

NAVAJO NATION FISCAL RECOVERY FUND OFFICE
PLAN OF OPERATION

I. ESTABLISHMENT

The Navajo Nation Fiscal Recovery Fund (NNFRF) Office is hereby established as an Executive Office under the Office of the President and Vice President (OPVP). The NNFRF Office is a temporary office to exist until such time the Navajo Nation President rescinds the Executive Order establishing the NNFRF Office.

II. PURPOSE

The NNFRF Office shall be a clearinghouse that will, at a minimum, educate the public on NNFRF matters; coordinate, facilitate and implement NNFRF responsibilities assigned to OPVP or the Executive Branch; ensure expeditious review of NNFRF eligibility determinations and other NNFRF matters by Executive Branch programs and offices; ensure Navajo Nation compliance with Fiscal Recovery Funds provisions of the American Rescue Plan Act (ARPA) and Navajo Nation laws and regulations by all entities receiving NNFRF funds; facilitate and expedite the expenditure of all NNFRF funds; ensure the completion and implementation of NNFRF authorized projects and services; and assist/support OOC in monitoring the expenditure of NNFRF funds and submitting timely and accurate ARPA reports to the federal government.

III. LEGISLATIVE OVERSIGHT

- A. Pursuant to Section Eleven (C) of CJY-41-21, OPVP will present a plan of operation or similar structural document for the NNFRF Office to the Naabik'íyáti' Committee.
- B. Pursuant to Section Eleven (C) of CJY-41-21, on or about thirty (30) days after the end of each fiscal year quarter, OPVP shall present a report to the Naabik'íyáti' Committee on overall NNFRF Office operations, accomplishments, and challenges along with recommended modifications or adjustment to projects and processes.

IV. ADMINISTRATION

- A. There is hereby established within NNFRF Office the position of Executive Director, and such other positions that may be budgeted by OPVP to carry out the purpose, objectives, goals, authorities, duties, and responsibilities of the NNFRF Office. The Executive Director and other employees of the NNFRF Office shall be selected, be compensated, and serve pursuant to the provisions of the Navajo Nation

Personnel Policies and Procedures Manual. The Executive Director shall report to the Chief of Staff of OPVP.

- B. The organizational chart for the NNFRF Office is attached hereto as “Exhibit A.”

V. DUTIES, AUTHORITY, AND RESPONSIBILITIES

The Executive Director is responsible for all matters concerning the NNFRF Office, and is empowered and authorized to undertake all actions necessary and proper to carry out the purpose for which the Office was created, including the following enumerated powers:

- A. Be responsible for the efficient management and administration of the NNFRF Office.
- B. Oversee NNFRF Office’s development of applicable regulations, policies, and procedures.
- C. Educate the public on NNFRF matters. Provide regular updates on the progress of FRF projects and programs. Develop, maintain, and update appropriate social media platforms to provide timely and accurate information on the status of NNFRF program and projects.
- D. Collect requests, expenditure plans and budgets to submit to Navajo Nation Department of Justice (DOJ) for Eligibility Review.
- E. Work collaboratively with the Department of Personnel Management to create positions, advertise, recruit, and hire qualified individuals to fill the positions to support the NNFRF Office and FRF projects.
- F. Process Executive Review documents through OMB, OOC, and DOJ review process at the NNFRF Office.
- G. Ensure the efficient management and administration and be accountable for all funds provided to the NNFRF Office, including submitting financial reports, progress reports, and preparing budgets.
- H. Assist the Office of the Controller and the Office of Management and Budget in monitoring and reporting the expenditure of NNFRF funds.
- I. Coordinate responses with appropriate offices for inquiries from federal and congressional representatives concerning FRF projects.
- J. Coordinate with programs, divisions, chapters and outside entities on the planning, design, advertising, reporting, and constructing of FRF funded projects.

- K. Develop and maintain a schedule of all FRF funded projects. Monitor project progress and ensure that projects will be completed on time so as not to forfeit any federal funding.
- L. Develop a Quality Assurance Plan for the NNFRF and provide support and direction to planners, designers, architects and contractors on quality assurance and quality control processes and procedures. Review project deliverables for compliance to the QA Plan.
- M. Coordinate with the regulatory review departments in administering and managing all activities necessary to issue leases, permits, tribal authorization accesses and rights-of-way, necessary for constructing FRF funded projects. Provide the required regulatory review for environmental, biological, and cultural resources compliance.
- N. The Executive Director shall collaborate with all Navajo Nation Divisions, Offices, and Programs to ensure compliance with all applicable Federal and Navajo Nation laws, regulations, etc. related to the expenditure and procurement of the NNFRF Office.

9/8/2021