



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 #: HK811

Date & Time Received: 04/12/24 at 13:17

Date & Time of Response: 4/26/24 at 17:00

Entity Requesting FRF: Legislative Branch - Office of Legislative Services

Title of Project: Two (2) Legislative District Assistant Positions

Administrative Oversight: Office of the Speaker

Amount of Funding Requested: \$611,845.00

Eligibility Determination:

- FRF eligible
- FRF ineligible
- Additional information requested

FRF Eligibility Category:

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

U.S. Department of Treasury Reporting Expenditure Category: _____
3.5, Public Sector Capacity: Administrative Expenses

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
- Submitter failed to timely submit CARES reports
- Additional information submitted is insufficient to make a proper determination
- Expenditure Plan incomplete
- Funds will not be obligated by 12/31/2024
- Incorrect Signatory
- Inconsistent with applicable NN or federal laws

Other Comments: Please note that we have modified the requested expenditure code from 7.1 (Administrative Expenses) to 3.5 (Public Sector Capacity: Administrative Expenses) in order to be consistent with previously approved projects.



Name of DOJ Reviewer: Navalyn R. Platero

Signature of DOJ Reviewer: 

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.

 **E-MAILED**
5-6-24 Reg. Branch


APPENDIX A

**THE NAVAJO NATION
FISCAL RECOVERY FUNDS REQUEST FORM & EXPENDITURE PLAN
FOR NAVAJO NATION GOVERNMENT UNITS**

Part 1. Identification of parties.

NN Government Unit requesting FRF: Legislative Branch - Office of Legislative Services Date prepared: 03/14/24
Indicate Department, Program, Office, Division, or Branch

NN Government Unit's Mailing address: Julissa M. Johnson, Interim Executive Director phone/email: 928/871-7160
P.O. Box 3390 Window Rock, Arizona 86515 website (if any): www.navajonationcouncil.org

Form prepared by: Otto Tso phone/email: 928/871-7160
Council Delegate, 25th Navajo Nation Council otso@navajo-nsn.gov
CONTACT PERSON'S name, title and Department, Program, Office, etc.

Title & type of Project: Two (2) Legislative District Assistants Positions

NN Government Unit's Director or Manager: Julissa M. Johnson phone & email: (928)871-7160/jjohnson@navajo-nsn.gov
Division Director (if any): Julissa M. Johnson phone & email: (928)871-7160/jjohnson@navajo-nsn.gov
Branch Chief: Honorable Crystalyne Curley, Speaker/NNC phone & email: (928)871-7160 / crystalayne.curley@navajo-nsn.gov

Funding Recipient will be working with: Julissa M. Johnson otso@navajo-nsn.gov on the Project and the same will be submitting the Funding Request Package for Initial Eligibility Determination Review, and will have Administrative Oversight over this FRF Expenditure Plan.

List names or types of Subcontractors or Subrecipients that will be paid with FRF (if known): _____ document attached

Amount of FRF requested: 611,845.00 FRF funding period: March 11, 2024 - December 31, 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:

Funds requested for 2 Legislative District Assistants to assist the Navajo Nation Council Delegate Otto Tso with COVID related projects within To'Nanees'Dizi (Tuba City) communities; the 2 Legislative District Assistants will also assist the To'Nanees'Dizi Chapter with all COVID funded projects, from the start to the end of each project. The Legislative District Assistants shall report directly to Honorable Tso, Council Delegate to keep him informed of the status of each project on a daily basis.

document attached

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

The 2 staff hired will be a benefit to the Council Delegate Otto Tso and Delegate Region as they will report and provide updates directly to the delegate and To'Nanees'Dizi Chapter community.

document attached

APPENDIX A

(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:

Timelines for projects: March 11, 2024 to December 31, 2026.

document attached

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

Honorable Otto Tso, Council Delegate

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.

Honorable Otto Tso, Council Delegate

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:

7.1 Administration Expenses

Funds requested for two (2) Legislative District Assistants to assist and work with Navajo Nation Council Delegate Otto Tso with COVID related projects within the To'Nanees'Dizi Chapter and the community. Other items to be funded are for travel, office supplies, computers, printers and for wireless cellular phones, so the employees can carry out their job responsibilities efficiently.

document attached

Part 3. Additional documents.

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

Navajo Nation Program Budget Summary

APPENDIX A

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. CUY-41-21, the ARPA-ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies.

NM Government Unit
Preparer 
signature

Approved by


signature

Approved to submit
for Review 
signature

Print Name, Title,
Branch or Division

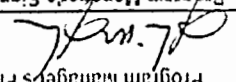
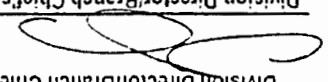
Honorable Crystalyne Curley, Speaker/NNC
print name and title

Legislative Branch
branch or division

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I Business Unit No.: <u>NEW</u>		Program Title: <u>Legislative District Assistants</u>		Division/Branch: <u>Legislative Branch</u>	
Prepared By: <u>Julissa M. Johnson</u>		Phone No.: <u>928-871-7254</u>		Email Address: <u>johnson@navajo-nsn.gov</u>	
PART II. FUNDING SOURCE(S)		Fiscal Year	/Term	Amount	% of Total
N Federal Recovery Funds		2024		611,845.00	100%
PART III. BUDGET SUMMARY		Fund Type	Code	Original Budget	Proposed Budget
2001 Personnel Expenses		5	5	478,383	478,383.00
3000 Travel Expenses		5	5	81,600	81,600.00
3500 Meeting Expenses					0.00
4000 Supplies		5	5	40,200	40,200.00
5000 Lease and Rental					0.00
5500 Communications and Utilities		6	6	8,500	8,500.00
6000 Repairs and Maintenance					0.00
6500 Contractual Services					0.00
7000 Special Transactions		6	6	3,162	3,162.00
8000 Public Assistance					0.00
9000 Capital Outlay					0.00
9500 Matching Funds					0.00
9500 Indirect Cost					0.00
TOTAL				50.00	611,845.00
PART IV. POSITIONS AND VEHICLES				(D)	(E)
Total # of Positions Budgeted:					2
Total # of Vehicles Budgeted:					
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.					
SUBMITTED BY: <u>Julissa M. Johnson, Interim Executive Director</u>			APPROVED BY: <u>Crystalyne Currey, Speaker, 25th Navajo Nation Council</u>		
Program Manager's Printed Name			Division Director / Branch Chief's Printed Name		
Program Manager's Signature and Date			Division Director / Branch Chief's Signature and Date		

THE NAVAJO NATION
PROGRAM PERFORMANCE MEASURES

PART I. PROGRAM INFORMATION:				
Business Unit No.:	NEW			
Program Name/Title:	Legislative District Assistants			
PART II. PROGRAM PERFORMANCE CRITERIA:				
	1st QTR	2nd QTR	3rd QTR	4th QTR
Goal	Goal	Goal	Goal	Goal
1. Program Performance Measure: Assist Council Delegate organize, plan, and execute ARPA projects while working within budgets and schedules				
Monitor project progress and deadlines	2	2	2	2
2. Program Performance Measure:				
3. Program Performance Measure:				
4. Program Performance Measure:				
5. Program Performance Measure:				
PART III. CONCURRENCE/APPROVAL:				
Julissa L. Johnson, Interim Executive Director		Crystalyn Curley, Speaker, 25th Navajo Nation Council		
Program Manager's Printed Name		Division Director/Branch Chief's Printed Name		
				
Program Manager's Signature and Date		Division Director/Branch Chief's Signature and Date		
		4/1/2024		

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title:

Legislative District Assistants

Business Unit No.:

NEW

PART II. DETAILED BUDGET:

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)
(A)	(B)	(C)	(U)
2110	Regular 2120 - Legislative District Assistant \$25.79 x 2 x 5,872 hours = \$302,877.76	302,878	
2200	Salary Adjustment 2220 Salary Adjustment \$1.03 x 2 x 5872 hours = \$12,096.32	12,096	
2500	Fringe Benefits @ 51.88% \$314,974.09 x 51.88% = \$163,409.55	163,409	
3000	TRAVEL EXPENSES Funds to cover meals, lodging, and personal vehicle related to program business and other travel expenses incurred.	81,600	81,600
3230	Personal Travel 3260 POV Mileage 2 Staff x 1,000/mo x 34 mos = \$68,000.00 3290 Other Travel Expense 2 Staff x 200/mo x 34 mos = \$13,600.00	81,600	
TOTAL		559,983	559,983
	Personnel Expenses of Political Appointee Legislative District Assistants to assist the Navajo Nation Council Delegate for Tuba City with COVID related chapter projects	478,333	

THE NAVAJO NATION
 DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION: Program Name/Title: _____ Legislative District Assistants Business Unit No.: _____ NEW

(A) Object Code (LOD 6)	(B) Object Code Description and Justification (LOD 7)	(C) Total by DETAILED Object Code (LOD 6)	(U) Total by MAJOR Object Code (LOD 4)
4000 SUPPLIES	Office supplies, operational supplies, equipment, and upgrade current software for teleconferencing purposes, the supplies are for 2 LDA employees.	40,200	40,200
4120 Office Supplies	4130 General Office Supplies 2 Staff x \$300/mo x 34 mos. = \$21,600.00	10,200	
4200 Non Capital Assets	4230 Non Cap Computer Equipment \$10,000 x 3 years	30,000	
	TOTAL	40,200	40,200

PART I. PROGRAM INFORMATION:		PART II. DETAILED BUDGET:	
Program Name/Title: _____		(A)	
Legislative District Assistants		(B)	
Business Unit No.: _____		(C)	
NEW		(U)	
Object Code	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
5500	COMMUNICATIONS & UTILITIES Cellular Services for LDAs to conduct business	8,500	8,500
5610	Wireless 5620 Cellular 2 staff x \$125/mo x 34 mos = \$8,500.00	8,500	
7710	7000 SPECIAL TRANSACTIONS Insurance Premiums 7720 Property Contents \$30,000/\$1,000 x \$0.60 = \$18.00 7765 Policy Payments \$478,383/\$100 x \$0.17 = \$813.25 Workers Comp Premium \$314,974/\$100 x \$0.74 = \$2,330.81	18 813 2,331	3,162
TOTAL		11,662	11,662

THE NAVAJO NATION
SUMMARY OF CHANGES TO BUDGETED POSITIONS

PART I. PROGRAM INFORMATION:		PART II. PERSONNEL/POSITION CHANGES:								
Program Name/Title: _____		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Legislative District Assistants		Type of Change	Sub Acct Object Code	Position Number	Job Type / Class Code	Position Title	Employee ID No. or Vacant	Salary	Fringe Benefit	Total (Col. G + H)
NEW		NEW		1016	1016	Legislative District Assistant	vacant	53,850	27,937	81,787
NEW		NEW		1016	1016	Legislative District Assistant	vacant	53,850	27,937	81,787
								107,700	55,874	163,574
								PAGE TOTAL:		

THE NAVAJO NATION
PROJECT BUDGET SCHEDULE

PART I: Project Information

Project Name: Navajo Nation District Assn Grants Process
 Project Type: Two (2) Legislative District Assn
 Planned Start Date: 3/11/2026
 Planned End Date: 7/31/2026
 Project Manager: Chia S. Bourke Delgado
 Project Information: Budget Request Budget Modification Budget Rebudget

PART III: Use F, S, A, Year (FY) numbers to complete the information below. (F = Oct, S = Nov, A = Dec, etc.)

Project last separately from the Legislative District Assn Grants Process? Yes No

Project Design Consultant Board: Yes No


Project Start Date: 3/11/2026

PART V. Expected Monthly Expenditures	FY 2026												FY 2027											
	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
Project Alpha - Budget Request																								
Project Beta - Budget Request																								
Project Gamma - Budget Request																								
Project Delta - Budget Request																								
Project Epsilon - Budget Request																								
Project Zeta - Budget Request																								
Project Eta - Budget Request																								
Project Theta - Budget Request																								
Project Iota - Budget Request																								
Project Kappa - Budget Request																								
Project Lambda - Budget Request																								
Project Mu - Budget Request																								
Project Nu - Budget Request																								
Project Xi - Budget Request																								
Project Omicron - Budget Request																								
Project Pi - Budget Request																								
Project Rho - Budget Request																								
Project Sigma - Budget Request																								
Project Tau - Budget Request																								
Project Upsilon - Budget Request																								
Project Phi - Budget Request																								
Project Chi - Budget Request																								
Project Psi - Budget Request																								
Project Omega - Budget Request																								
PROJECT TOTAL																								



MEMORANDUM

To: Lisa Jymm, Executive Director
Navajo Nation Fiscal Recovery Fund Office

From: 
Julissa M. Johnson, Interim Executive Director
Office of Legislative Services

Date: March 14, 2024

Subject: Expenditure Plan – Delegate Region Project Plan

Please let this memorandum serve as justification for the expenditure of Delegate Region project plans for Council Delegate Otto Tso. Office of Legislative Service will provide administrative oversight for check and balance proper financial allocation of these funds. The Delegate will be responsible for necessary accountability and authorized use of these funds in accordance with all regulations and laws.

Should you have any questions, please let me know. Ahehee'

CONCURRENCE:



Manuel Rico, Chief of Staff
Office of the Speaker

Julissa M. Johnson, Interim Executive Director
Office of Legislative Services

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