

THE NAVAJO NATION


JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



January 10, 2022

TRANSMITTAL

TO : Gloria Tom, Department Manager III
Navajo Fish & Wildlife / NN DNR

FROM : 
Cordell Shortey, Contracting Officer
Contracts and Grants Section / OMB

SUBJECT : Navajo Fish & Wildlife - Fiscal Recovery Funds (FRF); Regulatory Cost (RC)

I. Information on Contract (per Original Award):

Navajo Fish & Wildlife - RC	U.S. Treasury American Recovery Plan Act (ARPA)	21.019
Title of Contract	Funding Agency	CFDA No. - Federal
CJY-41-21	\$ 3,525,471.00	2022
Grant No.	Amount	Fiscal Year
		Term - Begin and End Date
		03/11/2021 to 12/31/2026

II. Data Entered in FMIS Regarding:

☒ New Contract or Grant Company No. 8059 Business Unit (K#) K211520

☐ 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 CJY-41-21

III. Comments by CGS:

Budget received on January 7, 2022 is authorized for implementation pursuant to FY 2022 NN BIM Appendix L Section II.B.

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

FY 2022

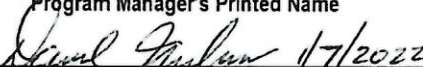
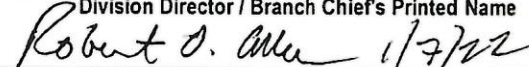
**THE NAVAJO NATION
PROGRAM BUDGET SUMMARY**

Page 1 of 8
BUDGET FORM 1

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>NAVAJO FISH & WILDLIFE</u>		Division/Branch: <u>Natural Resources</u>	
Prepared By: <u>Leanna Begay</u>		Phone No.: <u>928-871-6450</u>		Email Address: <u>lbegay@nndfw.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
American Rescue Plan	10/1/21-9/30/25	3,525,471	100%	2001 Personnel Expenses		0	3,017,274	3,017,274
				3000 Travel Expenses		0	240,293	240,293
				3500 Meeting Expenses				0
				4000 Supplies		0	168,289	168,289
				5000 Lease and Rental				0
				5500 Communications and Utilities		0	30,000	30,000
				6000 Repairs and Maintenance				0
				6500 Contractual Services				0
				7000 Special Transactions		0	69,615	69,615
				8000 Public Assistance				0
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$0	3,525,471	3,525,471

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	0	12
Total # of Vehicles Budgeted:	0	3

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.	
SUBMITTED BY: <u>Gloria M. Tom, Department Manager III</u> <div style="text-align: center;"> <u>Program Manager's Printed Name</u>  <u>Program Manager's Signature and Date</u> </div>	APPROVED BY: <u>Dr. Rudolph Shebala, Executive Director</u> <div style="text-align: center;"> <u>Division Director / Branch Chief's Printed Name</u>  <u>Division Director / Branch Chief's Signature and Date</u> </div>

1/7/22

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**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

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BUDGET FORM 2

PART I. PROGRAM INFORMATION:

Business Unit No.: NEW

Program Name/Title: NAVAJO FISH & WILDLIFE

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

Natural Heritage Program monitors, collects and disseminates ecological information for endangered, threatened and sensitive species. Resolution Number: 0

PART III. PROGRAM PERFORMANCE CRITERIA:**1. Goal Statement:**

Increase performance of biological review functions

Program Performance Measure:

Issue 2000 biological resource clearances (One-Stop-Shop Electronic 164 Reviews)

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

500 ea.		500 ea.		500 ea.		500 ea.	
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2. Goal Statement:

Expedite homesite lease biological clearance review function

Program Performance Measure:

Issue 1000 homesite lease clearances (One-Stop-Shop Electronic 164 Reviews)

250 ea.		250 ea.		250 ea.		250 ea.	
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3. Goal Statement:

Establish one (1) coordinator to facilitate OSS Electronic 164 Reviews

Program Performance Measure:

Hire one (1) Programs and Project Specialist

		1 ea.					
--	--	-------	--	--	--	--	--

4. Goal Statement:

Establish inventory and monitoring program for native and non-native species

Program Performance Measure:

Collect biological data on 20 native and non-native species

				10 ea.		10 ea.	
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5. Goal Statement:

Increase personnel capacity to meet the demands for OSS Electronic 164 Reviews

Program Performance Measure:

Hire four (4) additional personnel to fill technical positions and one (1) office specialist

		5 ea.					
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Gloria Tom, Department Manager III

Program Manager's Printed Name

Gloria Tom 1/7/2022
Program Manager's Signature and Date

Dr. Rudolph Shebala, DNR Executive Director

Division Director/Branch Chief's Printed Name

Robert O. Allen 1/7/22
Division Director/Branch Chief's Signature and Date

1/7/22

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THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

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BUDGET FORM 3

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	G/S	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
1001	941248	3246	Botanist	346524	6	BQ65A	\$ 36,988.92	\$ 36,988.92	\$ 36,988.92	\$ 36,988.92	\$ 36,988.92	\$184,944.60
1002	940729	3249	Zoologist	366599	1	BQ65C	\$ 39,585.12	\$ 39,585.12	\$ 39,585.12	\$ 39,585.12	\$ 39,585.12	\$197,925.60
1003	NEW	0599	Wildlife Biologist	Vacant	1	BQ65A	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	\$246,595.00
1004	240765	1860	GIS Supervisor	112395	1	BQ68B	\$ 47,622.06	\$ 47,622.06	\$ 47,622.06	\$ 47,622.06	\$ 47,622.06	\$238,110.30
1005	NEW	0599	Wildlife Technician	Vacant	1	BQ58A	\$ 27,520.00	\$ 27,520.00	\$ 27,520.00	\$ 27,520.00	\$ 27,520.00	\$137,600.00
1006	242082	3188	Wildlife Manager	256922	1	BQ68A	\$ 46,228.32	\$ 46,228.32	\$ 46,228.32	\$ 46,228.32	\$ 46,228.32	\$231,141.60
1007	NEW	0599	Wildlife Biologist	Vacant	1	BQ65A	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	0.00	0.00	\$147,957.00
1008	NEW	0599	Wildlife Biologist	Vacant	1	BQ65A	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	0.00	0.00	\$147,957.00
1009	NEW	0599	Botanist	Vacant	1	BQ65A	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	0.00	0.00	\$147,957.00
1010	NEW	0599	Zoologist	Vacant	1	BQ65A	\$ 49,319.00	\$ 49,319.00	\$ 49,319.00	0.00	0.00	\$147,957.00
1011	NEW	0599	Office Specialist	Vacant	1	BQ58A	\$ 13,760.00	\$ 13,760.00	\$ 13,760.00	\$ 13,760.00	\$ 13,760.00	\$ 68,800.00
1012	NEW	0599	Programs and Projects Specialist	Vacant	1	BQ63A	\$ 41,489.00	\$ 41,489.00	\$ 41,489.00	\$ 41,489.00	\$ 41,489.00	\$207,445.00
							<u>\$ 499,788.42</u>	<u>\$ 499,788.42</u>	<u>\$ 499,788.42</u>	<u>\$ 302,512.42</u>	<u>\$ 302,512.42</u>	
Total										<u>\$ 2,104,390.10</u>		

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4

PART I. PROGRAM INFORMATION:				
Program Name/Title: <u>NAVAJO FISH & WILDLIFE</u>			Business Unit No.: <u>NEW</u>	
PART II. DETAILED BUDGET:				
(A)	(B)	(C)	(D)	
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)	
	2001 PERSONNEL EXPENSES			
2110	Regular	2,104,390		2,104,390
	2120 - Botanist \$184,944.60 : 5 years			
	2120 - Zoologist \$197,925.00 : 5 years			
	2120 - Wildlife Biologist \$246,595.00 : 5 years			
	2120 - GIS Supervisor \$238,110.30 : 5 years			
	2120 - Wildlife Technician \$137,600.00 : 5 years			
	2120 - Wildlife Manager \$231,141.60 : 5 years			
	2120 - Wildlife Biologist \$147,957.00 : 3 years			
	2121 - Wildlife Biologist \$147,957.00 : 3 years			
	2120 - Botanist \$147,957.00 : 3 years			
	2120 - Zoologist \$147,957.00 : 3 years			
	2120 - Office Specialist \$68,800.00 : 3 years			
	2120 - Programs and Projects Specialist \$207,445.00 : 3 years			
TOTAL		2,104,390		2,104,390

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4

PART I. PROGRAM INFORMATION:				
Program Name/Title: <u>NAVAJO FISH & WILDLIFE</u>			Business Unit No.: <u>NEW</u>	
PART II. DETAILED BUDGET:				
(A)	(B)			(C)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)			Total by DETAILED Object Code (LOD 6)
2900	2901 PERSONNEL EXPENSES			912,884
	Fringe Benefits			912,884
	1 FTE at	43.38% x	\$184,944.60 = \$80,228.97	
	1 FTE at	43.38% x	\$197,925.60 = \$85,860.13	
	1 FTE at	43.38% x	\$246,595.00 = \$106,972.91	
	1 FTE at	43.38% x	\$238,110.30 = \$103,292.25	
	1 FTE at	43.38% x	\$137,600.00 = \$59,690.88	
	1 FTE at	43.38% x	\$231,141.60 = \$100,269.23	
	1 FTE at	43.38% x	\$147,957.00 = \$64,183.75	
	1 FTE at	43.38% x	\$147,957.00 = \$64,183.75	
	1 FTE at	43.38% x	\$147,957.00 = \$64,183.75	
	1 FTE at	43.38% x	\$147,957.00 = \$64,183.75	
	1 FTE at	43.38% x	\$68,800.00 = \$29,845.44	
	1 FTE at	43.38% x	\$207,445.00 = \$89,989.64	
TOTAL				912,884
				912,884

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4

PART I. PROGRAM INFORMATION:									
Program Name/Title: <u>NAVAJO FISH & WILDLIFE</u>						Business Unit: <u>NEW</u>			
PART II. DETAILED BUDGET:									
(A)	(B)						(C)	(D)	
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)						Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)	
	3000 TRAVEL EXPENSES							240,293	
3110	Fleet						71,173		
	Year 1,2,3								
	3111-Monthly/Perm	3	vehicle: x	\$ 5,484.00 /yr	x 3 yrs =	\$ 49,356.00	X 6% = \$ 2,961.36	52,317.36	
	3113-Mileage	3	vehicle: x	\$ 0.31 /mile	x 2,000 miles/month	x 3yrs = \$ 5,580.00	X 6% = 334.80	5,914.80	
	Year 4,5								
	3111-Monthly/Perm	1	vehicle: x	\$ 5,484.00 /yr	x 2 yrs =	\$ 10,968.00	X 6% = \$ 658.08	11,626.08	
	3113-Mileage	1	vehicle: x	\$ 0.31 /mile	x 2,000 miles/month	x 2yrs = \$ 1,240.00	X 6% = 74.40	1,314.40	
3230	Personal Travel						169,120		
	Year 1,2,3								
	3240-Per diem meals	55	/day x 40	days	x 8 employees	= \$ 17,600.00	x 3 yrs =	52,800	
	3250-Lodging	96	/night x 40	nights	x 8 employees	= \$ 30,720.00	x 3 yrs =	92,160	
	Year 4,5								
	3240-Per diem meals	55	/day x 20	days	x 4 employees	= \$ 4,400.00	x 2 yrs =	8,800	
	3250-Lodging	96	/night x 20	nights	x 4 employees	= \$ 7,680.00	x 2 yrs =	15,360	
	4000 SUPPLIES							169,289	
4120	Office Supplies						20,000		
	Year 1,2,3								
	4130-General Office Supplies: pens, paper, envelopes, staples, stapler, tape, etc. = \$ 5,000.00						x 3 yrs =	15,000	
	Year 4,5								
	4130-General Office Supplies: pens, paper, envelopes, staples, stapler, tape, etc. = \$ 2,500.00						x 2 yrs =	5,000	
4200	Non Capital Assets						113,289		
	Year 1,2,3								
	4210-Non Cap Furniture & Equip: desk, chair, cabinet, conex, tables, etc. \$ 10,000.00						x 3 yrs =	30,000	
	4230-Non Cap Computer Equip: laptop, desktop, printer, scanner, hard drive, server \$ 17,763.00						x 3 yrs =	53,289	
	Year 4,5								
	4210-Non Cap Furniture & Equip: desk, chair, cabinet, conex, tables, etc. \$ 5,000.00						x 2 yrs =	10,000	
	4230-Non Cap Computer Equip: laptop, desktop, printer, scanner, hard drive, server \$ 10,000.00						x 2 yrs =	20,000	
4410	Operating Supplies						35,000		
	Year 1,2,3								
	4420-General Operating Supplies: calipers; small and medium game traps; rappelling rope, harness, helmet; gear containers, etc. 5,000						x 3 yrs = \$	15,000.00	
	Year 4,5								
	4420-General Operating Supplies: calipers; small and medium game traps; rappelling rope, harness, helmet; gear containers, etc. 10,000						x 2 yrs = \$	20,000.00	
TOTAL							408,582	408,582	

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THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

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BUDGET FORM 4

PART I. PROGRAM INFORMATION:					
Program Name/Title: <u>NAVAJO FISH & WILDLIFE</u>			Business Unit: <u>NEW</u>		
PART II. DETAILED BUDGET:					
(A)	(B)			(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)			Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	5500 COMMUNICATIONS & UTILITIES				30,000
5520	Telephone	Year 1,2,3		15,000	
	5530-Basic Services		\$ 3,000.00 x 3 yrs = 9,000		
	Telephone	Year 4,5			
	5530-Basic Services		\$ 3,000.00 x 2 yrs = 6,000		
5570	Internet	Year 1,2,3		15,000	
	5580-DSL		\$ 3,000.00 x 3 yrs = 9,000		
	Internet	Year 4,5			
	5580-DSL		\$ 3,000.00 x 2 yrs = 6,000		
	7000 SPECIAL TRANSACTIONS				69,615
7510	Training & Professional Dues	Year 1,2,3		40,000	
	7520-Training/Registration Fees		\$ 10,000.00 x 3 yrs = 30,000		
	Training & Professional Dues	Year 4,5			
	7520-Training/Registration Fees		\$ 5,000.00 x 2 yrs = 10,000		
7710	Insurance Premiums	Year 1,2,3		29,615	
	7740-Vehicle - Auto Liability \$139.10 x 3 vehicles x 3 yrs		= \$ 1,251.90		
	7750-Vehicle - Auto Physical Damage (under 1 ton) \$148.42 x 3 vehicles x 3 yrs		= \$ 1,335.78		
	7765-Policy Payment (General Liability) \$1,499,365.26 /100 x .41		= \$ 6,147.40		
	7766-Deductible: Vehicle under 1 ton \$500 x 1 vehicle \$500 x 3 vehicles x 3 yrs		= \$ 4,500.00		
	7767-Workers Comp (less fringe) \$848,940.61 /100 x .77		= \$ 6,536.84 \$ 19,771.92		
	Insurance Premiums	Year 4,5			
	7740-Vehicle - Auto Liability \$139.10 x 3 vehicles x 2 yrs		= \$ 834.60		
	7750-Vehicle - Auto Physical Damage (under 1 ton) \$148.42 x 3 vehicles x 2 yrs		= \$ 890.52		
	7765-Policy Payment (General Liability) \$605,024.84 /100 x .41		= \$ 2,480.60		
	7766-Deductible: Vehicle under 1 ton \$500 x 1 vehicle \$500 x 3 vehicles x 2 yrs		= \$ 3,000.00		
	7767-Workers Comp (less fringe) \$342,565.06 /100 x .77		= \$ 2,637.75 \$ 9,843.47		
TOTAL				99,615	99,615

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FY 2022

THE NAVAJO NATION
SUMMARY OF CHANGES TO BUDGETED POSITIONS

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BUDGET FORM 5

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**THE NAVAJO NATION
SUPPLEMENTAL FUNDING PROPOSAL SUMMARY**

PART I. Business Unit No.: <u>K210707</u>		Program Title: <u>Natural Heritage Program</u>	
Division/Branch: <u>Natural Resources</u>		Amount Requested: <u>\$3,525,471</u>	Prepared By: <u>Leanna Begay</u>
Phone No.: <u>928-871-6450</u>		Email Address: <u>lbegay@nndfw.org</u>	

PART II. REASON FOR REQUEST AND STATEMENT OF NEED:

The Natural Heritage Program (NHP) is in dire need of additional funding to support the daily operations of the program including monitoring, surveying, disseminating and providing technical support to the Navajo communities and project sponsors who propose development on Navajo Nation land. NHP currently has four personnel who are keeping daily operations moving forward whereas previously there were six personnel. The loss of two essential positions is a void that needs to be established quickly in order to keep up with demands for biological resource clearance reviews. NHP is apart of the project clearance review process and this is a major function that assists with the completion of reviews for CARES Act Funded projects, Light Up Navajo projects, and soon to be American Resuce Plan projects. It became evident BIA would not accept or recommend for increase in funding allocation during the P.L. 93-638 Five Year Contract Renewal process that was finalized early February 2021. Without additional funding support the NHP program will drastically reduce the number of biological reviews as these tasks have been assigned to existing staff who already have other priorities to complete. The additional priorities existing staff have to perform will hinder the progress needed for expediently reviewing all biological resource clearance requests. Existing staff need the additional personnel support to not only reassign biological reviews but also to establish and perform additional tasks associated with wildlife research, data collection, reviews, and monitoring to continue to inform the RCP policy. NHP recently identified a need for additional technical positions to assist with the establishment of an inventory and monitoring program across the Navajo Nation. NHP has been approached by many agencies about requesting for information about non-endangered species on the Navajo Nation (e.g. culturally sensitive plants and range inventory) without much success. NHP has the potential to hire additional technical staff to assist current botanist and zoologist monitor and identify non-endangered species of importance. This opportunity to establish the inventory and monitoring program will expand the services that the NHP can provide that BIA currently funds outside consultants to do. A thorough data management system would be of great benefit to help NHP be more effective especially with dissemination of information for priorities such as reviews of grazing permits. NHP recently was delegated to prioritize the reviews of grazing permits and agriculture land use permits which without biological data information of non-endangered species hinders the progress to complete the reviews from a wildlife perspective. In addition, a need for a programs and project specialist to coordinate and facilitate biological reviews with the One Stop Shop office will be greatly needed. This position will be located within the ARP office to foster and educate project sponsors regarding all types of project development. Proposal request is for supporting five years for the NHP.

PART III. LIST ALTERNATIVE FUNDING SOURCES BEING PURSUED AND CONTINGENCY PLAN IF REQUEST IS NOT FUNDED:

The contingency plan if this proposal is not funded is to keep current operations with the four personnel to maintain daily operations and activities annually completed. Staff will continue to process biological reviews on top of already assigned responsibilities by each employee. Without biological reviewers there will be a significant delay in the manner of how requests are processed as existing staff have compounding responsibilities and objectives to meet in order to meet project deliverables as identified under P.L. 93-638 contract funding. Without establishing an inventory and monitoring program NHP will continue to face the constant challenge of obtaining appropriate data from BIA. There will be no advancement of grazing permits being reviewed with current biological information.

Alternative funding sources will be sought through future funding proposals such as BIA's one-time funding proposal, Unmet Needs, Supplemental funding and outside funding proposal requests where NHP meets the criteria for future request for proposals.

PART IV. AFFIRMATION IS PROVIDED THAT THE BUDGET AND PROPOSAL INFORMATION IS COMPLETE AND ACCURATE AND THE APPROPRIATE BRANCH CHIEF RECOMMENDS APPROVAL AS A PRIORITY.

Robert O. Allan 1/7/22

REVIEWED BY: Division Director's Signature / Date

RECOMMEND SUPPLEMENTAL: Branch Chief's Signature / Date

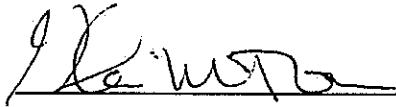
THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO : David Mikesic, Zoologist
Department of Fish and Wildlife

FROM : 
Gloria M. Tom, Director
Department of Fish and Wildlife

DATE : December 30, 2021

SUBJECT : DELEGATION OF AUTHORITY

I will be teleworking from California beginning Monday, January 03, 2022 through Friday, January 28, 2022. I am hereby delegating you to act in the capacity of the Director, Department of Fish and Wildlife, effective 8:00 a.m. on Monday, January 03, 2022. This delegation shall end at 5:00 p.m. on Friday, January 28, 2022.

Your authority will cover the review and signing off of all routine documents pertaining to the Department of Fish and Wildlife, except for issues that you feel should have the attention of the Director.

ACKNOWLEDGEMENT

 12/30/21

David Mikesic, Zoologist
Department of Fish and Wildlife

THE NAVAJO NATION


JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



October 1, 2021

MEMORANDUM

TO: ALL DEPARTMENT MANAGERS
DIVISION OF NATURAL RESOURCES

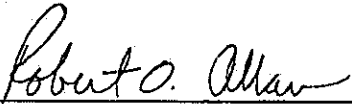
FROM: 
Rudolph R. Shebala, Executive Director
Division of Natural Resources

SUBJECT: Delegation of Authority for Fiscal Year 2022

Please be advised that in the event that I, Division Director of the Division of Natural Resources, is not in the office or otherwise unavailable, Mr. Robert O. Allan, Principal Attorney, Division of Natural Resources, shall be delegated authority as Acting Division Director of the Division of Natural Resources. This is a standing authority until further notice.

Please cooperate with Mr. Allan in this standing delegation of authority. Should you have any questions, please contact me.

ACKNOWLEDGED:


Robert O. Allan, Principal Attorney
Division of Natural Resources