

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



November 14, 2022

TRANSMITTAL

TO : Bidtah Becker, Division Director
Navajo Division of Natural Resources (NDNR)

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

SUBJECT : DNR Administrative Support Costs

I. Information on Contract (per Original Award):

DNR Administrative Support Costs	U.S. Treasury American Recovery Plan Act (ARPA)	21.019
Title of Contract	Funding Agency	CFDA No. - Federal
CJY-41-21	2022	03/11/2021 to 12/31/2026
Grant No.	Amount	Term - Begin and End Date
	\$ 2,777,319.00	

II. Data Entered in FMIS Regarding:

New Contract or Grant Company No. 8059 Business Unit (K#) K211556

Contract Mod No. _____

Amt of Award _____ to _____

AMOUNT FROM TO

Budget Period - Extend End Date: From _____ To _____

Other, specify: _____

Authorizing Document - Attached:

Contract / Agreement - Date executed _____

NNC / Committee Resolution - No. & Date _____

Other, specify: NN Council Resolution CJY-41-21

III. Comments by CGS:

Budget received on November 1, 2022 is authorized for implementation pursuant to FY 2023 NN BIM Appendix L Section II.B and approved by President Nez on October 28, 2022.

Attachment
 Copy: Contract files
 Contract Accounting/ OOC / DPM / Chief of Staff, OP/VP

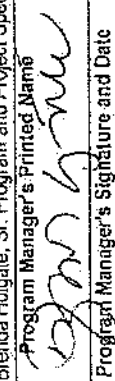
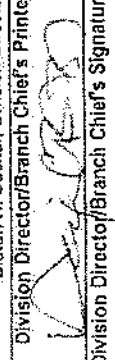

Revised April 2018



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

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

FY 2023-2027

PART I. PROGRAM INFORMATION:		Business Unit No.: K211556		Program Name/Title: DNR ARPA / NINFRF ADMINISTRATIVE SUPPORT			
PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM: RDCC-75-16. A. To provide for the protection, restoration, conservation, management, and sustainable development of Navajo natural resources under the guidance and direction of the people of the Navajo Nation, and the Navajo Nation Council and of the President and Vice President. B. To ensure the highest quality of natural resources are available for the enjoyment and use of present and future generations of the Navajo people. C. To comprehensively manage the multiple uses of Navajo natural resources and to preserve the Nation's cultural resources.							
PART III. PROGRAM PERFORMANCE CRITERIA:		Year 2023		Year 2024		Year 2025	
		Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement: Conduct periodic review each month from Year 2023 through 2025. Program Performance Measure/Objective: To ensure the program establishes an accounting systems to track DNR ARAP funding projects to be implemented.		1		1		1	
2. Goal Statement: Conduct periodic review each month from Year 2023 through Year 2025 to ensure accountability is carried out. Program Performance Measure/Objective: Conduct weekly/monthly written updates on all financial and projects executed within the three (3) years.		1		1		1	
3. Goal Statement: Conduct periodic review each month from Year 2023 through Year 2025 to ensure all Construction/Professional Contract are followed by NN Procurement Policies. Program Performance Measure/Objective: Develop and implement a tracking system to track all Construction/Professional Contracts.		1		1		1	
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.							
Brenda Holgate, Sr. Program and Project Specialist				Bidiah N. Becker, Division Director			
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			
							

THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

FY 2023-2027

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2022 ACTUAL		FY 2023 PROPOSED		FY 2024		FY 2025		FY 2026		FY 2027		TOTAL
						GIS	SALARY	HOURS	BUDGET	HOURS	BUDGET	HOURS	BUDGET	HOURS	BUDGET	HOURS	BUDGET	
1001		1251	Sr. Programs and Project Spec.	VACANT	WR	BX67A	28.31	2088	61,199.00	2088	61,199.00	2088	61,199.00	2088	61,199.00	488	14,303.00	\$ 259,099.00
1002		1518	Senior Accountant	VACANT	WR	BX65A	24.80	2088	51,782.00	2088	51,782.00	2088	51,782.00	2088	51,782.00	488	13,162.00	\$ 219,230.00
1003		1848	Network Specialist	VACANT	WR	BY64A	26.02	2088	54,330.00	2088	54,330.00	2088	54,330.00	2088	54,330.00	488	12,698.00	\$ 230,018.00
1004		1211	Administrative Service Officer	VACANT	WR	BX64A	22.74	2088	47,481.00	2088	47,481.00	2088	47,481.00	2088	47,481.00	488	11,097.00	\$ 201,021.00
Sub-Total \$ 909,368.00																		

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THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

FY 2023-2027

PART I. PROGRAM INFORMATION:		Business Unit No.:	
Program Name/Title: DNR ARPA / NNFRF ADMINISTRATIVE SUPPORT		K211556	
PART II. DETAILED BUDGET:		(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
2001	Personnel Expenses		\$ 1,382,785
	Employee Salary, Overtime, and Holiday payment for eligible personnel.		
2110	Regular 2120 Person- Regular FT Four (4) Regular Full- Time Positions	909,368	
2900	Fringe Benefits 2900 Regular 909368 X 52.06%	473,417	
3000	Travel Expenses		32,000
	Meals and lodging expenses directly related to program business. Other miscellaneous travel and from authorized training seminars, workshops, conference and other program related functions.		
3230	Personal Travel 3240 Per Diem Meals \$59.00 x 50 days x 4 staff = 11,800 3250 Lodging \$95.00 x 15 x 4 staff= 5,700 3260 POV Mileage 10000 x \$0.625 = 6,250 3290 Other Travel Expenses: Baggage Fee, Parking Fee 250 Total 24,000	24,000	
3310	Air Commercial 8,000	8,000	
	TOTAL	1,414,785	1,414,785

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THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		K211556	
Program Name/Title:		DNR ARPA / NNFR ADMINISTRATIVE SUPPORT	
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)
4000	Supplies		66,000
	Stationary, envelopes, binders, tables, pens, pencils, stapler, staples, paper, and other supplies necessary for daily operation of the department		
4120	Office Supplies 4130 General Office Supplies 3500 x 4 years	14,000	
4200	Non- Capital Assets 4230 Non- Cap Furniture & Equipment 4220 Non- Cap Analytical Equipment 4230 Non- Cap Computer Equipment	36,000	
4410	Operating Supplies 4420 General Operating Supplies 4440 Non-Cap Computer Software 4520 Bulk Paper 4530 Printing/Binding/Photocopying 4540 Books/Periodicals/Subscription	16,000	
	Total	66,000	66,000
TOTAL		66,000	66,000

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THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		K211556	
Program Name/Title:		DNR ARPA / NNRF ADMINISTRATIVE SUPPORT	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
5500	Communications and Utilities		20,000
	Basic telephone services, line change, hardware/install		
5520	Telephone	4,000	
	5530 Basic Service	2,000	
	5550 Optional Charges	500	
	5560 Hardware/Install	1,500	
	Total	4,000	
5570	Internet	8,000	
	5580 DSL	2,500	
	5600 Internet Services	5,500	
	Total	8,000	
5610	Wireless	8,000	
	5620 Cellular		
6000	Repairs and Maintenance		12,000
	Annual repair and maintenance on computer hardware, computer software and communication repairs		
6300	Technology	12,000	
	6310 Computer Hardware R&M \$1000.00 x 4 Years	4,000	
	6320 Software Support \$1000.00 x 4 Years	4,000	
	6330 Communication R&M \$1000.00 x 4 Years	4,000	
	Total	12,000	
TOTAL		32,000	32,000

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THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Program Name/Title: _____		K211556			
PART II. DETAILED BUDGET:		(B)		(C)		(D)	
(A)	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)			
6500	Contractual Services	Professional Consulting Services Fees.		1,242,079			
		The DNR/ARAP Office will resort to expert Construction Contractor in developing Contracts and other professional network of resources.					
	6520	Consulting	40,000	1,242,079			
		6530 Consulting- Fees	1,202,079				
		Consulting- Expenses	<u>1,242,079</u>				
		Total					
7000	Special Transactions	Employee training and insurance premiums		22,455			
	7510	Training/Professional Dues		12,000			
		7520 Training/Registration Fees	5,000				
		7530 Training Supplies	2,000				
		7550 Mandatory Professional Dues	5,000				
			<u>12,000</u>	1,600			
	7600	Employment Related Expenses	1,600				
	7710	Insurance		8,855			
		7765 Policy Payment \$1382785/100 x \$0.17=	2,489				
		7767 Workers' Comp Premium \$909368/100 x \$0.70=	6,366				
			<u>8,855</u>				
		TOTAL		1,264,534	1,264,534		

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THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



MEMORANDUM

TO: ALL CONCERNED

FROM: Bidtah N. Becker *gn*
Bidtah N. Becker, Division Director
Division of Natural Resources
The Navajo Nation

DATE: October 25, 2022

SUBJECT: Delegation of Authority - DNR Division Director

Effective Friday, October 28, 2022 at 8:00 AM, and ending at 5:00 PM, Mr. Alexious Becenti, Forest Manager will be delegated as the Division Director for the Division of Natural Resources.

The delegation will cover day-to-day operations and shall be responsible for the administration and management of the Division of Natural Resources and supervising all personnel. This includes ensuring compliance with all applicable Navajo Nation laws and policies.

Thank you in advance for your cooperation. If you have any questions, I can be reached by email at bidtah-becker@navajo-nsn.gov

ACKNOWLEDGED:

Alexious Becenti
Alexious Becenti, Forest Manager
Forestry Department
Division of Natural Resources

Cc: Distribution

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

October 28, 2022

Navajo Division of Natural Resources
Bidtah N. Becker, Division Director
P.O. Box 9000
Window Rock, AZ 86515

SUBJECT: APPROVAL of Navajo Nation Fiscal Recovery Funds (NNFRF) for Navajo Division of Natural Resources Administrative Support Costs

By Resolution CJY-41-21, Navajo Nation Council established the Navajo Nation Fiscal Recovery Fund (NNFRF) and the Expenditure Authorization Process for ARPA funding. Vice President Lizer and I signed the resolution into law on August 2, 2021. SECTION SEVEN of the resolution includes an immediate allocation of Navajo Nation Fiscal Recovery Funds to fund central support and regulatory programs.

The Navajo Division of Natural Resources submitted a project description form for the NNFRF Administrative Support Costs. The Department of Justice has reviewed the form and determined the project eligible. The following is a summary of their determination:

Description	Amount	Approved Expenditure Category
DNR ADMINISTRATIVE SUPPORT COSTS	\$2,777,319	7.1 ADMINISTRATIVE EXPENSES

Included with this memo is the DOJ eligibility determination form for the Fiscal Recovery Fund Office, Office of Management & Budget (OMB) and the Office of the Controller (OOC) records. Please submit a copy of the entire signed project description forms to include the necessary Navajo Nation BIM forms to OMB in order to establish the budgets to move forward with your project.

The resolution contains additional provisions, including a section to authorize funding for central support and regulatory services and a section authorizing the establishment of a NN Fiscal Recovery Fund Office within the Office of the President and Vice-President (OPVP).

Sincerely,

Jonathan Nez, President
THE NAVAJO NATION

Attachments

cc: FRF Office
 Dept of Justice
 Office of the Controller
 Office of Management & Budget



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

DOREEN N. MCPAUL
Attorney General

KIMBERLY A. DUTCHER
Deputy Attorney General

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

RFS/HK Review #: HKA0002

Date & Time Received: 10/20/2022 16:27

Date & Time of Response: 10/20/2022 5:15 PM

Entity Requesting FRF: Navajo Nation Division of Natural Resources

Title of Project: NNFRF Administrative Support Costs

Administrative Oversight: _____

Amount of Funding Requested: \$2,777,319

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: 7.1, Administrative Expenses

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: _____

Name of DOJ Reviewer: K.A. Lowell

Signature of DOJ Reviewer: Kristen A. Lowell

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