



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

**The Navajo Nation | Yideeskáądi Nitsáhákees**

December 28, 2023

**TRANSMITTAL**

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

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

SUBJECT : BU on Projects / Activities for Littlewater Chapter, Pueblo Pintado Chapter, Torreon Chapter, Whitehorse Lake Chapter, Baca/Prewitt Chapter, Casamero Lake Chapter, Ojo Encino Chapter, and Counselor Chapter - ARPA Funds Allocated to Delegate George Tolth

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

Littlewater Chapter, Pueblo Pintado Chapter, Torreon Chapter, Whitehorse Lake Chapter, Baca/Prewitt Chapter, Casamero Lake Chapter, Ojo Encino Chapter, and Counselor Chapter	U.S. Treasury American Recovery Plan Act (ARPA)	21.027
Title of Contract	Funding Agency	CFDA No. - Federal
NABIN-44-23; NABIO-38-23; CJY-67-23	\$ 8,802,340.00	2022
Grant No.	Amount	Fiscal Year
		03/11/2021 to 12/31/2026
		Term - Begin and End Date

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

New Contract or Grant Company No. 8059 Business Unit (K#) K2115443 to K2115450

Contract Mod No. \_\_\_\_\_ Modification No. 2

Amt of Budget Increase \$2,069,493.39 \$5,245,072.11 to \$7,314,565.50

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 NABIN-44-23

**III. Comments by CGS:**

This transmittal documents 3rd budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD George Tolth Region. Y-T-D budget in FMIS for CD George Tolth totals \$7,314,565.50. 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.

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

*Handwritten signature/initials*

Revised February 2023



NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN

**Exhibit A**

COUNCIL DELEGATE: Hon. George H. Tolth

CHAPTERS: Littlewater, Pueblo, Torreon, Whitehorse Lake, Baca/Prewitt, Casamero Lake, Ojo Encino, Counselor

*8 Business Units*

FUND	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
	AMOUNT APPROPRIATED IN 2023 on August 4, 2023				\$ 4,730,125.11
	AMOUNT APPROPRIATED IN 2023-24 on October 24, 2023				\$ 514,947.00
Division of Community Development	*Baca-Prewitt Chapter Baca-Prewitt Chapter Small Homes Project	Division of Community Development	2.15	HK0624	\$ 300,000.00
Division of Community Development	*Casamero Lake Chapter Casamero Lake Chapter Bathroom Additions and Renovations Project	Division of Community Development	1.14	HK0644	\$ 600,000.00
Division of Community Development	None Identified Whitehorse Lake Chapter Replacement of Indoor Bathroom Plumbing Project	Division of Community Development	1.14	HK0645	\$ 90,000.00
Division of Community Development	*Casamero Lake Chapter Casamero Lake Chapter Senior Citizen Building Renovation	Division of Community Development	2.22	HK0653	\$ 25,000.00
Division of Community Development	*Casamero Lake Chapter Casamero Lake Chapter House-Wiring/Meter Box Installation Project	Division of Community Development	2.18	HK0654	\$ 300,000.00
Division of Community Development	*Littlewater Chapter Littlewater Chapter Temporary Employment Project	Division of Community Development	2.18	HK0655	\$ 509,493.39
Division of Community Development	*Casamero Lake Chapter Casamero Lake Chapter Purchase of Gooseneck Trailer Project	Division of Community Development	6.1	HK0659	\$ 125,000.00
Division of Community Development	*Baca-Prewitt Chapter Baca-Prewitt Chapter Community Bathroom Upgrade Project	Division of Community Development	1.14	HK0662	\$ 120,000.00

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

**TOTAL:** \$ 7,314,565.50



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

**Exhibit A**

**COUNCIL DELEGATE:** Hon. George H. Tolth

**CHAPTERS:** Littlewater, Pueblo Pintado, Torreon, Whitehorse Lake, Baca/Prewitt, Casamero Lake, Ojo Encino, Counselor

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT from PAGE 01.....				\$ 7,314,565.50
		UN-ALLOCATED AMOUNT				\$ 1,487,774.50

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

<b>TOTAL:</b>	<b>\$ 8,802,340.00</b>
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RESOLUTION OF THE  
NAABIK'ÍYÁTI' STANDING COMMITTEE  
25<sup>th</sup> NAVAJO NATION COUNCIL -- First Year, 2023

AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE; AMENDING NABIO-38-23 AND CJY-67-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE GEORGE H. TOLTH'S DELEGATE REGION (CHAPTERS: LITTLEWATER, PUEBLO PINTADO, TORREON, WHITEHORSE LAKE, BACA/PREWITT, CASAMERO LAKE, OJO ENCINO, COUNSELOR), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Naabik'iyáti' 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'iyáti' Committee members in attendance.
- C. Navajo Nation Council Resolution No. CJY-67-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. George H. Tolth's Delegate Region (Chapter: Littlewater, Pueblo Pintado, Torreon, Whitehorse Lake, Baca/Prewitt, Casamero Lake, Ojo Encino, Counselor) 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. CAU-74-23, which amended CJN-29-22 and CJY-41-21, included and incorporated herein by reference, delegated the Naabik'iyáti' Committee as the final approval authority for Delegate Region Project Plans funded through Navajo Nation's Fiscal Recovery Funds.
- E. Naabik'iyáti' Committee Resolution No. NABIO-38-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. George H. Tolth's Delegate Region (Chapter: Littlewater, Pueblo Pintado, Torreon, Whitehorse Lake, Baca/Prewitt, Casamero Lake, Ojo Encino, Counselor) be adopted and approved by resolution of the Naabik'iyáti'

Committee pursuant to two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance.

## 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'iyáti' 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. CJY-67-23, 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 GEORGE H. TOLTH'S DELEGATE REGION (CHAPTERS: LITTLEWATER, PUEBLO PINTADO, TORREON, WHITEHORSE LAKE, BACA/PREWITT, CASAMERO LAKE, OJO ENCINO, COUNSELOR) was signed into law by the President of the Navajo Nation on August 4, 2023.
- D. CJY-67-23, 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. 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.

- F. 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).
- G. The Naabik'iyáti' Committee Resolution No. NABIO-38-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE; AMENDING CJY-67-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE GEORGE H. TOLTH'S DELEGATE REGION (CHAPTERS: LITTLEWATER, PUEBLO PINTADO, TORREON, WHITEHORSE LAKE, BACA/PREWITT, CASAMERO LAKE, OJO ENCINO, COUNSELOR), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION was signed into law by the Chairperson of the Naabik'iyáti' Committee on October 24, 2023.
- H. NABIO-38-23, Section Four, states that:
1. 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.
- I. All additional projects listed in the Hon. George H. Tolth's Delegate Region Projects Plan, attached as Exhibit A, have been deemed Fiscal Recovery Fund eligible by NNDOJ. In addition, Hon. George H. Tolth's Delegate Region Projects Plan does not exceed the amount of \$8,802,340, as set forth in CJN-29-22, Section Three (F).
- J. The Navajo Nation Council hereby finds that it is in the best interest of the Navajo Nation and the Hon. George H. Tolth's Delegate Region Chapters and communities to approve and adopt the additional projects as part of the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. George H. Tolth's Delegate Region (Chapters: Littlewater, Pueblo Pintado, Torreon, Whitehorse Lake, Baca/Prewitt, Casamero Lake, Ojo Encino, Counselor) as set forth in Exhibit A.

SECTION THREE. AMENDING NABIO-38-23 AND CJY-67-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE GEORGE H. TOLTH'S DELEGATE REGION (CHAPTERS: LITTLEWATER, PUEBLO PINTADO, TORREON, WHITEHORSE LAKE, BACA/PREWITT, CASAMERO LAKE, OJO ENCINO, COUNSELOR), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION

- A. The Navajo Nation hereby approves the additional projects as part of the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. George H. Tolth's Delegate Region (Chapters: Littlewater, Pueblo Pintado, Torreon, Whitehorse Lake, Baca/Prewitt, Casamero Lake, Ojo Encino, Counselor) 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'íyáti' Committee.

#### SECTION FIVE. EFFECTIVE DATE

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

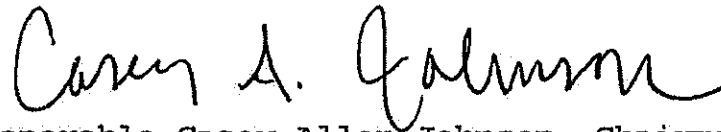
#### SECTION SIX. SAVING CLAUSE

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 11 in Favor, and 00 Opposed, on this 9<sup>th</sup> day of November 2023.



Honorable Casey Allen Johnson, Chairman Pro Tem  
Naabik'iyáti' Committee

11/14/23  
Date

Motion: Honorable Shawna Ann Claw  
Second: Honorable Norman M. Begay

Chairman Pro Tem Casey Allen Johnson 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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115443	US TREASURY-BACA PREWITT CHAPTER SMALL HOMES PROJECT	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Rachael Durino</i>		<i>12/20/23</i>	<i>Verified new BU setup.</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 ( <b>10.0120.02</b> )	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**





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115444	US TREASURY-CASAMERO LAKE CHAPTER BATHROOM ADDITIONS & RENOVATIONS PROJ	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Sachal Davis</i>		<i>12/20/23</i>	<i>Verified new BU setup.</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 ( <b>10.0120.02</b> )	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**





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	K2115445	US TREASURY-WHITEHORSE LAKE CHAPTER REPLACEMENT OF INDOOR BTHRM PLUMB PROJ	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
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	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		
<b>SET-UP VERIFIED BY:</b>			<b>DATE:</b>	<b>COMMENTS/ACTION:</b>
<i>Sachal Davis</i>			12/20/23	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**





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115446	US TREASURY-CASAMERO LAKE CHAPTER SENIOR CITIZEN BUILDING RENOVATION	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Rachael Skovron</i>		12/20/23	<i>Verified new BU setup.</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 ( <b>10.0120.02</b> )	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**





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115447	US TREASURY-CASAMERO LAKE CHAPTER HOUSE-WIRING/METER BOX INSTALLATION	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Sachal Devion</i>		12/20/23	<i>Verified new BU setup.</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 ( <b>10.0120.02</b> )	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**





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115448	US TREASURY-LITTLEWATER CHAPTER TEMPORARY EMPLOYMENT PROJECT	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
Tachael Davis		12/20/23	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**





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115449	US TREASURY-CASAMERO LAKE CHAPTER PURCHASE OF GOOSENECK TRAILER PROJECT	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Richard Davis</i>		12/20/23	<i>Verified new BU setup.</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 ( <b>10.0120.02</b> )	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**





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

<b>Company</b>	<b>*New Business Unit</b>	<b>Description</b>	<b>*Facility/Job Site#</b>	
8059	K2115450	US TREASURY-BACA PREWITT CHAPTER COMMUNITY BATHROOM UPGRADE PROJECT	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Albertina Tom-Sandoval		Setup New Business Unit	12/20/2023	
<b>TASK</b>	<input checked="" type="checkbox"/>	<b>TASK DESCRIPTION</b>	<b>APPLIC</b>	<b>TASK EXPLANATION</b>
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	In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB#
	<input checked="" type="checkbox"/>	1. b) Project BU (Job)	P51006	Use “COPY” of similar Project BU
	<input checked="" type="checkbox"/>	2. Project Job Dates	P51006	Create extended master, set job dates
	<input checked="" type="checkbox"/>	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)
	<input checked="" type="checkbox"/>	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		
<b>SET-UP VERIFIED BY:</b>		<b>DATE:</b>	<b>COMMENTS/ACTION:</b>	
<i>Tachae Devo</i>		<i>12/20/23</i>	<i>Verified new BU setup.</i>	

**AUTOMATIC ACCOUNTING INSTRUCTIONS**

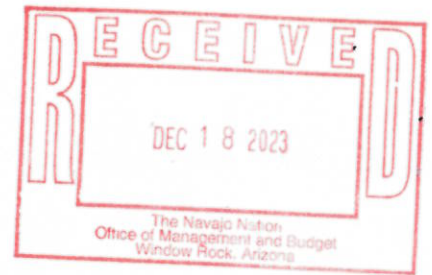
(Forward to responsible section/module immediately)

MODULE	ITEM#	AAI DESCRIPTION	APPLIC	INITIAL	DATE
GEN ACCT'G	ICCC	Intercompany Settlements	P0012	New Company Only	
ACCOUNTS PAYABLE	PB	Default Bank Account ( <b>10.0120.02</b> )	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 0659

Date & Time Received: 09/27/23 at 11:10

Date & Time of Response: Oct. 02, 2023 at 1530

Entity Requesting FRF: Casamero Lake Chapter

Title of Project: Chapter to Purchase Gooseneck Trailer

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$125,000.00

**Eligibility Determination:**

- FRF eligible
- FRF ineligible
- Additional information requested

**FRF Eligibility Category:**

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

**U.S. Department of Treasury Reporting Expenditure Category:**

6.1, Provision of Government Services



**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: Lorenzo Curley

Signature of DOJ Reviewer: *Lorenzo Curley*

**Disclaimers:**  
If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form 1, and other supporting documents. Please email your resubmission to [arpa@nndoj.org](mailto:arpa@nndoj.org). Please be aware that under Resolution BFS-31-21 a Project or Program can only be reviewed twice, therefore it is critical that you include all the requested additional information for your second submission.

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

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

**Part 1. Identification of parties.**

Governance-Certified Chapter requesting FRF: Casamero Lake Chapter Date prepared: 7/7/23

Chapter's mailing address: PO Box 549 Prewitt, NM 87045 phone & email: 505-786-2457 website (if any): casamerolake.navajochapters.org

This Form prepared by: Kimberly Lister phone/email: 505-786-2457  
Kimberly Lister, Chapter Manager

CHAPTER CONTACT PERSON'S name and title

Title and type of Project: Chapter to Purchase Gooseneck Trailer

Chapter President: Jerry Bodie phone & email: 505-786-2457

Chapter Vice-President: Lawrence Largo phone & email: 505-786-2457

Chapter Secretary: Raymond Tolth phone & email: rtolth@navajochapters.org

Chapter Treasurer: Raymond Tolth phone & email: rtolth@navajochapters.org

Chapter Manager or CSC: Kimberly Lister phone & email: klister@nncchapters.org

DCD/Chapter ASD: Myrtis Begay, Delegated phone & email: msbegay@nndcd.org

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

document attached

Amount of FRF requested: \$125,000 FRF funding period: July 7, 2023-December 31, 2026

indicate Project starting and ending/deadline date

**Part 2. Expenditure Plan details.**

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

The Casamero Lake Chapter requests funding to purchase a new Gooseneck Trailer to be utilized for hauling heavy equipment, building materials, water tank, and firewoods for the community members. The building materials to be transported is for the community bathroom additions/renovations to provide for a stable, safe, and healthy environment for members.

Hauling heavy equipment decreases the wear and tear, in which community members requests backhoe for loss of family due to COVID-19.

document attached

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

This will serve the community of Casamero Lake and surround communities within the Navajo Nation boundaries.

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:

Upon approval and funding, the Casamero Lake Chapter Administration and Officials will begin the procurement process, purchase, and complete by December 31, 2026.

document attached

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

The Casamero Lake Chapter Administration, Chapter Officials, and the Navajo Nation Division of Community Development will work together to implement and complete the project.

document attached

(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:

The Casamero Lake Chapter will be responsible, and include in annual budget, for maintenance and operational cost the Gooseneck Trailer.

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:

Water Hauling: 5.11  
Provision of Governmental Services: 6.1

The location of the Casamero Lake Chapter House is on Tribal Government Property within the boundaries of the Navajo Nation, and the chapter house assists community members and surrounding communities. In conjunction with the purchase of a Super Duty Truck, the gooseneck would be used to transport supplies and water, firewood, and hauling of heavy equipment at community members requests.

document attached

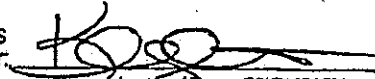
**Part 3. Additional documents.**


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

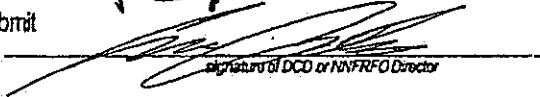
Casamero Lake Chapter House Resolution CL-042-23

**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 Preparer CONTACT PERSON

Approved by:  \_\_\_\_\_  
signature of Chapter Officer

Approved to submit for Review:  \_\_\_\_\_  
signature of DCD or NNFRFO Director

Job K2115449 US TREAS-CASAMERO LK GOOSENECK

Project

Cost Code	Cost Type	Description	L P M DE C UM	Original Budget Amt	Revised Budget Amt	Actual Amount	Open Commit Amount	Budget Balance	% Revised Spent	% Revised Remaining
1710	Program Revenue	6 BN		125,000.00-	125,000.00-			125,000.00-		1.00
1710	Program Revenue	6 T		125,000.00-	125,000.00-			125,000.00-		1.00
1705	CG Revenue	5 T		125,000.00-	125,000.00-			125,000.00-		1.00
1700	External C/G Revenue Sourc	4 T		125,000.00-	125,000.00-			125,000.00-		1.00
1000	Revenues	3 T		125,000.00-	125,000.00-			125,000.00-		1.00
8780	Entities	6 BN		125,000.00	125,000.00			125,000.00		1.00
8780	Entities	6 T		125,000.00	125,000.00			125,000.00		1.00
8700	Grants	5 T		125,000.00	125,000.00			125,000.00		1.00
8000	Assistance	4 T		125,000.00	125,000.00			125,000.00		1.00
2000	Expenses	3 T		125,000.00	125,000.00			125,000.00		1.00

FY 2023

**K2115449**

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: New Program Title: Casamer Lake Chapter to Purchase Gooseneck Trailer Division/Branch: DCD/Executive  
 Prepared By: Kimberly Lister Phone No.: 505-786-2457 Email Address: casamerolake@navajochapters.org

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 Fund	7/1/23-12/31/26	125,000.00	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				
				7000 Special Transactions				
				8000 Public Assistance	6	125,000	125,000	
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		50.00	125,000.00	125,000
TOTAL: \$125,000.00 100%				PART IV. POSITIONS AND VEHICLES				
					(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: Patricia Begay, Dept. Manager (D)  
 Program Manager's Printed Name

APPROVED BY: Calvin Castillo, Director  
 Division Director / Branch Chief's Printed Name

Patricia D Begay 07/31/2023  
 Program Manager's Signature and Date

[Signature] 7/31/2023  
 Division Director / Branch Chief's Signature and Date



FY2023

THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA

**PART I. PROGRAM INFORMATION:**  
 Business Unit No.: New Program Name/Title: Casamero Lake Chapter to Purchase Gooseneck Trailer

**PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:**  
 Casamero Lake Chapter is a LGA (Title 26) Certified Chapter in the Navajo Nation Eastern Agency / Resolution CL-042-23

**PART III. PROGRAM PERFORMANCE CRITERIA:**

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement: To Purchase a Quality Gooseneck Trailer								
Program Performance Measure/Objective: To Track ARPA Funds	1		1		1		1	
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.**

<u>Patricia Begay, Dept Manager (D)</u> Program Manager's Printed Name	<u>Calvin Castillo, Director</u> Division Director/Branch Chief's Printed Name
<u>Patricia D Begay 07/31/2023</u> Program Manager's Signature and Date	<u>[Signature] 7/31/2023</u> Division Director/Branch Chief's Signature and Date

FY 2023 AA

THE NAVAJO NATION  
 DETAILED BUDGET AND JUSTIFICATION

**PART I. PROGRAM INFORMATION:**  
 Program Name/Title: Casamero Lake Chapter - Chapter to Purchase Gooseneck Trailer Business Unit No.: New K2115449

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)
8000	Assistance		125,000.00
8780	Entities		
	8785 - Entity Grants	125,000.00	
<span style="color: blue; font-size: 2em; font-weight: bold;">ENTERED</span> <span style="color: red; font-size: 1.5em;">at 12/20/23</span>			
<b>TOTAL</b>		<b>125,000.00</b>	<b>125,000.00</b>

*Atmel*

**THE NAVAJO NATION  
PROJECT BUDGET SCHEDULE**

<b>PART I. Business Unit No.:</b> <u>New</u> Project Title: <u>Chapter to Purchase Gooseneck Trailer</u> <i>Cusamere Lake</i> Project Description: <u>Purchase of a Gooseneck Trailer</u> Check one box: <input checked="" type="checkbox"/> Original Budget <input type="checkbox"/> Budget Revision <input type="checkbox"/> Budget Reallocation <input checked="" type="checkbox"/> Budget Modification													<b>PART II. Project Information</b> Project Type: <u>Chapter to Purchase Goosneck T</u> Planned Start Date: <u>7-Jul-23</u> Planned End Date: <u>31-Dec-26</u> Project Manager: <u>Chapter Administration/Officials</u>																	
<b>PART III.</b> List Project Task separately; such as Plan, Design, Construct, Equip or Furnish.	<b>PART IV. Use Fiscal Year (FY) Quarters to complete the information below. O = Oct.; N = Nov.; D = Dec., etc.</b>																													
	FY 23												FY 23												Expected Completion Date if project exceeds 8 FY Qtrs. Date December 31, 2026					
	1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.			1st Qtr.			2nd Qtr.			3rd Qtr.			4th Qtr.								
	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S		O	N	D	J	F
Begin Procurement Process Bid/Selection/Purchase	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Complete Purchase																			x	x	x	x	x	x	x	x	x	x	x	x
<b>PART V.</b>	\$			\$			\$			\$			\$			\$			\$			\$			<b>PROJECT TOTAL</b>					
Expected Quarterly Expenditures																									\$125,000.00					

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




**The Navajo Nation**  
 Yideeskáądi Nitsáhákees

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

DCDA-M23087

**MEMORANDUM**

**TO :** DCD Departments and Programs  
 All Concerned

**FROM :**   
 Calvin Castillo, Division Director  
 Division of Community Development


**DATE :** July 21, 2023

**SUBJECT :** Delegation of Authority for Administrative Service Centers

Effective today, Ms. Patricia D. Begay is delegated the authority as the Department Manager II for the Administrative Services Centers. She is responsible for managing and overseeing the department. This delegation is effective until further notice.

Your assistance and cooperation is appreciated.

**ACKNOWLEDGEMENT:**

  
 Patricia D. Begay, Senior Programs and Projects Specialist  
 Administrative Service Centers  
 Division of Community Development

c





placed for property services, contracts and sub-b... trade, and similar transactions that require payment, and

7. The Casamero Lake Chapter realized the Fiscal Recovery Fund period performance runs from March 3, 2021, until December 31, 2026, meaning that all FRF-funded projects must be completed, and funds must be fully expended by December 31, 2026; and
8. The Casamero Lake Chapter recognizes the need for these projects to improve the quality of life for its residents while combating and recovering from COVID-19 and the number of requests is only a fraction of what the chapter needs to substantially improve the community of Casamero Lake Chapter for a safe, healthy, and habitable home environment.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. Requesting, Accepting, and Approving CJN-29022, American Rescue Plan Act (ARPA) Funding in the amount of 1.8 million for the Casamero Lake Chapter to be utilized for Chapter Heating Ventilation Air Conditioner, Heavy Equipment, Senior Citizens Building Renovation, Street Lights for Chapter Facility, purchase a new Heavy-Duty F450 Truck & Gooseneck Trailer, Bathroom Additions, and Housing Wiring/Construction.
2. The Casamero Lake Chapter hereby approves and identified projects for the American Rescue Plan Act and prioritized these projects as follows:

<b>PROJECTS DESCRIPTION:</b>	<b>CATEGORY:</b>	<b>AMOUNT:</b>
1. Chapter House Heating Ventilation & Air Condition	1.4	\$80,000.00
2. Chapter House Plumbing	1.4	\$40,000.00
3. Streetlights for Chapter Compound Senior Citizens Building	2.22	\$10,000.00
4. Purchase F450 Super Truck	1.5, 5.11, 6.1	\$75,000.00
5. Senior Citizens Building Renovation	6.1	\$25,000.00
6. Purchase Gooseneck Trailer	1.5-11, 6.1	\$25,000.00
7. Bathroom Addition	2.28, 5.18	\$800,000.00
8. Community House Wiring/Meter Box	2.18	\$300,000.00

Motion made by Ms. Durinda Largo Member  
Seconded made by Margie Rojack, Member

**CERTIFICATION**

We, HEREBY CERTIFY that the foregoing resolution was duly considered by the Casamero Lake Chapter at a duly called community chapter meeting at Casamero Lake, of the Navajo Nation, (McKinley County), New Mexico at which a quorum was present and that same was approved by a vote of 13 in favor, 0 Opposed, 3 Abstained, on the 21st day of December 2022.

Mr. George H. Tolth, Chapter President  
Casamero Lake Chapter

Mr. Lawrence D. Largo, Chapter Vice-President