



**NAVAJO NATION DEPARTMENT OF JUSTICE**  
**OFFICE OF THE ATTORNEY GENERAL**

DOREEN N. MCPAUL  
Attorney General

KIMBERLY A. DUTCHER  
Deputy Attorney General

**DEPARTMENT OF JUSTICE**  
**INITIAL ELIGIBILITY DETERMINATION**  
**FOR NAVAJO NATION FISCAL RECOVERY FUNDS**

**RFS/HK Review #:** HK0324

**Date & Time Received:** 12/17/2022 12:13

**Date & Time of Response:** 12 January 2023; 1:11 pm

**Entity Requesting FRF:** Mariano Lake Chapter

**Title of Project:** Mariano Lake Emergency Services Coordinator

**Administrative Oversight:** Division of Community Development

**Amount of Funding Requested:** \$112,209.12

**Eligibility Determination:**

- ☒ FRF eligible  
☐ FRF ineligible  
☐ Additional information requested

**FRF Eligibility Category:**

- ☒ (1) Public Health and Economic Impact  
☐ (2) Premium Pay  
☐ (3) Government Services/Lost Revenue  
☐ (4) Water, Sewer, Broadband Infrastructure

**U.S. Department of Treasury Reporting Expenditure Category:** 3.1 Public Sector Workforce:  
Payroll and Benefits for Public Health, Public Safety; or Human Services Workers

**Returned for the following reasons (Ineligibility Reasons / Paragraphs 5. E. (1) - (10) of FRF Procedures):**

- |  |  |
|--|--|
| <input type="checkbox"/> Missing Form  | <input type="checkbox"/> Expenditure Plan incomplete                     |
| <input type="checkbox"/> Supporting documentation missing  | <input type="checkbox"/> Funds will not be obligated by 12/31/2024       |
| <input type="checkbox"/> Project will not be completed by 12/31/2026                                     | <input type="checkbox"/> Incorrect Signatory                             |
| <input type="checkbox"/> Ineligible purpose  | <input type="checkbox"/> Inconsistent with applicable NN or federal laws |
| <input type="checkbox"/> Submitter failed to timely submit CARES reports                                 |  |
| <input type="checkbox"/> Additional information submitted is insufficient to make a proper determination |  |

Other Comments: \_\_\_\_\_

Name of DOJ Reviewer: Adjua Adjei-Danso

Signature of DOJ Reviewer: \_\_\_\_\_



Disclaimers: This Initial Eligibility Determination is based on the documents provided which we have assumed are true, correct, and complete. Should the Project or Program change in any material way after this initial determination, the requestor must seek the advice of NNDOJ. This initial determination is limited to review of the Project or Program as it relates to whether the Project or Program is a legally allowable use – it does not serve as an opinion as to whether or not the Project or Program should be funded, nor does it serve as an opinion as to whether or not the amount requested is reasonable or accurate.

THE NAVAJO NATION  
FISCAL RECOVERY FUNDS REQUEST FORM & EXPENDITURE PLAN  
FOR NON-GOVERNANCE CERTIFIED CHAPTERS

**Part 1. Identification of parties.**

Non-Governance Certified Chapter requesting FRF: Mariano Lake Chapter Date prepared: 11/18/22

Chapter's P.O. Box 164, Smith Lake, NM 87365 phone/email: 505-786-2180  
mailing address: website (if any): marianolake.navajochapters.org

This Form prepared by: Ms. Leandra K. James phone/email: 505-786-2180  
Community Services Coordinator ljames@nnchapters.org  
CONTACT PERSON'S name and title CONTACT PERSON'S info

Title and type of Project: Mariano Lake Emergency Services Coordinator - Emergency Services

Chapter President: Mr. Jay R. DeGroat phone & email: jrdegroat@naataanii.org

Chapter Vice-President: none phone & email: \_\_\_\_\_

Chapter Secretary: Mr. Henry P. Begay Jr. phone & email: hpbegayjr@navajochapters.org

Chapter Treasurer: Mr. Henry P. Begay Jr. phone & email: hpbegayjr@navajochapters.org

Chapter Manager or CSC: Ms. Leandra K. James phone & email: ljames@nnchapters.org

DCD/Chapter ASO: Ms. Guarena Adeky phone & email: gadeky@nndcd.org

List types of Subcontractors or Subrecipients that will be paid with FRF (if known): \_\_\_\_\_

☐ document attached

Amount of FRF requested: \$112,209.12 FRF funding period: January 1, 2023 to September 30, 2026  
indicate Project starting and ending/deadline date

**Part 2. Expenditure Plan details.**

(a) Describe the Program(s) and/or Project(s) to be funded, including how the funds will be used, for what purposes, the location(s) to be served, and what COVID-related needs will be addressed:

The continued response as a matter of community health and safety due to the continued immediate affects of the COVID-19, this project will hire an Emergency Services Coordinator to provide assistance with directing the Coronavirus program relief activities at the Mariano Lake Chapter and Community, will create, plan and prepare readiness for relief activities consisting of not only supplying PPE's but coordinating with programs to provide counseling services and healthy sessions to all the ages, and making available the public resources that can assist their livelihood and safety. The coordinator will also develop an effective community response plan in coordination with the available public services, and develop a training manual for all volunteers responding to the COVID-19.

☐ document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo communities, or the Navajo People:

The project will develop a long-range plan to better provide a more direct and immediate response which otherwise, does not exist at the Mariano Lake Community, focusing primarily on the COVID-19 mitigation efforts to provide relief and assistance, including development of a training program for all personnel and volunteers to improve the overall conditions of the community residents. Education, Training & preparation is essential to fighting the bacterial war against the Coronavirus.

☐ document attached

(c) Provide a prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the

Program(s) or Project(s) by December 31, 2026:

This project will conclude on September 30, 2026.

☐ document attached

(d) Identify who will be responsible for implementing the Program or Project:

Leandra K. James, Community Services Coordinator

☐ document attached

(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:

The Navajo Nation with the Mariano Lake Chapter Administration will maintain the operations and maintenance to continue the activities of the final emergency plan and training schedule.

☐ document attached

(f) State which of the 66 Fiscal Recovery Fund expenditure categories in the attached U.S. Department of the Treasury Appendix 1 listing the proposed Program or Project falls under, and explain the reason why:

This project falls under the Expenditure Category: 3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers

This project will work in the public sector by working to develop an overall emergency community plan to benefit the public health and public safety in responding to the Coronavirus pandemic. The project to hire an emergency services coordinator will assist with the direction of the relief activities and improve the community plan to ensure readiness by all persons involved which starts with the relief personnel, volunteers and including providing education to the community residents and awareness of the existing programs and resources available to assist their various needs that arose from the negative impacts of the virus and pandemic.

☐ document attached

**Part 3. Additional documents.**

List here all additional supporting documents attached to this FRF Expenditure Plan (or indicate N/A):

Emergency Services Coordinator Job Description of the Navajo Nation

☐ Chapter Resolution attached

**Part 4. Affirmation by Funding Recipient.**

Funding Recipient affirms that its receipt of Fiscal Recovery Funds and the implementation of this FRF Expenditure Plan shall be in accordance with Resolution No. CJY-41-21, the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies:

Chapter's Preparer: Ms. LEANDRA K. JAMES  
signature of Preparer/CONTACT PERSON

Approved by: [Signature]  
signature of Chapter President (or Vice-President)

Approved by: [Signature]  
signature of OSC

Approved by: [Signature]  
signature of Chapter ASO

Approved to submit for Review: Sisa Gymm, NNFRFO  
signature of DCD Director



FY 2023

**THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY**

Page 1 of  
BUDGET FORM 1

PART I. Business Unit No.: <u>K - (New)</u>		Program Title: <u>Mariano Lake Chapter -- Hire Emergency Service Coordinator</u>		Division/Branch: <u>DCD/ASC</u>	
Prepared By: <u>Leandra K. James</u>		Phone No.: <u>505-786-2180</u>		Email Address: <u>marianolake@navajochapters.org</u>	

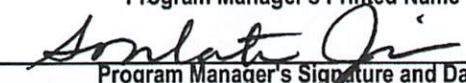

  

PART II. FUNDING SOURCE(S)	Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
	<u>01/01/25 - 07/30/26</u>							
PERSONNEL	<u>4 YEARS</u>	112,209.00	100%	2001 Personnel Expenses	<u>6</u>	<u>Ø</u>	<u>112,209.12</u>	<u>112,209.12</u>
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies				
				5000 Lease and Rental				
				5500 Communications and Utilities				
				6000 Repairs and Maintenance				
				6500 Contractual Services				
				7000 Special Transactions				
				8000 Public Assistance				
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
<b>TOTAL:</b>				<b>TOTAL</b>		\$0.00	<u>112,209.12</u>	<u>112,209.12</u>

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:			
Total # of Vehicles Budgeted:			

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.	
SUBMITTED BY: <u>Ms. Sonlatsa Jim-Martin</u> <u>Program Manager's Printed Name</u>  <u>Program Manager's Signature and Date</u>	APPROVED BY: <u>Dr. Pearl Yellowman</u> <u>Division Director / Branch Chief's Printed Name</u>  <u>Division Director / Branch Chief's Signature and Date</u>

FY 2023

**THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA**

**Page 2 of  
BUDGET FORM 2**

<b>PART I. PROGRAM INFORMATION:</b>									
Business Unit No.: <u>          K - (New)          </u>		Program Name/Title: <u>          Mariano Lake Chapter          </u>				Emergency Services Coordinator			
<b>PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:</b>									
<b>PART III. PROGRAM PERFORMANCE CRITERIA:</b>									
		1st QTR		2nd QTR		3rd QTR		4th QTR	
		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement:									
Provide consistent Coronavirus Emergency Relief Services to the Community Members									
Program Performance Measure/Objective:									
Hire an Emergency Services Coordinator to assist Mariano Lake Chapter & Community				1					
2. Goal Statement:									
Program Performance Measure/Objective:									
3. Goal Statement:									
Program Performance Measure/Objective:									
4. Goal Statement:									
Program Performance Measure/Objective:									
5. Goal Statement:									
Program Performance Measure/Objective:									
<b>PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.</b>									
<u>Sonlatsa Jim-Martin</u> Program Manager's Printed Name					<u>Pearl Yellowman</u> Division Director/Branch Chief's Printed Name				
<u><i>Sonlatsa Jim</i></u> 12-09-2022 Program Manager's Signature and Date					<u><i>Pearl Yellowman</i></u> 12-9-22 Division Director/Branch Chief's Signature and Date				

**THE NAVAJO NATION**  
**LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT**

Page 3 of 5  
BUDGET FORM 3[illegible]

FY 2023

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

**Page 4 of 5  
BUDGET FORM 4**

**PART I. PROGRAM INFORMATION:**

Program Name/Title: Mariano Lake Chapter Emergency Services Coordinator Business Unit No.: K - (New)

**PART II. DETAILED BUDGET:**

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
2320	<p>Temporary Status Full Time Employee Person - Temporary Full Time Emergency Services Coordinator</p> <p>The Emergency Services Coordinator will be assigned to work at Mariano Lake Chapter to develop and improve the Coronavirus emergency services to improve the overall health and safety of the entire Mariano Lake Community. The person will report to the Community Services Coordinator and work with the Mariano Lake Chapter Administration and Committee Members, including the public to develop an emergency community relief plan and program to train all volunteers and involved personnel, as well as educate the community and provide awareness of existing programs and resources available to the specific needs of the community. Project will continue until funds are depleted.</p> <p>Emergency Services Coordinator @ \$26.87/hour x 2088 hours x 2 years = \$112,209.12 Position will continue until funds are depleted on or before September 30, 2026.</p>	112,209	112,209
<b>TOTAL</b>		112,209	112,209



[illegible]

# THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT    MYRON LIZER | VICE PRESIDENT



DCDA-M23032

## MEMORANDUM

TO : DCD Department and Program Staff  
All Concerned

FROM : *Pearl Yellowman*  
Pearl Yellowman, Executive Director  
Division of Community Development

DATE : December 6, 2022

SUBJECT : DELEGATION OF AUTHORITY

In my absence from the office on December 6, 2022 at 2:00pm to December 9, 2022 at 5:00pm, Mr. James Adakai shall be delegated the authority of the Executive Director for Division of Community Development. This delegation includes handling administrative matters and signatory authority, except those matters he feels requires my attention.

Your assistance and cooperation are appreciated. Thank you.

ACKNOWLEDGED BY:

*James Adakai*  
James Adakai, Division Deputy Director  
Division of Community Development

c.



## MARIANO LAKE CHAPTER

PO BOX 164

Smith Lake, NM 87365

Phone (505) 786-2180/2182 Fax (505) 786-2181

Email: marianolake@navajochapters.org

### RESOLUTION OF THE MARIANO LAKE CHAPTER

Resolution No: MLC2022-11-01 (Page 1 of 2)

APPROVING THE AMERICAN RECOVERY PLAN ACT (ARPA) FUNDS PROPOSAL AND REQUEST FOR THE MARIANO LAKE CHAPTER PROJECTS FOR THE DELEGATE REGIONAL EXPENDITURE PLAN FUNDS IN THE AMOUNT OF ONE MILLION FOUR HUNDRED SIXTY SEVEN THOUSAND FIFTY SIX DOLLARS AND SIXTY SEVEN CENTS (\$1,467,056.67) FOR THE FOLLOWING PROJECTS: HOME IMPROVEMENTS, PROFESSIONAL SERVICES, EMERGENCY SERVICES COORDINATOR AND PREMIUM PAY.

#### WHEREAS:

1. Pursuant to 26 N.N.C., Section 1 (B.1) the Mariano Lake Chapter is a duly recognized certified chapter of the Navajo Nation Government, as listed at 11 N.N.C., part 1, section 10; and
2. Pursuant to 26 N.N.C., Section 1 (B.1) the purpose of the Local Governance Act is to recognize governance at the local level. Through the Navajo Nation Council Delegates to Chapters governmental authority with respect to local matters consistent with Navajo law, including custom and tradition; and
3. Pursuant to 26 N.N.C., Section 1 (B.2) enactment of the Local Governance Act allows Chapters to make decisions over local matters. This authority, in the long run, will improve community decision making, allow communities to excel and flourish, enable Navajo leaders to lead towards a prosperous future, and improve the strength and sovereignty of the Navajo Nation. Through adoption of this Act, Chapters are compelled to govern with responsibility and accountability to the local citizens; and
4. Pursuant to 26 N.N.C., Section 103 (A) the members of each Chapter, at a duly called meeting, are authorized to oversee the authority delegated to the Chapter;
5. The Mariano Lake Chapter, as part of Honorable Edmund Yazzie Region was allocated funds from the American Rescue Plan Act (ARPA) Delegate Regional Expenditure Plan to provide services to the Community of Mariano Lake Chapter; and
6. The Mariano Lake Chapter Officials, Land Use Planning Committee Members and Volunteers participated in the in-service training provided by the Chapter Administration to ensure the understanding that this is a one-time assistance to community members to overcome the negative of the Coronavirus; and
7. The Mariano Lake Chapter has identified the projects to be funded by the American Recovery Plan Act Funds through the Navajo Nation Fiscal Recovery Funds Office accordingly: A) Plan & Construct Home Improvements, and obtain B) Technical & Logistics Assistance by contracting Professional Services to Plan, Design & provide Project Management Services, and obtain C) Emergency Services Coordinator for temporary full time employment, and obtain D) Premium Payment for the Mariano Lake Chapter Community Services Coordinator and Accounts Maintenance Specialist to mitigate the negative effects of the Coronavirus; and
8. The Mariano Lake Chapter has discussed and concluded the projects to be in the best interest of assisting the community to improve the safety and health of the residents, and the projects will ensure improvements and completion of all eligible programs and projects provided by the Navajo Nation Fiscal Recovery Funds Office using the American Recovery Plan (ARPA) Act Funds.



## MARIANO LAKE CHAPTER

PO BOX 164

Smith Lake, NM 87365

Phone (505) 786-2180/2182 Fax (505) 786-2181

Email: marianolake@navajochapters.org


Continue Resolution No: MLC2022-11-01 (Page 2 of 2)

NOW, THEREFORE, BE IT RESOLVED THAT:

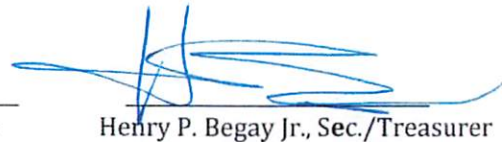
1. The Mariano Lake Chapter hereby approves the American Recovery Plan Act (ARPA) funds proposal and request for the Mariano Lake Chapter Projects for the Delegate Regional Expenditure Plan Funds in the amount of One Million Four Hundred Sixty Seven Thousand Fifty Six Dollars and Sixty Seven Cents (\$1,467,056.67) for the following projects: Home Improvements, Professional Services, Emergency Services Coordinator and Premium Pay.

### CERTIFICATION

We, hereby, certify that the foregoing resolution was duly considered by the Mariano Lake Chapter at a duly called meeting in Mariano Lake, Navajo Nation, New Mexico at which a quorum of chapter members were present and that the same was passed by a vote of 06 in favor, 00 opposed and 02 abstained this 21<sup>st</sup> day of November, 2022.

  
Jay R. DeGroat, President

\_\_\_\_\_  
Vacant, Vice-President

  
Henry P. Begay Jr., Sec./Treasurer

### **EMERGENCY SERVICES COORDINATOR**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in planning and devising programs to provide disaster relief and assistance in times of natural and man-made disasters such as droughts, excessive snows, or natural catastrophe; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Assists with directing the Disaster Assistance Program activities; builds, plans, and assures readiness for disasters to protect property and lives; coordinates disaster relief planning and preparedness activities to improve the professional competence of those involved in emergency response; receives and responds to requests for participation in emergency planning meetings, conferences and workshops; prepares and maintains emergency plans with support groups and volunteers.

Establishes procedures for public information, develops media response plans and provides information to the public during times of disaster; coordinates emergency activities for overall support to the high risk, elderly, women with infants and children, and the handicapped in the community; participates in the Navajo Nation's Emergency Coordination Group; shares information about response capabilities; maintains close coordination with tribal and state officials to obtain assistance, funds and equipment.

Establishes and maintains a list of contacts and available resources within the Navajo Nation government that may be called upon in case of a natural, man-made or national security related disaster; assists in assessment of damage; conducts rehearsals or "exercise" emergency plans to ensure the efficient operation of the emergency preparedness forces, and to familiarize residents with emergency preparedness regulations, procedures, and operations.

Plans, prepares and manages budget for various Navajo Nation, federal and state grant funds; develops methods to assess training needs; organizes and provides training schedules; coordinates travel and per diem reimbursement plans for participants; coordinates emergency and disaster relief services; coordinates orientation for newly appointed commissioners; submits written documents and reports.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable Navajo Nation, federal, and state laws, guidelines, policies, regulations and procedures pertaining to emergency management.

Knowledge of the principles and practices of emergency relief exercises.

Knowledge of the principles and practices of disaster relief plans and exercises.

Knowledge of the major participants in a disaster.

Knowledge of the capabilities and maintenance of equipment used in natural and man-made disasters.

Skill in interacting with individuals from various agencies throughout the Navajo Nation and southwest United States.

Skill in assuming various roles during an actual occurrence of disaster.

Skill in developing and implementing disaster relief plans and exercises.

Skill in providing leadership during a hazardous material incident.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires continual strenuous physical effort in providing actual implementation of exercising disaster and/or hazardous incidents.

THE NAVAJO NATION

Class Code: 2290  
Public Safety Series  
Emergency Preparedness Group  
Overtime Code: Exempt  
Pay Grade: 66

### **EMERGENCY SERVICES COORDINATOR**

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Disaster Planning and Relief or related field; and four (4) years of experience providing disaster relief and hazardous materials education, training and operation; or an equivalent combination of education and experience.

#### **Special Requirements:**

- Possess a valid state Driver's License.

#### **PREFERRED QUALIFICATIONS:**

- Possess an Incident Command System (ICS) Certification.

Depending upon the needs of the Nation, some incumbent s may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.