

NAVAJO NATION DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL

ETHEL B. BRANCH Attorney General HEATHER CLAH Deputy Attorney General

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

RFS/HK Review #:	
Date & Time Received:	
Date & Time of Response:	
Entity Requesting FRF:	
Title of Project:	
Administrative Oversight:	
Amount of Funding Requested:	
Eligibility Determination:	
□ FRF eligible	
□ FRF ineligible	
□ Additional information requested	
FRF Eligibility Category:	
\Box (1) Public Health and Economic Impact	□ (2) Premium Pay
\Box (3) Government Services/Lost Revenue	\Box (4) Water, Sewer, Broadband Infrastructure

U.S. Department of Treasury Reporting Expenditure Category:

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

 Missing Form Supporting documentation missing Project will not be completed by 12/31/2026 Ineligible purpose 	 Expenditure Plan incomplete Funds will not be obligated by 12/31/2024 Incorrect Signatory
 Submitter failed to timely submit CARES reports Additional information submitted is insufficient to make a proper determination 	□ Inconsistent with applicable NN or federal laws
Other Comments:	
Name of DOJ Reviewer:	
Signature of DOJ Reviewer:	Ruly 4

Disclaimers:

If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form 1, and other supporting documents. Please email your resubmission to arpa@nndoj.org. Please be aware that under Resolution BFS-31-21 a Project or Program can only be reviewed twice, therefore it is critical that you include all the requested additional information for your second submission.

An NNDOJ Initial Eligibility Determination is based on the documents provided, which NNDOJ will assume are true, correct, and complete. Should the Project or Program change in any material way after the initial determination, the requestor must seek the advice of NNDOJ. An 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.



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 #: HK0310

Date & Time Received: 12/16/22 1:30

Date & Time of Response: 23 December, 2022; 2:26 pm

Entity Requesting FRF: Low Mountain Chapter

Title of Project: Home Renovation Personnel Hire

Administrative Oversight: Division of Community Development

Amount of Funding Requested: TBD

Eligibility Determination:

- □ FRF eligible
- □ FRF ineligible
- Additional information requested

FRF Eligibility Category:

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

U.S. Department of Treasury Reporting Expenditure Category: 2.18 Housing Support:

P.O. Box 2010 • Window Rock, Navajo Nation (AZ) 86515 • 928-810-8526 • Facsimile: 928-871-6200

Other Housing Assistance

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

- □ Missing Form
- □ Supporting documentation missing
- \Box Project will not be completed by 12/31/2026
- □ Ineligible purpose
- □ Submitter failed to timely submit CARES reports
- □ Additional information submitted is insufficient to make a proper determination

- □ Expenditure Plan incomplete
- \Box Funds will not be obligated by 12/31/2024
- □ Incorrect Signatory
- □ Inconsistent with applicable NN or federal laws

Other Comments: Please note that the documents submitted contain conflicting amounts requested – the Appendix A document lists \$122,191.30 as the requested project cost, but the supporting Chapter resolution states \$60,000 in its concluding paragraph. Please resubmit a packet with matching amounts throughout, so DOJ may properly evaluate the proposed project. Thank you.

Name of DOJ Reviewer: Adjua Adjei-Danso

Signature of DOJ Reviewer:

Disclaimers: An NNDOJ Initial Eligibility Determination will be based on the documents provided, which NNDOJ will assume are true, correct, and complete. Should the Project or Program change in any material way after the initial determination, the requestor must seek the advice of NNDOJ. An 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.

RESOLUTION OF THE LOW MOUNTAIN CHAPTER

SUPPORTING RESOLUTION REQUESTING THE NAVAIO NATION TO FUND THE LOW MOUNTAIN CHAPTER IN THE AMOUNT OF \$122,190.30 FROM THE NAVAIO NATION FISCAL RECOVERY FUNDS REQUEST AND EXPENDITURE PLANS AS AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT (ARPA) FOR LOW MOUNTAIN CHAPTER TO HIRE LOCAL MANPOWER TO RENOVATE OMES AND BATAHROOM **MODIFICATION FOR COMMUNITY MEMBERS.**

WHEREAS:

- 01. Pursuant to Title 26 N.N.C., § 3 (A) and as listed pursuant to Title 11 N.N.C., Part 1 § 10 the LMC is a duly recognized certified chapter of the Navajo Nation government and as such may preserve or promote community interests; AND,
- 02. Pursuant to Title 26 N.N.C., § 1 (B) the LMC is a duly certified Chapter of the Navajo Nation Government and recognized as a local tribal entity vested with the authority to review all matters affecting the community and to make appropriate recommendations to the Navajo Nation concerning matters that are in the best interest of the community; AND,
- 03. Low Mountain Chapter will hire 4-Personnel, local manpower to renovate homes and bathroom modification for dilapidated houses and bathroom modification for community members in dire need; AND,
- 04. According to a community assessment conducted by the Low Mountain Chapter, we have identified several families to assist home renovation and elderly bathroom modification which is in dire need; AND,
- 05. Upon renovating homes and bathroom modification are completed; the community will benefit from this project in areas of personal hygiene and daily sanitizing.

NOW, THEREFORE BE IT RESOLVED THAT:

- 01. Supporting Resolution Requesting the Navajo Nation to Fund Low Mountain in the amount of \$122,190.30 from the Navajo Nation Fiscal Recovery Funds Request and Expenditure Plans as Authorized by the American Rescue Plan Act (ARPA) for Low Mountain Chapter to hire local manpower to renovate homes and bathroom modification for community members.
- 02. Low Mountain Chapter affirms that the Chapter will only use awarded Fiscal Recovery Funds and implement this FRF Expenditure Plan in compliance with the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies.

Motioned by: John Pehin

Second by: Sulliven, Taky

We, hereby certify that the foregoing resolution was duly considered at a duly called Low Mountain Chapter Meeting in Low Mountain, (Arizona), Navajo Nation, at which a quorum was present and that same was passed by a vote of 11 _ in favor, _O_ opposed, and 2_ abstained on this 10_ day of

INEL DER 2022 Roger B. George, Chapter Vice-President Ben L. Gonnie, Chapter President

Rose Ann Charley, Chapter Secretary/Treasurer

NAVAJO NATION LISTING OF CLASIFICATION TITLES, CLASS CODES AND ASSIGNED PAY GRADES

2155Child Posedpennt Aide744080Variation563321Child Dovelopment Moder591230Department Manager II692172Child Support Case Management Specialist631232Department Manager II752173Child Support Reforement Offorer652170Department Manager II752174Child Support Reforement Offorer652170Department Manager II722174Child Support Reforement Offorer682170Department Manager II722174Child Support Reforement Offorer682180Depart Victor Protector722175Clinical Social Worker692033Depart Price Child Coperator762176Clinical Social Worker682310Depart Price Child Coperator762170Clinical Social Worker612170Developmental Social Worker762182Community Health Interomental Research Tech622171Director of Crimical Interactions712193Community Health Environmental Research Tech632171Director of Crimical Interactions712194Community Health Nurse Supervisor644140Director of Crimical Interactions712194Community Health Nurse Supervisor644140Director712195Community Health Nurse Supervisor644140Director712196Community Health Nurse Supervisor644140Director72 <th>Class Code</th> <th>Position Classification Title</th> <th>Salary Grade</th> <th>Class Code</th> <th>Position Classification Title</th> <th>Salary Grade</th>	Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
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3737Community Library Manager683655Early Head Start Teacher603830Community Resource Coordinator583403Economic Development Specialist633831Community Services Coordinator623408Economist701843Computer Operations Manager683676Education Administrator701843Computer Operations Manager683676Education Data Network Specialist652022Construction Employment Analyst593688Education Data Network Specialist633515Construction Supervisor623762Education Data Specialist642018Contract Analyst633516Electrical Inspector632020Contract Compliance Officer702065Electronic Technician612015Contract Officer743741Eligibility Technician583849Cook's Aide572283Emergency Management Director692264Corrections Captain672283Emergency Medical Technician - Intermediate612265Corrections Officer Trainee612265Emergency Medical Technician - Intermediate612264Corrections Officer Trainee612265Emergency Medical Technician - Intermediate612265Corrections Officer Trainee612265Emergency Medical Technician - Intermediate612266Corrections Officer Trainee622280Emergency Medical Technicia	3793	Community Health Worker Supervisor	64	4141	Driller Helper	56
3830Community Resource Coordinator583403Economic Development Specialist633831Community Services Coordinator623408Economist701843Computer Operations Manager683676Education Administrator701892Computer Operator561859Education Data Network Specialist632022Construction Employment Analyst59368Education Data Network Specialist633515Construction Supervisor623762Education Specialist642018Contract Analyst633516Electrical Inspector632020Contract Compliance Officer644175Electrical Inspector632020Contract Ompliance Officer743741Eligibility Technician682040Controller743741Eligibility Technician582054Corections Captain692284Emergency Management Director682054Corrections Captain692284Emergency Medical Technician - Intermediate612265Corrections Officer Trainee612280Emergency Medical Technician - Intermediate612266Corrections Officer Trainee622280Emergency Medical Technician - Intermediate612266Corrections Officer Trainee622280Emergency Medical Technician Supervisor642380Conselor622280Emergency Medical Technician Supervisor64 <td< td=""><td>3821</td><td>Community Involvement Specialist</td><td>62</td><td>4144</td><td>Driver</td><td>57</td></td<>	3821	Community Involvement Specialist	62	4144	Driver	57
3831Community Services Coordinator623408Economist701843Computer Operations Manager683676Education Administrator701892Computer Operator561859Education Data Network Specialist632022Construction Employment Analyst593688Education Data Specialist633515Construction Inspector633676Education Program Manager683601Construction Supervisor623762Education Specialist643018Contract Analyst633516Electrical Inspector612018Contract Compliance Officer644175Electrical Inspector612015Contract Compliance Officer702065Electronic Technician623040Contract Compliance Officer743741Eligibility Technician633040Cook's Aide572288Emergency Medical Responder592042Corrections Captain692284Emergency Medical Technician - Basic602045Corrections Officer Trainee612285Emergency Medical Technician - Intermediate612046Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612046Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612046Corrections Officer Trainee612286Emergency Medical Technician - Intermediate61	3737	Community Library Manager	68	3655	Early Head Start Teacher	60
1843Computer Operations Manager683676Education Administrator701892Computer Operator561859Education Data Network Specialist632022Construction Employment Analyst593688Education Data Specialist633515Construction Inspector633677Education Program Manager683501Construction Supervisor623762Education Specialist642018Contract Compliance Officer644175Electricial Inspector632020Contract Compliance Officer702065Electronic Technician622040Contracting Officer743741Eligibility Technician632041Contracting Officer743741Eligibility Technician683849Cook572288Emergency Medical Responder692046Corrections Captain692284Emergency Medical Technician - Intermediate612047Corrections Officer612286Emergency Medical Technician - Intermediate612048Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612040Conselor622280Emergency Medical Technician - Intermediate612040Corrections Segeant622280Emergency Medical Technician - Intermediate612040Conselor622280Emergency Medical Technician - Intermediate612040Core	3830	Community Resource Coordinator	58	3403	Economic Development Specialist	63
1892Computer Operator561859Education Data Network Specialist652022Construction Employment Analyst593688Education Data Specialist633515Construction Inspector633677Education Program Manager683601Construction Supervisor623762Education Specialist632020Contract Analyst633516Electrical Inspector63632020Contract Ompliance Officer644175Electrical632030Contract Ompliance Officer644175Electrical Centraica632040Controller743741Eligibility Technician683050Cook's Aide572288Emergency Management Director683050Cook's Aide542297Emergency Medical Responder692054Corrections Captain63284Emergency Medical Technician - Intermediate612054Corrections Cofficer632265Emergency Medical Technician - Intermediate612054Corrections Officer Trainee61226Emergency Medical Technician Instructor/Coordinator623050Conselor632261Emergency Medical Technician Supervisor612054Corrections Sergeant652261Emergency Medical Technician Supervisor613050Conselor662290Emergency Medical Technician Supervisor613050Credit Manager66 <td>3831</td> <td>Community Services Coordinator</td> <td>62</td> <td>3408</td> <td>Economist</td> <td>70</td>	3831	Community Services Coordinator	62	3408	Economist	70
2022Construction Employment Analyst593688Education Data Specialist633515Construction Inspector633677Education Program Manager683501Construction Supervisor623762Education Specialist642018Contract Analyst633516Electrical Inspector632020Contract Compliance Officer644175Electricial612015Contracting Officer702065Electronic Technician622020Contracting Officer743741Eligibility Technician682040Controller743741Eligibility Technician682040Cook572288Emergency Management Director682044Corrections Captain692284Emergency Medical Responder692045Corrections Captain692285Emergency Medical Technician - Intermediate612046Corrections Officer632285Emergency Medical Technician - Intermediate612047Corrections Sofficer Trainee612286Emergency Medical Technician Instructor/Coordinator622048Corrections Sofficer Trainee622290Emergency Medical Technician Instructor/Coordinator622049Conselor622280Emergency Socies Coordinator642040Contraction Sergeant662290Emergency Socies Coordinator672051Criminal Information System Specialist<	1843	Computer Operations Manager	68	3676	Education Administrator	70
3515Construction Inspector633677Education Program Manager683501Construction Supervisor623762Education Specialist642018Contract Analyst633516Electrical Inspector632020Contract Compliance Officer644175Electrician612015Contracting Officer702065Electronic Technician620402Controller743741Eligibility Technician583849Cook572288Emergency Management Director683850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Conficer632285Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612266Corrections Sergeant622280Emergency Medical Technician an Intermediate643400Corection Sergeant622280Emergency Medical Technician an Intermediate643410Corections Sergeant662290Emergency Medical Technician Instructor/Coordinator643430Credit Manager662290Emergency Services Coordinator663431Criminal Inf	1892	Computer Operator	56	1859	Education Data Network Specialist	65
3501Construction Supervisor623762Education Specialist642018Contract Analyst633516Electrical Inspector632020Contract Compliance Officer644175Electrician612015Contracting Officer702065Electronic Technician620402Controller743741Eligibility Technician583849Cook572288Emergency Management Director683850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Clicter Trainee612285Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612280Emergency Medical Technician - Intermediate612266Corrections Sergeant652281Emergency Medical Technician Supervisor622802Counselor622280Emergency Services Coordinator622802Counselor662290Emergency Services Coordinator662813Criminal Investigations Supervisor701213Employee Housing Specialist672829Criminal Investigator <td>2022</td> <td>Construction Employment Analyst</td> <td>59</td> <td>3688</td> <td>Education Data Specialist</td> <td>63</td>	2022	Construction Employment Analyst	59	3688	Education Data Specialist	63
2018Contract Analyst633516Electrical Inspector632020Contract Compliance Officer644175Electrician612015Contracting Officer702065Electronic Technician620402Controller743741Eligibility Technician583849Cook572288Emergency Management Director683850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Officer632285Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612266Corrections Sergeant652281Emergency Medical Technician Instructor/Coordinator623802Counselor662290Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator663431Criminal Information System Specialist642291Emergency Services Liaison593207Criminal Investigations Supervisor701213Employee Housing Specialist673209Criminal Investigator671423Employee Housing Specialist673209Criminal Investigator671423Employee Insurance Representative593209Criminal Investigator </td <td>3515</td> <td>Construction Inspector</td> <td>63</td> <td>3677</td> <td>Education Program Manager</td> <td>68</td>	3515	Construction Inspector	63	3677	Education Program Manager	68
2020Contract Compliance Officer644175Electrician612015Contracting Officer702065Electronic Technician620402Controller743741Eligibility Technician583849Cook572288Emergency Management Director683850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic612265Corrections Clieutenant672283Emergency Medical Technician - Intermediate612266Corrections Officer Trainee612286Emergency Medical Technician - Intermediate612268Corrections Sergeant652281Emergency Medical Technician Intermediate622309Counselor622280Emergency Medical Technician Supervisor643400Credit Manager662290Emergency Medical Technician Supervisor643411Ciminal Information System Specialist642291Emergency Services Coordinator673412Criminal Information Supervisor701213Employee Housing Specialist673413Ciminal Investigations Supervisor671423Employee Housing Specialist673414Ciminal Investigator671423Employee Housing Specialist673415Ciminal Investigator671423Employee Housing Specialist673416SE-D	3501	Construction Supervisor	62	3762	Education Specialist	64
2015Contracting Officer702065Electronic Technician620402Controller743741Eligibility Technician583849Cook572288Emergency Management Director683850Cook's Aide54287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Lieutenant67283Emergency Medical Technician - Intermediate612264Corrections Officer Trainee632285Emergency Medical Technician - Intermediate572265Corrections Officer Trainee612286Emergency Medical Technician Instructor/Coordinator572266Corrections Sergeant652281Emergency Medical Technician Instructor/Coordinator623802Counselor662290Emergency Medical Technician Supervisor643413Credit Manager662290Emergency Medical Technician Instructor/Coordinator653514Criminal Information System Specialist642291Emergency Services Coordinator663515Criminal Information System Specialist642291Emergency Services Liaison593526Corinial Investigators Supervisor701213Employee Housing Specialist593515Criminal Investigator671423Employee Insurance Representative593516Cirinial Investigator671423 <td< td=""><td>2018</td><td>Contract Analyst</td><td>63</td><td>3516</td><td>Electrical Inspector</td><td>63</td></td<>	2018	Contract Analyst	63	3516	Electrical Inspector	63
0402Controller743741Eligibility Technician583849Cook57228Emergency Management Director683850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Lieutenant672283Emergency Medical Technician - Intermediate612267Corrections Officer632285Emergency Medical Technician - Intermediate612268Corrections Officer Trainee612286Emergency Medical Technician - Intermediate572266Corrections Sergeant612286Emergency Medical Technician Instructor/Coordinator623802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigator701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative59301CSE-DOL Employee5757575757591CSE-DOL Employee5757575757592Schoult Investigator671423Employee Insurance Representative59593Employee Insurance Representati	2020	Contract Compliance Officer	64	4175	Electrician	61
3849Cook572288Emergency Management Director683850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Lieutenant672283Emergency Medical Technician - Intermediate612267Corrections Officer632285Emergency Medical Technician - Intermediate612268Corrections Officer Trainee612286Emergency Medical Technician - Intermediate572268Corrections Sergeant652281Emergency Medical Technician - Intermediato623802Counselor622280Emergency Medical Technician Instructor/Coordinator623803Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigator671213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3671423Employee Insurance Officer59	2015	Contracting Officer	70	2065	Electronic Technician	62
3850Cook's Aide542287Emergency Medical Responder592264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Lieutenant672283Emergency Medical Technician - Intermediate612267Corrections Officer632285Emergency Medical Technician - Intermediate612268Corrections Officer Trainee612286Emergency Medical Technician - Interm572268Corrections Sergeant612286Emergency Medical Technician Instructor/Coordinator623802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigators Supervisor701213Employee Housing Specialist672209Creminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3673Employment Assistance Officer59	0402	Controller	74	3741	Eligibility Technician	58
2264Corrections Captain692284Emergency Medical Technician - Basic602265Corrections Lieutenant672283Emergency Medical Technician - Intermediate612267Corrections Officer632285Emergency Medical Technician - Intern572268Corrections Officer Trainee612286Emergency Medical Technician - Intern572269Corrections Sergeant612281Emergency Medical Technician - Recruit572300Counselor622281Emergency Medical Technician Instructor/Coordinator623430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592209Criminal Investigators Supervisor701213Employee Housing Specialist672301CSE-DOL Employee671423Employee Insurance Representative596565256156595959	3849	Cook	57	2288	Emergency Management Director	68
2265Corrections Lieutenant672283Emergency Medical Technician - Intermediate612267Corrections Officer632285Emergency Medical Technician - Intern572268Corrections Officer Trainee612286Emergency Medical Technician - Recruit572268Corrections Sergeant652281Emergency Medical Technician Instructor/Coordinator623802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee593673Employment Assistance Officer59	3850	Cook's Aide	54	2287	Emergency Medical Responder	59
2267Corrections Officer632285Emergency Medical Technician - Intern572268Corrections Officer Trainee612286Emergency Medical Technician - Recruit572266Corrections Sergeant652281Emergency Medical Technician Instructor/Coordinator623802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee593673Employment Assistance Officer59	2264	Corrections Captain	69	2284	Emergency Medical Technician - Basic	60
2268Corrections Officer Trainee612286Emergency Medical Technician - Recruit572266Corrections Sergeant652281Emergency Medical Technician Instructor/Coordinator623802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee593673Employment Assistance Officer59	2265	Corrections Lieutenant	67	2283	Emergency Medical Technician - Intermediate	61
2266Corrections Sergeant652281Emergency Medical Technician Instructor/Coordinator623802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee593673Employment Assistance Officer59	2267	Corrections Officer	63	2285	Emergency Medical Technician - Intern	57
3802Counselor622280Emergency Medical Technician Supervisor643430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3673Employment Assistance Officer59	2268	Corrections Officer Trainee	61	2286	Emergency Medical Technician - Recruit	57
3430Credit Manager662290Emergency Services Coordinator662351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3673Employment Assistance Officer59	2266	Corrections Sergeant	65	2281	Emergency Medical Technician Instructor/Coordinator	62
2351Criminal Information System Specialist642291Emergency Services Liaison592207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3673Employment Assistance Officer59	3802	Counselor	62	2280	Emergency Medical Technician Supervisor	64
2207Criminal Investigations Supervisor701213Employee Housing Specialist672209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3673Employment Assistance Officer59	3430	Credit Manager	66	2290	Emergency Services Coordinator	66
2209Criminal Investigator671423Employee Insurance Representative590591CSE-DOL Employee3673Employment Assistance Officer59	2351	Criminal Information System Specialist	64	2291	Emergency Services Liaison	59
0591 CSE-DOL Employee3673 Employment Assistance Officer59	2207	Criminal Investigations Supervisor	70	1213	Employee Housing Specialist	67
	2209	Criminal Investigator	67	1423	Employee Insurance Representative	59
4083 Custodial Supervisor583696 Employment Development Specialist64	0591			3673	Employment Assistance Officer	59
	4083	Custodial Supervisor	58	3696	Employment Development Specialist	64

NAVAJO NATION LISTING OF CLASIFICATION TITLES, CLASS CODES AND ASSIGNED PAY GRADES

.

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
2258	911 Dispatcher	61	2007	Associate Statistical I Research Analyst	63
1519	Accountant	63	2146	Attorney	68
1360	Accounting Clerk	56	2142	Attorney Candidate	67
1510	Accounting Manager	69	0303	Attorney General	76
1522	Accounting Supervisor	67	2055	Audio-Visual Technician	59
1525	Accounting Technician	57	1654	Auditor	65
1523	Accounting Technician (Cashier)	58	0304	Auditor General	72
1524	Accounts Maintenance Specialist	58	4049	Auto Body Repairer	59
1534	Accounts Maintenance Specialist (AP/PCard)	59	4048	Auto Body Shop Supervisor	62
1533	Accounts Payable Specialist	60	4042	Auto Parts Supervisor	60
3745	Adaptive Education Teacher	66	4044	Auto Parts Technician	57
1260	Administrative Assistant	62	4053	Automotive Service Writer	61
1292	Administrative Legal Secretary	63	4046	Automotive Technician	61
1211	Administrative Services Officer	64	2245	Background Adjudicator (DPS)	65
3314	Air Quality Engineer	66	1435	Background Investigations Manager	68
1212	Air Transportation Director	70	2246	Background Investigator (DPS)	61
4093	Aircraft Maintenance Technician/ Pilot	68	3756	Behavioral Health Director	71
4092	Aircraft Mechanic	61	1422	Benefits Clerk	56
4090	Aircraft Pilot	68	3735	Benefits Coordinator	67
4094	Airport Maintenance Coordinator	62	3245	Biologist	65
0506	AmeriCorp Participant		3246	Botanist	65
3185	Animal Control Officer	59	2068	Broadcast Engineering Technician	64
1854	Application Systems Programmer	66	2072	Broadcast Technician	62
3411	Appraiser	62	1683	Budget Analyst	64
3619	Archaeological Aide	56	1680	Budget Officer	68
3618	Archaeological Technician	57	4080	Building Maintenance Supervisor	62
3616	Archaeologist	64	4082	Building Maintenance Worker	58
3610	Archaeologist (Program Manager)	69	3405	Business Analyst	67
0401	Assistant Attorney General	74	4004	Buyer	61
1233	Assistant Department Manager	68	4171	Cabinet Maker	61
3678	Assistant Superintendent	71	3711	Caregiver Resource Specialist	64
1531	Associate Accountant	62	4173	Carpenter	60
2149	Associate Attorney	66	3764	Case Assistant	56
1655	Associate Auditor	63	3761	Case Management Specialist	64
3312	Associate Civil Engineer	65	3763	Case Worker	57
2019	Associate Contract Analyst	62	3760	Caseworker Supervisor	64
3318	Associate Environmental Engineer	63	1529	Cashier Services Supervisor	65
3043	Associate Environmental Specialist	64	0592	CBP-DOL Employee	
3342	Associate Geologist	64	1530	Chapter Accounting Technician	59
1418	Associate Human Resources Analyst	63	0597	Chapter Employee	
3363	Associate Hydrologist	64	0507	Chapter Youth Employee	
2164	Associate Juvenile Presenting Officer	62	3247	Chemist	65
1983	Associate Management Analyst	62	1515	Chief Financial Officer	71
1660	Associate Minerals Auditor	63	3350	Chief Geologist (Minerals)	73
3345	Associate Mining Engineer	63	2150	Chief Hearing Officer	69
3846	Associate Nutrition Worker	54	0211	Chief Legislative Counsel	76
3851	Associate Nutritionist	62	2361	Chief Medical Investigator	69
3348	Associate Petroleum Engineer	63	2176	Chief of Police	73
2042	Associate Public Information Officer	62	0201	Chief of Staff	71
3038	Associate Reclamation Specialist	64	0206	Chief Operating Officer	72

NAVAJO NATION LISTING OF CLASIFICATION TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
1290	Senior Legal Secretary	61	2002	Statistical Research Analyst	65
4075	Senior Maintenance Mechanic	60	2003	Statistical Technician	57
1981	Senior Management Analyst	66	2004	Statistician/Demographer	68
3001	Senior Mineral Assessment Specialist	65	4007	Stores Clerk	55
1662	Senior Minerals Auditor	67	3732	Substance Abuse Counselor	56
3343	Senior Mining Engineer	68	3733	Substance Abuse Health Educator	63
1847	Senior Network Specialist	65	0403	Superintendent of Schools	73
3844	Senior Nutrition Worker	59	3611	Supervisory Archaeologist	68
3841	Senior Nutritionist	65	3320	Supervisory Land Surveyor	66
1365	Senior Office Specialist	60	1841	Systems and Programming Manager	69
4177	Senior Painter	62	2148	Tax Attorney	68
3270	Senior Parks Maintenance Worker	59	1657	Tax Auditor	65
1527	Senior Payroll Technician	61	1671	Tax Compliance Officer	63
3346	Senior Petroleum Engineer	69	3178	Telecommunications Supervisor	63
3008	Senior Petroleum Technician	65	0500	Temporary Employee	
1961	Senior Planner	65	4170	Trades Helper	56
4179	Senior Plumber	62	3811	Traditional Counselor	60
2183	Senior Police Officer	65	3810	Traditional Practitioner	62
1991	Senior Program Analyst	65	0505	Trainee	
1852	Senior Programmer Analyst	65	1444	Training & Development Supervisor	66
1251	Senior Programs and Projects Specialist	67	1443	Training Instructor	64
4016	Senior Property Clerk	59	1441	Training Manager	67
2157	Senior Prosecutor	67	4032	Transit Dispatcher	59
2040	Senior Public Information Officer	64	1250	Transit Manager	70
3036	Senior Reclamation Specialist	68	1966	Transit Planner	64
3042	Senior Remedial Project Manager	68	3743	Treatment Coordinator	64
3419	Senior Right-Of-Way Agent	62	2162	Tribal Court Advocate	64
4026	Senior Safety Technician	62	3797	Tuberculosis Control Technician	59
3707	Senior Social Service Representative	60	1842	User Services Manager	68
3704	Senior Social Worker	65	4047	Vehicle Service Worker	56
2001	Senior Statistical Research Analyst	66	3829	Veterans Claims Examiner	64
4006		57	3825	Veterans Service Officer	61
3731	Senior Substance Abuse Counselor	60	3073	Veterinarian	69
3365	Senior Superfund Hydrogeologist	68	3075	Veterinary Aide	55
2147	Senior Tax Attorney	70	3710	Victim and Witness Advocate	62
1656	Senior Tax Auditor	67	1229	Vital Statistics Manager	65
1670	Senior Tax Compliance Officer	65	2005	Vital Statistics Technician	58
2161	Senior Tribal Court Advocate	66	3692	Vocational Rehabilitation Counselor	64
3709	Senior Victim and Witness Advocate	64	3826	Volunteer Services Coordinator	60
3691	Senior Vocational Rehabilitation Counselor	65	4078	Voter Machine Technician	58
4002	Senior Warehouse Worker	58	3835	Voter Registration Specialist	62
3285	Senior Zookeeper	61	4001	Warehouse Supervisor	61
3456	Slot Compliance Assistant	64	4003	Warehouse Worker	56
3455	Slot Compliance Manager	68	3025	Water Code Compliance Officer	64
3796	Social Hygiene Technician	59	3021	Water Development Technician	62
3708	Social Service Representative	58	1849	Web Developer	66
3705	Social Worker	63	3007	Weights and Measures Inspector	60
3807	Speech Language Pathologist	69	4181	Welder	60
0205	Staff Assistant	64	3180	Wildlife Biologist	65
1442	Staff Training Coordinator	64	3181	Wildlife Conservation Officer	65

NAVAJO NATION LISTING OF CLASIFICATION TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
3421	Housing Specialist	64	4143	Laborer	55
1426	HR Background Check Technician	60	3412	Land Agent	63
1407	HR IT Manager	67	3414	Land Support Agent	60
1411	HR Position Control Analyst	65	3770	Laundry Worker	55
1431	HR Records Supervisor	62	2154	Law Clerk - Intern	63
1408	HR Recruitment Manager	67	2251	Lead Police Records Clerk	58
1432	HR Support Services Specialist	66	3413	Leasing Agent	63
1433	HR Technical Specialist	65	0202	Legal Counsel	70
1430	HR/IT Support Technician	62	1291	Legal Secretary	59
3675	HS Admin Regional Mgr.	64	1017	Legislative Accounts Maintenance Specialist	60
3664	HS Community Partnership Mgr.	67	1014	Legislative Advisor I	65
3660	HS Director of Educational Svcs	70	1013	Legislative Advisor II	67
3683	HS Employee Relations Spec	65	1010	Legislative Analyst	66
3633	HS Facilities & Safety Officer	64	1015	Legislative Assistant	60
3679	HS Mental Health & Disabilities Liaison	63	1011	Legislative Associate	66
3668	HS Paraprofessional	60	0210	Legislative Chief of Staff	70
3634	HS Prof Dev & Planning Spec	67	1297	Legislative Clerk Supervisor	63
3684	HS Regional Partnership Coordinator	64	1016	Legislative District Assistant	65
3687	HS School Readiness & Lang Immersion	67	1002	Legislative Financial Advisor	68
3689	HS Student Data Specialist	63	1005	Legislative Financial Manager	69
3669	HS Student Trans Supervisor	64	1012	Legislative Liaison	60
1427	Human Resource Adjudicator	66	1004	Legislative Manager	69
1417	Human Resources Analyst	64	1295	Legislative Reporter	59
i405	Human Resources Classification and Pay Manager	67	1296	Legislative Reporter Supervisor	65
1401	Human Resources Director	70	1298	Legislative Secretary I	58
1410	Human Resources Employee Relations Specialist	66	1299	Legislative Secretary II	59
1412	Human Resources Information Systems Supervisor	65	1300	Legislative Secretary III	60
1413	Human Resources Operations & Development Mgr.	68	1003	Legislative Staff Assistant	68
1424	Human Resources Records Clerk	58	1307	Legislative Transcriptionist	60
1428	Human Resources Specialist (Behavioral Health)	64	1355	Library Assistant	56
1403	Human Resources Systems Manager	67	3738	Library Services Coordinator	64
1419	Human Resources Technician	60	3431		63
2166	Human Rights Investigator	64	3434	Loan Processor	58
3364	Hydrologic Technician	58	2350	Local Agency Security Officer	64
3362	Hydrologist	65	4176	Locksmith	62
3404	Industrial Development Specialist	67	1362	Mail Clerk	56
1877	Information Security Officer	68	4076	Maintenance Mechanic	58
1872	Information Systems Technician	60	4077	Maintenance Technician	60
1470	Insurance Claims Analyst	64	1982	Management Analyst	64
1471	Insurance Claims Examiner	60	3407	Marketing Specialist	66
0504	Intern	56	2057	Media Production Specialist	65
2206	Internal Affairs Investigator	65	2070	Media Production Technician	62
2205	Internal Affairs Supervisor	68	2056	Media Representative	64
1668	Internal Auditor	68	2360	Medical Examiner	74
2236	Investigator	63	2362	Medical Investigator	64
1511	Investment Manager	71	4028	Mine Safety Officer	67
4070	Irrigation Supervisor	60	3002	Mineral Assessment Specialist	63
2163	Juvenile Presenting Officer	64	3355	Minerals & Royalty Management Director	73
3189	Kennel Officer	56	1664	Minerals Audit Manager	70
2021	Labor Compliance Officer	61	1661	Minerals Auditor	65

NAVAJO NATION LISTING OF CLASIFICATION TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
3421	Housing Specialist	64	4143	Laborer	55
1426	HR Background Check Technician	60	3412	Land Agent	63
1407	HR IT Manager	67	3414	Land Support Agent	60
1411	HR Position Control Analyst	65	3770	Laundry Worker	55
1431	HR Records Supervisor	62	2154	Law Clerk - Intern	63
1408	HR Recruitment Manager	67	2251	Lead Police Records Clerk	58
1432	HR Support Services Specialist	66	3413	Leasing Agent	63
1433		65	0202	Legal Counsel	70
1430	HR/IT Support Technician	62	1291	Legal Secretary	59
3675	HS Admin Regional Mgr.	64	1017	Legislative Accounts Maintenance Specialist	60
3664	HS Community Partnership Mgr.	67	1014	Legislative Advisor I	65
3660	HS Director of Educational Svcs	70	1013	Legislative Advisor II	67
	HS Employee Relations Spec	65	1010	Legislative Analyst	66
3633		64	1015	Legislative Assistant	60
3679	HS Mental Health & Disabilities Liaison	63	1011	Legislative Associate	66
3668	HS Paraprofessional	60	0210	Legislative Chief of Staff	70
3634	HS Prof Dev & Planning Spec	67	1297	Legislative Clerk Supervisor	63
3684	HS Regional Partnership Coordinator	64	1016	Legislative District Assistant	65
3687	HS School Readiness & Lang Immersion	67	1010	Legislative Financial Advisor	68
3689	HS Student Data Specialist	63	1002	Legislative Financial Manager	69
3669	HS Student Trans Supervisor	64	1005	Legislative Liaison	60
1427	Human Resource Adjudicator	66	1012	Legislative Manager	69
1427	Human Resources Analyst	64	1295	Legislative Manager	59
i405	Human Resources Classification and Pay Manager	67	1295	Legislative Reporter Supervisor	65
1403	Human Resources Director	70	1298	Legislative Reporter Supervisor	58
		66	1290	Legislative Secretary I	59
1410	Human Resources Employee Relations Specialist	65	1300	Legislative Secretary III	60
1412	Human Resources Information Systems Supervisor Human Resources Operations & Development Mgr.		1003	Legislative Secretary in Legislative Staff Assistant	68
1413	Human Resources Records Clerk	68 58	1307	Legislative Transcriptionist	60
1424			1355	Library Assistant	56
1428	Human Resources Specialist (Behavioral Health)	64 67	3738		64
1403	Human Resources Systems Manager Human Resources Technician	60	3431	Library Services Coordinator Loan Officer	63
		64		Loan Processor	58
2166	5				64
3364	, .	58 65	2350	Local Agency Security Officer	62
3362	Hydrologist	65 67	4176	Locksmith Mail Clerk	56
3404	Industrial Development Specialist	67	1362		
1877	Information Security Officer	68	4076	Maintenance Mechanic	58
1872	Information Systems Technician	60	4077	Maintenance Technician	60
1470	Insurance Claims Analyst	64	1982	Management Analyst	64
1471	Insurance Claims Examiner	60 E 6	3407	Marketing Specialist	66 65
0504	Intern	56 65	2057	Media Production Specialist	62
2206	Internal Affairs Investigator	65	2070	Media Production Technician	64
2205	Internal Affairs Supervisor	68	2056	Media Representative	74
1668	Internal Auditor	68	2360	Medical Examiner	
2236	Investigator	63	2362	Medical Investigator	64 67
1511	Investment Manager	71	4028	Mine Safety Officer	67 63
4070	Irrigation Supervisor	60 64	3002	Mineral Assessment Specialist	73
2163	Juvenile Presenting Officer	64 56	3355 1664	Minerals & Royalty Management Director	73
3189	Kennel Officer	61	1661	Minerals Audit Manager Minerals Auditor	65
2021	Labor Compliance Officer	01	1001		00

NAVAJO NATION SALARY SCHEDULE

PAY	Minimum			HO	URLY RATES	BY PAY GR	ADE AND ST	TEP				Maximum
GRADE	Α	В	C	D	Е	F	G	H	I.	J	К	L
51	7.22	7.43	7.66	7.88	8.13	8.35	8.60	8.87	9.15	9.40	9.68	10.01
52	7.86	8.12	8.34	8.59	8.84	9.14	9.39	9.67	9.99	10.28	10.57	10.91
53	8.58	8.83	9.11	9.36	9.64	9.95	10.26	10.54	10.88	11.20	11.53	11.90
54	9.34	9.62	9.92	10.20	10.51	10.85	11.18	11.48	11.83	12.18	12.57	12.94
55	10.18	10.49	10.82	11.12	11.45	11.80	12.14	12.52	12.90	13.30	13.69	14.10
56	11.09	11.42	11.77	12.11	12.47	12.85	13.27	13.66	14.05	14.48	14.91	15.35
57	12.09	12.45	12.83	13.21	13.63	14.02	14.44	14.88	15.31	15.80	16.25	16.75
58	13.18	13.59	13.99	14.39	14.83	15.26	15.73	16.22	16.72	17.22	17.73	18.26
59	14.37	14.81	15.24	15.69	16.18	16.69	17.18	17.71	18.24	18.59	18.98	19.53
60	15.63	16.10	16.57	17.07	17.61	18.11	18.49	18.86	19.44	20.00	20.60	21.22
61	17.03	17.56	18.08	18.63	18.83	19.37	19.96	20.56	21.17	21.81	22.48	23.18
62	18.60	18.78	19.34	19.93	20.52	21.13	21.76	22.40	23.09	23.77	24.38	25.10
63	19.87	20.44	21.06	21.70	22.34	23.02	23.71	24.33	25.02	25.78	26.54	27.36
64	21.66	22.26	22.94	23.67	24.39	24.97	25.74	26.49	27.28	28.12	28.97	29.84
65	23.62	24.32	24.91	25.67	26.44	27.21	28.05	28.88	29.74	30.65	31.54	32.49
66	25.59	26.37	27.16	28.00	28.80	29.68	30.58	31.47	32.43	33.39	34.40	35.44
67	27.91	28.72	29.58	30.49	31.39	32.36	33.33	34.33	35.35	36.38	37.48	38.61
68	30.41	31.32	32.28	33.24	34.27	35.26	36.33	37.42	38.55	39.70	40.90	42.13
69	33.15	34.14	35.16	36.23	37.34	38.42	39.55	40.78	42.00	43.24	44.56	45.90
70	36.14	37.20	38.33	39.48	40.69	41.88	43.16	44.47	45.81	47.14	48.33	49.78
71	39.40	40.56	41.78	43.04	44.33	45.65	47.03	48.44	49.67	51.15	52.67	54.25
72	42.93	44.21	45.54	46.91	48.33	49.54	51.02	52.54	54.13	55.73	57.40	59.14
73	46.78	48.21	49.39	50.90	52.44	54.00	55.61	57.28	59.00	60.75	62.61	64.46
74	50.77	52.30	53.85	55.49	57.15	58.84	60.63	62.43	64.33	66.25	68.25	70.31
75	55.33	56.98	58.69	60.47	62.28	64.16	66.07	68.05	70.10	72.20	74.36	76.59
76	60.31	62.15	63.97	65.92	67.87	69.92	72.03	74.20	76.41	78.73	81.06	83.49
77	65.74	67.74	69.75	71.85	74.00	76.23	78.51	80.87	83.31	85.79	88.37	91.00

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THE NAVAJO NATION **Estimated Employee Benefit Rates** Fiscal Year 2023

			*Temporary			
			Employees/			President, Vice-
	Regular Status	Political	Employee for Tax	Law Enforcement	Navajo Nation	Pres, Speaker,
TYPE OF TAX/BENEFIT	Employees	Appointees	Purposes	(Police Officers)	Judges	Council Deleg
*						
F.I.C.A./Medicare Taxes	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
Unemployment Taxes	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%
OTHER BENEFITS:						
Annual Leave	1.28%			1.28%	1.28%	_
Group Insurance	23.80%	23.80%		23.80%	23.80%	23.80%
Retirement	14.50%	14.50%		18.50%	44.50%	14.50%
401K Plan	3.00%	3.00%		3.00%	3.00%	3.00%
Deferred Compensation		10.00%				20.00%
					the second state of the se	

*Includes but not limited to: Youth, PEP Programs, Members of Committee, Boards, and Commissions.

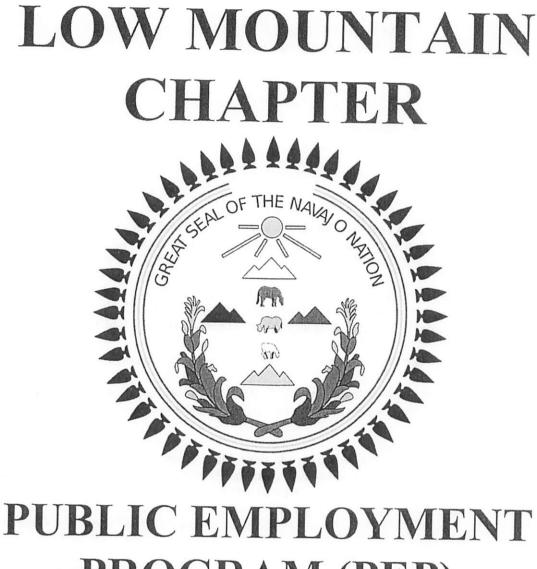
Reviewed & Approved by: Rob Willi

Date: 05/20/22

Robert Willie, Accounting Manager

Reviewed & Approved by: Elizabeth Begay, Acting Controller Updated: 05/20/22

Date: 05/20/22



PROGRAM (PEP) POLICY AND PROCEDURES

Low Mountain Chapter P.O. Box 4416 Blue Gap, Arizona 86520 Phone: (928)725-3700 Fax: (928)725-3703 Email: lowmountain@navajochapters.org

Attachment 1

LOW MOUNTAIN CHAPTER PUBLIC EMPLOYMENT PROGRAM POLICY AND PROCEDURES

I. <u>ESTABLISHMENT:</u>

The Low Mountain Chapter Public Employment Program (PEP) is hereby established a short-term employment program (as amended) under the Low Mountain Chapter Government.

II. <u>PURPOSE:</u>

The purpose of the PEP Policy and Procedures is to provide guidance to the Low Mountain Chapter in administering the Chapter PEP funds to provide short-term employment opportunities for registered and/or non-registered Chapter residents in the community to work on prioritized Chapter Emergency Projects.

- A. The Policy of the Low Mountain chapter is to comply with applicable laws that governs the employment relations between the Chapter and the PEP employees and consistent with the Nation's laws, regulations, and policies, the Chapter shall not discriminate against an applicant or employee(s).
- B. Reduce the unemployment rate within the Chapter community and Navajo Nation level.
- C. Provide on-the-job training to selected Chapter PEP participants, to bring them to a desired standard of efficiency or condition or behavior etc. so they may seek and obtain other outside employment with non-Chapter employers.
- D. During the Coronavirus emergency health crisis, the policy of the Chapter shall be to educate the PEP participants about how the virus spreads and raise their awareness about the crucial roles of self-distancing, hand washing, sanitizing and also face mask use to help in controlling the outbreak of COVID-19. We need to have that degree of compliance with these simple measures for self-protections of PEP participants, Chapter Staff, Officials and others.

III. <u>DEFINITIONS:</u>

- A. "Chapter Official" means the following public officials elected by the Chapter membership" Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer.
- B. "Community Service Coordinator" means the individual who is responsible for administering the Five Management (FMS) and the administrative functions of the Chapter operation. Administrative head staff performing the duties prescribed in Local Governance Act (LGA) Title 26 N.N.C. Subsections 1004 (B) (C) and 2003 (B).
- C. "Chapter Administration" means the employees of the Chapter which includes, but is not limited to Community Service Coordinator (CSC) and Account Maintenance Specialist (AMS).
- D. "Chapter Employee" means any person or entity working for or rendering or exchanging any services or performing any act for or on behalf of the Chapter, in return for any form of payment or other compensation. This can be temporarily, permanently or indefinitely, in any capacity.
- E. "Participants" means Chapter Residents participating in Chapter-approved Public Employment Program projects whether hired or voluntarily.

F. "Chapter Resident" means one who dwells permanently or continuously within the boundaries of the Chapter.

IV. STAFFING AND ORGANIZATION:

- A. CHAPTER OFFICERS; In accordance with the Local Governance Act as approved by the N.N.C. by Resolution CAP-34-98, the Chapter Officials having Legislative oversight hereby through adoption of this policy, delegates to the Community Services Coordinator oversight authority over the operation of the PEP.
- B. COMMUNITY SERVICES COORDINATOR (CSC): The CSC under the direct supervision of the selected Chapter Official shall have the primary daily oversight of the PEP and further, shall have the ultimate authority over all the Chapter PEP projects
- C. PROJECT SUPERVISOR: The Project Supervisor under the direct supervision of the Community Services Coordinator shall oversee all the PEP and/other Chapter-approved project participants to assure continuity of ongoing project(s) and that they are completed on a timely manner and/or within the annual Budget Cycle or an extension shall be reflected in the ensuing year's budget and approved by the Chapter. In the event the Chapter CSC is unavailable, in his/her absence, the Project Supervisor shall report directly to the Chapter Accounts Maintenance Specialist (AMS).

V. ELIGIBILITY CRITERIA:

- A. During the difficult time period of the Regional Navajo Nation Coronavirus epidemic, it is especially important the Chapter first and foremost recognize the need of maintaining or establishing a norm of Chapter operations with a common message of self-care, protection and personal accountability during the global COVID-19 virus pandemic.
- B. In times of this uncertainty, the Chapter for purposes of services and benefits to the community continues to carry out Chapter-approved PEP and other emergency project activities for the general health, safety and welfare of the Chapter membership and thus, the Chapter Official shall have the ultimate authority to select hire active Chapter registered voters and employable non-registered Chapter residents.
- C. During the Coronavirus emergency health crisis if a Chapter PEP and/or an emergency project employee(s) gets tested for COVID-19 the employee shall notify employer with the test result and based on the results, the employer shall abide by the Navajo Department of Health and the Health Command Operations Center instruction policy.
- D. PEP and/or other emergency projects, applicants shall not be employed with other entities at the time of submitting and employment application.
- E. Elected Chapter Officials or an Administrative staff shall recuse oneself from hiring process participation determining employment eligibility for an applicant due to personal relationship because of a potential conflict of interest or lack of impartiality.
- F. The Chapter Officials shall select a Chapter Project Supervisor based on experience, skill and qualifications for the designated Chapter Project. The CSC can utilize the Navajo Nation pay scales or recommend the Chapter pay scale based on funds availability to pay the Project Supervisor and likewise with other skilled employees their appropriate wages.

- C. All payroll checks will be prepared and distributed in accordance with the Chapter's Fiscal Management Policies and Procedures.
- D. All payroll checks will be picked up by the PEP participant (payee) only, unless a written authorization by the payee designating another individual to pick up the check is submitted to and acknowledged by the Chapter administration.

VIII. SEXUAL AND OTHER UNLAWFUL HARASSMENT:

- A. A participant who wants to report an incident of sexual or other unlawful harassment shall immediately report the matter to the Community Services Coordinator, who shall report the incident to appropriate authorities.
- B. The Community Services Coordinator shall address the matter in a timely, appropriate and confidential manner pursuant to the Chapter's Five Management System XVI (F) Conduct of Employee Sexual Harassment.

IX. ILLEGAL DRUG, ALCOHOL OR OTHER ILLEGAL SUBSTANCE USE:

- A. It is the Chapter policy to provide a drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- B. Employees shall not use, possess, distribute, sell or be under the influence of alcohol, drugs or other illegal substance while conducting Chapter related business, Chapter premises and/or project sites.
- C. The legal use of prescribed drugs by a licensed physician is permitted on the job only if it does no impair an employee's ability to perform the essential function of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- D. Violation of this policy shall lead to disciplinary action including an IMMEDIATE TERMINATION OF EMPLOYMENT!

X. <u>ABSENTISM:</u>

A. If an employee fails to show up for work two consecutive days, shall result to disciplinary action of IMMEDIATE TERMINATION OF EMPLOYMENT!

XI. <u>EXPENDITURE REPORTING:</u>

- A. At the end of each month, quarterly, and calendar year-ending, all required reporting documents shall be submitted to the appropriate departments.
- B. The Accounts Maintenance Specialist shall make a written expenditure report to the Chapter Officials, and the Secretary/Treasurer shall then make an oral report at a dully called Chapter Meeting on a monthly basis.

XII. <u>AMENDMENT:</u>

The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Public Employment Program Policy and Procedures. The process to amend the Policy and Procedure shall be recommended in writing by any registered community member at a duly called Chapter Planning Meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N

We, hereby certify that the forgoing Chapter Public Employment Program (PEP) Policy and Procedures was duly considered at a duly call Low Mountain Chapter, Chapter Meeting in Low Mountain (Navajo Nation), Arizona, at which a quorum was present and that same was passed by a vote of <u>out</u> in favor, <u>S</u> opposed, and <u>ot</u> abstained, on this 15th day of Suptember 2021.

MOTIONED BY: Roger B. George SECONDED BY: Raymond, Y. Begay

Ben Gonnie, Chapter President

Roger B. George, Chapter Vice

Rose Ann Charley, Chapter Secretary/Treasurer

APPENDIX A

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

Part 1. Identification of parties.

Non-Governance Certified Chapter LOW MOUNTAIN CHA	Date prepared: 11/28/2022
	phone/email: <u>925-725-3700</u>
Chapter's PO BOX 4416 mailing address: BLUE GAP, AZ 86520	website (if any): lowmountain.nndes.org
This Form prepared by: MAREITA DENNY, Project Manage	aer phone/email:
ROGER GEORGE, Chapter Vice-President	rgeorge@naataanii.org
CONTACT PERSON'S name and title	CONTACT PERSON'S info
Title and type of Project: PERSONNEL (HIRE FOR HC	ME RENOVATION PROJECT)
Chapter President: BEN L. GONNIE	_ phone & email: 928-313-8726 m63563963@gmail.com
Chapter Vice-President: ROGER B. GEORGE	phone & email: 928-401-1935 rgeorge@naataanii.org
Chapter Secretary: ROSE ANN CHARLEY	_ phone & email:phone & email:
Chapter Treasurer: ROSE ANN CHARLEY	_ phone & email: 928-386-3511 girlyazzie1947@hotmail.com
Chapter Manager or CSC: ELLA F. NELSON, Acting	_ phone & email: elnelson@navajochapters.org
DCD/Chapter ASO: Robert Jumbo, ASO-ASC-DCD	phone & email: 928-674-2251 rjumbo@nndcd.org
List types of Subcontractors or Subrecipients that will be paid with FRF (if k	
	document attached
Amount of FRF requested: <u>122,190.30</u> FRF funding period:	S/1/23 - 12/31/26 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 chapter will hire 4-Personnel (local community members) to renovate community homes that are

The chapter will hire 4-Personnel (local community members) to renovate community homes that are dilapidated homes and elderly bathroom modification of which are dilapidated and some are non-operatable. Community membership with dilapidated homes and bathroom are struggling with malfunction of bathroom facility.

document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo communities, or the Navajo People: The community membership will have indoor water and plumbing facility for daily personal hygiene care and drinking water.

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

Construction Period: Beginning date - February 2023 and ending date December 31, 2025.

document attached

(d) Identify who will be responsible for implementing the Program or Project: Low Mountain Chapter and the administration.

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:

Homeowners will be responsible for maintenance of the indoor plumbing operation.

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:

Fiscal Recovery Fund expenditure catagories - Housing Support: Other Housing Assistance. 2.18

Personnel will renovation dilapidated homes and bathroom modification.

document attached

Part 3. Additional documents.

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

Chapter Approved Resolution.

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:	Mon	_ Approved by:	ng	Anni
	Signature of Pre-arenCONTACT PERSON		signati	re of Chapter President for Vice-President)
Approved by: _	Allow	_ Approved by:	mla	nt (n 12/12/2022
	signature of USC		signature o/Chapt	er ASO
		Approved to submit for Review:	Giga	John NIVFRED
				signature of DCD Director

THE NAVAJO NATION PROGRAM BUDGET SUMMARY

Page 1 of 3 BUDGET FORM 1

PART I. Business Unit	No.: New	Program Title:			enson	nel Branch		ve					
Prepared By: MAI	REITA DENNY, Project Mana	iger Phone	No.:	928-725-3700 Email	Address:	lowmountain@navajochapters.org							
PART II. FUNDING SOU	IRCE(S) Fiscal Year , Term , 5/ 11 2.027 - 12/3/126	Amount 122,190.30	% of Total 100%	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total					
	12porte			2001 Personnel Expenses	6		122,190.30	122,190.30					
				3000 Travel Expenses			······						
				3500 Meeting Expenses									
				4000 Supplies		**************************************							
				5000 Lease and Rental									
				5500 Communications and Utilities									
		_		6000 Repairs and Maintenance									
			1	6500 Contractual Services				-					
				7000 Special Transactions									
				8000 Public Assistance									
				9000 Capital Outlay	_			Q					
			9500 Matching Funds										
				9500 Indirect Cost									
					TOTAL	Ð	122,190.30	122,190.30					
				PART IV. POSITIONS AND VEHICLES		(D)	(E)						
	×	_		Total # of Positions B	udgeted:	0	0						
	TOTAL:	\$122,190.30	100%	Total # of Vehicles B	udgeted:	0	0						
PART V. I HEREBY ACI	KNOWLEDGE THAT THE INI	FORMATION CON	TAINED	IN THIS BUDGET PACKAGE IS COMPLET	E AND AC	CURATE.							
SUBMITTED BY:	Sonlasta Jim			APPROVED BY:		r. Pearl Yeilowman							
	Program Manager's	Printed Name		Divisi	ion Directo	or / Branch Chief's Pr	inted Name						
	Amlat Program Manager's Si		/12/202		J <u>J</u> Director I	Branch Chief's Signa	2. / 3. 22 ture and Date						

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

Page 2 of 3 BUDGET FORM 2

PART I. PROGRAM INFORMATION:			un un ann an an Arlanda			0		1
Business Unit No.: New Program Name/Ti	itle:		L	OW MOUNT	AIN CHAP	ter pe	SOUND	2
PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:								
PART III. PROGRAM PERFORMANCE CRITERIA:	l 1st	QTR	2nd	QTR	3m	QTR	Ath	QTR
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement:								
Hire temporary employee to complete chapter ARPA Projects.								
Program Performance Measure/Objective:								
Hire 4-Personnel to Complete Chapter Projects.						4		
2. Goal Statement:								
Program Performance Measure/Objective:		,				r		
3. Goal Statement:							L	L
Program Performance Measure/Objective:		-						
4. Goal Statement:								
Program Performance Measure/Objective:	 [II						
5. Goal Statement:		I					-	L
Program Performance Measure/Objective:	*					*s.		
PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROU Sonlasta Jim-Martin Program Manager's Printed Name Amlath 12/12/2022	JGHLY REVIE	Divisio	n Director	Pearl Yellow Branch Chie	ef's Printed			
Program Manager's %gnature and Date		Obvision	Director/Br	anch Chief's	s Signature	and Date		

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION

Page 3 of 3 BUDGET FORM 4

	ROGRAM INFORMATION:		
ame/Title:	LOW MOUNTAIN CHAPTER Personnel Business Unit No.:	W	
PART II. (A)	DETAILED BUDGET: (B)	(C)	(D)
Objele De	escription and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
2001	Personnel Expense		
	2310 - Temporary 2330 - Person - Temporary Part-Time: Hire 1-Carpenter @ \$17.07 x 2080 hrs. = \$35,505.60. Hire 3-Laborers @ \$12.11 x 2080 hrs. = \$111,072.00.	111,072.00	122,190.30
-	2910 - FICA		
	2912 - FICA: FICA Expenses for 1-Carpenter, 3-Laborers @ 6.2% X \$111,072.00 = \$6,886.46. 2914 - Medicare: Medicare Expenses for 1-Carpenter and 3-Laborers @ 1.45% x \$111,072.00 = \$1,610.54.	6,886.46 -16,610.54 [,610,54	-
2950	Unemployment Tax	4010-	
	2951 - State Unemployment Tax @ 1.83% x \$111,072.00 = \$2,032.62.	2,032.62	
	Workmen's Compensation 2961 - Workmen's Compensation - Self: Workmen's Compenstion for 1-Carpenter and 3-Laborers @ 100/53 = \$588.68.	588.68	
OTAL		122,19030	(00.100.2
		137,190.30	122,190.30

FOR OMB USE ONLY:

Resolution No:

THE NAVAJO NATION PROJECT BUDGET SCHEDULE

Page 1 of 2 PROJECT FORM

PART I.	Business Unit																	PAR	T II.			Project Information										
	Project Title:	Low Mountain																						Project Type: Hire Personnel								
Į	Project Descri	ption Hire Const	ruction	Pers	onnel	to ren	ovate	house	es and	l bathr	oom I	maked	over P	roject.	•									Planned Start Date: 5/1/2C								
1															Planned End Date: December 31, 2026																	
	Check one bo	eck one box: 🗹 Original Budget 🗌 Budget Revision 🗌 Budget Reallocation 🗍 Budget Modification										Project Manager Mareita Denny																				
PART III.			PART IV. Use Fiscal Year (FY) Quarters to complete the information below. O = Oct.; N = Nov.; D = Dec., etc.												Expected Completion Date								e if									
	ect Task separatel		FY 2023										FY 2024												pro	ject e	xcee	ds8 I	-Y Qt	<u>s.</u>		
Desig	in, Construct, Equi	ip or Furnish.		1st Qt	r.	2	nd Qt	r.	3rd Qtr. 4th Qtr.			1st Qtr. 2nd Qtr.					3rd Qtr.			4	4th Qtr	r.		Dat	te12/3	31/202	:6	- 11				
			0	Ν	D	J	F	М	A	М	J	Jul	Α	S	0	Ν	D	J	F	М	Α	М	J	Jul	Α	S	0	Ν	D	J	F	м
General Req												X																				
Construction Compltion/Cl	lana Out												X	Х	X	Х	х	Х	Х	X	X	х	х	х	X	X	X	X	х	X	X	
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PART V.				Ŝ			\$			<u> </u>		-	\$		-	\$			\$			\$	l		\$		-	PR	l Ojec		TAL	-4
Expected Quarterly Expenditures												30																				
		\$ 0.00			\$ 0.00			\$ \$ 0.00 122,190.30						\$ 0.00			\$ 0.00			\$ 0.00			\$ 0.00		PROJECT TOT \$122,190.30							

Company No:

OMB Analyst:

FMIS Set Up Date: