

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



October 26, 2022

TRANSMITTAL

TO : Patrick Dalgai, Department Manager II
Community Housing & Infrastructure Department (CHID) / DCDC

FROM : 
Dominic Beyer, Executive Director
Office of Management and Budget (OMB)

SUBJECT : Housing Manufacturing

I. Information on Contract (per Original Award):

Housing Manufacturing		U.S. Treasury American Recovery	
Title of Contract		Plan Act (ARPA)	21.019
CJN-29-22		Funding Agency	CFDA No. - Federal
\$ 30,000,000.00		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#) K211553
☐ Contract Mod No. _____
☐ Amt of Award _____ to _____
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 CJN-29-22

III. Comments by CGS:

Budget received on October 19, 2022 is authorized for implementation pursuant to FY 2023 NN BIM Appendix L Section II. B. and approved by Mr. Tom Platero on July 18, 2022.

Attachment

Copy: Contract files
Contract Accounting / OOC / DPM
Tom Platero, Interim E.D. - NN FRF Office

Revised April 2018



Office of Management and Budget ♦ Post Office Box 646 ♦ Window Rock, AZ 86515
(928) 871-6470 Telephone ♦ (928) 871-6567 Facsimile

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT


MYRON LIZER | VICE PRESIDENT

MEMORANDUM

TO : Dr. Pearl Yellowman, Executive Director
Division of Community Development

James Adakai, Deputy Executive Director
Division of Community Development

Patrick Dalgai, Department Manager II
Community Housing & Infrastructure Dept.
Division of Community Development

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

DATE : July 18, 2022

SUBJECT : CJN-29-22 – Allocation of \$1,070,298,867 in Navajo Nation Fiscal Recovery Funds and \$326,400,000 to the Division of Community Development.

The Navajo Nation Fiscal Recovery Fund Office (NNFRFO) is requesting budgets totaling \$326,400,000 for the Division of Community Development per CJN-29-22, Exhibits K, L, and M, as listed in the table below:

Exhibit	Description	Category	\$
K	Housing Support: Connecting homes to electricity	2.18	\$96,400,000
L-1	New Housing: CHID	2.15	\$50,000,000
L-3	Housing Manufacturing	2.15	\$30,000,000
M	Bathroom Additions	1.14	\$150,000,000
Total Funding for DCD			\$326,400,000

K211553

As applicable, prepare Budget Forms 2, 3, and 4 in accordance Budget Form 1 in approved Navajo Nation Council resolution CJN-29-22.

If you have any questions, please feel free to contact me by phone at (928) 309-5535 or by email at ljymm@navajo-nsn.gov.

Thank you.

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>Navajo Natin Division of Community Development</u>		Division/Branch: <u>Executive</u>	
Prepared By: <u>Pearl Yellowman, Division Director</u>		Phone No.: <u>928.871.7172</u>		Email Address: <u>pyellowman@nndcd.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
NN Fiscal Recovery Funds		7/15/22-12/31/26	30,000,000.00	100%	2001	Personnel Expenses					
					3000	Travel Expenses					
					3500	Meeting Expenses					
					4000	Supplies					
					5000	Lease and Rental					
					5500	Communications and Utilities					
					6000	Repairs and Maintenance					
					6500	Contractual Services	1		\$ 30,000,000.00		30,000,000
					7000	Special Transactions					
					8000	Public Assistance					
					9000	Capital Outlay					
					9500	Matching Funds					
					9500	Indirect Cost					
					TOTAL				\$0.00	\$ 30,000,000.00	30,000,000

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

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

SUBMITTED BY:	APPROVED BY:
<u>Patrick Dalgai, Department Manager II</u> Program Manager's Printed Name <u>10/18/22</u> Program Manager's Signature and Date	<u>Pearl Yellowman</u> Division Director / Branch Chief's Printed Name <u>10.17.22</u> Division Director / Branch Chief's Signature and Date

11:45 am, Oct 19 2022

Received

The Navajo Nation
Office of Management and Budget
Window Rock, Arizona

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

FY 2023

PART I. PROGRAM INFORMATION:		Business Unit No.: <u>NEW</u>		Program Name/Title: <u>Navajo Nation Division of Community Development</u>			
PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM: <u>Resolution: CJN-29-22</u>							
Allocation of \$1,070,298,867 in Navajo Nation Fiscal Recovery Funds and \$30,000,000 to the Division of Community Development							
PART III. PROGRAM PERFORMANCE CRITERIA:				1st Year		2nd Year	
				Goal		Actual	
				Goal		Actual	
				Goal		Actual	
1. Goal Statement:				1		1	
Construct New Housing Manufactured Facilities							
Program Performance Measure/Objective:							
Complete construction of housing manufactured facilities; to build more homes within the Navajo Nation							
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.							
		Patrick Dalgai, Department Manager II		Pearl Yellowman, Division Director			
		Program Manager's Printed Name		Division Director/Branch Chief's Printed Name			
		<u>10/18/22</u>		<u>10.17.22</u>			
		Program Manager's Signature and Date		Division Director/Branch Chief's Signature and Date			

J.R. Yellowman

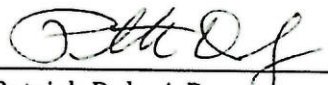
THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO : Department and Program Staff
Community Housing & Infrastructure Department/DCD

FROM : 
Patrick Dalgai, Department Manager II
Community Housing & Infrastructure Department/DCD


DATE : October 14, 2022

SUBJECT : **Standing Delegation of Authority**

In my physical absence from the office on October 17-21, 2022 from 8:00 am to 5:00 pm, Rita Begay, Program Manager I, Housing Improvement Program, shall be delegated in the capacity of the Department Manager II for Community Housing & Infrastructure Department. The delegation includes handling administrative matters and signatory authority for routine documents, except those matters she feels requires my attention, I will also be available by telecommunication, if important matters requires my attention.

Your assistance and cooperation are appreciated. Thank you.

ACKNOWLEDGED:


Rita Begay, Program Manager I
Housing Improvement Program/CHID

cc: CHID File
HIP File
CDBG File

Navajo Nation Fiscal Recovery Fund Office (NNFRFO)
PO Box 2469 Window Rock, AZ 86515
(928) 309-5532

DOCUMENT CHECKLIST

**Please submit all documents as one proposal with this checklist,
otherwise proposal will be returned to division/program.**

Division/Program Information:

Date Submitted: 10/25/2022

Program/Division: DCD / Housing

Contact Person: Dr. Pearl Yellowman

Phone: (928) 871-7172

Email: pyellowman@navajo-nsn.gov



Documents needed for processing:

- ☒ XX Initial Eligibility Determination from NNDOJ
- ☒ XX Appendix A per BFS-31-21 (Check one:)
 - ☒ X NN Govt. Units
 - a. Attach a FRF Request Form, Expenditure Plan and Expenditure Plan Budget.
 - ☐ Non-Governance Certified Chapters
 - a. Attach a duly approved Chapter Resolution supporting the project.
 - ☐ Governance Certified Chapters
 - a. Attach a duly approved Chapter Resolution supporting the project.
 - ☐ NN Owned Entities
 - a. Attach a duly approved Resolution from the Board of Directors.
 - ☐ External Entities
 - a. Attach a duly approved Resolution from the Board of Directors.
 - b. Registration Documents from DED - Business Regulatory Dept.
 - c. Certificate of Good Standing from DED - Business Regulatory Dept.
- ☒ XX Appendix J - Project Budget Schedule per Budget Instructions Manual.
- ☒ XX Signed Budget Forms 1, 2, and 4 (Other Budget Forms as needed)

Notes:

Fwd to OMB on 10/25/22

Reviewed by:

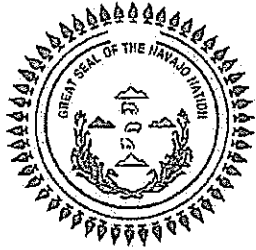

Lisa Jymm

Fiscal Recovery Fund Office

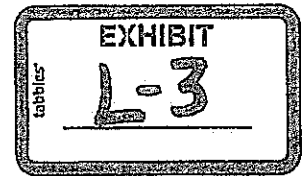
10/25/2022

Date

2. Fifty million dollars (\$50,000,000) to the Navajo Nation Veterans Administration Veterans Housing Program for New Housing Projects, as Long-Term Housing Security: Services for Unhoused Persons (Expenditure Category 2.16) as set forth in **Exhibit L-2**, with administrative oversight by the Navajo Nation Veterans Administration and legislative oversight by the Health, Education and Human Services Committee.
 3. Thirty million dollars (\$30,000,000) to the Community Housing and Infrastructure Department ("CHID") for the design and construction of up to three (3) Regional Housing Manufacturing Facilities with locations in Tuba City, Sanders, Chinle, Shiprock, or Gallup areas, as Long-Term Housing Security: Affordable Housing (Expenditure Category 2.15), as set forth in **Exhibit L-3**, with administrative oversight by the Division of Community Development and legislative oversight by the Resources and Development Committee.
 4. Fifteen million five hundred fifty thousand dollars (\$15,550,000) to the Navajo Hopi Land Commission Office for Housing for the Former Bennett Freeze Area and Navajo Partitioned Lands to purchase modular homes for people within the twenty-three (23) impacted Chapters and for planning of a manufactured housing plant in Nahata Dziil Chapter, as Long-Term Housing Security: Affordable Housing (Expenditure Category 2.15), as set forth in **Exhibit L-4**, with administrative oversight by the Division of Community Development and legislative oversight by the Resources and Development Committee.
- C. The Housing Projects assigned to CHID, the Veterans Housing Program, and Navajo Hopi Land Commission Office are need-based.
- D. The eligibility criteria for receiving services under the Housing Projects assigned to CHID shall be approved by the Resources and Development Committee by resolution and shall include equal distribution by Delegate Region.
- E. The eligibility criteria for receiving services under the Veterans Housing Projects Expenditure Plan assigned to the Veterans Housing Program shall be approved by the Health, Education and Human Services Committee through resolution.
- F. The eligibility criteria for receiving services under the Housing for the Former Bennett Freeze Area and Navajo Partitioned Lands Expenditure Plan assigned to the Navajo Hopi



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL



DOREEN N. MCPAUL
Attorney General

KIMBERLY A. DUTCHER
Deputy Attorney General

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

RFS/HK Review #: HK0170-2

Date & Time Received: 14 April, 2022; 9:54 am

Date & Time of Response: 14 April, 2022; 10:24 am

Entity Requesting FRF: Community Housing & Infrastructure Department

Title of Project: Housing Manufacturing Facilities

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$30,000,000

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: 2.15 (Long-term Housing Security: Affordable Housing)

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: Please note the change in reporting expenditure category, to 2.15.

Name of DOJ Reviewer: Adjua Adjei-Danso

Signature of DOJ Reviewer:  _____

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

APPENDIX A

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

Part 1. Identification of parties.

NN Government Unit requesting FRF: Community Housing & Infrastructure Department (CHID) Date prepared: 04/12/2022
indicate Department, Program, Office, Division, or Branch

NN Government Unit's P.O. Box 2389 phone/email: 928.871.6468
mailing address: Window Rock, Arizona 86515 website (if any): _____

Form prepared by: Patrick Dalgai, Department Manager II phone/email: pat_dalgai@nnchid.org
Community Housing & Infrastructure Dept. 928.871.6468
CONTACT PERSON'S name, title and Department, Program, Office, etc. CONTACT PERSON'S info

Title & type of Project: 2.18 Long-Term Housing Security: Services for Unhoused Persons

NN Government Unit's Director or Manager: Patrick Dalgai phone & email: 928.871.6468

Division Director (if any): Pearl Yellowman phone & email: 928.871.7172

Branch Chief: Jonathan Nez, President phone & email: 928.871.7000

Funding Recipient will be working with: Division of Community Development on the Project and
indicate Branch and/or Division
the same will be submitting the Funding Request Package for Initial Eligibility Determination Review, and will have Administrative Oversight over this FRF Expenditure Plan.

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

The Sparrow Group, Priority 1 General Contractor ☐ document attached

Amount of FRF requested: \$0,000,000 FRF funding period: September 2022 - December 2026
indicate Project starting and ending/deadline date

Part 2. Expenditure Plan details.

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

The \$30 million funding will provide design and construction funds for the Navajo Nation Community Housing & Infrastructure Department to construct up to five (5) regional housing manufacturing facilities to be used by all Navajo Nation housing programs and entities to provide newly constructed homes to homeless Navajo residents at a lower cost and more efficient method of construction.

☐ document attached

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

This project is intended to provide a means of constructing homes faster for the Navajo people to help reduce the substandard, unsafe, and overcrowded living conditions in which the Navajo people are currently living in. It will benefit the Navajo Nation long-term, the communities and the people by finally producing affordable homes.

☐ document attached

APPENDIX A

- (c) Provide a prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the Program(s) or Project(s) by December 31, 2026:

The project timeline includes awarding a contract and notice to proceed within 60 days of the passage of the legislation authorizing this project. Site selection and land withdrawals are still required for three of the five selected locations. All five locations are: Tuba City (site selected), Sanders (site selected), Chinle, Shiprock and Gallup area. Issues and challenges we expect to encounter are material availability due to the Navajo Nation getting a late start on projects and manufacturer supply, manufacturing and delivery capacity being severely limited due to COVID and other ARPA activity/projects nationwide.

☐ document attached

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

These projects will be jointly implemented by DCD and Veteran's Administration.

This project will fall under category: 2.18 Long-term Housing Security: Services for Unhoused Persons.

☐ 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:

Once the facilities are complete, they will fall under the jurisdiction of DCD, DED, NNVA, NHA and NHLCO. O&M costs are yet to be determined.

☐ 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:

These projects will be jointly implemented by DCD and Veteran's Administration.

This project will fall under category: 2.18 Long-term Housing Security: Services for Unhoused Persons.

☐ document attached

Part 3. Additional documents.

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


N/A

APPENDIX A

Part 4. Affirmation by Funding Recipient.

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

NN Government Unit
Preparer:  Approved by:  - 4.12.12
signature of Preparer/CONTACT PERSON signature of NN Government Unit's Dept/Program/Office Director or Manager

Approved to submit
for Review:  Print Name, Title, Branch or Division: Dr. Pearl Yellowman, Executive Director
signature of Branch Chief or Division Director print name and indicate title or position
Community Development
Indicate Branch or Division

PART I. Business Unit No.: K - [New]						Program Title: Housing Manufacturing Facility Program		Division/Branch: Executive	
Prepared By: Patrick Dalgai						Phone No.: (928) 871-6468		Email Address: pat_dalga@nnchid.org	
PART II. FUNDING SOURCE(S)		Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY				
NN Fiscal Recovery Funds			30,000,000.00	100%			(A) NMC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
					2001 Personnel Expenses				
					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			30,000,000	
					TOTAL		\$0.00	30,000,000.00	0
					PART IV. POSITIONS AND VEHICLES				
					Total # of Positions Budgeted:				
					Total # of Vehicles Budgeted:				
TOTAL: \$30,000,000.00 100%					(D) (E)				
					0				
					0				
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.									
SUBMITTED BY: Patrick Dalgai, Department Manager II					APPROVED BY: Dr. Pearl Yellowman, Executive Director				
Program Manager's Printed Name					Division Director / Branch Chief's Printed Name				
<i>Patrick Dalgai</i> 4.12.22					<i>Pearl Yellowman</i> 4.12.22				
Program Manager's Signature and Date					Division Director / Branch Chief's Signature and Date				

Page ___ of ___
PROJECT FORM

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



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

E-MAILED
10/25/22

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

Company	*New Business Unit	Description	*Facility/Job Site#
8059	K211553	US TREASURY – HOUSING MANUFACTURING	55261
ENTERED BY (Step A to F) :		EXPLANATION/REFERENCE NO:	DATE:
Germaine Jones <i>[Signature]</i>		Setup New Business Unit	10/25/22

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 th 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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	✓	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	✓	2. Project Job Dates	P51006	Create extended master, set job dates
	✓	3. b) Project BU-Create AB Facility	P51006	In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB#
E. Attach Objects to Business Unit		1. a) Operating (or)	P09804	“Copy” from model BU 2 to IS BU (Obj 1000 thru 9999)
	✓	1. b) Projects BU (Job)	P51091	“Copy” from Job Cost Code “CG1” Chart Type to Job #
F. Create ICCC AAI (New CO only)		1. Operating BU (or)	P0012	“Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical)
		2. Project BU		
SET-UP VERIFIED BY:			DATE:	COMMENTS/ACTION:
<i>Rachael Devine</i>			10/25/22	Verified new BU setup.

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