



DR. BUU NYGREN *PRESIDENT*
RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskąądi Nitsáhákees

September 5, 2023

TRANSMITTAL

TO : Calvin Castillo, Executive Director
 Division of Community Development (DCD)

FROM : *CMS*
 Cordell Shortey, Contracting Officer
 Contracts & Grants Section (CGS) / OMB

SUBJECT : BU on Projects / Activities for Becenti Chapter, Lake Valley Chapter, Nahodishgish Chapter, Tse'ii'ahi Chapter, Whiterock Chapter, Huerfano Chapter, Nageezi Chapter, and Crownpoint Chapter- ARPA Funds Allocated to Delegate Danny Simpson

I. Information on Contract (per Original Award):

Becenti Chapter, Lake Valley Chapter, Nahodishgish Chapter, Tse'ii'ahi Chapter, Whiterock Chapter, Huerfano Chapter, Nageezi Chapter, and Crownpoint Chapter		U.S. Treasury American Recovery Plan Act (ARPA)	21.027
Title of Contract		Funding Agency	CFDA No. - Federal
CMY-42-23	\$ 8,802,340.00	2022	03/11/2021 to 12/31/2026
Grant No.	Amount	Fiscal Year	Term - Begin and End Date

II. Data Entered in FMIS Regarding:

New Contract or Grant Company No. 8059 Business Unit (K#) K2115225 to K2115235

Contract Mod No. _____

Amt of Budget Increase \$1,872,319.00 \$0.00 to \$1,872,319.00

AMOUNT FROM TO

Budget Period - Extend End Date: From _____ To _____

Other, specify: _____

Authorizing Document - Attached:

Contract / Agreement - Date executed _____

NNC / Committee Resolution - No. & Date _____

Other, specify: NN Council Resolution CMY-42-23

III. Comments by CGS:

This Transmittal documents 1st budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD Danny Simpson Region. Y-T-D budget in FMIS for CD Danny Simpson totals \$1,872,319. Information on Section I. of Transmittal above reflects \$8,802,340 ARPA funding allocated for distribution to Chapters the respective Council Delegate service aka Region.

9/5/23
 Attachment
 Copy: Contract files
 Contract Accounting / OOC / DPM
 Tom Platero, Executive Director - NN FRF Office

NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN

Exhibit A

COUNCIL DELEGATE: Hon. Danny Simpson

CHAPTERS: Becenti, Lake Valley, Nahodishgish, Standing Rock, Whiterock, Huerfano, Nageezi, Crownpoint

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
Division of Community Development	None Identified	Crownpoint Chapter Veteran's Furniture Project	Division of Community Development	1.14	HK0291-2	\$ 50,000.00
Division of Community Development	None Identified	Crownpoint Chapter Trails Project	Division of Community Development	2.22	HK0377	\$ 50,000.00
Division of Community Development	None Identified	Crownpoint Chapter Building's HVAC System Project	Division of Community Development	1.4	HK0395	\$ 250,000.00
Division of Community Development	None Identified	Crownpoint Chapter Renovations to Community Homes Project	Division of Community Development	2.18	HK0396	\$ 100,000.00
Division of Community Development	None Identified	Lake Valley Chapter Drill Water Wells Project	Department of Water Resources	5.13	HK0435	\$ 500,000.00
Division of Community Development	None Identified	Lake Valley Chapter Bathroom Additions/Renovations Project	Division of Community Development	1.14	HK0436	\$ 200,000.00
Division of Community Development	None Identified	Lake Valley Chapter Renovation/HVAC System Project	Division of Community Development	1.4	HK0437	\$ 150,000.00
Division of Community Development	None Identified	Lake Valley Chapter Septic Tank Upgrade	Division of Community Development	5.5	HK0438	\$ 100,000.00
Division of Community Development	None Identified	Becenti Chapter Temporary Employment Project	Division of Community Development	2.37	HK0478	\$ 79,197.00
Division of Community Development	None Identified	Becenti Chapter Septic Tank Cleaning Project	Division of Community Development	5.5	HK0479	\$ 6,000.00

*Per CJN-29-22, Section Three (E), the "Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans."

TOTAL: \$ 1,485,197.00

NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN

Exhibit A

COUNCIL DELEGATE: Hon. Danny Simpson

CHAPTERS: Becenti, Lake Valley, Nahodishgish, Standing Rock, Whiterock, Huerfano, Nageezi, Crownpoint

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT from PAGE 01				\$ 1,485,197.00
Division of Community Development	None Identified	Becenti Chapter New Housing Project	Division of Community Development	2.15	HK0482	\$ 387,122.00
		UN-ALLOCATED AMOUNT				\$ 6,930,021.00

K2115235

*Per CJN-29-22, Section Three (E), the "Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans."

TOTAL: \$ 8,802,340.00



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

June 8, 2023

Honorable Crystalyne Curley, Speaker
Navajo Nation Council
Post Office Box 3390
Window Rock, AZ 86515

RE: CMY-42-23 An action relating to the Naabik'iyáti', Committee and Navajo Nation Council; Approving the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Danny Simpson's Delegate Region (Chapters: Becenti, Lake Valley, Nahodishgish, Tsé'í'áhi, Whiterock, Huerfano, Nageezi, Crownpoint).

Dear Speaker Curley,

I am pleased to sign into law this resolution CMY-42-23 approving the Fiscal Recovery Funds Delegate Regional Project Plan for Honorable Simpson's Delegate Region in the amount of \$1,872,319.00.

My Administration supports the plans of these Chapters who have worked very hard to put together their Regional Plans and is working very closely with the Fiscal Recovery Fund Office to ensure that these funds are put to use. As such, when Chapters are running into roadblocks in expending their Fiscal Recovery Funds and the roadblock is coming from the Executive Branch, I encourage them to reach out to the Office of the President and Vice President and inform my office of the roadblock and we will work to overcome those roadblocks.

I do want to take the moment to express my concern that any amendments to the Regional Plans must be approved by the Council. In addition, the prior Navajo Nation Council has set the expectation that Fiscal Recovery Funds be encumbered by June 30, 2024. This deadline is not far off. As a construction expert, I know that there are unpredictable factors that can prevent even the best of plans from moving forward on the proposed timeline. We should be designing systems that are flexible, accountable, and transparent. We do not currently have that system and I look forward to working with you and the entire Council to improve the Navajo Nation systems, so we are supporting our communities to take advantage of this historic funding.

Now let's get to work!

Sincerely,


Dr. Buu Nygren, *President*
THE NAVAJO NATION



RESOLUTION OF THE
 NAVAJO NATION COUNCIL
 25th NAVAJO NATION COUNCIL - FIRST YEAR, 2023

AN ACTION

RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL;
 APPROVING THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION
 PROJECT PLAN FOR HONORABLE DANNY SIMPSON'S DELEGATE REGION
 (CHAPTERS: BECENTI, LAKE VALLEY, NAHODISHGISH, TSÉ'ÍÍ'ÁHI,
 WHITEROCK, HUERFANO, NAGEEZI, CROWNPOINT)

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Navajo Nation Council is the governing body of the Navajo Nation. 2 N.N.C. § 102(A).
- B. The Naabik'iyáti' Committee is a standing committee of the Navajo Nation Council with the delegated responsibility to hear proposed resolution(s) that require final action by the Navajo Nation Council. 2 N.N.C. § 164(A)(9).
- C. Navajo Nation Council Resolution No. CJN-29-22, incorporated herein by reference, mandates that Navajo Nation Fiscal Recovery Fund ("NNFRF") Delegate Region Project Plans be approved by Navajo Nation Council resolution and signed into law by the President of the Navajo Nation pursuant to 2 N.N.C. § 164(A) and 2 N.N.C. §§ 1005(C)(10), (11), and (12).

SECTION TWO. FINDINGS

- A. Navajo Nation Council Resolution No. CJN-29-22, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; ALLOCATING \$1,070,298,867 OF NAVAJO NATION FISCAL RECOVERY FUNDS; APPROVING THE NAVAJO NATION FISCAL RECOVERY FUND EXPENDITURE PLANS FOR: CHAPTER AND REGIONAL PROJECTS; PUBLIC SAFETY EMERGENCY COMMUNICATIONS, E911, AND RURAL ADDRESSING PROJECTS; CYBER SECURITY; PUBLIC HEALTH PROJECTS; HARDSHIP ASSISTANCE; WATER AND WASTEWATER PROJECTS; BROADBAND PROJECTS; HOME ELECTRICITY CONNECTION AND ELECTRIC CAPACITY PROJECTS; HOUSING PROJECTS AND MANUFACTURED HOUSING FACILITIES; BATHROOM ADDITION PROJECTS; CONSTRUCTION CONTINGENCY FUNDING; AND REDUCED ADMINISTRATIVE FUNDING, was signed into law by the President of the Navajo Nation on July 15, 2022.
- B. CJN-29-22, Section Three, states, in part and among other things, that

1. The Navajo Nation hereby approves total funding for the NNFRF Chapter and Chapter Projects Expenditure Plan from the Navajo Nation Fiscal Recovery Fund in the total amount of two hundred eleven million two hundred fifty-six thousand one hundred forty-eight dollars (\$211,256,148) to be divided equally between the twenty-four (24) Delegate Regions in the amount of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340) per Delegate Region . . . and allocated through Delegate Region Project Plans approved by Navajo Nation Council resolution and signed into law by the President of the Navajo Nation See CJN-29-22, Section Three (B).
 2. The Delegate Region Project Plan funding will be allocated to the Navajo Nation Central Government, specifically the Division of Community Development or other appropriate Navajo Nation Division or Department, to implement the projects rather than directly to the Chapters. See CJN-29-22, Section Three (D).
 3. The Navajo Nation Central Government, specifically the Division of Community Development or other appropriate Navajo Nation Division or Department, shall manage and administer funds and Delegate Region Project Plans on behalf of Non-LGA-Certified Chapters. The Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans. See CJN-29-22, Section Three (E).
 4. Each Navajo Nation Council delegate shall select Fiscal Recovery Fund eligible projects within their Delegate Region to be funded by the NNFRF Chapter and Regional Projects Expenditure Plan through a Delegate Region Projects Plan. The total cost of projects selected by each Delegate shall not exceed their Delegate Region distribution of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340). See CJN-29-22, Section Three (F).
 5. Each Delegate Region Project shall identify its Administrative Oversight entity and its Oversight Committee(s) and be subject CJY-41-21's NNDOJ initial eligibility determination. See CJN-29-22, Section Three (L) (5) and (L) (6).
- C. All projects listed in the Hon. Danny Simpson's Delegate Region Projects Plan, attached as Exhibit A, have been deemed Fiscal

Recovery Fund eligible by NNDOJ. In addition, Hon. Danny Simpson's Delegate Region Projects Plan does not exceed the amount of \$8,802,340, as set forth in CJN-29-22, Section Three (F).

- D. The Navajo Nation Council hereby finds that it is in the best interest of the Navajo Nation and the Hon. Danny Simpson's Delegate Region Chapters and communities to approve and adopt the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. Danny Simpson's Delegate Region (Chapters: Becenti, Lake Valley, Nahodishgish, Tsé'íí'áhi, Whiterock, Huerfano, Nageezi, Crownpoint) as set forth in Exhibit A.

SECTION THREE. APPROVAL OF HON. DANNY SIMPSON'S DELEGATE REGION PROJECT PLAN

- A. The Navajo Nation hereby approves the Fiscal Recovery Fund Delegate Region Project Plan for Hon. Danny Simpson's Delegate Region (Chapters: Becenti, Lake Valley, Nahodishgish, Tsé'íí'áhi, Whiterock, Huerfano, Nageezi, Crownpoint) set forth in Exhibit A.
- B. The Delegate Region Project Plan approved herein shall comply with all applicable provisions of CJY-41-21, CJN-29-22, and BFS-31-21.
- C. Any inconsistencies between this legislation, the Delegate Region Project Plan, and the individual project appendix, shall be resolved in favor of the project appendix reviewed by Department of Justice during their eligibility determination(s).

SECTION FOUR. AMENDMENTS

Amendments to this legislation or to the Delegate Region Project Plan approved herein shall only be adopted by resolution of the Navajo Nation Council and approval of the President of the Navajo Nation pursuant to 2 N.N.C. § 164(A)(17) and 2 N.N.C. §§ 1005(C)(10), (11), and (12).

SECTION FIVE. EFFECTIVE DATE

This legislation shall be effective upon its approval pursuant to 2 N.N.C. § 221(B), 2 N.N.C. § 164(A)(17), and 2 N.N.C. §§ 1005(C)(10), (11), and (12).

SECTION SIX. SAVING CLAUSE

If any provision of this legislation is determined invalid by the Navajo Nation Supreme Court, or by a Navajo Nation District Court

without appeal to the Navajo Nation Supreme Court, those provisions of this legislation not determined invalid shall remain the law of the Navajo Nation.

CERTIFICATION

I, hereby, certify that the foregoing resolution was duly considered by the 25th Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 18 in Favor, and 00 Opposed, on this 26th day of May 2023.



Honorable Crystalyne Curley, Speaker
25th Navajo Nation Council

5/31/23

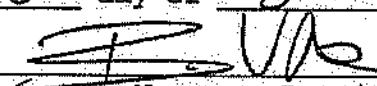
DATE

Motion: Honorable George H. Tolth
Second: Honorable Seth Damon

Speaker Crystalyne Curley not voting

ACTION BY THE NAVAJO NATION PRESIDENT:

1. I, hereby, sign into law the foregoing legislation, pursuant to 2 N.N.C. § 1005 (C) (10), on this 8 day of June, 2023.



Buu Nygren, President
Navajo Nation

2. I, hereby, veto the foregoing legislation, pursuant to 2 N.N.C. § 1005 (C) (11), on this _____ day of _____, 2023 for the reason(s) expressed in the attached letter to the Speaker.

Buu Nygren, President
Navajo Nation

3. I, hereby, exercise line-item veto pursuant to the budget line-item veto authority delegated to the President by vote of the Navajo People in 2009, on this _____ day of _____, 2023.

Buu Nygren, President
Navajo Nation



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 #: HK0478

Date & Time Received: 4/14/23 at 11:01

Date & Time of Response: 4/25/23 at 9:42am

Entity Requesting FRF: Becenti Chapter

Title of Project: Becenti Chapter Temporary Employment

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$79,197.00

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: _____
2.37 Other Economic Impact Assistance: Other

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: Veronica Blackhat, Asst Attorney General, Natural Resources Unit

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.

**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: Becenti Chapter Date prepared: 2/1/2023

Chapter's mailing address: P.O. Box 708 phone/email: 505-786-2283/2284
Crownpoint, New Mexico 87313 website (if any): becenti.navajochapters.org

This Form prepared by: Charmayne Hosteen phone/email: 505-786-2283/2284
Becenti Chapter Community Services Coordinator chosteen@nnchapters.org
CONTACT PERSON'S name and title CONTACT PERSON'S info

Title and type of Project: Becenti Chapter Temporary Employment

Chapter President: Jonathan Perry phone & email: 505-786-2283/jonjperry@yahoo.com

Chapter Vice-President: Marjorie Lantana phone & email: 505-786-2283/mlantana@naataanli.org

Chapter Secretary: Arlene Arviso-Arthur phone & email: 505-786-2283/aarthur@navajochapters.org

Chapter Treasurer: Arlene Arviso-Arthur phone & email: 505-786-2283/aarthur@navajochapters.org

Chapter Manager or CSC: Charmayne Hosteen phone & email: 505-786-2283/aarthur@navajochapters.org

DCC/Chapter ASO: Casey Begay phone & email: casey_begay@nndcd.org

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

Amount of FRF requested: 79,196.69 FRF funding period: 2/1/2023 - 12/31/2026
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:

Becenti Chapter Temporary Employment is requesting for \$79,196.69 to hire personnel. The funds will be used for hiring local members to serve our Becenti Community with the new housing, housing renovation, bathroom addition and renovation projects. One (1) Construction Supervisor and four (4) Laborers. The temporary employment will help eliminate the spread of the COVID-19 among families living in multi-generational homes that are dilapidated. Which will provide a stable house wiith sanitary infrastructure (water/waste water and electricity) to help combat the COVID-19 pandemic.

document attached

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

The project will benefit the Navajo Becenti community by providing stable housing for those in need. Temporary empolymnt will help eliminate the spread of the COVID-19 among families living in multi-generational homes to provide new homes, housing renovations, and bathroom additions and renovations for high-risks, elderlies, disable, and economic disadvantage homes.

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

APPENDIX A

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

The clients have been identified and have all documentation pertaining to homesite/residential lease for the project. The project end date will be December 31, 2026 with all funds will be fully expending and complete before December 31, 2024.

document attached

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

Recent Chapter Administration, Community Services Coordinator and Chapter Officials will be responsible for implementing the project.

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 homeowner will be responsible for operations and maintenance once construction is complete.

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:

2.10 - Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives)

Assistance to individual who want and are available for work, including job training, public jobs programs and fairs. Incentives for newly employed workers, subsidized employment, grants of hire underserved workers, assistance to unemployed individuals.

document attached

Part 3. Additional documents.

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

- 1) Chapter Resolution BCJAN-23-281
- 2) Navajo Nation Budget Forms (1,2,4)
- 3) Appendix J - Project Budget Schedule
- 4) Community Assessment Form
- 5) Public Employment Program Policy & Procedure

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: Charmayne Hooten Approved by: [Signature]
signature of Preparer/CONTACT PERSON signature of Chapter President (or Vice-President)

Approved by: Charmayne Hooten Approved by: [Signature]
signature of CSJ signature of Chapter ASJ

Approved to submit for Review: [Signature]
signature of DCD Director

FY 2023

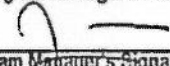

**THE NAVAJO NATION
PROGRAM BUDGET SUMMARY**

Page 1 of 3
BUDGET FORM 1


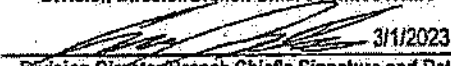
PART I. Business Unit No.: <u>New</u>		Program Title: <u>Becenti Chapter Temporary Employment</u>		Division/Branch: <u>Division of Community Development</u>	
Prepared By: <u>Chamayne Hosteen, CSC</u>		Phone No.: <u>505-786-2283/2284</u>		Email Address: <u>becenti@navajochapters.org</u>	

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
FAF Fiscal Recovery Funds	2/1/23 - 12/31/26	\$79,196.69	100%	2001 Personnel Expenses	6	79,196.69	79,196.69	79,196.69
				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	-6	-79,196.69	-79,196.69	-79,196.69
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
TOTAL						\$0.00	\$79,196.69	\$79,196.69
PART IV. POSITIONS AND VEHICLES						(D)	(E)	
Total # of Positions Budgeted:						0	5	
Total # of Vehicles Budgeted:						0	0	
TOTAL:		\$79,196.69	100%					

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

SUBMITTED BY: <u>James Adakai, Deputy Director</u> Program Manager's Printed Name  Program Manager's Signature and Date <u>3/1/2023</u>	APPROVED BY: <u>Calvin Castillo, Executive Director</u> Division Director / Branch Chief's Printed Name  Division Director / Branch Chief's Signature and Date <u>3/1/2023</u>
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**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

PART I. PROGRAM INFORMATION:									
Business Unit No: <u>New</u>			Program Name/Title: <u>Beconli Chapter Temporary Employment</u>						
PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM: <u>Beconli Chapter Resolution BCJAN-23-281</u>									
PART III. PROGRAM PERFORMANCE CRITERIA:									
		1st QTR		2nd QTR		3rd QTR		4th QTR	
		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement: <u>Providing stable homes for thirty-five (35) homes in need to eliminate the spread of COVID-19</u>									
Program Performance Measure/Objective: <u>Construct to renovate, repair homes for community members.</u>				5		5		5	
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:									
PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.									
James Adakai, Deputy Director				Calvin Castillo, Executive Director					
_____ Program Manager's Printed Name				_____ Division Director/Branch Chief's Printed Name					
 3/1/2023				 3/1/2023					
_____ Program Manager's Signature and Date				_____ Division Director/Branch Chief's Signature and Date					

FY 2023

THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

Page 3 of 4
BUDGET FORM 3

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2022 ACTUAL		FY 2023 PROPOSED	
						G/S	SALARY	HOURS	BUDGET
1001		3501	Construction Supervisor		Becenti Chapter	0	\$16.00	960	\$17,598.49
1002		4143	Laborer		Becenti Chapter	0	\$14.00	960	\$15,399.55
1003		4143	Laborer		Becenti Chapter	0	\$14.00	960	\$15,399.55
1004		4143	Laborer		Becenti Chapter	0	\$14.00	960	\$15,399.55
1005		4143	Laborer		Becenti Chapter	0	\$14.00	960	\$15,399.55

**THE NAVAJO NATION
PROJECT BUDGET SCHEDULE**

PART I. Business Unit No.: <u>New</u> Project Title: <u>Becenti Chapter Temporary Employment</u> Project Description: <u>On-the-Job training and temporary employment to provide opportunity for income for community who were negatively impacted financially by COVID-19.</u> Check one box: <input checked="" type="checkbox"/> Original Budget <input type="checkbox"/> Budget Revision <input type="checkbox"/> Budget Reallocation <input type="checkbox"/> Budget Modification														PART II. Project Information Project Type: <u>Temporary Employment</u> Planned Start Date: <u>02/01/2023</u> Planned End Date: <u>12/31/2026</u> Project Manager: <u>Chapter Staff</u>																
PART III. List Project Task separately, such as Plan, Design, Construct, Equip or Furnish.	PART IV. Use Fiscal Year (FY) Quarters to complete the information below. O = Oct.; N = Nov.; D = Dec., etc.														Expected Completion Date if project exceeds 8 FY Qtrs.															
	FY <u>2023</u>												FY <u>2024</u>								Date <u>12/31/2026</u>									
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			1st Qtr.		2nd Qtr.			3rd Qtr.			4th Qtr.									
	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M
Hire (1) Construction Supervisor Hire (4) Laborers							x	x	x	x	x	x	1																	
PART V.	\$			\$			\$			\$			\$			\$			\$			\$			PROJECT TOTAL					
Expected Quarterly Expenditures							\$39,598.69			\$39,598.00															\$79,196.69					

FOR OMB USE ONLY: Resolution No: _____ FMIS Set Up Date: _____ Company No: _____ OMB Analyst: _____



The Navajo Nation Becenti Chapter
T'oo'di'tsin (Barren of the trees) Jidi'had'i'v'iih (Antelope lookout)



Jonathan Perry PRESIDENT	Marjorie Lantana VICE-PRESIDENT	Arlene A. Arthur SECRETARY/TREASURER	Janice Padilla LAND BOARD	Danny Simpson COUNCIL DELEGATE	Charmayne Hosteen CHAPTER CSC	VACANT CHAPTER AMS
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P.O. Box 708, Crownpoint, NM 87313 Phone: (505) 786-2283 Fax: (505) 786-2285 Email: becenti@navajochapters.org Website: becenti.navajochapter.org

Becenti Chapter Resolution
BCJAN-23-281

RESOLUTION APPROVING AN ALLOCATION OF FUNDS IN THE AMOUNT OF \$79,196.69 FOR ONE (1) CONSTRUCTION SUPERVISOR AND FOUR (4) LABORERS PERSONNEL FOR THE AMERICAN RESCUE PLAN ACT "ARPA" AS DESCRIBED BY NAVAJO NATION COUNCIL RESOLUTION CJN-29-22 FOR TEMPORARY EMPLOYMENT.

WHEREAS:

1. Pursuant to Navajo Nation Council Resolution CJY-20-55, the Becenti Chapter is a certified chapter of the Navajo Nation Government and is vested with certain authorities to address and resolve local matters in the best interest of the community members, and coordinate with or refer appropriate subject matters to the Navajo Nation, McKinley County, State of New Mexico, and the US Federal Governments; and
2. Pursuant to Navajo Nation Council Resolution CAP-34-98 Local Governance Act "LGA", allows chapter governments 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; and
3. Pursuant to the American Rescue Plan Act of 2021 "ARPA", officially identified as Public Law No. 117-2, was signed into law on March 11, 2021 by United States President Joseph Biden, with the intent to provide additional relief to address the continued impacts of COVID-19 on economy, public health, state, local, and tribal governments, individuals, and businesses; and
4. Pursuant to Navajo Nation Council Resolution CJN-29-22 the Navajo Nation allocated \$1,070,298,867 of Navajo Nation Fiscal Recovery Funds; Approving the Navajo Nation Fiscal Recovery Fund Expenditure Plans Chapter Assistance; Public Safety Emergency Communications, E911, and Rural Addressing Projects; Cyber Security; Public Health Projects; Economic Development Projects; Hardship Assistance; Water and Wastewater Projects; Broadband Projects; Home Electricity Connection and Electricity Capacity Projects; Housing Projects and Manufactured Housing Facilities; Bathroom Addition Projects; Construction Contingency Funding; and Reduced Administrative Funding; and
5. The World Health Organization (WHO) declared a Public Health Emergency of International Concern related to the Coronavirus (COVID-19) on January 30, 2020, the United States Department of Health and Human Services declared a Public Health Emergency related to the COVID-19 Pandemic on January 31, 2020, with an official global pandemic declaration from WHO on March 11, 2020; and

6. Pursuant to Resolution CEM-20-03-11, the Commission on Emergency Management in concurrence of the Office of President and Vice President of the Navajo Nation declared a Public Health State of Emergency on the Navajo Nation due to the COVID-19 Pandemic on March 11, 2020; and
7. Pursuant to Expenditure Guidelines set by the United States Department of Treasury, the use of ARPA Funds is justified and allowable under Category 2: Negative Economic Impacts, 2.10 Assistance to Unemployed or Underemployed Workers; and
8. Becenti Chapter has identified numerous sanitary infrastructure projects that qualify to assist in preventing the further spread of COVID-19 and will need temporary workforce to assist the local senior citizen population and community members who are physically disabled in construction of home improvements and other modifications including sanitary infrastructure in homes; and
9. Becenti Chapter seeks to assist local individuals with on-the-job training and temporary employment to provide opportunity for income for community members who were negatively impacted financially by COVID-19 through a temporary employment program at the chapter level with the completion of community projects.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

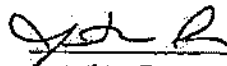
1. Becenti Chapter approves the temporary employment of one (1) supervisor and four (4) laborers as detailed in the attached Program Budget Summary attached to "Appendix A" to be submitted pursuant to Navajo Nation Council Resolution CJN-19-22.
2. Becenti Chapter affirms that the chapter will only use awarded funds in compliance with ARPA, the ARPA Regulations, and all other applicable Navajo Nation and federal laws and regulations.

CERTIFICATION

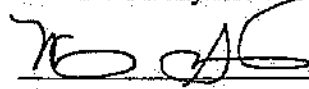
WE HEREBY CERTIFY, that this foregoing resolution was duly considered by the Becenti Chapter at a duly called chapter meeting at Becenti Chapter, at which a legal quorum was present and the same was passed by a vote of 10 in favor, 0 in opposition, and 0 abstaining on this 30th day of January 2023.

Motion: Marylynn Harry

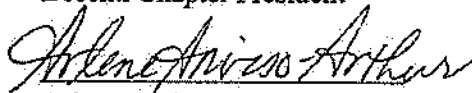
Second: Marilyn L. Becenti



 Jonathan Perry,
 Becenti Chapter President



 Marjorie Lantana,
 Becenti Chapter Vice-President



 Arlene Arviso-Arthur
 Becenti Chapter Secretary/Treasurer

 Danny Simpson,
 Navajo Nation Council Delegate



**BECENTI CHAPTER
ARPA Community Assessment Form**

P.O. Box 708 Crownpoint, NM 87313 Phone: (505) 786-2283 | Fax: (505) 786-2285 Website: becenti.navajochapters.org Email: becenti@navajochapters.org

The World Health Organization ("WHO") declared a Public Health Emergency of International Concern related to the Coronavirus ("COVID-19"), a highly contagious and sometimes fatal respiratory virus, on January 30, 2020; the U.S. Department of Health and Human Services declared a Public Health Emergency related to the COVID-19 outbreak on January 31, 2020; and the WHO declared a global pandemic due to COVID-19 on March 11, 2020. Resolution number C/JN-29-22.

CHECKLIST FOR COMPLETE ASSESSMENT

- _____ 1. Housing Assessment Application
- _____ 2. Chapter Resolution
- _____ 3. Homesite Lease/ Residential Lease
- _____ 4. Permission to Enter Premises
- _____ 5. Location to project site
- _____ 6. Land Status Map with Legal description
- _____ 7. Supporting Photos
- _____ 8. Supporting Document from Physicians, Social Worker, Community Health Representative, or other entity (if applicable)
- _____ 9. Bathroom Addition or Renovation
- _____ 10. Waste Water (Septic Tank Cleaning)
- _____ 11. DD-214 (for Veterans)
- _____ 12. Documentation of Clearances: Archaeological, Environmental Assessments and Land User Consent (ROW).
- _____ 13. Status of House Wiring – Certification of Compliance by Contractor or Certified Electrician
- _____ 14. Information of condition of existing homes and floor plans

3. HOUSING REQUIREMENTS

Type of Residence	Housing Information																																													
<input type="checkbox"/> Room Circle one: 1. Bedroom unit ONE or TWO people only 2. Bedroom unit TWO to FOUR people only 3. Bedroom unit THREE to SIX people only 4. Bedroom unit FOUR to EIGHT people only <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental Unit <input type="checkbox"/> Single Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Subsidized Housing <input type="checkbox"/> Multiple Dwellings <input type="checkbox"/> Hogan <input type="checkbox"/> Other _____	<table border="0"> <tr> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Electricity _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Solar _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Internet Service _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Indoor Plumbing _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Water Available _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Wood/Coal Stove _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Propane/Pellet/Natural Gas/Electric Heating _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Furnace _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Bathroom(s) _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Outside Privy (Out-House) _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>ADA Accessibility _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Septic Tank & Leach field _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Generator _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Cistern System _____</td> </tr> </table>	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	Electricity _____	<input type="checkbox"/>	<input type="checkbox"/>	Solar _____	<input type="checkbox"/>	<input type="checkbox"/>	Internet Service _____	<input type="checkbox"/>	<input type="checkbox"/>	Indoor Plumbing _____	<input type="checkbox"/>	<input type="checkbox"/>	Water Available _____	<input type="checkbox"/>	<input type="checkbox"/>	Wood/Coal Stove _____	<input type="checkbox"/>	<input type="checkbox"/>	Propane/Pellet/Natural Gas/Electric Heating _____	<input type="checkbox"/>	<input type="checkbox"/>	Furnace _____	<input type="checkbox"/>	<input type="checkbox"/>	Bathroom(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	Outside Privy (Out-House) _____	<input type="checkbox"/>	<input type="checkbox"/>	ADA Accessibility _____	<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank & Leach field _____	<input type="checkbox"/>	<input type="checkbox"/>	Generator _____	<input type="checkbox"/>	<input type="checkbox"/>	Cistern System _____
Yes	No																																													
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<input type="checkbox"/>	<input type="checkbox"/>	Generator _____																																												
<input type="checkbox"/>	<input type="checkbox"/>	Cistern System _____																																												

Land Information

Home Site Lease? Yes No

Residential Lease? Yes No

Land Status: _____

Comment: _____

4. ADDITIONAL QUESTIONS TO HOUSING REQUIREMENTS

Applicant has no Homesite/Residential Lease and has not started Homesite/ Residential Lease process.

Comment: _____

Applicant has no Homesite/Residential Lease and has started Homesite/ Residential Lease process.

Comment: _____

Applicant has Homesite/Residential Lease and has started construction.

Comment: _____

Applicant has Homesite/Residential Lease and has not started construction.

Comment: _____

Does the applicant want to be part of a Solar Project? Yes No

Comment: _____

5. HOMEOWNER CERTIFICATION

Homeowner must complete:

I/We _____ certify that I/we am/are the own(s) of the named property at _____ located within the Becenti Chapter jurisdiction.

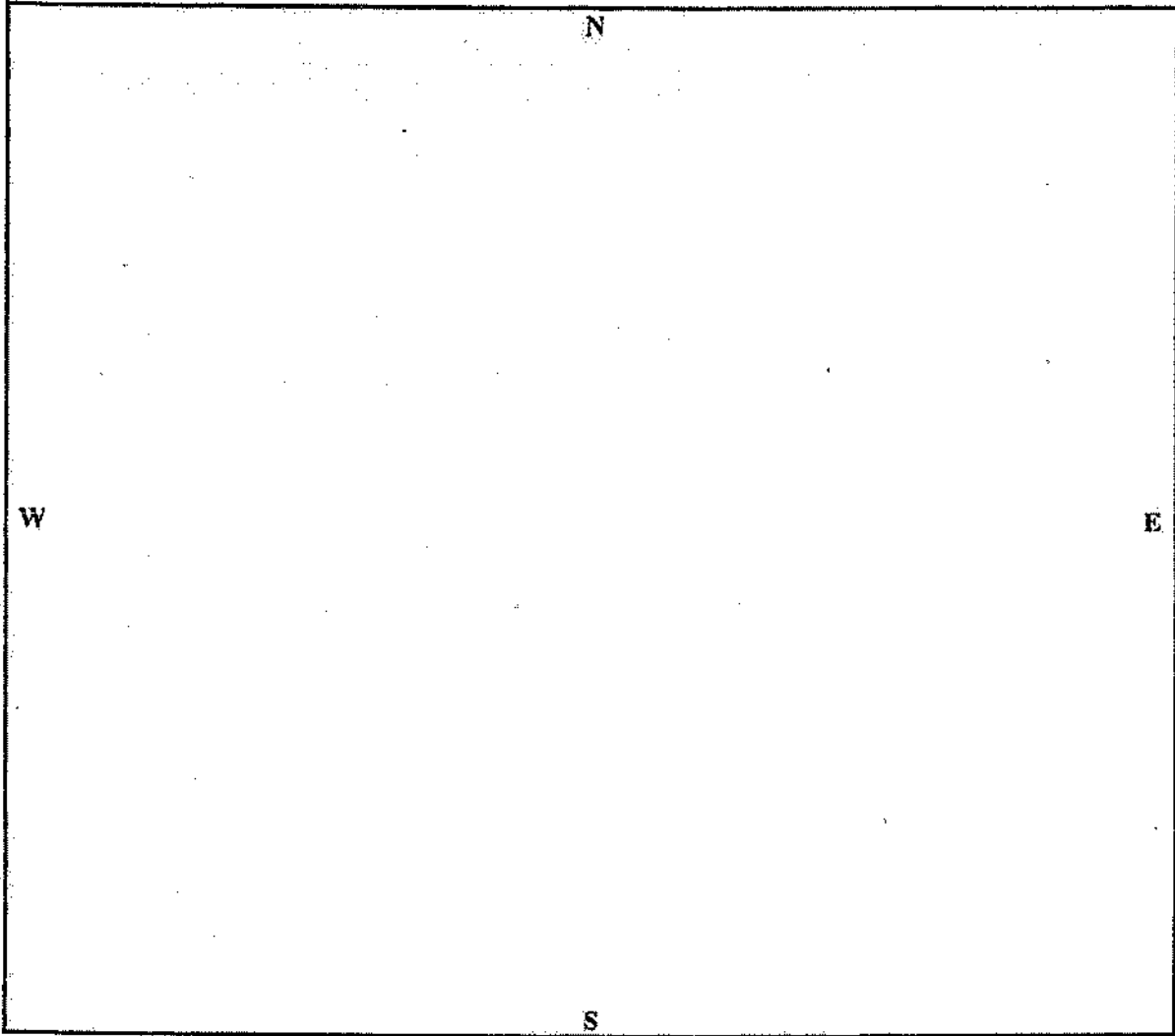
Land ownership can be verified through (check one):

- Home Site Lease Grazing Permit
 Land Use Permit Other _____

Permission to Enter Premises

I, as owner/authorized agent for the building located at _____ have read and understand the above and hereby grant permission for representative of Becenti Chapter to enter the premises when I am present for the purpose of collecting eligibility documentation from the residents and conducting a work plan which may include an assessment for housing renovation.

6. LOCATION OF PROJECT SITE



Physical Address:

7. EXISTING HOMES and FLOOR PLANS

Please draw you existing home with floor plan.

A large, empty rectangular box with a thin black border, intended for the user to draw their existing home and include a floor plan. The box is currently blank.

8. BATHROOM ADDITION OR RENOVATION

Do you need a bathroom addition or renovation?

Yes No

If so, please explain:

Bathroom Renovation Needed:

Sink(s) Yes No Comment: _____

Sink faucet(s) Yes No Comment: _____

Toilet Yes No Comment: _____

Bidet Yes No Comment: _____

Bidet faucet Yes No Comment: _____

Shower/Walk-In Shower Yes No Comment: _____

Shower faucet Yes No Comment: _____

Shower screen Yes No Comment: _____

Bath Yes No Comment: _____

Bath faucet Yes No Comment: _____

Cabinets/fixtures/light Yes No Comment: _____

Shelves/organization accessories Yes No Comment: _____

Mirrors Yes No Comment: _____

Towel rack(s) Yes No Comment: _____

Water Heater Yes No Comment: _____

Wastewater/Drain field replace Yes No Comment: _____

Plumbing Yes No Comment: _____

ADA Rails Yes No Comment: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, hereby authorize the Navajo Nation through Becenti Resolution CJN-29-22 to obtain all necessary information for completion of my application for housing assistance including information on my interest on land and household. I understand and acknowledge this information will be used in determining my eligibility and extent of the American Rescue Plan Act (ARPA) through Department of Community Development (DC) and Department of Justice (DOJ).

Signatures: _____

Applicant's Signature

Co-Applicant's Signature

Date

BECENTI CHAPTER

Tloo'di'tsin (Barren of the trees) / Jadi'hadi'iih (Antelope lookout)



PUBLIC EMPLOYMENT PROGRAM (PEP)

POLICY AND PROCEDURES

P.O. Box 708
Crownpoint, NM 87313
Phone: 505-786-2283/2284
Email: becenti@navajochapters.org
Website: www.becenti.navajochapters.org

PUBLIC EMPLOYMENT PROGRAM

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PUBLIC EMPLOYMENT PROGRAM

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The Navajo Nation Becenti Chapter
Too'di'tsini (Barren of the trees) Jidi'hoodi'ni (Antelope lookout)



Jonathan Perry Marjorie Lantana Ariene A. Arthur Mikelle Lantana Mark Freeland VACANT VACANT
 PRESIDENT VICE-PRESIDENT SECRETARY/TREASURER LAND BOARD COUNCIL DELEGATE CHAPTER CSC CHAPTER AMS
 P.O. Box 708, Crownpoint, NM 87313 Website: becenti.navajochapters.org Email: becenti@navajochapters.org Phone: (505) 786-2283 Fax: (505) 786-2285

Resolution of Becenti Chapter
 BCSEP-21-118

RESOLUTION APPROVING THE BECENTI CHAPTER PUBLIC EMPLOYMENT PROGRAM POLICY AND PROCEDURES.

WHEREAS:

1. Pursuant to Navajo Nation Council Resolution CJY-20-55, the Becenti Chapter is a certified chapter of the Navajo Nation Government and is vested with certain authorities to address and resolve local matters in the best interest of the community members, and coordinate with or refer appropriate subject matters to the Navajo Nation, McKinley County, State of New Mexico, and the US Federal Governments; and
2. Pursuant to Navajo Nation Council Resolution CAP-34-98 Local Governance Act "LGA", allows chapter governments 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; and
3. Pursuant with LGA Title 26 NNC Section 101 A. To ensure accountability, all chapters are required to adopt and operate under a Five Management System (FMS). Chapters shall develop policies and procedures for the FMS consistent with applicable Navajo Nation Law; and
4. The purpose of the Becenti Chapter Public Employment Program Policy and Procedures is to (A) apply guidelines for the Chapter to administer the PEP employment practices and for chapter expenditures, (B) Provide short term employment for Chapter membership to work on prioritized Chapter projects, (C) Help reduce the unemployment rate at the Chapter and Navajo Nation levels, (D) Provide on-the-job training to selected Chapter membership so they may obtain permanent and competitive employment with non-chapter employers; and
5. Becenti Chapter conducted three (3) public work sessions to allow the public to participate in updating and having discussions on the policy and procedures, and to allow for opportunity to share concerns and ideas on the document before going forward; and
6. Becenti Chapter conducted to the mandatory thirty (30) day comment period, from August 3, 2021 to September 3, 2021, in which the chapter advertised publicly via radio, chapter website, agenda announcements, and flyers that informed the community they

- have the opportunity to review and make recommendations on the Becenti Chapter Public Employment Program Policy and Procedures, but no public comments were received; and
7. The Becenti Chapter Public Employment Program Policy and Procedures were read into record, the document entirely, during the special duly called chapter meeting that was held on September 6, 2021.

NOW, THEREFORE, LET IT BE RESOLVED THAT:


1. The Becenti Chapter Public Employment Program Policy and Procedures, attached hereto as "Exhibit A", is hereby officially approved for implementation beginning on October 1, 2021.

CERTIFICATION


WE HEREBY CERTIFY, that this foregoing resolution was duly considered by the Becenti Chapter at a duly called chapter meeting at Becenti Chapter, at which a legal quorum was present and the same was passed by a vote of 5 in favor, 0 in opposition, and 0 abstaining on this 6th day of September 2021.

Motion: Marjorie Lantana

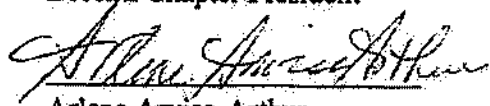
Second: Arlene Arviso-Arthur



Jonathan Perry,
Becenti Chapter President



Marjorie Lantana,
Becenti Chapter Vice-President



Arlene Arviso-Arthur
Becenti Chapter Secretary/Treasurer

Mark Freeland,
Navajo Nation Council Delegate

**BECENTI CHAPTER
PUBLIC EMPLOYMENT PROGRAM (PEP)
POLICY AND PROCEDURES**

I. AUTHORIZATION

- A. Pursuant to 26 N.N.C. Section 101 (A), the BECENTI Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policy and procedures for the Chapter Public Employment Program (PEP).
- B. Pursuant to the Becenti Chapter Resolution BCSEP-21-118, the Chapter Public Employment Program Policy and Procedures is hereby approved.

II. PURPOSE

- A. The purpose of the policy and procedures are to apply guidelines for the Chapter to administer the PEP employment practices and for Chapter expenditures.
- B. Provide short-term employment for Chapter membership to work on prioritized Chapter projects.
- C. Help reduce the unemployment rate at the Chapter and Navajo Nation levels.
- D. Provide on-the-job training to selected Chapter membership so they may obtain permanent and competitive employment with non-chapter employers.

III. APPLICABLE LAWS

The Becenti Chapter shall comply with all applicable State, Federal, and Navajo Nation laws such as the Navajo Preference in Employment Act.

IV. DEFINITIONS

- A. Chapter Administration: the employee of the chapter which includes, but is not limited to, the Community Services Coordinator (CSC) and Account Maintenance Specialist (AMS).
- B. CSC: Chapter employee performing the duties as prescribed in 26 N.N.C. Section 1004 (B), 1004 (C), and 2003 (B).
- C. Local Governance Act: 26 Navajo Nation Code (N.N.C.) Sections 1-2005.
- D. Participants: Chapter members participating in Chapter-approved PEP projects.

V. FUNDS ORIGIN

- A. The PEP fund originates or comes from the Navajo Nation central government. Once the funds are disbursed to the Chapter, a budget is developed per project.
- B. The budgets consist of specific Chapter projects with specific time frame due to the workers compensation compliance. The projects and time frames are prioritized by the CSC based on emergency needs.

VI. POLICY

- A. The Becenti Chapter has discretion in selecting which PEP project to pursue and which participants to hire, subject to the applicable Personnel Management Policies and Procedures and Navajo Nation Law. The Chapter has the discretion to determine the length of each project and when to begin.
- B. All projects shall be approved by the chapter membership at a duly called meeting and set out in the annual budget.
- C. All projects shall be completed within the annual budget cycle, or an extension shall be granted by the CSC after consulting with the Chapter Officials.
- D. The Chapter Administration shall make proper accounting and bookkeeping entries for all PEP allocations.
- E. For each project, the Chapter Administration may employ one or more participants subject to the availability of funds and provide job descriptions.
- F. Proper workers compensation liability insurance shall be filed and only hired participants shall be able to work.
- G. The Chapter Administration shall select the project supervisor and skilled participants based on experience and qualifications for the designated project.
- H. The Chapter Administration shall set the salary of the participants based on skills and/or fund availability.
- I. The CSC shall hire and terminate participants in compliance with the Personnel Management Policy and Procedures.
- J. The Chapter shall uphold the Navajo Preference in Employment Act.
- K. Participants shall not work more than eight (8) hours per day, forty (40) hours per week, or eighty (80) hours per pay period. Participants shall not make up missed hours and shall not be eligible for compensatory time.
- L. The employment is temporary for the participants to acquire on-the-job training that will prepare participants to obtain permanent jobs with private organizations.

M. When there are positions available, the Chapter will post the job vacancy for two (2) weeks to accept applications. The job vacancies will be posted as follows:

1. Post announcement on Chapter bulletin board.
2. Announcement at Chapter Meetings.
3. Mixed Media Announcements.

N. The Chapter shall ensure all PEP records are maintained in accordance with the Records Management Policy and Procedures.

VII. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICE

- A. Participant must be 18 years or older.
- B. Participant shall be a registered voter of the Chapter and not employed by another Chapter. If necessary, the Chapter shall consider non-registered voters in seeking a qualified pool of applicants.
- C. Participant shall be a member of the Navajo Nation with a census number.
- D. Participant shall not be a relative to the immediate supervisor.
- E. Participant must not be employed at the time of applying for Chapter employment.

VIII. REQUIRED DOCUMENTS

A. By Participant:

1. Accurately completed Chapter Employment Application
2. Navajo Nation Voter Registration Card OR verification in the Voter Registry
3. Social Security Card
4. Driver's License, State, Tribal or Student Identification Card
5. W-4 Form
6. New Mexico – New Hire Form

B. By Project:

1. Project Application (including project budget per page 2) – **Exhibit D**
2. Personnel Roster – **Exhibit G**
3. Worksite Weekly Progress Report – **Exhibit F**

IX. TOUR OF DUTY

- A. Monday through Friday, except Navajo Nation recognized holidays.
- B. 8:00 AM to 12:00 PM with one-hour lunch break and returning at 1:00 PM to 5:00 PM.
- C. No over-time allowed.
- D. Personal use of cellular communication should be limited during tour of duty.
- E. The internet shall be used for Chapter business only, unless specified by the Chapter administration.

X. WAGES

- A. The PEP funds are restricted budgeted funds, therefore the hourly wages shall start at the Navajo Nation established pay rates for PEP.
- B. The Chapter shall grant salary increase based on job performance evaluations and funds availability.

XI. PAYROLL, TIMESHEETS, AND DEDUCTION

- A. The Chapter payroll schedule will be the same as the Navajo Nation payroll schedule. Payroll will be drawn every two weeks.
- B. The sign-in sheets and timesheets with all proper signatures are due on the Wednesday prior to the actual payroll date.
- C. AMS shall check and verify the hours worked for each participant.
- D. Project Supervisor shall submit bi-weekly progress reports and sign-in sheets.
- E. Payroll checks are disbursed on Friday of each pay period ending.
- F. If the participants are not available for check pick-up, he or she may authorize a person to pick up his or her check with a written permission and an original signature.

XII. TAXES

- A. For all participants, FICA and MEDICARE taxes are automatically deducted at each payroll.
- B. Federal tax withholding will be deducted based on the W-4 form.
- C. At the end of each month, the CSC shall remit the federal taxes to the Internal Revenue Services.
- D. At the end of each quarter, the CSC shall remit the unemployment taxes to the New Mexico Department of Labor.

- E. One month after the end of each calendar year, the Chapter Administration shall issue W-2's to all participants.

XIII. BENEFITS

- A. Since all participants are employed under PEP as temporary employees, the participants are ineligible for any type of health, dental, pharmacy, or vision benefits.
- B. However, all participants are covered through Navajo Nation Workers Compensation Program.
- C. The participants are ineligible for holiday, annual leave, compensatory-time pay, or merit pay.

XIV. GRIEVANCE

- A. Since all participants are employed under PEP as temporary employees, the participants are ineligible for any type of grievance process.

XV. SEXUAL HARASSMENT

The workplace shall be free of sexual harassment; therefore, such action is prohibited and will result in immediate termination.

XVI. HOSTILE ENVIRONMENT

The workplace shall be free of hostile behavior or environment therefore, such action is prohibited and will result in immediate termination

XVII. SAFETY ENVIRONMENT

The Chapter shall provide a safe and friendly work environment for all workers.

XVIII. ILLEGAL DRUG AND ALCOHOL-FREE WORKPLACE

The work environment shall be free of alcohol & drugs therefore, such usage will result in immediate termination.

XIX. CODE OF CONDUCT

- A. The participants will conduct themselves with respect towards co-workers, Chapter staff, Chapter Officials, community members, project clients, and any other persons.
- B. The participants will conduct themselves with trustworthiness and produce quality work.

XX. DRESS CODE

- A. Participants shall report to work in proper attire and good personal hygiene.
- B. Participants with long hair shall braid or tie back hair for safety reasons.

XXI. TOOLS

Chapter does not provide tools or transportation. The participants must have own tools and reliable transportation.

XXII. OVERSIGHT

The CSC and/or Chapter President shall have daily and overall oversight responsibilities for the PEP.

XXIII. PERSONNEL MANAGEMENT POLICIES AND PROCEDURES

The Chapter shall comply with all Five Management System Policies and Procedures.