sheets to expedite the modification approval, and sends them to the Subcontractor's for the Superintendent's signature.
- Step 5: Modification documents are returned to the Contractor for 164 Processing and approval by the Navajo Office of the President.
- Step 6: Approved modification is returned to the Subcontractor Modification is final and valid.

THE FOLLOWING REQUIRE A MODIFICATION

1. Adding to, substituting or deleting from the approved education plan.
2. Equipment purchases under the subcontract which was not approved in the Fiscal Year application.
3. Any increase or decreases in the subcontract amount.
4. Establishing a new budget line item(s).

REQUEST FOR BUDGET TRANSFERS
Johnson-O'Malley Program

Line Items to be adjusted:

From Line Item No.	Amount	To Line Item No.

JUSTIFICATION OF REQUEST FOR TRANSFERS:

(Budget Justification)