



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

The Navajo Nation | Yideeskáądi Nitsáhákees

May 2, 2024

**TRANSMITTAL**

TO : Arbin Mitchell, Executive Director  
 Division of Community Development (DCD)

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

SUBJECT : BU on Projects / Activities for Churchrock Chapter, Iyanbito Chapter, Mariano Lake Chapter, Pinedale Chapter, Smith Lake Chapter, and Thoreau Chapter- ARPA Funds Allocated to Delegate Arviso Region

**I. Information on Contract (per Original Award):**

Churchrock Chapter, Iyanbito Chapter, Mariano Lake Chapter, Pinedale Chapter, Smith Lake Chapter, and Thoreau Chapter	U.S. Treasury American Recovery Plan Act (ARPA)	21.027
<u>Title of Contract</u>	<u>Funding Agency</u>	<u>CFDA No. - Federal</u>
NABIMA-18-24; CAU-73-23; CMY-39-23; CAP-11-23		
<u>Grant No.</u>	<u>Amount</u>	<u>Fiscal Year</u>
23	\$ 8,802,340.00	2022
		<u>Term - Begin and End Date</u>
		03/11/2021 to 12/31/2026

**II. Data Entered in FMIS Regarding:**

New Contract or Grant Company No. 8059 Business Unit (K#) K2115505 to K2115507

Contract Mod No. Internal Modification No. 3

Amt of Budget Increase \$1,486,700.00 \$6,220,434.58 to \$7,707,134.58

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 NABIMA-18-24

**III. Comments by CGS:**

This transmittal documents 4th budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD Steven Arviso Region. Y-T-D budget in FMIS for CD Arviso Region totals \$7,707,134.58. 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.

*Handwritten notes:*  
 Attachment  
 Copy: Contract files  
 Contract Accounting / OOC / DPM  
 Lisa Jymm, Executive Director - NN FRF Office  
 5/2/24



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



**MEMORANDUM**

**TO :** Dominic Beyer, Director  
 Navajo Nation Office of Management & Budget  
 Cordell Shortey, Contracting Officer  
 Navajo Nation Office of Management & Budget

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

**DATE :** April 18, 2024

**SUBJECT :** NABIMA-18-24 – Allocation of \$1,486,700.00 in Navajo Nation Fiscal Recovery Funds per Delegate Steven Arviso Delegate Region.

The Navajo Nation Fiscal Recovery Fund Office (NNFRFO) is requesting business units totaling \$1,486,700.00 per NABIMA-18-24, Exhibit A, as listed in the table below:

*iw 4/25/24*

No.	Description	Category	\$
1	Thoreau Chapter Hire of Temporary Personnel Project	2.18	\$181,851.00
2	Mariano Lake Chapter Power-Line Project	2.18	\$1,019,678.00
3	Mariano Lake Chapter Utility Assistance Project	2.1	\$285,171.00
		<b>TOTAL:</b>	<b>\$1,486,700.00</b>

*k2115505  
k2115506  
k2115507*

Attached is a full copy of the resolution with updated signatures and documents.

If you have any questions, please feel free to contact our office by phone at (928) 309-5535 or by email at [ljymm@navajo-nsn.gov](mailto:ljymm@navajo-nsn.gov). Thank you.

CC: Germaine Jones, Deputy Contracting Officer, OMB/OCG  
 Christine Chavez, Accounting Manager, OOC/CA

**NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN**

**COUNCIL DELEGATE: Hon. Steven R. Aviso**

**CHAPTERS: Churchrock, Iyanbito, Mariano Lake, Pinedale, Smith Lake, Thoreau**

**Exhibit A**

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT APPROPRIATED in CAP-11-23 on May 4, 2023				\$ 902,209.12
		TOTAL AMOUNT APPROPRIATED in CMY-39-23 on June 8, 2023				\$ 4,141,169.79
		TOTAL AMOUNT APPROPRIATED in CAU-73-23 on August 30, 2023				\$ 1,177,055.67
Division of Community Development	None Identified	Thoreau Chapter Hire of Temporary Personnel Project	Division of Community Development	2.18	HK0656	\$ 181,851.00
Division of Community Development	None Identified	Mariano Lake Chapter Power-Line Project	Division of Community Development	2.18	HK0737	\$ 1,019,678.00
Division of Community Development	None Identified	Mariano Lake Chapter Utility Assistance Project	Division of Community Development	2.2	HK0738	\$ 285,171.00
		<b>UN-ALLOCATED AMOUNT</b>				\$ 1,095,205.42
					<b>TOTAL:</b>	\$ 8,802,340.00

\*Per C.JN-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."

RESOLUTION OF THE  
NAABIK'ÍYÁTI' STANDING COMMITTEE  
25<sup>th</sup> NAVAJO NATION COUNCIL -- Second Year, 2024

AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE; AMENDING CAU-73-23 AND CMY-39-23 AND CAP-11-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE STEVEN R. ARVISO'S DELEGATE REGION (CHAPTERS: CHURCHROCK, IYANBITO, MARIANO LAKE, PINEDALE, SMITH LAKE, THOREAU)

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Naabik'íyáti' Committee is established as a standing committee of the Navajo Nation Council. 2 N.N.C. § 700(A).
- B. Navajo Nation Council Resolution No. CJN-29-22, as amended by CAU-74-23, mandates that Fiscal Recovery Fund ("NNFRF") Delegate Region Project Plans be approved by two-thirds (2/3) vote of the Naabik'íyáti' Committee members in attendance.
- C. Navajo Nation Council Resolution No. CAP-11-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Steven R. Arviso's Delegate Region (Chapter: Churchrock, Iyanbito, Mariano Lake, Pinedale, Smith Lake, Thoreau) be approved by a Navajo Nation Council resolution and signed into law by 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).
- D. Navajo Nation Council Resolution No. CMY-39-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Steven R. Arviso's Delegate Region (Chapter: Churchrock, Iyanbito, Mariano Lake, Pinedale, Smith Lake, Thoreau) be approved by a Navajo Nation Council resolution and signed into law by 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).
- E. Navajo Nation Council Resolution No. CAU-73-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Steven R. Arviso's Delegate Region (Chapter: Churchrock, Iyanbito, Mariano Lake, Pinedale, Smith Lake, Thoreau) be approved by a Navajo Nation Council resolution and

signed into law by 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).

- F. Navajo Nation Council Resolution No. CAU-74-23, which amended CJN-29-22 and CJY-41-21, included and incorporated herein by reference, delegated the Naabik'íyáti' Committee as the final approval authority for Delegate Region Project Plans funded through Navajo Nation's Fiscal Recovery Funds.

## 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, as amended by CAU-74-23, Section Three, now 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 two-thirds (2/3) vote of the Naabik'íyáti' Committee members in attendance. . . See CJN-29-22, as amended by CAU-74-23, 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. The Navajo Nation Council Resolution No. CAP-11-23, 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 STEVEN R. ARVISO'S DELEGATE REGION (CHAPTERS: CHURCHROCK, IYANBITO, MARIANO LAKE, PINEDALE, SMITH LAKE, THOREAU), was signed into law by the President of the Navajo Nation on May 4, 2023.
- D. CAP-11-23, Section Four, states that:
1. 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).
- E. The Navajo Nation Council Resolution No. CMY-39-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION

COUNCIL; AMENDING CAP-11-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE STEVEN R. ARVISO'S DELEGATE REGION (CHAPTERS: CHURCHROCK, IYANBITO, MARIANO LAKE, PINEDALE, SMITH LAKE, THOREAU), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION was signed into law by the President of the Navajo Nation on June 8, 2023.

- F. CMY-39-23, Section Four, states that:
1. 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).
- G. The Navajo Nation Council Resolution No. CAU-73-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING CMY-39-23 AND CAP-11-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE STEVEN R. ARVISO'S DELEGATE REGION (CHAPTERS: CHURCHROCK, IYANBITO, MARIANO LAKE, PINEDALE, SMITH LAKE, THOREAU), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION was signed into law by the President of the Navajo Nation on August 30, 2023.
- H. CAU-73-23, Section Four, states that:
1. 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).
- I. The Navajo Nation Council Resolution No. CAU-74-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING COUNCIL RESOLUTIONS CJY-41-21 AND CJN-29-22; DELEGATING THE NAABIK'ÍYÁTI' COMMITTEE AS THE FINAL APPROVAL AUTHORITY FOR DELEGATE REGION PROJECT PLANS FUNDED THROUGH THE NAVAJO NATION'S FISCAL RECOVERY FUNDS was signed into law by the President of the Navajo Nation on September 6, 2023.
- J. CJN-29-22, as amended by CAU-74-23, Section Three, now 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 two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance. . . . See CJN-29-22, as amended by CAU-74-23, Section Three (B).

- K. All projects listed in the Hon. Steven R. Arviso's Delegate Region Projects Plan, attached as Exhibit A, have been deemed Fiscal Recovery Fund eligible by NNDOJ. In addition, Hon. Steven R. Arviso's Delegate Region Projects Plan does not exceed the amount of \$8,802,340, as set forth in CJN-29-22, Section Three (F).
- L. The Navajo Nation Council hereby finds that it is in the best interest of the Navajo Nation and the Hon. Steven R. Arviso's Delegate Region Chapters and communities to approve and adopt the projects as part of the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. Steven R. Arviso's Delegate Region (Chapters: Churchrock, Iyanbito, Mariano Lake, Pinedale, Smith Lake, Thoreau) as set forth in Exhibit A.

**SECTION THREE. AMENDING CAU-73-23 AND CMY-39-23 AND CAP-11-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE STEVEN R. ARVISO'S DELEGATE REGION (CHAPTERS: CHURCHROCK, IYANBITO, MARIANO LAKE, PINEDALE, SMITH LAKE, THOREAU)**

- A. The Navajo Nation hereby approves the projects as part of the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. Steven R. Arviso's Delegate Region (Chapters: Churchrock, Iyanbito, Mariano Lake, Pinedale, Smith Lake, Thoreau) 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 and approved by resolution of the Naabik'iyáti' Committee.

SECTION FIVE. EFFECTIVE DATE

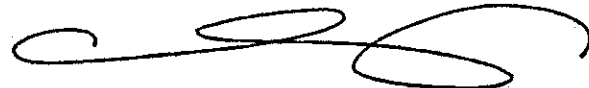
This legislation shall be effective upon its approval pursuant to two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance.

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 Naabik'iyáti' Committee of the 25<sup>th</sup> 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 12 in Favor, and 00 Opposed, on this 14<sup>th</sup> day of March 2024.



Honorable Crystalyne Curley, Chairwoman  
Naabik'iyáti' Committee

3/14/2024

Date

Motion: Honorable Curtis Yanito  
Second: Honorable Norman M. Begay

Chairwoman Crystalyne Curley not voting



THE NAVAJO NATION  
**AAI CHECK OFF LIST**  
**FOR NEW COMPANY or BUSINESS UNIT**

NOTIFICATION ON NEW COMPANY AND BUSINESS UNIT ADDED, PLEASE COMPLETE AAI CHECK OFF LIST

Company	*New Business Unit	Description	*Facility/Job Site#	
8059	K2115505	US Treasury – Thoreau Chapter Hire of Temporary Personnel Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>5/1/24</i>		Setup New Business Unit	5/1/2024	
TASK	✓	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	Use “COPY” of similar Business Unit. More” tab-Address Number (Job Site) list search type “F” (facility), select AB#
	✓	1. b) Project BU (Job		Use “COPY” of similar Project BU
	✓	2. Project Job Dates		Use “COPY” of similar Project BU master, set job dates
E. Attach Objects to Business Unit		1. a) Operating (or)		Use “COPY” of similar Business Unit. More” tab-Address Number (Job Site)
	✓	1. b) Projects BU (Job		Use “COPY” of similar Business Unit. list search type “F” (facility), select AB#
F. Create ICCC AAI (New CO only)		1. Operating BU (or)		Use “COPY” of similar Business Unit. Model BU 2 to IS BU (Obj 1000 thru 9999)
		2. Project BU		Use “COPY” of similar Business Unit. Cost Code “CG1” Chart Type to Job #
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>H. Abdul</i>		<i>5/1/24</i>	<i>Verified new BU #</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**  
 (Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account (10.0120.02)	P0012	New Company Only	
	PC	Payable Class Code	P0012	New Company Only	
	PCPREP	Prepaid Voucher Offset	P0012	New Company Only	
	PCRETN	Retainage (Contract)	P0012	New Company Only	
	PKD	Discounts Available	P0012	No Discounts	
	PKL	Discounts Lost	P0012	No Discounts	
FIXED ASSETS	DEPN	*Depreciation Default Values	P12002	New BU's	
PURCHASING	4320	Received Not Vouchered	P40950	New Company Only	
		*Setup Hold Codes for each new BU(B1)	P42090	New BU's	
		*Review Hold Budget Review Hold (RW)	P42090	New BU's	
		Set default A/B for each BU		New Company Only	
		Add Purchasing Tolerance rules	P4322	New Company Only	
		*Set-up Branch/Plant Constant & Set-up Address Number	P41001	New BU's	
SECURITY	Not yet	BU Security		Not Applicable	

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**



**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 #: HK 0656

Date & Time Received: 9/22/23 at 16:38

Date & Time of Response: 10/6/23 at 17:00 pm

Entity Requesting FRF: Thoreau Chapter

Title of Project: Thoreau Chapter - Temporary Personnel

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$181, 851

**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:** \_\_\_\_\_


2.18, Housing Support: Other Housing Assistance

**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: \_\_\_\_\_  
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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@nndo.org](mailto:arpa@nndo.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: Thoreau Chapter Date prepared: 08/31/2023  
 Chapter's mailing address: PO Box 899 phone/email: 505.905.0139  
Thoreau, NM 87323 website (if any): thoreau.navajochapters.org  
 This Form prepared by: Vivinita Bennett phone/email: niabb2@nnchapters.org  
Vivinita Bennett, Community Services Coordinator  
CHAPTER CONTACT PERSON'S name and title

Title and type of Project: Thoreau Chapter - Temporary Personnel

Chapter President: Valerie Arviso phone & email: valeriearviso@gmail.com  
 Chapter Vice-President: Herman Yellowhorse phone & email: 505.905.0221  
 Chapter Secretary: Judy K. Platero phone & email: jkplatero@gmail.com  
 Chapter Treasurer: Judy K. Platero phone & email: jkplatero@gmail.com  
 Chapter Manager or CSC: Vivinita Bennett phone & email: niabb2@nnchapters.org  
 DCD/Chapter ASO: Guarena Adeky phone & email: gadeky@nndcd.org

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

Amount of FRF requested: 181,850.<sup>00</sup>~~58~~ FRF funding period: October 1, 2023 - September 1, 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

Thoreau Chapter is requesting \$181,850.58 for temporary personnel. Personnel will be used to hire local members to assist the Chapter with the ARPA Projects with include: Home Renovation & Improvements, Wood Stove & Pellet Stove Project, Fire Wood & Wood Pellets Project, and Chapter COVID-19 Mitigation and Improvements Project. We would like to hire 2-skilled construction supervisors and 6-laborers. The temporary employment will help to improve homes for suitable/sanitary living conditions to help combat the viruses like COVID-19.  
 document attached

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

Temporary personnel will help with housing renovation and/or improvement to serve our Chapter Navajo community who have substandard housing, multi-generational housing, and no immediate means to make repair their homes. This project seeks to improve some substandard housing issues identified during the COVID-19 pandemic. ... *Continued on added page*  
 document attached

**APPENDIX A**

(c) 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:

Job announcements will start when project is approved by DOJ. Projects will be completed by September 2026. With funds anticipated to be disbursed by September 2023. This will be a 2-tier project, 1-homeowner has someone that can do the labor or 2-homeowner needs assistance with the labor. When temporary personnel is needed, they will be scheduled into small, ... *continued*  
 document attached

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

Vivinita Bennett, Chapter CSC, Valerie Arviso, Chapter President, Herman Yellowhorse, Vice President, Judy Platero, Secretary Treasurer, Guarena Adeky, SPPS-ASC - Navajo Division of Community Development ASO-ASC, Navajo Nation ARPA Division.  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:

Respectively, the home owner and its occupants would be responsible for the operations and maintenance of their homes.  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 individuals who want and are available for work, including job training, public jobs, programs, and fairs, support childcare and transportation to and from a job-site or interview, incentives for newly employed workers, subsidized employment, grants to hire under-served 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):

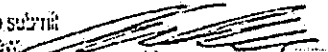
Appendix J  
Chapter PEP Policy (because we will be following this employment policy)

**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:   
signature of Valerie Arviso

Approved by:   
signature of Valerie Arviso

Approved to submit for Review:   
signature of [unclear]

**APPENDIX A**

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

**CONTINUED**

**Part 2. Expenditure Plan details.**

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

We will be helping those in need with a decent, safe, and sanitary home. Every family should have a decent home, a suitable living environment. Many of our Navajo community members that survived COVID-19 now have residual health issues, from respiratory distress to physical and psychological effects. Having a suitable living environment will make a big difference in their quality of life.

**(c) 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**

...manageable sections to ensure quality of work and completion is within the time frame.

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: <u>New</u>		Program Title: <u>Thoreau Chapter - Temporary Personnel</u>		Division/Branch: <u>DCD/Executive</u>	
Prepared By: <u>Vivinita Bennett, CSC</u>		Phone No.: <u>505.905.0139</u>		Email Address: <u>njabb2@nnchapters.org</u>	
PART II. FUNDING SOURCE(S)		Fiscal Year /Term	Amount	% of Total	
NN Fiscal Recovery Funds		10/01/23 -09-30/26	\$ 181,850.58	100%	
PART III. BUDGET SUMMARY					
		Fund Type Code	Original Budget (A)	Proposed Budget (B)	Difference or Total (C)
2001	Personnel Expenses	6	0	\$ 181,850.58	\$ 181,850.58
3000	Travel Expenses				
3500	Meeting Expenses				
4000	Supplies				
5000	Lease and Rental				
5500	Communications and Utilities				
6000	Repairs and Maintenance				
6500	Contractual Services				
7000	Special Transactions				
8000	Public Assistance				
9000	Capital Outlay				
9500	Matching Funds				
9500	Indirect Cost				
TOTAL			\$ 0.00	\$ 181,850.58	\$ 181,850.58
PART IV. POSITIONS AND VEHICLES					
TOTAL: \$ 181,850.58			(D)	(E)	
Total # of Positions Budgeted:			0	0	
Total # of Vehicles Budgeted:			0	0	
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.					
SUBMITTED BY: <u>Victor M. Orfanedes, Department Manager II</u>		APPROVED BY: <u>Cabali Castillo, Executive Director</u>			
Program Manager's Printed Name		Division Director / Branch Chief's Printed Name			
Signature and Date: <u>09/19/2023</u>		Signature and Date: <u>9/19/2023</u>			



THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA

FY 2023

Business Unit No.	Key	Program Name/Title	1st QTR		2nd QTR		3rd QTR		4th QTR												
			Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual											
<p><b>PART I. PROGRAM INFORMATION:</b></p> <p>Business Unit No.: _____ Key: _____ Program Name/Title: <u>Theresa Chapter - Temporary Personnel</u></p>																					
<p><b>PART II. PLAN OF OPERATIONS/RESOLUTION NUMBER/PURPOSE OF PROGRAM:</b></p> <p>Theresa Chapter has accepted and approved the Temporary Personnel Projects by Resolution No. TCH-074-23-038. We intend to follow Navajo Nation Procurement Policy, the Chapter PEP Policy. The Navajo Nation Fiscal Recovery Funds will be utilized for temporary personnel a labor for the approved projects which include Firewood/Wood Pellets, Firewood/Pellets Stoves, Chapter building COVID-19 Mitigation, and Community Home Remediation and Improvement.</p>																					
<p><b>PART III. PROGRAM PERFORMANCE CRITERIA:</b></p> <p>1. Goal Statement: To improve some substandard housing issues in our community for Community members and assist with other Chapter ASPPA Projects.                      Program Performance Measure/Objective: Hire 8 temporary personnel to carry out ASPPA Projects and Objectives</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>8</td> </tr> </table>																					8
										8											
<p>2. Goal Statement: _____                      Program Performance Measure/Objective: _____</p>																					
<p>3. Goal Statement: _____                      Program Performance Measure/Objective: _____</p>																					
<p>4. Goal Statement: _____                      Program Performance Measure/Objective: _____</p>																					
<p>5. Goal Statement: _____                      Program Performance Measure/Objective: _____</p>																					
<p><b>PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.</b></p> <p>_____                      Jacob M. Charley, Department Manager (I)                      Program Manager's Printed Name</p> <p>_____                      09/19/2023                      Program Manager's Signature and Date</p> <p>_____                      Calvin Castillo, Executive Director                      Division Director/Branch Chief's Printed Name</p> <p>_____                      9/19/2023                      Division Director/Branch Chief's Signature and Date</p>																					

PART I. PROGRAM INFORMATION:		Business Unit No.:	
Program Name/Title: <u>Thoreau Chapter - Temporary Personnel</u>		New	
PART II. DETAILED BUDGET:		(C)	(D)
(A)	(B)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
4	2001 Personnel Expenses		181,850.58
6	2310 Temporary	168,100.00	
7	2320 Person - Temporary FT		
7	2320 Person - Temporary FT		
5-6	2900 FICA	12,859.65	
7	2912 FICA		
7	2914 Medicare		
6	2960 Worker's Comp		
7	2961 Workers Comp		
	2-Skilled Construction Supervisors x \$20/hr x 1300 hours = \$52,000.00 6-Laborers x \$15/hr x 1290 hours = \$116,100.00  \$168,100.00 Total Salary x 6.2% = \$10,422.20 \$168,100.00 Total Salary x 1.45% = \$2,437.45  \$168,100.00 Total Salary/100 x .53 = \$890.93	168,100.00 12,859.65 890.93	181,850.58
TOTAL		181,850.58	181,850.58

\* Edit by CAS - 8/1/24

**THE NAVAJO NATION  
PROJECT BUDGET SCHEDULE**

<b>PART I. Business Unit No.:</b> <u>New</u>												<b>PART II. Project Information</b>					
<b>Project Title:</b> <u>Thureau Chapter Temporary Personnel</u>												<b>Project Type:</b> <u>Hire Temporary Personnel</u>					
<b>Project Description:</b> <u>Hire temporary Personnel to carryout ARPA Projects and Objectives</u>												<b>Planned Start Date:</b> <u>10/1/2023</u>					
<b>Check one box:</b>												<b>Planned End Date:</b> <u>9/30/2026</u>					
<input checked="" type="checkbox"/> Original Budget <input type="checkbox"/> Budget Revision <input type="checkbox"/> Budget Reallocation <input checked="" type="checkbox"/> Budget Modification												<b>Project Manager:</b> <u>DCD</u>					
<b>PART III. List Project Task separately, such as Plan, Design, Construct, Equip or Furnish.</b>												<b>Expected Completion Date if project exceeds 8 FY Ctrs.</b>					
<b>PART IV. Use Fiscal Year (FY) Quarters to complete the information below. O = Oct.; N = Nov.; D = Dec., etc.</b>												<b>Date:</b> <u>09/30/2026</u>					
<b>FY 2023</b>												<b>FY 2024</b>					
	1st Qtr.	2nd Qtr	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Jul	A	S	O	N	D	J	F	M
Application Process																	
Home Assessments																	
Identify SOW & Materials																	
Procure Materials																	
Hire Personnel																	
2-Construction Supervisor																	
6-Laborers																	
Repairs & Maintenance																	
Close Out Assessment (Inspection)																	
Other ARPA Projects																	
<b>PART V. Exceeded Quaryery Expenditures</b>												<b>PROJECT TOTAL</b>					
												<b>\$</b> <u>141,850.00</u>					
												<b>\$</b> <u>10,000.00</u>					
												<b>\$</b> <u>20,000.00</u>					
												<b>\$</b> <u>10,000.00</u>					
												<b>\$</b> <u>141,850.00</u>					

**THOREAU CHAPTER PUBLIC EMPLOYMENT PROGRAM (PEP)**

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## **THOREAU CHAPTER PUBLIC EMPLOYMENT PROGRAM (PEP) POLICY AND PROCEDURES**

### **I. PURPOSE**

The purpose of this Policy and Procedures is to install guidelines for the Chapter and to administer the Public Employment Program (PEP) for Chapter expenditures.

### **II. AUTHORITY**

- A. Pursuant to 26 N.N.C. Section 101 (A), the Thoreau Chapter has formulated, implemented and operates by the Five Management System to ensure accountability and has developed the Policy and Procedures for the Public Employment Program.
- B. Pursuant to Chapter Resolution TCH-074-22-075, the Thoreau Chapter Public Employment Program (PEP) Policy and Procedures is hereby approved and adopted.

### **III. APPLICABLE LAWS**

- A. The Governing Body of Thoreau Chapter shall comply with all applicable State, Federal, and Navajo Nation laws, such as the Navajo Preference in Employment Act.
- B. The Navajo Occupational Safety and Health Administration (NOSHA) shall assure that the working conditions and environment are safe.

### **IV. FUND SOURCE**

- A. Funds for the PEP come from the Navajo Nation central government.
- B. Once the Funds are disbursed to the Chapter, a Budget is prepared in accordance to the Fiscal Management Policy and Procedures.
- C. The Annual Budget defines the number of individuals to employ based on the availability of funds.

### **V. POLICY**

- A. The Chapter Administration shall inform the PEP participants that they are subject to the applicable Personnel Policy and Procedures and Navajo Nation laws.

- B. The Chapter Coordinator shall prepare the Project application which will determine the length of each project and when to begin.
- C. All projects shall be completed within the Fiscal Year.
- D. The Chapter administration shall make proper accounting and bookkeeping entries for all PEP allocations.
- E. For each project, the Chapter administration shall employ one or more participants subject to the availability of funds and provide job descriptions in the project application.
- F. Proper workers compensation liability insurance shall be filed and only hired participants shall work.
- G. The Chapter administration shall select the project supervisor based on experience, skills, and qualifications for the designated project if applicable.
- H. The Chapter Coordinator shall hire and terminate participants in compliance with the Personnel Management Policy and Procedures in the Five Management System.
- I. The Chapter shall adhere to the Navajo Preference in Employment Act, and Veterans Preference.
- J. PEP employees shall not work more than eight (8) hours per day, forty (40) hours per week, or eighty (80) hours per pay period. Different work hours may apply, all exceptions will be specified in the Project Scope of work on the Project Application.
- K. Employees shall not make up missed hours.
- L. The Chapter shall allow participants to get on-the-job-training. The employment is temporary for the participants to acquire training to obtain permanent jobs with non-Chapter employers.
- M. The Chapter shall post the job vacancies for two (2) weeks on the Chapter bulletin board, announcement at the Chapter meetings, and through local radio stations.

#### **VI. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICE**

- A. Applicant shall attend a REGULAR Chapter Meeting once (1) every quarter.
- B. Applicant shall be a registered voter of the Chapter for six (6) months or more and not be employed by another Chapter.

- C. Applicant shall be a member of the Navajo Nation with a census number.
- D. Applicant shall not be a relative to the immediate supervisor.
- E. Applicant shall be unemployed at the time of applying.
- F. Applicant shall have no legal issues that may interfere with job performance and/or attendance pending at the time of Application.

## **VII. REQUIRED DOCUMENTS**

- A. By Participant:
  - 1. Accurately completed Chapter Employment Application
  - 2. Voter registration card to show applicant is a registered voter for six (6) months or more.
  - 3. Social Security Card
  - 4. Picture Identification card/Driver's License
  - 5. Certificate of Indian Blood (CIB)
  - 6. W-4 Form
  - 7. Understanding the PEP Policies & Procedures Memo
  - 8. Daily Journal
- B. By Project and Chapter Administration:
  - 1. Employee Evaluation Form
  - 2. Project Application (including project budget)
  - 3. Personnel Roster
  - 4. Progress Report
  - 5. New Mexico – New Hire Form
  - 6. PEP Orientation Sign-In Sheet
  - 7. Personnel Action Form: Verifies hire date and termination date.

## **VIII. TOUR OF DUTY**

- A. Monday through Friday, except Navajo Nation recognized Holidays. Exceptions shall be specified in the Project Application.
- B. 8:00 AM to 5:00 PM with one-hour lunch from 12:00 PM to 1:00 PM unless specified in the Project Application.
- C. No overtime allowed unless it is necessary and approved by the CSC and the Chapter President.
- D. Employees shall not work over forty (40) hours per week unless it is specified in the Project Application.

- E. Participants will be eligible for all Navajo Nation Administrative Leave.
- F. Personal Internet browsing, searching, and surfing shall not be tolerated. The Internet shall be used for Chapter business only, unless specified by the Chapter administration.

**IX. WAGES**

- A. The hourly wages shall start at the Federal minimum wage.
- B. The hourly wages shall be based on the approved budget, the availability of funds, and/or Resolution by the chapter membership.

**X. 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 timesheet(s) and daily journal(s) are due on the last day of the Pay Period Ending.
- C. Upon receipt, the Account Maintenance Specialist shall check and verify the hours worked for each participant.
- D. Payroll checks are signed as per the Fiscal Management Policies and Procedures (FMS).
- E. Payroll checks are disbursed on the following Wednesday after the 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 or an email from employee's email address.

**XI. 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 Chapter Community Services Coordinator (CSC) shall remit the federal taxes deducted to the Internal Revenue Services.



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

## **XII. BENEFITS**

- A. Since all participants are employed under Public Employment Program (PEP) as temporary employees, the participants are ineligible for any Chapter sponsored fringe benefits.
- B. All participants are covered through the Navajo Nation Workers Compensation Program.
- B. The participants are ineligible for holiday, personal leave, compensatory time pay, and merit pay.

## **XIII. GRIEVANCE/TERMINATION**

- A. Since all participants are employed under PEP as temporary employees, the participants are ineligible for any type of grievance process.
- B. Participants may be terminated for the following reasons:
  1. Excessive tardiness and absences.
  2. Leaving worksite without authorization before tour of duty is completed.
  3. Inadequate job performance
  4. Insubordination
  5. Determined the employee is under the influence of drugs and/or alcohol.

## **XIV. SEXUAL HARASSMENT**

- A. The workplace shall be free of sexual harassment; therefore, such action is prohibited and will result in immediate termination.
- A. The Chapter and PEP Participants shall comply to the Navajo Nation Executive Order No. 04-2016 "Sexual Harassment" Workplace Policy and Mandatory Training and the Navajo Nation Personnel Policy Management Section XVI.F Sexual Harassment Policy. A copy shall be provided and it will be covered at the Employee Orientation.

## **XV. HOSTILE ENVIRONMENT**

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

## **XVI. SAFE ENVIRONMENT**

- A. The Chapter shall provide a safe and friendly workplace or environment for all workers by selecting and reviewing all worksites or participating programs.
- C. Public Employment Program (PEP) employees practicing unsafe working habits will be counseled at the first offense and then terminated after a second offense.
- D. No work-related travel shall be authorized for PEP employees unless indicated in the Project Application.

## **XVII. ILLEGAL DRUG AND ALCOHOL-FREE WORKPLACE**

The workplace and environment shall be free of Commercial Tobacco Products, Second Hand smoke, Illegal Drugs, and Alcohol; therefore, such usage will result in immediate termination. Navajo Nation Executive Order No. 13-2014 Protecting Navajo Nation Employees Exposure to Commercial Tobacco Products and Secondhand Smoke in the Work Place. A copy shall be provided and it will be covered at the Employee Orientation.

## **XVIII. CODE OF CONDUCT**

- A. The participants shall conduct themselves with respect towards co-workers, Chapter staff, Chapter officials, community members, project clients, and all other persons.
- B. The participants shall conduct themselves with trustworthiness and produce quality work.
- G. Personal Internet browsing, searching, and surfing shall not be tolerated. The Internet shall be used for Chapter business only, unless specified by the Chapter administration.

## **XIX. DRESS CODE**

- A. The participants will report to work under proper attire for the job and proper personal hygiene.
- B. Participants with long hairs shall braid or tie back their hair for safety reasons.
- C. Shirts (tops) shall not promote sex/drugs/alcohol, they shall have no profanity, they will not promote gang affiliation, and they will cover the body appropriately (no spaghetti strap tops).

## **XX. OVERSIGHT**

The Chapter Community Services Coordinator shall have daily oversight responsibilities for the Public Employment Program (PEP) carried out by Chapter.

## **XXI. CELL PHONE**

- A. To promote a safe and productive work environment and increase public safety and awareness, this policy strictly prohibits the use of ear phones, all Bluetooth devices and cellphones. During working hours, cell phone restrictions include: incoming and outgoing calls, text messaging, internet use, and all social media.
- B. Cell phones shall be turned off during working hours. In case of an emergency, the employee may inform the supervisor that cell phone use is necessary.
- C. Cell phones may be used at your discretion before and after working hours and during your lunch break only.
- D. First violation: verbal warning.
- E. Second violation: written warning.
- F. Continued violation will result in a 2-day suspension to termination.

## **XXII. PERSONNEL MANAGEMENT POLICY AND PROCEDURES**

The Chapter shall comply with all Five Management System Policies and Procedures which includes the Personnel Management Policies and Procedures and these PEP Policies and Procedures.

## **XXIII. AMENDMENTS**

- A. The Public Employment Program Policy and Procedures may be amended by the Thoreau Chapter Administration//Membership as deemed necessary. Otherwise, the duration of this policy shall be effective throughout the Fiscal Year in which it is approved. It will coincide with the Chapter Five Management System (FMS), Chapter Operating Budget cycle, and Navajo Nation Laws.
- B. All proposed amendments shall be presented at a Chapter Meeting for discussion and approval by resolution.

This Policy and Procedures will supersede all previous Policy and Procedures.

#### **XXIV. DEFINITIONS**

**Chapter Administration:** The employee of the chapter, which includes, but is not limited to, the Chapter Community Services Coordinator and Account Maintenance Specialist.

**Chapter Community Services Coordinator:** Chapter employee who performs the duties as prescribed in 26 N.N.C. Section 1004 (B), 1004 (C), and 2003 (B). Local Governance Act: 26 N.N.C. Sections 1-2005. October 29, 2004

**Local Governance Act:** 26 N.N.C. Sections 1-2005.

**Participants:** Chapter community adults participating in the Chapter PEP program.

**PEP:** Chapter program funded with appropriations made by the Navajo Nation Council and referred to in the Chapter disbursement line items as "PEP" Notwithstanding the title of the line item, funding can be used throughout the year.

NAVAJO NATION

329

Naa'bik'iyati' Committee Regular Meeting

3/14/2024  
11:06:38 AM

Amd# to Amd#

New Business: Item A.

PASSED

MOT Yanito, C  
SEC Begay, N

#0050-24: Amending CAU-73-23  
and CMY-39-23 .....

Yeas : 12

Nays : 0

Excused : 6

Not Voting : 5

**Yea : 12**

Arviso, S  
Begay, H  
Begay, N

Claw, S  
Crotty, A  
Daniels, H

Johnson, C  
Nez, A  
Simpson, D

Tolth, G  
Yanito, C  
Yazzie, L

**Nay : 0**

**Excused : 6**

Aseret, L  
Charles-Newton, E

Jesus, B  
Notah, N

Parrish, S

Yazzie, C

**Not Voting : 5**

James, V  
Nez, R

Simonson, G

Slater, C

Tso, O

**Presiding Speaker: Curley, C**