



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

**The Navajo Nation | Yideeskáadi Nitsáhákees**

January 31, 2024

**TRANSMITTAL**

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

FROM : CSM 2.1.24  
 Dominic Beyer, Executive Director  
 Contracts & Grants Section (CGS) / OMB

SUBJECT : BU on Projects / Activities for Crystal Chapter, Ft. Defiance Chapter, Red Lake Chapter, Sawmill Chapter - ARPA Funds Allocated to Delegate Dr. Nez Region

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

Sawmill Chapter, Ft. Defiance Chapter, Crystal Chapter, Red Lake Chapter	U.S. Treasury American Recovery Plan Act (ARPA)	21.027
Title of Contract	Funding Agency	CFDA No. - Federal
NABID-52-23; NABIO-30- 23; CJY-55-23; CAP-19-23; CD-68-22	\$ 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#) K2115470 to K2115474

Contract Mod No. Internal Modification No. 6

Amt of Award Increase \$1,967,000.00 \$6,756,709.00 to \$8,723,709.00

AMOUNT FROM TO

Budget Period - Extend End Date: From \_\_\_\_\_ To \_\_\_\_\_

Other, specify: \_\_\_\_\_

**Authorizing Document - Attached:**

Contract / Agreement - Date executed \_\_\_\_\_

NNC / Committee Resolution - No. & Date \_\_\_\_\_

Other, specify: NN Council Resolution NABID-52-23

**III. Comments by CGS:**

This transmittal documents 7th budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD Dr. Andy Nez Region. Y-T-D budget in FMIS for CD Dr. Nez Region is \$8,723,709. 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

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

COUNCIL DELEGATE: Hon. Andy Nez, Ph.D.

**Exhibit A**

CHAPTERS: Crystal, Fort Defiance, Red Lake, Sawmill

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT APPROPRIATED in CD-68-22 on January 6, 2023				\$ 2,280,047.00
		TOTAL AMOUNT REVERTED in CAP-19-23 on May 5, 2023				-\$ 500,000.00
		TOTAL AMOUNT APPROPRIATED in CAP-19-23 on May 5, 2023				\$ 1,033,662.00
		TOTAL AMOUNT APPROPRIATED in CJY-55-23 on August 4, 2023				\$ 3,453,000.00
		TOTAL AMOUNT APPROPRIATED in NABIO-30-23 on October 17, 2023				\$ 490,000.00
Division of Community Development	None Identified	Crystal Chapter Fire Suppression/Water Tank Installation Project	Division of Community Development	6.1	HK0677	\$ 800,000.00
Division of Community Development	None Identified	Crystal Chapter Purchase of 3/4 Ton 4x4 Truck Project	Division of Community Development	6.1	HK0679	\$ 76,000.00
Division of Community Development	None Identified	Crystal Chapter Purchase of John Deere 6WD 672G Grader Project	Division of Community Development	6.1	HK0680	\$ 375,000.00
Division of Community Development	None Identified	Crystal Chapter Multi-Purpose Building Maintenance Project	Division of Community Development	2.22	HK0683	\$ 216,000.00
Division of Community Development	*Fort Defiance Chapter	Fort Defiance Chapter Bathroom Addition Project	Division of Community Development	1.14	HK0682	\$ 500,000.00
<b>TOTAL:</b>						<b>\$ 8,723,709.00</b>

\*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."

k2115470  
 k2115471  
 k2115472  
 k2115473  
 k2115474

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

COUNCIL DELEGATE: Hon. Andy Nez, Ph.D.

**Exhibit A**

CHAPTERS: Crystal, Fort Defiance, Red Lake, Sawmill

FUNDING RECIPIENT	SUBRECIPIENT	EXPENDITURE PLAN / PROJECT	ADMIN OVERSIGHT	FRF CATEGORY	DOJ REVIEW #	AMOUNT
		TOTAL AMOUNT from PAGE 01.....				\$ 8,723,709.00
Department of Dine Education	None Identified	Elevate Navajo's Elevating Navajo Youth Project	Department of Dine Education	2.25	HK0690	\$ 63,631.00
		UN-ALLOCATED AMOUNT				\$ 15,000.00
<b>TOTAL:</b>						<b>\$ 8,802,340.00</b>

\*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."

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-30-23 AND CJY-55-23 AND CAP-19-23 AND CD-68-22, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE ANDY NEZ, PH.D.'S DELEGATE REGION (CHAPTERS: CRYSTAL, FORT DEFIANCE, RED LAKE, SAWMILL), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Naabik'íyáti' Committee is established as a standing committee of the Navajo Nation Council. 2 N.N.C. § 700(A).
- B. Navajo Nation Council Resolution No. CJN-29-22, as amended by CAU-74-23, mandates that Fiscal Recovery Fund ("NNFRF") Delegate Region Project Plans be approved by two-thirds (2/3) vote of the Naabik'íyáti' Committee members in attendance.
- C. Navajo Nation Council Resolution No. CD-68-22, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Andy Nez, Ph.D.'s Delegate Region (Chapters: Crystal, Fort Defiance, Red Lake, Sawmill) 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. CAP-19-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Andy Nez, Ph.D.'s Delegate Region (Chapters: Crystal, Fort Defiance, Red Lake, Sawmill) be approved by a Navajo Nation Council resolution and signed into law by the President of the Navajo Nation pursuant to 2 N.N.C. § 164(A)(17), and 2 N.N.C. §§ 1005(C)(10), (11), and (12).
- E. Navajo Nation Council Resolution No. CJY-55-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Andy Nez, Ph.D.'s Delegate Region (Chapters: Crystal, Fort Defiance, Red Lake, Sawmill) be approved by a Navajo Nation Council resolution and signed into law by the

President of the Navajo Nation pursuant to 2 N.N.C. § 164(A)(17), and 2 N.N.C. §§ 1005(C)(10), (11), and (12).

- F. Navajo Nation Council Resolution No. CAU-74-23, which amended CJN-29-22 and CJY-41-21, included and incorporated herein by reference, delegated the Naabik'íyáti' Committee as the final approval authority for Delegate Region Project Plans funded through Navajo Nation's Fiscal Recovery Funds.
- G. Naabik'íyáti' Committee Resolution No. NABIO-30-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. Andy Nez, Ph.D.'s Delegate Region (Chapters: Crystal, Fort Defiance, Red Lake, Sawmill) be adopted and approved by resolution of the Naabik'íyáti' Committee pursuant to two-thirds (2/3) vote of the Naabik'íyáti' Committee members in attendance.

**SECTION TWO. FINDINGS**

- A. The Navajo Nation Council Resolution No. CJN-29-22, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; ALLOCATING \$1,070,298,867 OF NAVAJO NATION FISCAL RECOVERY FUNDS; APPROVING THE NAVAJO NATION FISCAL RECOVERY FUND EXPENDITURE PLANS FOR: CHAPTER AND REGIONAL PROJECTS; PUBLIC SAFETY EMERGENCY COMMUNICATIONS, E911, AND RURAL ADDRESSING PROJECTS; CYBER SECURITY; PUBLIC HEALTH PROJECTS; HARDSHIP ASSISTANCE; WATER AND WASTEWATER PROJECTS; BROADBAND PROJECTS; HOME ELECTRICITY CONNECTION AND ELECTRIC CAPACITY PROJECTS; HOUSING PROJECTS AND MANUFACTURED HOUSING FACILITIES; BATHROOM ADDITION PROJECTS; CONSTRUCTION CONTINGENCY FUNDING; AND REDUCED ADMINISTRATIVE FUNDING, was signed into law by the President of the Navajo Nation on July 15, 2022.
- B. CJN-29-22, as amended by CAU-74-23, Section Three, now states, in part and among other things, that
  - 1. The Navajo Nation hereby approves total funding for the NNFRF Chapter and Chapter Projects Expenditure Plan from the Navajo Nation Fiscal Recovery Fund in the total amount of two hundred eleven million two hundred fifty-six thousand one hundred forty-eight dollars (\$211,256,148) to be divided equally between the twenty-four (24) Delegate Regions in the amount of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340) per Delegate Region . . . and allocated through Delegate Region Project Plans approved by two-thirds (2/3) vote of the



Naabik'íyáti' Committee members in attendance. . . . See CJN-29-22, as amended by CAU-74-23, Section Three (B).

2. The Delegate Region Project Plan funding will be allocated to the Navajo Nation Central Government, specifically the Division of Community Development or other appropriate Navajo Nation Division or Department, to implement the projects rather than directly to the Chapters. See CJN-29-22, Section Three (D).
  3. The Navajo Nation Central Government, specifically the Division of Community Development or other appropriate Navajo Nation Division or Department, shall manage and administer funds and Delegate Region Project Plans on behalf of Non-LGA-Certified Chapters. The Navajo Nation Central Government may award funding to LGA-Certified Chapters through sub-recipient agreements to implement and manage specific projects, but shall maintain Administrative Oversight over such funding and Delegate Region Project Plans. See CJN-29-22, Section Three (E).
  4. Each Navajo Nation Council delegate shall select Fiscal Recovery Fund eligible projects within their Delegate Region to be funded by the NNFRF Chapter and Regional Projects Expenditure Plan through a Delegate Region Projects Plan. The total cost of projects selected by each Delegate shall not exceed their Delegate Region distribution of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340). See CJN-29-22, Section Three (F).
  5. Each Delegate Region Project shall identify its Administrative Oversight entity and its Oversight Committee(s) and be subject CJY-41-21's NNDOJ initial eligibility determination. See CJN-29-22, Section Three (L) (5) and (L) (6).
- C. The Navajo Nation Council Resolution No. CD-68-22, 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 WILSON C. STEWART, JR.'S DELEGATE REGION (CHAPTERS: CRYSTAL, FORT DEFIANCE, RED LAKE, SAWMILL), was signed into law by the President of the Navajo Nation on January 6, 2023.
- D. CD-68-22, 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. CAP-19-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING CD-68-22 AND THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE ANDY NEZ, PH.D.'S DELEGATE REGION (CHAPTERS: CRYSTAL, FORT DEFIANCE, RED LAKE, SAWMILL), was signed into law by the President of the Navajo Nation on May 5, 2023.
- F. CAP-19-23, Section Four, states that:
1. Amendments to this legislation or to the Delegate Region Project Plan approved herein shall only be adopted by resolution of the Navajo Nation Council and approval of the President of the Navajo Nation pursuant to 2 N.N.C. § 164(A)(17) and 2 N.N.C. §§ 1005(C)(10), (11), and (12).
- G. The Navajo Nation Council Resolution No. CJY-55-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING CAP-19-23 AND CD-68-22, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE ANDY NEZ, PH.D.'S DELEGATE REGION (CHAPTERS: CRYSTAL, FORT DEFIANCE, RED LAKE, SAWMILL), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION was signed into law by the President of the Navajo Nation on August 4, 2023.
- H. CJY-55-23, Section Four, states that:
1. Amendments to this legislation or to the Delegate Region Project Plan approved herein shall only be adopted by resolution of the Navajo Nation Council and approval of the President of the Navajo Nation pursuant to 2 N.N.C. § 164(A)(17) and 2 N.N.C. §§ 1005(C)(10), (11), and (12).
- I. The Navajo Nation Council Resolution No. CAU-74-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING COUNCIL RESOLUTIONS CJY-41-21 AND CJN-29-22; DELEGATING THE NAABIK'ÍYÁTI' COMMITTEE AS THE FINAL APPROVAL AUTHORITY FOR DELEGATE REGION PROJECT PLANS FUNDED THROUGH THE NAVAJO NATION'S FISCAL RECOVERY FUNDS was signed into law by the President of the Navajo Nation on September 6, 2023.

- J. CJN-29-22, as amended by CAU-74-23, Section Three, now states, in part and among other things, that
1. The Navajo Nation hereby approves total funding for the NNFRF Chapter and Chapter Projects Expenditure Plan from the Navajo Nation Fiscal Recovery Fund in the total amount of two hundred eleven million two hundred fifty-six thousand one hundred forty-eight dollars (\$211,256,148) to be divided equally between the twenty-four (24) Delegate Regions in the amount of eight million eight hundred two thousand three hundred forty dollars (\$8,802,340) per Delegate Region . . . and allocated through Delegate Region Project Plans approved by two-thirds (2/3) vote of the Naabik'iyáti' Committee members in attendance. . . . See CJN-29-22, as amended by CAU-74-23, Section Three (B).
- K. The Naabik'iyáti' Committee Resolution No. NABIO-30-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE; AMENDING CJY-55-23 AND CAP-19-23 AND CD-68-22, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE ANDY NEZ, PH.D.'S DELEGATE REGION (CHAPTERS: CRYSTAL, FORT DEFIANCE, RED LAKE, SAWMILL), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION, was signed into law by the Chairperson of the Naabik'iyáti' Committee on October 17, 2023.
- L. NABIO-30-23, 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.
- M. All additional projects listed in the Hon. Andy Nez, Ph.D.'s Delegate Region Projects Plan, attached as Exhibit A, have been deemed Fiscal Recovery Fund eligible by NNDOJ. In addition, Hon. Andy Nez, Ph.D.'s Delegate Region Projects Plan does not exceed the amount of \$8,802,340, as set forth in CJN-29-22, Section Three (F).
- N. The Navajo Nation Council hereby finds that it is in the best interest of the Navajo Nation and the Hon. Andy Nez, Ph.D.'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. Andy Nez, Ph.D.'s Delegate Region (Chapters: Crystal, Fort Defiance, Red Lake, Sawmill) as set forth in Exhibit A.

SECTION THREE. AMENDING NABIO-30-23 AND CJY-55-23 AND CAP-19-23 AND CD-68-22, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION



PROJECT PLAN FOR HONORABLE ANDY NEZ, PH.D.'S DELEGATE REGION (CHAPTERS: CRYSTAL, FORT DEFIANCE, RED LAKE, SAWMILL), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION

The Navajo Nation hereby approves the additional projects as part of the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Hon. Andy Nez, Ph.D.'s Delegate Region (Chapters: Crystal, Fort Defiance, Red Lake, Sawmill) set forth in Exhibit A.

- A. The Delegate Region Project Plan approved herein shall comply with all applicable provisions of CJY-41-21, CJN-29-22, and BFS-31-21.
- B. 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 Tse Bonito, New Mexico, at which a quorum was present and that the same was passed by a vote of 18 in Favor, and 00 Opposed, on this 28<sup>th</sup> day of December 2023.



Honorable Crystalyne Curley, Chairwoman  
Naabik'iyáti' Committee

1/5/24

Date

Motion: Honorable Vince R. James

Second: Honorable Andy Nez

Chairwoman Crystalyne Curley not voting



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

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

Company	*New Business Unit	Description	*Facility/Job Site#	
8059	K2115470	US Treasury – Crystal Chapter Fire Suppression / Water Tank Installation	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>gmj 1/25/24</i>		Setup New Business Unit	1/25/2024	
TASK	✓	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU- Create AB Facility	P0006	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>[Signature]</i>		1/24/24	Verified new BU#.	

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

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

**RETURN COMPLETED FORM TO ISSUING DEPARTMENT**



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

ETHEL B. BRANCH
Attorney General

HEATHER CLAH
Deputy Attorney General

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

RFS/HK Review #: HK 0683

Date & Time Received: 11/06/23 at 15:03

Date & Time of Response: 11/13/23 at 17:00

Entity Requesting FRF: Crystal Chapter

Title of Project: Crystal Chapter Multi Purpose Building Maintenance

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$216,000.00

Eligibility Determination:

- FRF eligible
FRF ineligible
Additional information requested

FRF Eligibility Category:

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

U.S. Department of Treasury Reporting Expenditure Category:
2.22, Strong Healthy Communities: Neighborhood Features that Promote Health and Safety



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

Part 1. Identification of parties.

Non-Governance Certified Chapter requesting FRF: Crystal Chapter Date prepared: 10/26/23

Chapter's mailing address: PO Box 775 Navajo, NM 87328 phone/email: 505.777.2800, crystal@navajochapters.org  
website (if any): https://crystal@navajochapters.org

This Form prepared by: Kristin Damon phone/email: 505.777.2800  
Community Services Coordinator kdamon@nnchapters.org  
CONTACT PERSON'S name and title CONTACT PERSON'S info

Title and type of Project: Crystal Chapter Multi Purpose Building Maintenance

Chapter President: Patricia Slim phone & email: 928.206.8652, pslim@naataanii.org  
Chapter Vice-President: LaVerne Johnson phone & email: 505.906.1205, ljohnson@naataanii.org  
Chapter Secretary: Marchelle Hardy phone & email: 505.979.2850, mhardy@navahochapters.org  
Chapter Treasurer: Marchelle Hardy phone & email: 505.979.2850, mhardy@navahochapters.org  
Chapter Manager or CSC: Kristin Damon phone & email: 505.777.2800, kdamon@nnchapters.org  
DCD/Chapter ASO: \_\_\_\_\_ phone & email: \_\_\_\_\_

List types of Subcontractors or Subrecipients that will be paid with FRF (if known): Not known.

document attached

Amount of FRF requested: \$ 214,000. RF funding period: 1/1/2024 - 12/31/2026  
Indicate Project starting and ending/ending 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:

Purchase materials and hire labor to complete maintenance & repairs for Crystal Chapter Multi-Purpose Building (MPB). Outsourced projects priorities include 1) HVAC replacements & repairs of furnaces and air conditioners; 2) concrete apron replacement – MPB has incurred structural water damage due to slope of concrete and rain gutter leakage towards the base of the MPB foundation; 3) replace damaged sidewalks and areas where water is freezing into ponds for safety of Chapter members, especially the handicapped and elderly; 4) secure building with additional cameras and upgraded server; 5) light-pole bulb replacements; 6) replace roof caulking around exterior pipes and (See attached file)

document attached

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

The Crystal MPB will benefit the Navajo Nation, Crystal chapter members, children from surrounding communities attending Navajo Head Start and seniors from Crystal and Navajo receiving lunch and activity participation. Crystal MPB provides the facility for Chapter Administration, Navajo Nation Head Start and the Senior Center. It can offer showers, exercise space and meeting facilities when repair and maintenance is up-to-date. (See attached file)

document attached

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



APPENDIX A

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

January 2024 – December 31, 2026.

document attached

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

Navajo Nation DCD

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:

Crystal Chapter will be responsible for budgeting and costs of periodic, scheduled maintenance and operation checks.

document attached

(f) State which of the 65 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:

6.1 - Provision of government services responding to the COVID-19 public health emergency.

Crystal Chapter MPB serves the Crystal community. It has a senior population dependent upon the Sr. Center located in the Chapter House and the Head Start School servicing children from Crystal and Navajo. The Chapter was the community hub of pandemic services and distribution during COVID-19 providing PPEs, MREs, sanitation goods, water, non-perishable food and heating supplies. It is critical to complete the FSMVTI installation for a safe meeting place for all members.

document attached

Part 3. Additional documents.

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

- Crystal Chapter MPB Maintenance (itemized list)
- Crystal Chapter Budget

Chapter Resolution attached

Part 4. Affirmation by Funding Recipient.

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

Chapter's Preparer: [Signature]  
Signature of Chapter Director/Acting Director

Approved by: [Signature]  
Signature of Chapter President (or Vice President)

Approved by: [Signature]  
Signature of DSC

Approved by: [Signature] 10/30/2023  
Signature of DSC ASO

Approved to submit for Review: [Signature]  
Signature of DSC Director

## **Crystal Chapter Multi-Purpose Building Maintenance**

### **Appendix A**



- a. **Purchase materials and hire labor to complete maintenance & repairs for Crystal Chapter Multi-Purpose Building (MPB). Outsourced projects priorities include 1) HVAC replacements & repairs of furnaces and air conditioners; 2) concrete apron replacement – MPB has incurred structural water damage due to slope of concrete and rain gutter leakage towards the base of the MPB foundation; 3) replace damaged sidewalks and areas where water is freezing into ponds for safety of Chapter members, especially the handicapped and elderly; 4) secure building with additional cameras and upgraded server; 5) light-pole bulb replacements; 6) replace roof caulking around exterior pipes and rock facade intersecting with metal roofing and other miscellaneous items. A more complete list of areas needing maintenance is attached.**

**Throughout COVID-19, the Chapter MPB was utilized to store, then distribute PPE and sanitation items to provide individuals with air-borne and physical protection; water, bulk storage of non-perishable food to sustain members; and heating supplies such as wood, coal and wood pellets. The Chapter continues to store PPE to distribute during periodic reported increases with infections, and when requested by Chapter Members for safety measures. The Crystal MPB is the hub for storage and distribution services for COVID related assistance for Crystal chapter members.**

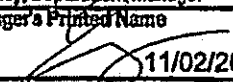

- b. **The Crystal MPB will benefit the Navajo Nation, Crystal chapter members, children from surrounding communities attending Navajo Head Start, Seniors from Crystal and Navajo receiving lunch and activity participation and recipients of health care support from the CHR. Crystal MPB provides the facility for Chapter Administration, Navajo Nation Head Start, Navajo Nation Senior Center and CHR office. Once repairs and maintenance are up-to-date, it can provide showers, exercise space and meeting facilities. Crystal MPB opened to Chapter Members 10 years ago, September 2023. Since its initial opening no funds or labor resources were budgeted, then utilized to maintain an operable condition of the building other than Head Start maintenance.**

FY 2024

THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: <u>        New        </u>		Program Title: <u>        Crystal Chapter-Multi Purpose Building Maintenance        </u>		Division/Branch: <u>        DCD/Executive        </u>				
Prepared By: <u>        Kristlin Damon        </u>		Phone No.: <u>        505.777.2800        </u>		Email Address: <u>        kdamon@nnchapters.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	11/24-12/31/26	\$216,000.00	100%	2001 Personnel Expenses				
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies				
				5000 Lease and Rental				
				5500 Communications and Utilities				
				6000 Repairs and Maintenance	6		36,000	36,000
				6500 Contractual Services	6		180,000	180,000
				7000 Special Transactions				
				8000 Public Assistance				
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$0.00	216,000.00	216,000
				PART IV. POSITIONS AND VEHICLES		(D)	(E)	
				Total # of Positions Budgeted:		0	0	
				Total # of Vehicles Budgeted:		0	0	
TOTAL:				\$216,000.00	100%			
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.								
SUBMITTED BY: <u>        Jaron Charley, Department Manager        </u>			APPROVED BY: <u>        Arbin Mitchell, Division Director        </u>					
Program Manager's Printed Name			Division Director / Branch Chief's Printed Name					
 11/02/2023			 11/2/23					
Program Manager's Signature and Date			Division Director / Branch Chief's Signature and Date					

**THE NAVAJO NATION  
PROGRAM PERFORMANCE CRITERIA**

<b>PART I. PROGRAM INFORMATION:</b>									
Business Unit No.: <u>      New      </u>			Program Name/Title: <u>      Crystal Chapter-Multi Purpose Building Maintenance      </u>						
<b>PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:</b>									
Plans to purchase materials and hire labor to repair and replace much needed maintenance work on the Crystal Chapter - Multi Purpose Building.									
<b>PART III. PROGRAM PERFORMANCE CRITERIA:</b>									
		1st QTR		2nd QTR		3rd QTR		4th QTR	
		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
<b>1. Goal Statement:</b>									
Make the Crystal Chapter House a safer place to serve the community.									
Program Performance Measure/Objective:									
Hire sub-contractors for major repairs / maintenance.								1	
<b>2. Goal Statement:</b>									
Preserve the structural integrity of the Crystal MPB by completing replacements, repairs & maint.									
Program Performance Measure/Objective:									
Hire sub-contracts to complete major replacements, repairs & maint. Hire carpenters to complete								1	
<b>3. Goal Statement:</b>									
Program Performance Measure/Objective:									
<b>4. Goal Statement:</b>									
Program Performance Measure/Objective:									
<b>5. Goal Statement:</b>									
Program Performance Measure/Objective:									
<b>PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.</b>									
<u>      Jaron Charley, Department Manager      </u> Program Manager's Printed Name				<u>      Arbin Mitchell, Division Director      </u> Division Director/Branch Chief's Printed Name					
 Program Manager's Signature and Date				 Division Director/Branch Chief's Signature and Date					

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

PART I. PROGRAM INFORMATION:			
Program Name/Title: <u>Crystal Chapter-Multi Purpose Building Maintenance</u>		Business Unit No.: <u>New</u>	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(U)
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)
6020	Supplies Building Repair & Maint Supplies	36,000	36,000
6960	Subcontracted Services 6970 Subcontracted Services	180,000	180,000
<b>TOTAL</b>		<b>216,000</b>	<b>216,000</b>

**THE NAVAJO NATION  
PROJECT BUDGET SCHEDULE**

<b>PART I. Business Unit No.:</b> <u>New</u> <b>Project Title:</b> <u>Crystal Chapter MPB Maintenance</u> <b>Project Description:</b> <u>Purchase materials, hire labor and out-source projects to complete maintenance &amp; repairs for Crystal Chapter Multi-Purpose Buidin</u>													<b>PART II. Project Information</b> <b>Project Type:</b> <u>Capital Outlay</u> <b>Planned Start Date:</b> <u>1/1/2024</u> <b>Planned End Date:</b> <u>12/31/2026</u> <b>Project Manager:</b> <u>DCD</u>																		
<b>Check one box:</b> <input checked="" type="checkbox"/> Original Budget <input type="checkbox"/> Budget Revision <input type="checkbox"/> Budget Reallocation <input type="checkbox"/> Budget Modification																															
<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>																														
Identify Sub-Contractors for HVAC replacements maint., Concrete Apron and Sidewalk replacements. Enter into contract agreements. HVAC replacements & maint. installations Concrete Apron and Sidewalk installations Other miscellaneous maintenance/repairs inspections	FY 24				FY 25				Expected Completion Date if project exceeds 0 FY Qtrs. Date <u>12/31/26</u>																						
	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.																
	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	
			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																				
<b>PART V.</b>	\$	\$		\$		\$		\$		\$		\$		\$		\$		\$		\$		\$		\$		\$		\$		<b>PROJECT TOTAL</b>	
Expected Quarterly Expenditures																														<b>216,000.</b>	

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





The Navajo Nation  
 Yideeskáadi Nitsáhákees

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

DCDA-AS24010

**MEMORANDUM**

TO : DCD Department and Program Staff  
 All Concerned

FROM : Arbin Mitchell, Division Director, NNDCD  
Division of Community Development  
 Navajo Nation  
 Arbin Mitchell, Division Director  
 Division of Community Development

DATE : November 2, 2023

SUBJECT : **DELEGATION OF AUTHORITY**

Please be notified that Mr. Norbert Nez will be delegated in my capacity as the Division Director for Division of Community Development during my absence from the office on November 2, 2023 at 8:00AM to November 3, 2023 at 5:00PM.

This delegation includes handling administrative matters and signatory authority, except those matters he feels requires my attention.

Your assistance and cooperation are appreciated. Thank you.

ACKNOWLEDGED BY:

  
 \_\_\_\_\_  
 Norbert Nez, Computer Operations Manager  
 Division of Community Development

c.

## Crystal Chapter House Maintenance Repairs

- HVAC
  - o Furnaces – one furnace with settings that needs to be update, four furnaces removed and replaced, one external (not certain what it is) needs to be removed
  - o Air Conditions – there is no urgency to repair/replace Air Conditioners, but extra funds can be used for maintenance/repairs/replacements.
  
- Leaking
  - o main hall as well as throughout the MPB
    - Atrium on NE leaking down on side of rocks
    - Sr. Center above stove??
    - Sr. Center kitchen above windowed wall
    - Sr. Center Janitor closet (north of kitchen)
  - o Replace caulking around all roofing pipes w/'silicone' caulking material – Brutal Rubber expands and contracts with metal roofing, comes in matching metal roofing colors
  - o Re-caulk rain gutters
  - o Check valley where leaking occurred during winter storms
  - o Snow tabs have fallen off – all should be checked to make certain tight
  
- Mold
  - o Ceiling in Sr. Kitchen by front window
  
- Concrete !!!
  - o Door entrances – all concrete slopes towards the door entrances except front and Sr. Center doors
    - During extreme cold conditions, water is getting under the concrete, then freezing raising the height concrete at doors preventing entrance/exit !!! Safety Issue !!!
      - Back equipment exit door
      - Back Conference Room door
      - Main Hall door exit to water heater room
    - Past fall we first saw problems – ground down concrete and door jams
  - o Back door (heavy equipment area) – pond of water, eventually ice forms - SAFETY
  - o Head Start front door – pond of water, then ice - SAFETY
  - o Concrete Apron – at least 80% of building has inward sloping concrete apron
  - o Most of the apron around the building is cracked, chipped & uneven
  - o Front sidewalks are uneven and dangerous for Seniors and children, especially when it is dark
  - o Chicken wire visible around much of the stucco exterior along the base

### Locks/Doors

- o Sr. Kitchen back door – requires lock replaced
  - o Conference Rm exterior door – doesn't close tight for locking unless slammed from both sides
  - o Front door is having problems closing tight now too
  - o Secure metal door to closet in CSC – keys get locked in door – cannot utilize a secure area w/safe
- EVERY exterior door needs maintenance
- o All middle door seals replaced
  - o All bottom thresholds replaced
  - o Sr. Center Kitchen – one back door needs the middle lock bar replace (i think)
  - o Interior mechanical room – replace door sweeps too
  - o Check exterior Water Heater Room exterior door
  - o 16 (need to confirm) middle door seals – height = 7' (112')

### Structural

- o Paint chipping – looks like there was no primer applied – chips showed up in 2014 photos
- o Large meeting hall
  - Two light fixtures need plastic covering replaced
- o Exercise Room
  - Two light fixtures need plastic covering replaced
- o Ceiling panels (15-20) need to be replaced in Main Hall, Exercise Rm and Sr. Center

### Electric

- Replace light sensor on NE side of roof – leaking into electrical room – CHECK ROOF for source of leak
- 5 exterior lights w/new bulbs don't work
- Parking Lot light bulbs need replacement (waiting on quote from Navajo Electric)
- The east side furnace in the Main Hall is tied into the same circuit as at least half of the wall outlets of the Main Hall

### Flooring

- Tile flooring throughout structure needs to be re-glued or replaced
- 

### Safety

- Fire / Smoke Alarms need testing
- Cameras – new computer terminal for recording (Personal opinion - every room with exit door should have a camera) – \*\*\*did not evaluate Head Start
  - o 5+ new cameras should be installed inside & outside MPB
  - o Exterior areas include: Trash drop, NE side by entrance to water heater, outside exercise room

- Interior areas include: Front Conference room, Back conference room, back hall to fitness room, fitness room, Sr. Center
  - Personal opinion – EVERY room with external access should have a camera
- Emergency Lighting checked (excluding Head Start)– Areas missing lighting attachment
  - Fitness Room
  - Back Hall
- Back Conference Room
- Interior Paint – some hallways/rooms are due for updated paint Job
- Exterior – started in 2014 (photos)
  - Rock façade around columns has broken/fallen off
  - Paint on overhang for sidewalks – needs to be repainted
  - Front Gate and fencing (fencing is falling apart on south side)
- **Head Start school**
  - 4/20 – Furnace not consistent, morning temp – 50 degrees, at times blowing cold air
  - Back door – water comes in – slope of concrete outside door & rain/snow – the rain gutter allows for water to come towards the concrete pad/entrance
  - No trench for the rain gutter take-away – across from back door
  - Front door – frozen pond, rain gutters are not caulked tight
  - Would like tile at back door installed to replace carpet
  - Exterior front-entry door has key lock problem
  - Exterior back door to play area needs new door sweep
  - Ceiling tiles show leakage
- **Sr. Center**
  - Stove
    - Leakage
    - Increase height of stove pipe outside
    - Replace floor tiles – edges rolling up
    - Replace ceiling tiles
- **Sr. Kitchen**
  - Stove Hood – separated on right side
  - Ice Machine – water leakage, cracks in tile grout
    - Drain to exterior of building – exterior pipe cracked off leaving exposure for mice to enter
    - Middle ceiling vent has plastic on it to prevent sand coming into kitchen during spring winds
  - Kitchen back door – monsoon rains brought water in
  - Tile cracking and grout at back doors is cracked and breaking apart
  - Fix sheetrock
  - Electrical – exterior outlets do not work outside the conference rm door
  - Main hall threshold – able to kick it out

- **Current Repair Status**

- Exterior building lighting -- bulbs replace, but 5-6 outlets do not work (electrical)
- Alarm system repaired -- Haven't been able to set when back Sr. Kitchen door was only chained shut
- HVAC -- Contract wording has to be modified before putting back out for bids
- One contractor (Navajo Electric) in to replace lights in parking lot
- Concrete -- one quote (August 2023) for sidewalks



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	K2115474	US Treasury – Ft. Defiance Chapter Bathroom Addition Project	55261	
<b>ENTERED BY (Step A to F) :</b>		<b>EXPLANATION/REFERENCE NO:</b>	<b>DATE:</b>	
Germaine Jones <i>9/1/2024</i>		Setup New Business Unit	1/25/2024	
TASK	✓	TASK DESCRIPTION	APPLIC	TASK EXPLANATION
A. Create New Fund		1. Copy Address Book Record – “O” Search Type (Company ST)	P01012	Use “COPY” of similar Address Book. Complete vital fields: 1) Enter Tax ID 860092335, 2) Related Address tab-5 <sup>th</sup> Address Number field enter “10” (Gen Fund)
		2. Add Fund/Company (CO)	P0010	Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical.
B. Create Balance Sheet Business Unit		Create Balance Sheet BU by Copying	P0006	Use “COPY” of similar Balance Sheet (BS) Business Unit
C. Attach Objects to Balance Sheet BU		1. Operating	P09804	Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only)
D. Create New Business Unit *:		1. a) Operating BU (or)	P0006	Use “COPY” of similar Business Unit.
		3. a) Operating BU-Create AB Facility	P0006	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>[Signature]</i>			1/26/24	Verified new BU#.

+0  
+3  
+0  
+3

**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**