



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

The Navajo Nation | Yideeskáadi Nitsáhákees

February 1, 2024

TRANSMITTAL

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

FROM : *CSM5*
 Cordell Shortey, Contracting Officer
 Contracts & Grants Section (CGS) / OMB

SUBJECT : BU on Projects / Activities for Hard Rock Chapter, Forest Lake Chapter, Pinon Chapter, Black Mesa Chapter, Whippoorwill Chapter - ARPA Funds Allocated to Delegate Simonson Region

I. Information on Contract (per Original Award):

| | | | |
|--|-----------------|---|---------------------------|
| Hardrock Chapter, Forest Lake Chapter, Pinon Chapter, Black Mesa Chapter, and Whippoorwill Chapter | | U.S. Treasury American Recovery Plan Act (ARPA) | 21.027 |
| Title of Contract | | Funding Agency | CFDA No. - Federal |
| <u>NABID-58-23; CO-80-23;</u> | | | |
| <u>CAP-15-23</u> | \$ 8,802,340.00 | 2022 | 03/11/2021 to 12/31/2026 |
| Grant No. | Amount | Fiscal Year | Term - Begin and End Date |

II. Data Entered in FMIS Regarding:

- New Contract or Grant Company No. 8059 Business Unit (K#) K2115483 to K2115487
- Contract Mod No. _____ Modification No. 2
- Amt of Budget Increase \$4,211,911.00 \$4,200,047.47 to \$8,411,958.47
- 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-58-23

III. Comments by CGS:

This transmittal documents 3rd budget entered in FMIS on \$8.8 mil ARPA funds allocated to CD Germaine Simonson Region. Y-T-D budget in FMIS for CD Simonson Region totals \$8,411,958.47. 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
 Lisa Jymm, Interim Executive Director - NN FRF Office

Revised February 2023

RESOLUTION OF THE
 NAABIK'ÍYÁTI' STANDING COMMITTEE
 25th NAVAJO NATION COUNCIL -- First Year, 2023

AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE; AMENDING CO-80-23 AND CAP-15-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE GERMAINE SIMONSON'S DELEGATE REGION (CHAPTERS: HARD ROCK, FOREST LAKE, PINON, BLACK MESA, WHIPPOORWILL), 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. CAP-15-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Germaine Simonson's Delegate Region (Chapters: Hard Rock, Forest Lake, Pinon, Black Mesa, Whippoorwill) 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. Navajo Nation Council Resolution No. CO-80-23, included and incorporated herein by reference, mandated that amendments to the Navajo Nation Fiscal Recovery Fund Delegate Region Project Plan for Honorable Germaine Simonson's Delegate Region (Chapters: Hard Rock, Forest Lake, Pinon, Black Mesa, Whippoorwill) 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).

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. CAP-15-23, 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 GERMAINE SIMONSON'S DELEGATE REGION (CHAPTERS: HARD ROCK, FOREST LAKE, PINON, BLACK MESA, WHIPPOORWILL), was signed into law by the President of the Navajo Nation on May 4, 2023.
- D. CAP-15-23, 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 Navajo Nation Council Resolution No. CO-80-23, AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND NAVAJO NATION COUNCIL; AMENDING CAP-15-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE GERMAINE SIMONSON'S DELEGATE REGION (CHAPTERS: HARD ROCK, FOREST LAKE, PINON, BLACK MESA, WHIPPOORWILL), TO INCLUDE ADDITIONAL PROJECTS FOR THIS DELEGATE REGION was signed into law by the President of the Navajo Nation on November 3, 2023.
- H. All additional projects listed in the Hon. Germaine Simonson's Delegate Region Projects Plan, attached as Exhibit A, have been deemed Fiscal Recovery Fund eligible by NNDOJ. In addition, Hon. Germaine Simonson's Delegate Region Projects Plan does not exceed the amount of \$8,802,340, as set forth in CJN-29-22, Section Three (F).
- I. The Navajo Nation Council hereby finds that it is in the best interest of the Navajo Nation and the Hon. Germaine Simonson'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. Germaine Simonson's Delegate Region (Chapters: Hard Rock, Forest Lake, Pinon, Black Mesa, Whippoorwill) as set forth in Exhibit A.

SECTION THREE. AMENDING CO-80-23 AND CAP-15-23, THE NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN FOR HONORABLE GERMAINE SIMONSON'S DELEGATE REGION (CHAPTERS: HARD ROCK, FOREST LAKE, PINON, BLACK MESA, WHIPPOORWILL), 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. Germaine Simonson's Delegate Region (Chapters: Hard Rock, Forest Lake, Pinon, Black Mesa, Whippoorwill) set forth in Exhibit A.

- B. The Delegate Region Project Plan approved herein shall comply with all applicable provisions of CJY-41-21, CJN-29-22, and BFS-31-21.
- C. Any inconsistencies between this legislation, the Delegate Region Project Plan, and the individual project appendix, shall be resolved in favor of the project appendix reviewed by Department of Justice during their eligibility determination(s).

SECTION FOUR. AMENDMENTS

Amendments to this legislation or to the Delegate Region Project Plan approved herein shall only be adopted and approved by resolution of the Naabik'iyáti' Committee.

SECTION FIVE. EFFECTIVE DATE

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

SECTION SIX. SAVING CLAUSE

If any provision of this legislation is determined invalid by the Navajo Nation Supreme Court, or by a Navajo Nation District Court without appeal to the Navajo Nation Supreme Court, those provisions of this legislation not determined invalid shall remain the law of the Navajo Nation.

CERTIFICATION

I, hereby certify that the foregoing resolution was duly considered by the Naabik'iyáti' Committee of the 25th 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 28th day of December 2023.



Honorable Crystalyne Curley, Chairwoman
Naabik'iyáti' Committee

1/5/24

Date

Motion: Honorable Cherilyn Yazzie
Second: Honorable Shawna Ann Claw

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 | K2115487 | US TREASURY-WIPPOORWILL H PER | 55261 |
| ENTERED BY (Step A to F) : | | EXPLANATION/REFERENCE NO: | DATE: |
| Lorena Atene / OMB-CGS (Initial) <i>la</i> | | Setup New BU # | 1/24/2024 |

| 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 th Address Number field enter “10” (Gen Fund) |
| | | 2. Add Fund/Company (CO) | P0010 | Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical. |
| B. Create Balance Sheet Business Unit | | Create Balance Sheet BU by Copying | P0006 | Use “COPY” of similar Balance Sheet (BS) Business Unit |
| C. Attach Objects to Balance Sheet BU | | 1. Operating | P09804 | Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only) |
| D. Create New Business Unit *: | | 1. a) Operating BU (or) | P0006 | Use “COPY” of similar Business Unit. |
| | | 3. a) Operating BU-Create AB Facility | P0006 | In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB# |
| | √ | 1. b) Project BU (Job) | P51006 | Use “COPY” of similar Project BU |
| | √ | 2. Project Job Dates | P51006 | Create extended master, set job dates |
| | √ | 3. b) Project BU-Create AB Facility | P51006 | In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB# |
| E. Attach Objects to Business Unit | | 1. a) Operating (or) | P09804 | “Copy” from model BU 2 to IS BU (Obj 1000 thru 9999) |
| | √ | 1. b) Projects BU (Job) | P51091 | “Copy” from Job Cost Code “CG1” Chart Type to Job # |
| F. Create ICCC AAI (New CO only) | | 1. Operating BU (or) | P0012 | “Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical) |
| | | 2. Project BU | | |
| SET-UP VERIFIED BY: | | | DATE: | COMMENTS/ACTION: |
| <i>Andru</i> | | | <i>1/25/24</i> | <i>vented new Business Unit</i> |

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

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

RETURN COMPLETED FORM TO ISSUING DEPARTMENT

Job K2115487 US TREASURY-WHIPPOORWILL H PER

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 B N | | 630,517.00- | 630,517.00- | | | 630,517.00- | | 1.00 |
| 1710 | Program Revenue | 6 T | | 630,517.00- | 630,517.00- | | | 630,517.00- | | 1.00 |
| 1705 | CG Revenue | 5 T | | 630,517.00- | 630,517.00- | | | 630,517.00- | | 1.00 |
| 1700 | External C/G Revenue Sourc | 4 T | | 630,517.00- | 630,517.00- | | | 630,517.00- | | 1.00 |
| 1000 | Revenues | 3 T | | 630,517.00- | 630,517.00- | | | 630,517.00- | | 1.00 |
| 8780 | Entities | 6 B N | | 630,517.00 | 630,517.00 | | | 630,517.00 | | 1.00 |
| 8780 | Entities | 6 T | | 630,517.00 | 630,517.00 | | | 630,517.00 | | 1.00 |
| 8700 | Grants | 5 T | | 630,517.00 | 630,517.00 | | | 630,517.00 | | 1.00 |
| 8000 | Assistance | 4 T | | 630,517.00 | 630,517.00 | | | 630,517.00 | | 1.00 |
| 2000 | Expenses | 3 T | | 630,517.00 | 630,517.00 | | | 630,517.00 | | 1.00 |

NAVAJO NATION FISCAL RECOVERY FUND DELEGATE REGION PROJECT PLAN

Exhibit A

COUNCIL DELEGATE: Hon. Germaine Simonson

CHAPTERS: Hard Rock, Forest Lake, Pinon, Black Mesa, Whippoorwill

| FUNDING RECIPIENT | SUBRECIPIENT | EXPENDITURE PLAN / PROJECT | ADMIN OVERSIGHT | FRF CATEGORY | DOJ REVIEW # | AMOUNT |
|-----------------------------------|-----------------------|--|------------------------------------|--------------|--------------|-------------------|
| | | TOTAL AMOUNT APPROPRIATED IN CAP-15-23 on May 4, 2023 | | | | \$ 4,140,047.47 |
| | | TOTAL AMOUNT APPROPRIATED IN CO-80-23 on November 3, 2023 | | | | \$ 60,000.00 |
| Division of Community Development | *Pinon Chapter | Pinon Chapter Septic & Leach Field Repair or Replacement Project | NN Environmental Protection Agency | 5.3 5.03 | HK0283 | \$ 260,468.00 ✓ |
| Division of Community Development | None Identified | Black Mesa Chapter Housing Project | Division of Community Development | 2.16 ✓ | HK0619-2 | \$ 1,760,468.00 ✓ |
| Division of Community Development | None Identified | Hardrock Chapter Senior Center Upgrade Project | Division of Community Development | 2.22 ✓ | HK0685 | \$ 160,000.00 ✓ |
| Division of Community Development | *Whippoorwill Chapter | Whippoorwill Chapter Hire of Personnel (Tech/Construction) Project | Division of Community Development | 2.37 | HK0447 | \$ 630,517.00 |
| Division of Community Development | None Identified | Hardrock Chapter Bathroom Additions/Renovations Project | Division of Community Development | 1.14 ✓ | HK0703 | \$ 1,400,458.00 |
| | | UN-ALLOCATED AMOUNT | | | | \$ 390,381.53 |
| TOTAL: | | | | | | \$ 8,802,340.00 |

*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."

* Indicates BU #s already assigned.

486
K2115483
K2115483
487
K2115484
K2115484



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 | K2115483 | US TREASURY-BLK MESA CHPTR HP | 55261 |
| ENTERED BY (Step A to F) : | | EXPLANATION/REFERENCE NO: | DATE: |
| Lorena Atene / OMB-CGS (Initial) <i>la</i> | | Setup New BU # | 1/24/2024 |

| 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 th Address Number field enter “10” (Gen Fund) |
| | | 2. Add Fund/Company (CO) | P0010 | Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical. |
| B. Create Balance Sheet Business Unit | | Create Balance Sheet BU by Copying | P0006 | Use “COPY” of similar Balance Sheet (BS) Business Unit |
| C. Attach Objects to Balance Sheet BU | | 1. Operating | P09804 | Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only) |
| D. Create New Business Unit *: | | 1. a) Operating BU (or) | P0006 | Use “COPY” of similar Business Unit. |
| | | 3. a) Operating BU- Create AB Facility | P0006 | In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB# |
| | √ | 1. b) Project BU (Job) | P51006 | Use “COPY” of similar Project BU |
| | √ | 2. Project Job Dates | P51006 | Create extended master, set job dates |
| | √ | 3. b) Project BU-Create AB Facility | P51006 | In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB# |
| E. Attach Objects to Business Unit | | 1. a) Operating (or) | P09804 | “Copy” from model BU 2 to IS BU (Obj 1000 thru 9999) |
| | √ | 1. b) Projects BU (Job) | P51091 | “Copy” from Job Cost Code “CG1” Chart Type to Job # |
| F. Create ICCC AAI (New CO only) | | 1. Operating BU (or) | P0012 | “Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical) |
| | | 2. Project BU | | |
| SET-UP VERIFIED BY: | | DATE: | COMMENTS/ACTION: | |
| <i>[Signature]</i> | | 1/25/24 | Verified new Business Unit | |

| 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 | | | | | |

Job K2115483 US TREASURY-BLK MESA CHPTR HP

Thru Date 1/31/2024

Project

| Cost Code | Cost Type | Description | L P M D E C U M | Original Budget Amt | Revised Budget Amt | Actual Amount | Open Commit Amount | Budget Balance | % Revised Spent | % Revised Remaining |
|-----------|----------------------------|-------------|--------------------|------------------------|-----------------------|------------------|-----------------------|-------------------|--------------------|------------------------|
| 1710 | Program Revenue | 6 B N | | 1,760,468.00- | 1,760,468.00- | | | 1,760,468.00- | | 1.00 |
| 1710 | Program Revenue | 6 T | | 1,760,468.00- | 1,760,468.00- | | | 1,760,468.00- | | 1.00 |
| 1705 | CG Revenue | 5 T | | 1,760,468.00- | 1,760,468.00- | | | 1,760,468.00- | | 1.00 |
| 1700 | External C/G Revenue Sourc | 4 T | | 1,760,468.00- | 1,760,468.00- | | | 1,760,468.00- | | 1.00 |
| 1000 | Revenues | 3 T | | 1,760,468.00- | 1,760,468.00- | | | 1,760,468.00- | | 1.00 |
| 6020 | Supplies | 6 B N | | 209,068.00 | 209,068.00 | | | 209,068.00 | | 1.00 |
| 6020 | Supplies | 6 T | | 209,068.00 | 209,068.00 | | | 209,068.00 | | 1.00 |
| 6010 | Building | 5 T | | 209,068.00 | 209,068.00 | | | 209,068.00 | | 1.00 |
| 6200 | External Contractors | 6 B N | | 1,551,400.00 | 1,551,400.00 | | | 1,551,400.00 | | 1.00 |
| 6200 | External Contractors | 6 T | | 1,551,400.00 | 1,551,400.00 | | | 1,551,400.00 | | 1.00 |
| 6100 | Plant, Property & Equipme | 5 T | | 1,551,400.00 | 1,551,400.00 | | | 1,551,400.00 | | 1.00 |
| 6000 | Repairs & Maintenance | 4 T | | 1,760,468.00 | 1,760,468.00 | | | 1,760,468.00 | | 1.00 |
| 2000 | Expenses | 3 T | | 1,760,468.00 | 1,760,468.00 | | | 1,760,468.00 | | 1.00 |



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 #: HK0447

Date & Time Received: 4/5/23 at 14:02

Date & Time of Response: 11/16/23 at 17:00 [Reissued]

Entity Requesting FRF: Whippoorwill Chapter

Title of Project: Hire Personnel (Technical Staff/Skilled Construction Workers)

Administrative Oversight: Division of Community Development

Amount of Funding Requested: \$630,517.00

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: _____

2.37 Other Economic Impact Assistance: Other

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: _____

11.16.23 Changed Administrative Oversight from Chapter to Division of Community Development. NRP.

Name of DOJ Reviewer: Rudy Anaya, Tax and Finance Unit Navalyn R. Platero

Signature of DOJ Reviewer:  

Disclaimers:

If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form I, and other supporting documents. Please email your resubmission to 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: WHIPPOORWILL CHAPTER Date prepared: 03/01/2023
 Chapter's mailing address: PO BOX 279 Blue Gap, Arizona 86520 phone & email: 505-979-3001/m_denny@nnochapters.org
 website (if any): whippoorwillchapter@navajochapters.org
 This Form prepared by: MAREITA DENNY phone/email: 505-979-3001/928-725-3727
Mareita Denny, Chapter Manager
CONTACT PERSON'S name and title CONTACT PERSON'S title

Title and type of Project: HIRE PERSONNEL (Technical Staff/Skilled Construction Workers)
 Chapter President: Aaron Yazzle phone & email: 928-383-2751
 Chapter Vice President: Gerald Ahasteen phone & email: 928-781-7269
 Chapter Secretary: Phillip Tom, Jr. phone & email: 928-675-7343
 Chapter Treasurer: Phillip Tom, Jr. phone & email: 928-675-7343
 Chapter Manager or CSC: Mareita Denny, Chapter Manager phone & email: 505-979-3001/928-725-3727
 DCD/Chapter ASO: Ella Kay, Administ. Assistant phone & email: 928-725-3727

List types of Subcontractors or Subrecipients that will be paid with FRF (if known): Chapter will hire local community skilled workers. document attached
 Amount of FRF requested: 630,516.39 FRF funding period: May 01, 2023 to December 31, 2026
Indicate Project starting and ending/terminus 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:

Chapter will hire skilled and experience Construction Supervisor, Carpenters, Trade Helper, and Laborers to modify, repair and renovate community homes and elderly bathrooms. This project will hire local workers and attribute toward lowering socioeconomic impact to rural area. Whippoorwill community is in extreme rural area far from any major development or businesses. The family income is far below Arizona Poverty Guideline. A technical person will oversee the construction repairs and renovation. Another person will develop rural addressing system with locations of homes, roads, for Ambulance, Public Safety, and Schools. New bathrooms deter any germ, such as COVID-19. document attached

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

Employment will be available locally for trades, laborers, and any technical people so most won't seek job off the reservation and remain near their families. This employment will boost local economical strength. With rural addressing system in place, we may attract tourist who are interested in rural living. The system will ut to order a neat environmental structures with cell tower, roads with names and numbering system for direct contacts. document attached

(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:

APPENDIX A

The trades and specialized workers will be in place May 2023 to begin Chapter ARPA projects and complete by December 30, 2026. It is imperative we be aggressive to receive our approval by summer. If not we might encounter a shortage of workforce if our project begins at same time as the start of construction season.

document attached

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

Whippoorwill Chapter will implement this project and oversee the progress of projects, The chapter will be responsible for reporting and staying within the construction budget and good workmanship is practice.

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:

Whippoorwill Chapter will provide workforce and supervision to see a quality product is produced.

document attached

(f) State which of the 68 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:

This program fall within Negative Economic Impact category at 2.13 Other Economic Support

By providing descent pay uplifts the family and encourages family providers to seek equal pay employment, local or outside the reservation.

document attached

Part 3. Additional documents.

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

Resolution attached.

Chapter Resolution attached

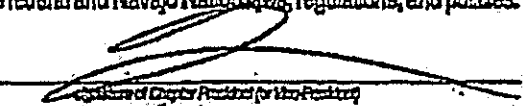
Part 4. Affirmation by Funding Recipient.

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 of Chapter Preparer

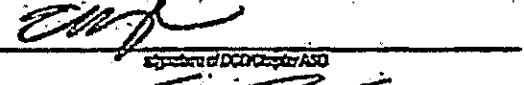
Approved by:


Signature of Chapter President (or Vice-President)

Approved by:


Signature of Tribal Manager or CSO

Approved by:


Signature of DCO Chapter ASO



Approved to submit for Review:


Signature of DCO Director

FY 2023

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

KZ115206 AB

| PART I. Business Unit No.: <u>NEW</u> | | Program Title: <u>WHIPPOORWILL CHAPTER - Hire Personnel</u> | | Division/Branch: <u>DCD/Executive</u> | | | | |
|--|--------------------------|---|------------|---|----------------|----------------------------------|---------------------|-------------------------|
| Prepared By: <u>Marela Denny, Chapter Manager</u> | | Phone No.: <u>928-725-3727</u> | | Email Address: <u>whippoorwill@navajochapters.org</u> | | | | |
| PART II. FUNDING SOURCE(S) | Fiscal Year Item | Amount | % of Total | PART III. BUDGET SUMMARY | Fund Type Code | (A) NNC Approved Original Budget | (B) Proposed Budget | (C) Difference or Total |
| ANN ARPA FUNDS | 5-01-2023 (2-31-2024) | 630,516.39 | 100% | 2001 Personnel Expenses | 6 | 0 | 630,516.39 | 630,516.39 |
| | | | | 3000 Travel Expenses | | | | |
| | | | | 3500 Meeting Expenses | | | | |
| | | | | 4000 Supplies | | | | |
| | | | | 5000 Lease and Rental | | | | |
| | | | | 5500 Communications and Utilities | | | | |
| | | | | 6000 Repairs and Maintenance | | | | |
| | | | | 6500 Contractual Services | | | | |
| | | | | 7000 Special Transactions | | | | |
| | | | | 8000 Public Assistance | | | | |
| | | | | 9000 Capital Outlay | | | | |
| | | | | 9500 Matching Funds | | | | |
| | | | | 9500 Indirect Cost | | | | |
| | | | | TOTAL | | 50.00 | 630,516.39 | 630,516.39 |
| | | | | PART IV. POSITIONS AND VEHICLES | | (D) | (E) | |
| | | | | Total # of Positions Budgeted: | | 0 | 0 | |
| | | | | Total # of Vehicles Budgeted: | | 0 | 0 | |
| TOTAL: | | \$630,516.39 | 100% | | | | | |
| PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE. | | | | | | | | |
| SUBMITTED BY: <u>James Adakai, Deputy Director</u> | | | | APPROVED BY: <u>Calvin Castillo</u> | | | | |
| Program Manager's Printed Name | | | | Division Director / Branch Chief's Printed Name | | | | |
|  | | | |  | | | | |
| Program Manager's Signature and Date | | | | Division Director / Branch Chief's Signature and Date | | | | |

AB 5/22/23

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA.

K2115206

| | | | | | | | | | |
|---|--|---------|--|---|--------|---------|--------|---------|--------|
| PART I. PROGRAM INFORMATION: | | | | | | | | | |
| Business Unit No.: <u>NEW</u> ^{AO} | | | Program Name/Title: <u>WHIPPOORWILL CHAPTER - PERSONNEL HIRE</u> | | | | | | |
| PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM: | | | | | | | | | |
| PART III. PROGRAM PERFORMANCE CRITERIA: | | | | | | | | | |
| | | 1st QTR | | 2nd QTR | | 3rd QTR | | 4th QTR | |
| | | Goal | Actual | Goal | Actual | Goal | Actual | Goal | Actual |
| 1. Goal Statement: | | | | | | | | | |
| <u>Hire Temporary Personnel for House Renovation and Bathroom Makeover Project.</u> | | | | | | | | | |
| Program Performance Measure/Objective: | | | | | | | | | |
| <u>Hire Temporary Personnel: 1-Construction Supervisor, 2-Carpenters, 1-Helper, 3-Laborers.</u> | | | | | | 7 | | | |
| 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>James Adakai, Deputy Director</u> | | | | <u>Calvin Castillo</u> | | | | | |
| Program Manager's Printed Name | | | | Division Director/Branch Chief's Printed Name | | | | | |
| <u>[Signature]</u> <u>3-30-23</u> | | | | <u>[Signature]</u> <u>3/28/2023</u> | | | | | |
| Program Manager's Signature and Date | | | | Division Director/Branch Chief's Signature and Date | | | | | |

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

K2115206

| PART I. PROGRAM INFORMATION: | | | |
|------------------------------|--|---------------------------------------|------------------------------------|
| Program Name/Title: | | WHIPPOORWILL CHAPTER - PERSONNEL HIRE | Business Unit No.: |
| | | | -NEW- AB |
| PART II. DETAILED BUDGET: | | | |
| (A) | (B) | (C) | (D) |
| Object Code (LOD 6) | Object Code Description and Justification (LOD 7) | Total by DETAILED Object Code (LOD 6) | Total by MAJOR Object Code (LOD 4) |
| 2001 | Personnel Expense | | |
| 2310 | - Temporary | | |
| AB | Person - Temporary Full Time 1-Carpenter @ \$21.13 p/hr x 4480 hrs = 94,672.40 AH | | |
| | 1-Carpenters @ \$17.51 x 4480 hrs = 78,972.80 AH | 564,451.76 | 630,518.39 |
| | 1-Trade Helper @ \$12.17 x 4480 hrs = 54,521.60 AH | | 700.00 |
| | 3-Laborers @ \$12.11 x 4480 = 54,252.8 x 3 = 162,758.40 AH | | |
| | 1-Project Planner @ \$22.85 x 4480 = 102,368 AH | | |
| | 1-Project Coordinator @ \$18.05 x 4480 = 81,064 AH | | |
| 2910 | FICA | | |
| AB | FICA: FICA Expenses for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ | 43,333.37 | |
| | 566,451.20 x 6.29% = 35,449.47 AH | | |
| | Medicare: Medicare Expenses for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ | | |
| | 566,451.20 x 1.457% = 8,213.54 AH | | |
| 2950 | Unemployment Tax | | |
| AB | Unemployment Tax: SUTA Expenses for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ | 17,729.77 | |
| | 566,451.20 x 3.13% = 17,729.92 AH | | |
| 2960 | Workers' Compensation | | |
| AB | Workers' Compensation - Self Workers' Compensation for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ | 3,002.55 | |
| | 566,451.20 / 100 x .53 = 3,002.19 AH | | |
| TOTAL | | 630,518.39 | 630,518.39 |

AB 5/22/23



Whippoorwill Chapter



P.O. Box 279
Pinon, AZ 86510
Phone #: (928)725-3727/3728
Fax #: (928)725-3745

Moreita Denny, Chapter Manager

Ella M. Kay, Administrative Assistant

Germaine Simonson, Council Delegate Aaron Yazzie, President Gerald Ahasteen, Vice-President Phillip Tom Jr., Secretary/Treasurer

RESOLUTION OF WHIPPOORWILL CHAPTER

Resolution No. WC-23-39

REQUESTING THE DEPARTMENT OF JUSTICE AND DIVISION OF COMMUNITY DEVELOPMENT TO ACCEPT OUR COMPLETED FISCAL RECOVERY FUND REQUEST FORM AND EXPENDITURE PLAN TO HIRE LOCAL CHAPTER SKILLED WORKERS, 1-PLANNER, AND 1-PROJECT COORDINATOR FOR OUR CHAPTER COMMUNITY HOME RENOVATION CONSTRUCTION PROJECT SUBJECT TO BE FUNDED IN AMOUNT OF \$630,516.39 FROM AMERICAN RESCUE PLAN ACT

WHEREAS:

1. The Resources and Development Committee, pursuant to Legislation RDCD-83-14 certified Whippoorwill Chapter's Five Management System Policies and Procedures and pursuant to 2 N.N.C., §501 (B) (2) (d), 26 N.N.C. §102 and CO-45-12 Section 5(B), upon recommendation by Auditor General's office, further supported the certification, AND
2. Pursuant to Local Governance Act, 26, N.N.C. §101, et seq. to properly administer, to provide accountability in the five Personnel and Property Management, and consistent with Auditor General's Memorandum dated September 9, 2014, AUDIT REPORT No. 14-24, AND
3. The funding from American Rescue Plan Act (ARPA) was received to combat and mitigate COVID-19, thereby; this project meets the criteria and eligible under Treasury Expenditure Categories final rule, Housing Support; Other Housing Assistance 2.18 and Negative Economic Impact at 2.13, AND
4. To achieve ARPA's goal and objective chapter must have the administrative capacity and skilled workers to assist and coordinate ARPA's construction activities to fulfill our commitment and obligation to meet the deadline with the to stop the spread of COVID, AND
5. As a Governance-Certified Chapter, compliance and responsibilities are critical in expending ARPA's funding and reporting. The chapter will oversee its own construction finances and record management.

NOW, THEREFORE ITS BE RESOLVED THAT:

1. The Whippoorwill Chapter hereby requests the Department of Justice and Division of Community Development to accept our completed Fiscal Recovery Fund Request Form and Expenditure Plan to hire staff and skilled workers and Chapter Planner and Project Coordinator to oversee renovation and bathroom modification projects, to be funded in the amount of \$630,516.39 from American Rescue Plan Act.
2. Whippoorwill Chapter hereby affirms that chapter will only use awarded Fiscal Recovery Funds and implement this FRF Expenditure Plan in compliance with the ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies.

**WHIPPOORWILL CHAPTER
PUBLIC EMPLOYMENT PROGRAM
POLICY & PROCEDURES**

I. ESTABLISHMENT:

The Public Employment Program (PEP) is hereby established as a short-term employment program under the Whippoorwill Chapter Government.

II. PURPOSE:

The purpose of the PEP Policies and Procedures is to provide guidance to the Whippoorwill Chapter in administering the Chapter PEP funds to provide short-term employment opportunities for registered and/or non-registered Chapter residents in the community to work on prioritized Chapter Emergency Projects.

- A. The Policy of the Whippoorwill Chapter ("Chapter") is to comply with applicable laws that governs the employment relations between the Chapter and the PEP employees and consistent with the Nation's laws, regulations and policies, the Chapter shall not discriminate against an applicant or employee(s).
- B. Reduce the unemployment rate within the Chapter community and Navajo Nation level.
- C. Provide on-the-job training to selected Chapter PEP participants, to bring them to a desired standard of efficiency or condition or behavior etc. so they may seek and obtain other outside employment with non-Chapter employers.
- D. During the Coronavirus emergency health crisis, the policy of the Chapter shall be to educate the PEP participants about how the virus spreads and raise their awareness about the crucial roles of self-distancing, handwashing, sanitizing and also facemask use to help in controlling the outbreak of COVID-19. We need to have that degree of compliance with these simple measures for self-protections of PEP participants, Chapter staff, Officials and others.

III. DEFINITIONS:

- A. "Chapter Official" means the following public officials elected by the Chapter membership; Chapter President, Chapter Vice President and Chapter Secretary/Treasurer.
- B. "Chapter Manager" means the individual who is responsible for administering the Five Management System (FMS) and the administrative functions of the Chapter operation. Administrative head staff performing the duties prescribed in Local Governance Act (LGA) Title 26 N.N.C. Subsections 1004 (B) (C) and 2003 (B).
- C. "Chapter Administration" means the employees of the Chapter which includes, but is not limited to Chapter Manager and Administrative Assistant.
- D. "Chapter Employee" means any person or entity working for or rendering or exchanging any services or performing any act for or on behalf of the Chapter, in return for any form of payment or other compensation. This can be temporarily, permanently or indefinitely, in any capacity.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

Page 2

- E. "Participants" means Chapter Residents participating in Chapter-approved Public Employment Program projects whether hired or voluntarily.
- F. "Chapter Resident" means one who dwells permanently or continuously within the boundaries of the Chapter.
- G. "Chapter PEP Special Project" means employees whom are assigned with position titles of: Special Housing Construction Project (Major Renovation/New Unit), Community Liaison, Planner, Office Assistant, Bathroom Addition, Electrician, Plumber, Grounds Keeper, Equipment/Truck Operator, and Security.

IV. STAFFING AND ORGANIZATION:

- A. **CHAPTER OFFICIALS:** In accordance with the Local Governance Act as approved by the N.N.C. by Resolution CAP-34-98; the Chapter Officials having Legislative oversight hereby through adoption of this policy, delegates to the Chapter Manager oversight authority over the operation of the PEP.
- B. **CHAPTER MANAGER;** The Chapter Manager under the direct supervision of the selected Chapter Official shall have the primary daily oversight of the PEP and further, shall have the ultimate authority over all the Chapter PEP projects.
- C. **PROJECT SUPERVISOR;** The Project Supervisor under the direct supervision of the Chapter Manager shall oversee all the PEP and/or other Chapter-approved project participants to assure continuity of ongoing project(s) and that they are completed in a timely manner and/or within the annual Budget Cycle or an extension shall be reflected in the ensuing year's budget and approved by the Chapter. In the event the Chapter Manager is unavailable, in her absence, the Project Supervisor shall report directly to the Chapter Administrative Assistant.

V. ELIGIBILITY CRITERIA:

- A. During the difficult time period of the Regional Navajo Nation Coronavirus epidemic, it is especially important the Chapter first and foremost recognize the need of maintaining or establishing a norm of Chapter operations with a common message of self-care, protection and personal accountability during the global COVID-19 virus pandemic.
- B. In times of this uncertainty, the Chapter for purposes of services and benefits to the community continues to carry out Chapter-approved PEP and other emergency project activities for the general health, safety and welfare of the Chapter membership and thus, the Chapter Official shall have the ultimate authority to select hire active Chapter registered voters and employable non-registered Chapter residents.
- C. During the Coronavirus emergency health crisis if a Chapter PEP and/or an emergency project employee(s) gets tested for COVID-19 the employee shall notify the employer with the test result and based on the results, the employer shall abide by the Navajo Department of Health and the Health Command Operations Center instruction policy.
- D. PEP and/or other emergency projects, applicants shall not be employed with other entities at the time of submitting an employment application.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

Page 3

- E. Elected Chapter Officials or an Administrative staffs shall recuse oneself from hiring process participation determining employment eligibility for an applicant due to personal relationship because of a potential conflict of interest or lack of impartiality.
- F. The Chapter Officials shall select a Chapter Project Supervisor based on experience, skills and qualifications for the designated Chapter Project. The Chapter Manager can utilize the Navajo Nation pay scales or recommend the Chapter pay scale based on funds availability to pay the Project Supervisor and likewise with other skilled employees their appropriate wages.

VI. REQUIREMENTS FOR EACH CHAPTER PROJECTS:

- A. It shall be the policy of the Chapter Manager to have discretion in selecting prioritized Chapter PEP project(s) and/or an emergency related project(s) and to determine the length of each project and when to begin such as coinciding with pay period start date to assure proper processing of payroll checks and other pertinent paperwork.
- B. All projects shall be approved by the Chapter membership and/or approved by current emergency reduced quorum of three (3) Chapter members and set out in the annual or supplemental Chapter budget until such time the Navajo Nation re-approved the regular quorum attendance.
- C. Projects shall be completed within the annual budget cycle or an extension shall be reflected in the ensuing year's budget and approved by the Chapter membership.
- D. The Navajo Nation Workers' compensation Program shall provide adequate insurance coverage for each participant prior to start of employment.
- E. The Navajo Preference in Employment Act, as amended (codified as Title 15 Chapter 7) is binding on the selection, hiring and all other aspects of the employment process at the Chapter.
- F. In order for the Chapter to deviate from its set policies by employing more than five (5) participants per approved Chapter project and to exceed twenty (20) working days and/or an extension of the project, the Chapter Officials shall request for ratification at the next Chapter meeting based on funds availability.
- G. In no instance shall any special projects such as Office Assistant, Community Liaison (Rural Addressing), Chapter Planner, Chapter Security, Bathroom Addition, Home Construction Special Project, Electrician, Plumber, Grounds Keeper and other identified as Special Projects shall not in no instance exceed one (1) fiscal year (FY) based on funds availability, unless an extension is approved at a Regular Chapter Meeting at the beginning of the new fiscal year.
- H. During the Coronavirus emergency health crisis, the interim policy of the Chapter will be to continue to conduct a one-on-one contact with the employable registered and non-registered Chapter residents willing to work on a PEP and/or an emergency Chapter project(s). Due to lockdown of business entities, including the Chapter House, no job notice postings will be accommodated.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

Page 4

- I. The Chapter will be obligated to employ non-registered member for Special Project position based on skilled and work experience to fulfill chapter projects.
- J. For community special projects, the Project Supervisors with valid Insurance Coverage will be allowed to transport goods to the project sites.
- K. For the community Special projects, by chapter approved resolution, the assigned employee shall be subjected to obtain a Navajo Nation Driver's Permit to utilize the Chapter Vehicle and equipment.
- L. All community special project positions shall adhere to Confidentially and utilize the Chapter Five Management System, Records section.
- M. For certain related construction projects participants shall provide their own tools.

VII. RECRUITMENT, SELECTIONS, HIRING, TERMINATION PAYROLL PROCEDURES OF THE PUBLIC EMPLOYMENT PROGRAM:

- A. All Chapter Employment Applications received will be reviewed and screened systematically for employment eligibility by the Chapter Administrative Staff and forward the names of the potential employment applicants to the Chapter Officials for selections.
- B. When a PEP participant is a no show on the first day of work at 8:00 a.m. an employable individual or a selected alternate shall be summoned immediately as a replacement.
- C. When a Special Project worker is hired, he/she's hourly wage shall be set using the Navajo Nation Pay Scale, depending on fund availability, skills and trade of applicant.
- D. The Special Project workers shall be allowed to work overtime, depending on work load and with the approval from Chapter Manager.
- E. Administrative Assistant shall record the overtime work for all employees worked overtime.
- F. The Chapter PEP Special Project employees shall be paid with time and half of their set hourly rate for overtime earned and/or can earned compensatory time based on approval by the Chapter Manager. However, if the employee's bi-weekly earned hours is less than eighty hour (80), the employee shall use the extra time earned toward their bi-weekly earned hours.
- G. Compensatory Time shall be filled out by the employee and submit to the Chapter Administrative Assistant, then shall submit to the Chapter Manager.
- H. All Compensatory Time shall be approved by the Chapter Manager based on work load and if necessary.
- I. The Administrative Assistant shall keep record of all earned compensatory time for employees and record all deductions.
- J. Workers shall not be paid for holidays; however, can be allowed to work if approved by the Chapter Manager and based on work load.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

Page 5

- K. The Chapter PEP employees shall be eligible for two (2) hours delay and early release from work authorized by the Navajo Nation President's Office.
- L. Break Time for all PEP employees will be from 10:00 a.m. to 10:15 a.m. and 3:00 p.m. and Lunch Break from 12:00 p.m. to 1:00 p.m.
- M. At end of each pay period, the Project Supervisor shall complete the required hours worked with daily progress report to the Office Assistant to ensure timesheets and progress reports are completed, then shall submit the documents to the Administrative Assistant for review.
 - a. Administrative Assistant shall review timesheets and progress report for consistency and completeness, then shall submit to the Chapter Manager for approval.
 - b. All payroll checks will be prepared and distributed in accordance with the Chapter's Fiscal Management Policies and Procedures.
 - c. All Accounting and Bookkeeping procedures as timesheets, payroll, appropriate deductions, including FICA, Medicaid, Federal Income Tax, Workers' Compensation Program, and Unemployment Insurance, etc. shall be consistent and in accordance with the LGA as approved by the N.N.C. Resolution CAP-34-98 and the Chapter Five (5) Management System (FMS) for each project.
 - d. All payroll checks will be picked up by the PEP participant (payee) only, unless a written authorization by the payee designating another individual to pick up the check is submitted to and acknowledged by the Chapter administration.

VIII. SEXUAL AND OTHER UNLAWFUL HARASSMENT:

- A. Any harassment shall immediately be reported to the Chapter Manager, who shall report the incident to the appropriate authorities.
- B. The Chapter Manager shall address the matter in a timely, appropriate, and confidential manner pursuant to the Chapter's Five Management System section XVI (F) Conduct of Employee Sexual Harassment.

IX. ILLEGAL DRUG, ALCOHOL OR OTHER ILLEGAL SUBSTANCE USE:

- A. It is the policy of the Chapter to provide a drug-free, healthy and safe workplace environment. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- B. Employees shall not use, possess, distribute, sell or be under the influence of alcohol, drugs and/or other illegal substance use shall not be tolerated while conducting Chapter related business on Chapter premises and/or project sites.
- C. The legal use of prescribed drugs by a licensed physician is permitted on the job only if it does not impair an employee's ability to perform the essential function of the job.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

Page 6

effectively and in a safe manner that does not endanger other individuals in the workplace.

D. Violation of this policy shall lead to disciplinary action including an IMMEDIATE TERMINATION OF EMPLOYMENT.

X. ABSENTISM:

A. Excessive Leave: If an employee (Special Project) taking excessive leave more than thirty (30) days within time hired shall result to disciplinary action of IMMEDIATE TERMINATION OF EMPLOYMENT, unless has good justification:

1. Family Emergency
2. Medical Reasons (Must submit Doctor Statement)

B. If an employee fails to show up for work two consecutive days, shall result to disciplinary action of IMMEDIATE TERMINATION OF EMPLOYMENT, unless has good justification:

1. Family Emergency
2. Medical Reasons (Must submit Doctor Statement)

XI. CONFIDENTIALITY:

- A. Employee assigned to Administration Office shall abide by the Chapter Five Management System (FMS) Records Management and adhere to strict CONFIDENTIALITY.
- B. Only an assigned PEP Special Project employee will have access to handle incoming documentations, stamp, and forward to Administrative Assistance for review.

XII. EXPENDITURE REPORTING:

- A. At the end of each month, quarterly, and calendar year-ending, all required reporting documents shall be submitted to the appropriate departments.
- B. The Administrative Assistant shall make a written expenditure report to the Chapter Officials, and the Secretary/Treasurer shall then make an oral report at a duly called chapter meeting on a monthly basis.

XIII. AMENDMENT:

The Whippoorwill Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Public Employment Program. The process to amend the Policies and Procedure shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N

We, hereby certify that the forgoing Chapter PEP Policies and Procedures was duly considered at a duly called Whippoorwill Chapter Meeting in Whippoorwill, (Arizona) Navajo Nation, at which a quorum was present and that the same was passed by a vote of 3 in favor, 0 opposed, and 3 abstained this 19th day of February, 2022.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

Page 7

Motioned By: Phillip Tom, Jr.

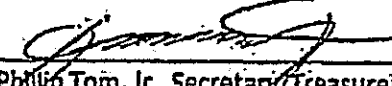
Seconded By: Gerald Ahasteen



Aaron Yazzie, Chapter President

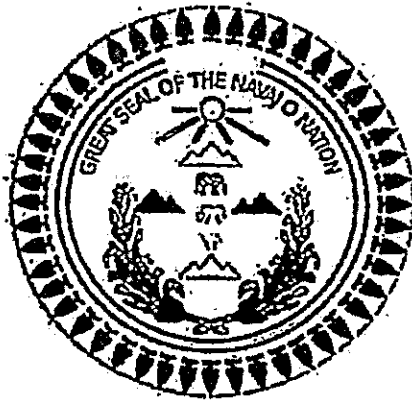


Gerald Ahasteen, Chapter Vice President



Phillip Tom, Jr., Secretary/Treasurer

**WHIPPOORWILL CHAPTER
PUBLIC EMPLOYMENT
PROGRAM
FUNDS**



**POLICIES
AND
PROCEDURES**

**WHIPPOORWILL CHAPTER
P.O. BOX 279
PINON, AZ 86510
Telephone No: (928) 725-3727/3728
Fax No: (928) 725-3745
Email: whippoorwill@navajochapters.org**

ATTACHMENT II

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

| Class Code | Position Classification Title | Salary Grade | Class Code | Position Classification Title | Salary Grade |
|------------|--|--------------|------------|--|--------------|
| 2258 | 911 Dispatcher | 61 | 2007 | Associate Statistical & Research Analyst | 63 |
| 1519 | Accountant | 63 | 2146 | Attorney | 68 |
| 1360 | Accounting Clerk | 56 | 2142 | Attorney Candidate | 67 |
| 1510 | Accounting Manager | 69 | 0303 | Attorney General | 76 |
| 1522 | Accounting Supervisor | 67 | 2055 | Audio-Visual Technician | 59 |
| 1525 | Accounting Technician | 57 | 1651 | Auditor | 65 |
| 1523 | Accounting Technician (Cashier) | 58 | 0304 | Auditor General | 72 |
| 1524 | Accounts Maintenance Specialist | 58 | 4049 | Auto Body Repairer | 59 |
| 1534 | Accounts Maintenance Specialist (AP/PCard) | 59 | 4048 | Auto Body Shop Supervisor | 62 |
| 1533 | Accounts Payable Specialist | 60 | 4042 | Auto Parts Supervisor | 60 |
| 3745 | Adaptive Education Teacher | 66 | 4044 | Auto Parts Technician | 57 |
| 1260 | Administrative Assistant | 62 | 4053 | Automotive Service Writer | 61 |
| 1292 | Administrative Legal Secretary | 63 | 4046 | Automotive Technician | 61 |
| 1211 | Administrative Services Officer | 64 | 2245 | Background Adjudicator (DPS) | 65 |
| 3314 | Air Quality Engineer | 66 | 1435 | Background Investigations Manager | 68 |
| 1212 | Air Transportation Director | 70 | 2246 | Background Investigator (DPS) | 61 |
| 4093 | Aircraft Maintenance Technician/ Pilot | 68 | 3756 | Behavioral Health Director | 71 |
| 4092 | Aircraft Mechanic | 61 | 1422 | Benefits Clerk | 56 |
| 4090 | Aircraft Pilot | 68 | 3735 | Benefits Coordinator | 67 |
| 4094 | Airport Maintenance Coordinator | 62 | 3245 | Biologist | 65 |
| 0506 | AmeriCorp Participant | | 3246 | Botanist | 65 |
| 3185 | Animal Control Officer | 59 | 2068 | Broadcast Engineering Technician | 64 |
| 1854 | Application Systems Programmer | 66 | 2072 | Broadcast Technician | 62 |
| 3411 | Appraiser | 62 | 1683 | Budget Analyst | 64 |
| 3619 | Archaeological Aide | 56 | 1680 | Budget Officer | 68 |
| 3618 | Archaeological Technician | 57 | 4080 | Building Maintenance Supervisor | 62 |
| 3616 | Archaeologist | 64 | 4082 | Building Maintenance Worker | 58 |
| 3610 | Archaeologist (Program Manager) | 69 | 3405 | Business Analyst | 67 |
| 0401 | Assistant Attorney General | 74 | 4004 | Buyer | 61 |
| 1233 | Assistant Department Manager | 68 | 4171 | Cabinet Maker | 61 |
| 3678 | Assistant Superintendent | 71 | 3711 | Caregiver Resource Specialist | 64 |
| 1531 | Associate Accountant | 62 | 4173 | Carpenter | 60 |
| 2149 | Associate Attorney | 66 | 3764 | Case Assistant | 56 |
| 1655 | Associate Auditor | 63 | 3761 | Case Management Specialist | 64 |
| 3312 | Associate Civil Engineer | 65 | 3763 | Case Worker | 57 |
| 2019 | Associate Contract Analyst | 62 | 3760 | Caseworker Supervisor | 64 |
| 3318 | Associate Environmental Engineer | 63 | 1529 | Cashier Services Supervisor | 65 |
| 3043 | Associate Environmental Specialist | 64 | 0592 | CBP-DOL Employee | |
| 3342 | Associate Geologist | 64 | 1530 | Chapter Accounting Technician | 69 |
| 1418 | Associate Human Resources Analyst | 63 | 0597 | Chapter Employee | |
| 3363 | Associate Hydrologist | 64 | 0507 | Chapter Youth Employee | |
| 2164 | Associate Juvenile Presenting Officer | 62 | 3247 | Chemist | 65 |
| 1983 | Associate Management Analyst | 62 | 1515 | Chief Financial Officer | 71 |
| 1660 | Associate Minerals Auditor | 63 | 3350 | Chief Geologist (Minerals) | 73 |
| 3345 | Associate Mining Engineer | 63 | 2150 | Chief Hearing Officer | 69 |
| 3846 | Associate Nutrition Worker | 54 | 0211 | Chief Legislative Counsel | 76 |
| 3851 | Associate Nutritionist | 62 | 2361 | Chief Medical Investigator | 69 |
| 3348 | Associate Petroleum Engineer | 63 | 2176 | Chief of Police | 73 |
| 2042 | Associate Public Information Officer | 62 | 0201 | Chief of Staff | 71 |
| 3038 | Associate Reclamation Specialist | 64 | 0206 | Chief Operating Officer | 72 |

**NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

| Class Code | Position Classification Title | Salary Grade | Class Code | Position Classification Title | Salary Grade |
|------------|--|--------------|------------|---|--------------|
| 2155 | Chief Prosecutor | 74 | 4085 | Custodian | 56 |
| 3632 | Child Development Aide | 55 | 1230 | Department Manager I | 68 |
| 3631 | Child Development Worker | 59 | 1231 | Department Manager II | 69 |
| 2172 | Child Support Case Management Specialist | 63 | 1232 | Department Manager III | 70 |
| 2170 | Child Support Enforcement Officer | 60 | 0400 | Deputy Attorney General | 75 |
| 2171 | Child Support Regional Manager | 65 | 2179 | Deputy Chief of Police | 72 |
| 3311 | Civil Engineer | 67 | 2156 | Deputy Chief Prosecutor | 72 |
| 3754 | Clinical Director | 69 | 2023 | Deputy Contracting Officer | 68 |
| 3804 | Clinical Family Therapist | 68 | 1191 | Deputy Division Director | 70 |
| 3753 | Clinical Psychologist | 69 | 1192 | Deputy Executive Director | 70 |
| 3702 | Clinical Social Worker | 68 | 2316 | Deputy Fire Chief | 67 |
| 3750 | Clinical Specialist | 67 | 4142 | Demick Operator | 58 |
| 3755 | Clinical Specialist - Intern | 65 | 3697 | Developmental Specialist | 64 |
| 3433 | Collection Clerk | 56 | 2241 | Digital Evidence Technician | 64 |
| 3432 | Collection Officer | 60 | 3693 | Director of Administrative Services | 69 |
| 3820 | Community Center Supervisor | 61 | 2178 | Director of Corrections | 72 |
| 3798 | Community Health Environmental Research Tech | 62 | 2177 | Director of Criminal Investigations | 71 |
| 3792 | Community Health Nurse | 66 | 0411 | Director of Ethics and Rules | 70 |
| 3790 | Community Health Nurse Director | 69 | 3699 | Director of Financial Services | 69 |
| 3791 | Community Health Nurse Supervisor | 67 | 1840 | Director of Information Technology | 70 |
| 3795 | Community Health Worker | 62 | 0301 | Division Director | 71 |
| 3789 | Community Health Worker Intern | 60 | 4140 | Driller | 60 |
| 3793 | Community Health Worker Supervisor | 64 | 4141 | Driller Helper | 56 |
| 3821 | Community Involvement Specialist | 62 | 4144 | Driver | 67 |
| 3737 | Community Library Manager | 68 | 3655 | Early Head Start Teacher | 60 |
| 3830 | Community Resource Coordinator | 58 | 3403 | Economic Development Specialist | 63 |
| 3831 | Community Services Coordinator | 62 | 3408 | Economist | 70 |
| 1843 | Computer Operations Manager | 68 | 3676 | Education Administrator | 70 |
| 1892 | Computer Operator | 56 | 1859 | Education Data Network Specialist | 65 |
| 2022 | Construction Employment Analyst | 59 | 3688 | Education Data Specialist | 63 |
| 3515 | Construction Inspector | 63 | 3677 | Education Program Manager | 68 |
| 3501 | Construction Supervisor | 62 | 3762 | Education Specialist | 64 |
| 2018 | Contract Analyst | 63 | 3516 | Electrical Inspector | 63 |
| 2020 | Contract Compliance Officer | 64 | 4175 | Electrician | 61 |
| 2015 | Contracting Officer | 70 | 2065 | Electronic Technician | 62 |
| 0402 | Controller | 74 | 3741 | Eligibility Technician | 58 |
| 3849 | Cook | 67 | 2288 | Emergency Management Director | 68 |
| 3850 | Cook's Aide | 54 | 2207 | Emergency Medical Responder | 59 |
| 2264 | Corrections Captain | 69 | 2284 | Emergency Medical Technician - Basic | 60 |
| 2265 | Corrections Lieutenant | 67 | 2283 | Emergency Medical Technician - Intermediate | 61 |
| 2267 | Corrections Officer | 63 | 2285 | Emergency Medical Technician - Intern | 57 |
| 2268 | Corrections Officer Trainee | 61 | 2286 | Emergency Medical Technician - Recruit | 57 |
| 2266 | Corrections Sergeant | 65 | 2281 | Emergency Medical Technician Instructor/Coordinator | 62 |
| 3802 | Counselor | 62 | 2280 | Emergency Medical Technician Supervisor | 64 |
| 3430 | Credit Manager | 66 | 2290 | Emergency Services Coordinator | 66 |
| 2351 | Criminal Information System Specialist | 64 | 2291 | Emergency Services Liaison | 58 |
| 2207 | Criminal Investigations Supervisor | 70 | 1213 | Employee Housing Specialist | 67 |
| 2209 | Criminal Investigator | 67 | 1423 | Employee Insurance Representative | 59 |
| 0591 | CSE-DOL Employee | | 3673 | Employment Assistance Officer | 59 |
| 4083 | Custodial Supervisor | 58 | 3695 | Employment Development Specialist | 64 |

**NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

| Class Code | Position Classification Title | Salary Grade | Class Code | Position Classification Title | Salary Grade |
|------------|--|--------------|------------|---|--------------|
| 3421 | Housing Specialist | 64 | 4143 | Laborer | 55 |
| 1426 | HR Background Check Technician | 60 | 3412 | Land Agent | 63 |
| 1407 | HR IT Manager | 67 | 3414 | Land Support Agent | 60 |
| 1411 | HR Position Control Analyst | 65 | 3770 | Laundry Worker | 55 |
| 1431 | HR Records Supervisor | 62 | 2154 | Law Clerk - Intern | 63 |
| 1408 | HR Recruitment Manager | 67 | 2251 | Lead Police Records Clerk | 58 |
| 1432 | HR Support Services Specialist | 66 | 3413 | Leasing Agent | 63 |
| 1433 | HR Technical Specialist | 65 | 0202 | Legal Counsel | 70 |
| 1430 | HR/IT Support Technician | 62 | 1291 | Legal Secretary | 59 |
| 3675 | HS Admin Regional Mgr. | 64 | 1017 | Legislative Accounts Maintenance Specialist | 60 |
| 3664 | HS Community Partnership Mgr. | 67 | 1014 | Legislative Advisor I | 65 |
| 3660 | HS Director of Educational Svcs | 70 | 1013 | Legislative Advisor II | 67 |
| 3683 | HS Employee Relations Spec | 65 | 1010 | Legislative Analyst | 66 |
| 3633 | HS Facilities & Safety Officer | 64 | 1015 | Legislative Assistant | 60 |
| 3679 | HS Mental Health & Disabilities Liaison | 63 | 1011 | Legislative Associate | 66 |
| 3668 | HS Paraprofessional | 60 | 0210 | Legislative Chief of Staff | 70 |
| 3634 | HS Prof Dev & Planning Spec | 67 | 1297 | Legislative Clerk Supervisor | 63 |
| 3684 | HS Regional Partnership Coordinator | 64 | 1016 | Legislative District Assistant | 65 |
| 3687 | HS School Readiness & Lang Immersion | 67 | 1002 | Legislative Financial Advisor | 68 |
| 3689 | HS Student Data Specialist | 63 | 1005 | Legislative Financial Manager | 69 |
| 3669 | HS Student Trans Supervisor | 64 | 1012 | Legislative Liaison | 60 |
| 1427 | Human Resource Adjudicator | 66 | 1004 | Legislative Manager | 69 |
| 1417 | Human Resources Analyst | 64 | 1295 | Legislative Reporter | 59 |
| 1405 | Human Resources Classification and Pay Manager | 67 | 1298 | Legislative Reporter Supervisor | 65 |
| 1401 | Human Resources Director | 70 | 1298 | Legislative Secretary I | 58 |
| 1410 | Human Resources Employee Relations Specialist | 66 | 1299 | Legislative Secretary II | 59 |
| 1412 | Human Resources Information Systems Supervisor | 65 | 1300 | Legislative Secretary III | 60 |
| 1413 | Human Resources Operations & Development Mgr. | 68 | 1003 | Legislative Staff Assistant | 68 |
| 1424 | Human Resources Records Clerk | 58 | 1307 | Legislative Transcriptionist | 60 |
| 1428 | Human Resources Specialist (Behavioral Health) | 64 | 1355 | Library Assistant | 56 |
| 1403 | Human Resources Systems Manager | 67 | 3738 | Library Services Coordinator | 64 |
| 1419 | Human Resources Technician | 60 | 3431 | Loan Officer | 63 |
| 2166 | Human Rights Investigator | 64 | 3434 | Loan Processor | 58 |
| 3354 | Hydrologic Technician | 58 | 2350 | Local Agency Security Officer | 64 |
| 3362 | Hydrologist | 65 | 4176 | Locksmith | 62 |
| 3404 | Industrial Development Specialist | 67 | 1362 | Mail Clerk | 56 |
| 1877 | Information Security Officer | 68 | 4076 | Maintenance Mechanic | 58 |
| 1672 | Information Systems Technician | 60 | 4077 | Maintenance Technician | 60 |
| 1470 | Insurance Claims Analyst | 64 | 1982 | Management Analyst | 64 |
| 1471 | Insurance Claims Examiner | 60 | 3407 | Marketing Specialist | 66 |
| 0504 | Intern | 56 | 2057 | Media Production Specialist | 65 |
| 2206 | Internal Affairs Investigator | 65 | 2070 | Media Production Technician | 62 |
| 2205 | Internal Affairs Supervisor | 68 | 2056 | Media Representative | 64 |
| 1668 | Internal Auditor | 68 | 2360 | Medical Examiner | 74 |
| 2236 | Investigator | 63 | 2362 | Medical Investigator | 64 |
| 1511 | Investment Manager | 71 | 4028 | Mine Safety Officer | 67 |
| 4070 | Irrigation Supervisor | 60 | 3002 | Mineral Assessment Specialist | 63 |
| 2163 | Juvenile Presenting Officer | 64 | 3355 | Minerals & Royalty Management Director | 73 |
| 3189 | Kennel Officer | 56 | 1664 | Minerals Audit Manager | 70 |
| 2021 | Labor Compliance Officer | 61 | 1661 | Minerals Auditor | 65 |

**NAVAJO NATION LISTING OF CLASSIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

| Class Code | Position Classification Title | Salary Grade | Class Code | Position Classification Title | Salary Grade |
|------------|------------------------------------|--------------|------------|---|--------------|
| 1659 | Minerals Royalty and Audit Manager | 71 | 2185 | Police Recruit | 63 |
| 3344 | Mining Engineer | 67 | 2182 | Police Sergeant | 67 |
| 3003 | Mining Financial Analyst | 66 | 1980 | Policy Analyst | 65 |
| 0501 | Miss Navajo Nation | 61 | 3186 | Predator Control Agent | 61 |
| 4147 | Motor Coach Driver | 59 | 3740 | Prevention Specialist | 63 |
| 3291 | Museum Curator | 66 | 1517 | Principal Accountant | 67 |
| 3290 | Museum Director | 68 | 3614 | Principal Archaeologist | 67 |
| 3295 | Museum Exhibit Technician | 58 | 3612 | Principal Archaeologist (Contract Specialist) | 67 |
| 3297 | Museum Facilities Representative | 58 | 2144 | Principal Attorney | 72 |
| 3169 | Natural Resource Enforcement Mgr. | 70 | 1652 | Principal Auditor | 69 |
| 3823 | Navajo Cultural Specialist | 62 | 1681 | Principal Budget Analyst | 67 |
| 1228 | Navajo Nation Fair Manager | 66 | 3765 | Principal Case Worker | 64 |
| 1844 | Network Manager | 66 | 3309 | Principal Civil Engineer | 71 |
| 1848 | Network Specialist | 64 | 2016 | Principal Contract Analyst | 67 |
| 3847 | Nutrition Education Technician | 59 | 3401 | Principal Economic Development Specialist | 68 |
| 3845 | Nutrition Worker | 57 | 3670 | Principal Education Specialist | 68 |
| 3842 | Nutritionist | 63 | 3323 | Principal Engineering Technician | 63 |
| 3806 | Occupational Therapist | 68 | 3070 | Principal Extension Agent | 66 |
| 1367 | Office Aide | 54 | 4071 | Principal Facilities Maint Tech | 65 |
| 1364 | Office Assistant | 56 | 3055 | Principal Forest Technician | 62 |
| 1366 | Office Specialist | 58 | 3339 | Principal Geologist | 71 |
| 3701 | Ombudsman | 65 | 3360 | Principal Hydrologist | 68 |
| 4178 | Painter | 60 | 1870 | Principal Information Systems Technician | 62 |
| 2282 | Paramedic | 63 | 1663 | Principal Minerals Auditor | 68 |
| 3698 | Parent Educator | 59 | 3351 | Principal Mining Engineer | 71 |
| 3695 | Parent Training Coordinator | 59 | 3843 | Principal Nutrition Worker | 60 |
| 1218 | Park Manager | 64 | 3840 | Principal Nutritionist | 67 |
| 3271 | Parks Maintenance Worker | 57 | 3349 | Principal Petroleum Engineer | 71 |
| 1526 | Payroll Supervisor | 65 | 1960 | Principal Planner | 67 |
| 1528 | Payroll Technician | 60 | 1990 | Principal Program Analyst | 67 |
| 3852 | Peer Counselor (Breastfeeding) | 57 | 1851 | Principal Programmer Analyst | 66 |
| 0596 | PEP Project Supervisor | | 3315 | Principal Remediation Engineer | 71 |
| 3347 | Petroleum Engineer | 68 | 3706 | Principal Social Service Representative | 62 |
| 3009 | Petroleum Technician | 63 | 3703 | Principal Social Worker | 67 |
| 3010 | Petroleum Technician - Trainee | 61 | 4005 | Principal Stores Clerk | 59 |
| 3808 | Physical Therapist | 68 | 3730 | Principal Substance Abuse Counselor | 65 |
| 3723 | Physical Wellness Coordinator | 62 | 3338 | Principal Superfund Geologist | 71 |
| 1963 | Planner | 63 | 1665 | Principal Tax Auditor | 68 |
| 1962 | Planner (Health) | 66 | 2165 | Principal Tribal Court Advocate | 68 |
| 3327 | Planner/Estimator | 66 | 3712 | Principal Victim Witness Advocate | 66 |
| 1964 | Planning Aide | 55 | 2069 | Production Coordinator | 65 |
| 4180 | Plumber | 60 | 1992 | Program Analyst | 64 |
| 2180 | Police Captain | 70 | 1893 | Program Evaluation Manager | 68 |
| 2180 | Police Commander | 71 | 1235 | Program Manager I | 67 |
| 2253 | Police Dispatcher | 57 | 1236 | Program Manager II | 68 |
| 2255 | Police Identification Technician | 57 | 1237 | Program Manager III | 69 |
| 2181 | Police Lieutenant | 68 | 1246 | Program Supervisor I | 64 |
| 2184 | Police Officer | 65 | 1247 | Program Supervisor II | 65 |
| 2240 | Police Property Clerk | 56 | 1248 | Program Supervisor III | 66 |
| 2252 | Police Records Clerk | 57 | 1853 | Programmer Analyst | 64 |

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

| Class Code | Position Classification Title | Salary Grade | Class Code | Position Classification Title | Salary Grade |
|------------|---|--------------|------------|--|--------------|
| 1850 | Programmer Analyst Supervisor | 68 | 3184 | Senior Animal Control Officer | 61 |
| 1252 | Programs and Projects Specialist | 63 | 3410 | Senior Appraiser | 64 |
| 3503 | Project Manager | 64 | 3617 | Senior Archaeological Technician | 58 |
| 4017 | Property Clerk | 56 | 3615 | Senior Archaeologist | 66 |
| 4015 | Property Supervisor | 61 | 3613 | Senior Archaeologist (Contract Representative) | 66 |
| 1965 | Proposal Writer | 65 | 2145 | Senior Attorney | 70 |
| 2158 | Prosecutor | 65 | 1653 | Senior Auditor | 67 |
| 0305 | Public Defender Director | 74 | 4043 | Senior Auto Parts Technician | 59 |
| 2041 | Public Information Officer | 63 | 4045 | Senior Automotive Technician | 62 |
| 2259 | Public Safety Answering Point Supervisor | 65 | 1682 | Senior Budget Analyst | 65 |
| 2257 | Public Safety Telecommunications Operator | 59 | 4081 | Senior Building Maintenance Worker | 60 |
| 0503 | Public Works Employee | | 4172 | Senior Carpenter | 62 |
| 4030 | Radio Technician | 60 | 3762 | Senior Caseworker | 60 |
| 1219 | Ranch General Manager | 69 | 3824 | Senior Center Supervisor | 61 |
| 3179 | Ranch Hand | 61 | 3630 | Senior Child Development Worker | 60 |
| 3174 | Ranch Conservationist | 64 | 3310 | Senior Civil Engineer | 69 |
| 3172 | Ranger | 59 | 3784 | Senior Community Health Worker | 62 |
| 3175 | Ranger Dispatcher | 56 | 1891 | Senior Computer Operator | 59 |
| 3170 | Ranger Lieutenant | 66 | 2017 | Senior Contract Analyst | 65 |
| 3173 | Ranger Recruit | 56 | 3500 | Senior Construction Supervisor | 63 |
| 3171 | Ranger Sergeant | 64 | 3801 | Senior Counselor | 65 |
| 3037 | Reclamation Specialist | 66 | 2208 | Senior Criminal Investigator | 68 |
| 1306 | Records Clerk | 56 | 4084 | Senior Custodian | 58 |
| 3682 | Recreation Aide | 55 | 3402 | Senior Economic Development Specialist | 66 |
| 3681 | Recreation Coordinator | 61 | 3671 | Senior Education Specialist | 66 |
| 3680 | Recreation Specialist | 62 | 4174 | Senior Electrician | 62 |
| 3510 | Registered Architect | 69 | 3324 | Senior Engineering Technician | 60 |
| 3328 | Registered Land Surveyor | 67 | 3316 | Senior Environmental Engineer | 68 |
| 3780 | Registered Nurse | 69 | 2187 | Senior Environmental Law Enforcement Officer | 65 |
| 3321 | Registered Surveyor | 67 | 3032 | Senior Environmental Specialist | 66 |
| 3744 | Rehabilitation Services Technician | 60 | 3034 | Senior Environmental Technician | 58 |
| 3734 | Reimbursement Specialist | 61 | 3910 | Senior Epidemiologist | 69 |
| 3041 | Remedial Project Manager | 66 | 4051 | Senior Equipment Mechanic | 62 |
| 2006 | Research Assistant | 56 | 3071 | Senior Extension Agent | 61 |
| 3766 | Residential Caseworker | 60 | 4072 | Senior Facilities Maint Tech | 63 |
| 3774 | Residential Guidance Technician | 57 | 3685 | Senior Financial Aid Counselor | 65 |
| 3775 | Residential Supervisor | 60 | 2331 | Senior Firefighter | 61 |
| 1415 | Retirement Officer | 60 | 3056 | Senior Forest Technician | 68 |
| 1404 | Retirement Plan Administrator | 67 | 3053 | Senior Forester | 56 |
| 1672 | Revenue Data Specialist | 62 | 3462 | Senior Gaming Surveillance Observer | 64 |
| 3418 | Right-Of-Way Agent | 60 | 3340 | Senior Geologist | 68 |
| 1863 | Rural Addressing/GIS Coordinator | 65 | 3720 | Senior Health Educator | 65 |
| 1864 | Rural Addressing/GIS Technician | 62 | 4149 | Senior Heavy Equipment Operator | 62 |
| 4025 | Safety Officer | 67 | 3415 | Senior Homesite Agent | 62 |
| 4027 | Safety Technician | 59 | 3420 | Senior Housing Specialist | 65 |
| 1368 | Sales Clerk | 56 | 1416 | Senior Human Resources Analyst | 66 |
| 3039 | Sanitarian | 66 | 1429 | Senior Human Resources Technician | 62 |
| 2340 | Security Guard | 55 | 3361 | Senior Hydrologist | 67 |
| 3767 | Self Reliance Site Manager | 67 | 1871 | Senior Information Systems Technician | 61 |
| 1518 | Senior Accountant | 65 | 2235 | Senior Investigator | 65 |

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

| Class Code | Position Classification Title | Salary Grade | Class Code | Position Classification Title | Salary Grade |
|------------|--|--------------|------------|-------------------------------------|--------------|
| 1290 | Senior Legal Secretary | 61 | 2002 | Statistical Research Analyst | 65 |
| 4075 | Senior Maintenance Mechanic | 60 | 2003 | Statistical Technician | 57 |
| 1981 | Senior Management Analyst | 66 | 2004 | Statistician/Demographer | 68 |
| 3001 | Senior Mineral Assessment Specialist | 65 | 4007 | Stores Clerk | 55 |
| 1652 | Senior Minerals Auditor | 67 | 3732 | Substance Abuse Counselor | 56 |
| 3343 | Senior Mining Engineer | 68 | 3733 | Substance Abuse Health Educator | 63 |
| 1847 | Senior Network Specialist | 65 | 0403 | Superintendent of Schools | 73 |
| 3844 | Senior Nutrition Worker | 59 | 3611 | Supervisory Archaeologist | 68 |
| 3841 | Senior Nutritionist | 65 | 3320 | Supervisory Land Surveyor | 66 |
| 1355 | Senior Office Specialist | 60 | 1841 | Systems and Programming Manager | 59 |
| 4177 | Senior Painter | 62 | 2148 | Tax Attorney | 68 |
| 3270 | Senior Parks Maintenance Worker | 59 | 1657 | Tax Auditor | 65 |
| 1527 | Senior Payroll Technician | 61 | 1671 | Tax Compliance Officer | 63 |
| 3346 | Senior Petroleum Engineer | 69 | 3178 | Telecommunications Supervisor | 63 |
| 3008 | Senior Petroleum Technician | 65 | 0500 | Temporary Employee | |
| 1961 | Senior Planner | 65 | 4170 | Trades Helper | 56 |
| 4179 | Senior Plumber | 62 | 3811 | Traditional Counselor | 60 |
| 2183 | Senior Police Officer | 65 | 3810 | Traditional Practitioner | 62 |
| 1991 | Senior Program Analyst | 65 | 0505 | Trainee | |
| 1852 | Senior Programmer Analyst | 65 | 1444 | Training & Development Supervisor | 66 |
| 1251 | Senior Programs and Projects Specialist | 67 | 1443 | Training Instructor | 64 |
| 4016 | Senior Property Clerk | 59 | 1441 | Training Manager | 67 |
| 2157 | Senior Prosecutor | 67 | 4032 | Transit Dispatcher | 59 |
| 2040 | Senior Public Information Officer | 64 | 1250 | Transit Manager | 70 |
| 3036 | Senior Reclamation Specialist | 68 | 1956 | Transit Planner | 64 |
| 3042 | Senior Remedial Project Manager | 68 | 3743 | Treatment Coordinator | 64 |
| 3419 | Senior Right-Of-Way Agent | 62 | 2152 | Tribal Court Advocate | 64 |
| 4026 | Senior Safety Technician | 62 | 3797 | Tuberculosis Control Technician | 59 |
| 3707 | Senior Social Service Representative | 60 | 1842 | User Services Manager | 68 |
| 3704 | Senior Social Worker | 65 | 4047 | Vehicle Service Worker | 56 |
| 2001 | Senior Statistical Research Analyst | 66 | 3829 | Veterans Claims Examiner | 64 |
| 4006 | Senior Stores Clerk | 57 | 3825 | Veterans Service Officer | 61 |
| 3731 | Senior Substance Abuse Counselor | 60 | 3073 | Veteran | 69 |
| 3365 | Senior Superfund Hydrogeologist | 68 | 3075 | Veterinary Aide | 55 |
| 2147 | Senior Tax Attorney | 70 | 3710 | Victim and Witness Advocate | 62 |
| 1658 | Senior Tax Auditor | 67 | 1229 | Vital Statistics Manager | 65 |
| 1670 | Senior Tax Compliance Officer | 65 | 2005 | Vital Statistics Technician | 58 |
| 2161 | Senior Tribal Court Advocate | 66 | 3692 | Vocational Rehabilitation Counselor | 64 |
| 3709 | Senior Victim and Witness Advocate | 64 | 3826 | Volunteer Services Coordinator | 60 |
| 3691 | Senior Vocational Rehabilitation Counselor | 65 | 4078 | Voter Machine Technician | 58 |
| 4002 | Senior Warehouse Worker | 58 | 3835 | Voter Registration Specialist | 62 |
| 3285 | Senior Zookeeper | 61 | 4001 | Warehouse Supervisor | 61 |
| 3456 | Slot Compliance Assistant | 64 | 4003 | Warehouse Worker | 55 |
| 3455 | Slot Compliance Manager | 66 | 3025 | Water Code Compliance Officer | 64 |
| 3796 | Social Hygiene Technician | 59 | 3021 | Water Development Technician | 62 |
| 3708 | Social Service Representative | 58 | 1849 | Web Developer | 66 |
| 3705 | Social Worker | 63 | 3007 | Weights and Measures Inspector | 60 |
| 3807 | Speech Language Pathologist | 69 | 4181 | Welder | 60 |
| 0205 | Staff Assistant | 64 | 3180 | Wildlife Biologist | 65 |
| 1442 | Staff Training Coordinator | 64 | 3181 | Wildlife Conservation Officer | 65 |

NAVAJO NATION SALARY SCHEDULE

| PAY GRADE | HOURLY RATES BY PAY GRADE AND STEP | | | | | | | | | | | Maximum |
|-----------|------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|
| | Minimum | A | B | C | D | E | F | G | H | I | J | |
| 51 | 7.22 | 7.43 | 7.66 | 7.88 | 8.13 | 8.35 | 8.60 | 8.87 | 9.15 | 9.40 | 9.68 | 10.01 |
| 52 | 7.86 | 8.12 | 8.34 | 8.59 | 8.84 | 9.14 | 9.39 | 9.67 | 9.99 | 10.28 | 10.57 | 10.91 |
| 53 | 8.58 | 8.83 | 9.11 | 9.36 | 9.64 | 9.95 | 10.26 | 10.54 | 10.88 | 11.20 | 11.53 | 11.90 |
| 54 | 9.34 | 9.62 | 9.92 | 10.20 | 10.51 | 10.85 | 11.18 | 11.48 | 11.83 | 12.18 | 12.57 | 12.94 |
| 55 | 10.18 | 10.49 | 10.82 | 11.12 | 11.45 | 11.80 | 12.14 | 12.52 | 12.90 | 13.30 | 13.69 | 14.10 |
| 56 | 11.09 | 11.42 | 11.77 | 12.11 | 12.47 | 12.85 | 13.27 | 13.66 | 14.05 | 14.48 | 14.91 | 15.35 |
| 57 | 12.09 | 12.45 | 12.83 | 13.21 | 13.63 | 14.02 | 14.44 | 14.88 | 15.31 | 15.80 | 16.25 | 16.75 |
| 58 | 13.18 | 13.59 | 13.99 | 14.39 | 14.83 | 15.26 | 15.73 | 16.22 | 16.72 | 17.22 | 17.73 | 18.26 |
| 59 | 14.37 | 14.81 | 15.24 | 15.69 | 16.18 | 16.69 | 17.18 | 17.71 | 18.24 | 18.59 | 18.98 | 19.53 |
| 60 | 15.63 | 16.10 | 16.57 | 17.07 | 17.61 | 18.11 | 18.49 | 18.86 | 19.44 | 20.00 | 20.60 | 21.22 |
| 61 | 17.03 | 17.56 | 18.08 | 18.63 | 18.83 | 19.37 | 19.96 | 20.56 | 21.17 | 21.81 | 22.48 | 23.18 |
| 62 | 18.60 | 18.78 | 19.34 | 19.93 | 20.52 | 21.13 | 21.76 | 22.40 | 23.09 | 23.77 | 24.38 | 25.10 |
| 63 | 19.87 | 20.44 | 21.06 | 21.70 | 22.34 | 23.02 | 23.71 | 24.33 | 25.02 | 25.78 | 26.54 | 27.36 |
| 64 | 21.66 | 22.26 | 22.94 | 23.67 | 24.39 | 24.97 | 25.74 | 26.49 | 27.28 | 28.12 | 28.97 | 29.84 |
| 65 | 23.62 | 24.32 | 24.91 | 25.67 | 26.44 | 27.21 | 28.05 | 28.88 | 29.74 | 30.65 | 31.54 | 32.49 |
| 66 | 25.59 | 26.37 | 27.16 | 28.00 | 28.80 | 29.68 | 30.58 | 31.47 | 32.43 | 33.39 | 34.40 | 35.44 |
| 67 | 27.91 | 28.72 | 29.58 | 30.49 | 31.39 | 32.36 | 33.33 | 34.33 | 35.35 | 36.38 | 37.48 | 38.61 |
| 68 | 30.41 | 31.32 | 32.28 | 33.24 | 34.27 | 35.26 | 36.33 | 37.42 | 38.55 | 39.70 | 40.90 | 42.13 |
| 69 | 33.15 | 34.14 | 35.16 | 36.23 | 37.34 | 38.42 | 39.55 | 40.78 | 42.00 | 43.24 | 44.56 | 45.90 |
| 70 | 36.14 | 37.20 | 38.33 | 39.48 | 40.69 | 41.88 | 43.16 | 44.47 | 45.81 | 47.14 | 48.33 | 49.78 |
| 71 | 39.40 | 40.56 | 41.78 | 43.04 | 44.33 | 45.65 | 47.03 | 48.44 | 49.67 | 51.15 | 52.67 | 54.25 |
| 72 | 42.93 | 44.21 | 45.54 | 46.91 | 48.33 | 49.54 | 51.02 | 52.54 | 54.13 | 55.73 | 57.40 | 59.14 |
| 73 | 46.78 | 48.21 | 49.39 | 50.90 | 52.44 | 54.00 | 55.61 | 57.28 | 59.00 | 60.75 | 62.61 | 64.46 |
| 74 | 50.77 | 52.30 | 53.85 | 55.49 | 57.15 | 58.84 | 60.63 | 62.43 | 64.33 | 66.25 | 68.25 | 70.31 |
| 75 | 55.33 | 56.98 | 58.69 | 60.47 | 62.28 | 64.16 | 66.07 | 68.05 | 70.10 | 72.20 | 74.36 | 76.59 |
| 76 | 60.31 | 62.15 | 63.97 | 65.92 | 67.87 | 69.92 | 72.03 | 74.20 | 76.41 | 78.73 | 81.06 | 83.49 |
| 77 | 65.74 | 67.74 | 69.75 | 71.85 | 74.00 | 76.23 | 78.51 | 80.87 | 83.31 | 85.79 | 88.37 | 91.00 |

BQ

Appendix D

NAVAJO NATION SALARY SCHEDULE

| PAY GRADE | HOURLY RATES BY PAY GRADE AND STEP | | | | | | | | | | | |
|-----------|------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| | Minimum A | B | C | D | E | F | G | H | I | J | K | Maximum L |
| 51 | 7.22 | 7.43 | 7.66 | 7.88 | 8.13 | 8.35 | 8.60 | 8.87 | 9.15 | 9.40 | 9.68 | 10.01 |
| 52 | 7.86 | 8.12 | 8.34 | 8.59 | 8.84 | 9.14 | 9.39 | 9.67 | 9.99 | 10.28 | 10.57 | 10.91 |
| 53 | 8.58 | 8.83 | 9.11 | 9.36 | 9.64 | 9.95 | 10.26 | 10.54 | 10.88 | 11.20 | 11.53 | 11.90 |
| 54 | 9.34 | 9.62 | 9.92 | 10.20 | 10.51 | 10.85 | 11.18 | 11.48 | 11.83 | 12.18 | 12.57 | 12.94 |
| 55 | 10.18 | 10.49 | 10.82 | 11.12 | 11.45 | 11.80 | 12.14 | 12.52 | 12.90 | 13.30 | 13.69 | 14.10 |
| 56 | 11.09 | 11.42 | 11.77 | 12.11 | 12.47 | 12.85 | 13.27 | 13.66 | 14.05 | 14.48 | 14.91 | 15.35 |
| 57 | 12.09 | 12.45 | 12.83 | 13.21 | 13.63 | 14.02 | 14.44 | 14.88 | 15.31 | 15.80 | 16.25 | 16.75 |
| 58 | 13.18 | 13.59 | 13.99 | 14.39 | 14.83 | 15.26 | 15.73 | 16.22 | 16.72 | 17.22 | 17.73 | 18.26 |
| 59 | 14.37 | 14.81 | 15.24 | 15.69 | 16.18 | 16.69 | 17.18 | 17.71 | 18.24 | 18.59 | 18.98 | 19.53 |
| 60 | 15.63 | 16.10 | 16.57 | 17.07 | 17.61 | 18.11 | 18.49 | 18.86 | 19.44 | 20.00 | 20.60 | 21.22 |
| 61 | 17.03 | 17.56 | 18.08 | 18.63 | 18.83 | 19.37 | 19.96 | 20.56 | 21.17 | 21.81 | 22.48 | 23.18 |
| 62 | 18.60 | 18.78 | 19.34 | 19.93 | 20.52 | 21.13 | 21.76 | 22.40 | 23.09 | 23.77 | 24.38 | 25.10 |
| 63 | 19.87 | 20.44 | 21.06 | 21.70 | 22.34 | 23.02 | 23.71 | 24.33 | 25.02 | 25.78 | 26.54 | 27.36 |
| 64 | 21.66 | 22.26 | 22.94 | 23.67 | 24.39 | 24.97 | 25.74 | 26.49 | 27.28 | 28.12 | 28.97 | 29.84 |
| 65 | 23.62 | 24.32 | 24.91 | 25.67 | 26.44 | 27.21 | 28.05 | 28.88 | 29.74 | 30.65 | 31.54 | 32.49 |
| 66 | 25.59 | 26.37 | 27.16 | 28.00 | 28.80 | 29.68 | 30.58 | 31.47 | 32.43 | 33.39 | 34.40 | 35.44 |
| 67 | 27.91 | 28.72 | 29.58 | 30.49 | 31.39 | 32.36 | 33.33 | 34.33 | 35.35 | 36.38 | 37.48 | 38.61 |
| 68 | 30.41 | 31.32 | 32.28 | 33.24 | 34.27 | 35.26 | 36.33 | 37.42 | 38.55 | 39.70 | 40.90 | 42.13 |
| 69 | 33.15 | 34.14 | 35.16 | 36.23 | 37.34 | 38.42 | 39.55 | 40.78 | 42.00 | 43.24 | 44.56 | 45.90 |
| 70 | 36.14 | 37.20 | 38.33 | 39.48 | 40.69 | 41.88 | 43.16 | 44.47 | 45.81 | 47.14 | 48.33 | 49.78 |
| 71 | 39.40 | 40.56 | 41.78 | 43.04 | 44.33 | 45.65 | 47.03 | 48.44 | 49.67 | 51.15 | 52.67 | 54.25 |
| 72 | 42.93 | 44.21 | 45.54 | 46.91 | 48.33 | 49.54 | 51.02 | 52.54 | 54.13 | 55.73 | 57.40 | 59.14 |
| 73 | 46.78 | 48.21 | 49.39 | 50.90 | 52.44 | 54.00 | 55.61 | 57.28 | 59.00 | 60.75 | 62.61 | 64.46 |
| 74 | 50.77 | 52.30 | 53.85 | 55.49 | 57.15 | 58.84 | 60.63 | 62.43 | 64.33 | 66.25 | 68.25 | 70.31 |
| 75 | 55.33 | 56.98 | 58.69 | 60.47 | 62.28 | 64.16 | 66.07 | 68.05 | 70.10 | 72.20 | 74.36 | 76.59 |
| 76 | 60.31 | 62.15 | 63.97 | 65.92 | 67.87 | 69.92 | 72.03 | 74.20 | 76.41 | 78.73 | 81.06 | 83.49 |
| 77 | 65.74 | 67.74 | 69.75 | 71.85 | 74.00 | 76.23 | 78.51 | 80.87 | 83.31 | 85.79 | 88.37 | 91.00 |

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Appendix D



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 | K2115486 | US TREASURY-PINON SEPTIC LFRRP | 55261 |
| ENTERED BY (Step A to F) : | | EXPLANATION/REFERENCE NO: | DATE: |
| Lorena Atene / OMB-CGS (Initial) <i>la</i> | | Setup New BU # | 1/24/2024 |

| 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 th Address Number field enter “10” (Gen Fund) |
| | | 2. Add Fund/Company (CO) | P0010 | Use “ADD” in CO Names & Numbers-Setup, use CO 10 info, *CO Number. & *CO Address number are identical. |
| B. Create Balance Sheet Business Unit | | Create Balance Sheet BU by Copying | P0006 | Use “COPY” of similar Balance Sheet (BS) Business Unit |
| C. Attach Objects to Balance Sheet BU | | 1. Operating | P09804 | Copy from Model “1” Bus Unit to BS Business Unit (Object range 0100 thru 0999 only) |
| D. Create New Business Unit *: | | 1. a) Operating BU (or) | P0006 | Use “COPY” of similar Business Unit. |
| | | 3. a) Operating BU-Create AB Facility | P0006 | In BU Master “More” tab-Address Number (Job Site) field-Visual Assist search type “F” (facility), select AB# |
| | √ | 1. b) Project BU (Job) | P51006 | Use “COPY” of similar Project BU |
| | √ | 2. Project Job Dates | P51006 | Create extended master, set job dates |
| | √ | 3. b) Project BU-Create AB Facility | P51006 | In Job Master “More” tab-Address Number (Job Site) field- Visual Assist search type “F” (facility), select AB# |
| E. Attach Objects to Business Unit | | 1. a) Operating (or) | P09804 | “Copy” from model BU 2 to IS BU (Obj 1000 thru 9999) |
| | √ | 1. b) Projects BU (Job) | P51091 | “Copy” from Job Cost Code “CG1” Chart Type to Job # |
| F. Create ICCC AAI (New CO only) | | 1. Operating BU (or) | P0012 | “Copy” similar Company “ICCC” AAI item no. Change BU and CO Fields only (must be identical) |
| | | 2. Project BU | | |
| SET-UP VERIFIED BY: | | | DATE: | COMMENTS/ACTION: |
| <i>Andu</i> | | | <i>1/25/24</i> | <i>verified new Business unit</i> |

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

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

RETURN COMPLETED FORM TO ISSUING DEPARTMENT

Job K2115486 US TREASURY-PINON SEPTIC LFRRP

Project

| Cost Code | Cost Type | Description | L P M D E C U M | Original Budget Amt | Revised Budget Amt | Actual Amount | Open Commit Amount | Budget Balance | % Revised Spent | % Revised Remaining |
|-----------|----------------------------|-------------|--------------------|------------------------|-----------------------|------------------|-----------------------|-------------------|--------------------|------------------------|
| 1710 | Program Revenue | 6 B N | | 260,468.00- | 260,468.00- | | | 260,468.00- | | 1.00 |
| 1710 | Program Revenue | 6 T | | 260,468.00- | 260,468.00- | | | 260,468.00- | | 1.00 |
| 1705 | CG Revenue | 5 T | | 260,468.00- | 260,468.00- | | | 260,468.00- | | 1.00 |
| 1700 | External C/G Revenue Sourc | 4 T | | 260,468.00- | 260,468.00- | | | 260,468.00- | | 1.00 |
| 1000 | Revenues | 3 T | | 260,468.00- | 260,468.00- | | | 260,468.00- | | 1.00 |
| 6520 | Consulting | 6 B N | | 60,468.00 | 60,468.00 | | | 60,468.00 | | 1.00 |
| 6520 | Consulting | 6 T | | 60,468.00 | 60,468.00 | | | 60,468.00 | | 1.00 |
| 6510 | Professional Services | 5 T | | 60,468.00 | 60,468.00 | | | 60,468.00 | | 1.00 |
| 6500 | Contractual Services | 4 T | | 60,468.00 | 60,468.00 | | | 60,468.00 | | 1.00 |
| 8500 | Infrastrure (non cap) | 6 B N | | 200,000.00 | 200,000.00 | | | 200,000.00 | | 1.00 |
| 8500 | Infrastrure (non cap) | 6 T | | 200,000.00 | 200,000.00 | | | 200,000.00 | | 1.00 |
| 8010 | Public | 5 T | | 200,000.00 | 200,000.00 | | | 200,000.00 | | 1.00 |
| 8000 | Assistance | 4 T | | 200,000.00 | 200,000.00 | | | 200,000.00 | | 1.00 |
| 2000 | Expenses | 3 T | | 260,468.00 | 260,468.00 | | | 260,468.00 | | 1.00 |