

RESOLUTION OF THE  
NAABIK'ÍYATI' COMMITTEE OF THE  
NAVAJO NATION COUNCIL

23<sup>RD</sup> Navajo Nation Council---First Year, 2015

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE AND  
NAABIK'ÍYATI' COMMITTEE; APPROVING AND AUTHORIZING A CONTRACT  
BETWEEN THE NAVAJO NATION AND THE UNITED STATES DEPARTMENT OF  
THE INTERIOR UNDER 25 U.S.C. § 450 *et seq.* (P.L. 93-638, AS  
AMENDED), FOR A FIVE YEAR TERM FOR THE NATURAL HERITAGE PROGRAM;  
APPROVING AND AUTHORIZING THE FISCAL YEAR ANNUAL FUNDING  
AGREEMENT AND SCOPE OF WORK FOR THE PERIOD OF THE CONTRACT TERM

BE IT ENACTED:

**Section One. Findings**

- A. The Resources and Development Committee is the oversight committee for the Division of Natural Resources, Natural Heritage Program. 2 N.N.C. §501(C)(1).
- B. The Naabik'íyati' Committee is authorized to approve contracts between the Navajo Nation and the United States Department of Interior for the implementation of the Indian Self-Determination and Education Assistance Act, 25 U.S.C. §450 *et seq.* (P.L. 93-638 as amended). 2 N.N.C. §701(A)(12).
- C. It is in the best interest of the Navajo Nation to enter into a contract with the United States Department of Interior for Natural Heritage Program for the contract term indicated above, as set forth in the documents attached hereto as Exhibit A.


**Section Two. Approvals**

- A. The Navajo Nation hereby approves and authorizes a contract between the Navajo Nation and the United States Department of the Interior under 25 U.S.C. § 450 *et seq.* (P.L. 93-638, as amended), for a five year term for the Natural Heritage Program, as set forth in the documents attached hereto as Exhibit A.

- B. The Navajo Nation hereby approves and authorizes the Annual Funding Agreement and Scope of Work for the Natural Heritage Program for the contract term indicated above, as set forth in the documents attached hereto as Exhibit A.
- C. The Navajo Nation hereby authorizes the President of the Navajo Nation to execute and effectuate the Contract, Annual Funding Agreement and Scope of Work, provided the terms and conditions in such documents are substantially similar to those approved by this resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 23rd Navajo Nation Council at a duly called meeting in Twin Arrows Casino & Resort, Leupp (Arizona), at which a quorum was present and that the same was passed by a vote of in 15 favor and 0 oppose, this 3<sup>rd</sup> Day of December, 2015.

A handwritten signature in black ink, appearing to read "LoRenzo C. Bates", written in a cursive style.

Honorable LoRenzo C. Bates, Chairperson  
Naabik'íyáti' Committee

Motion : Jonathan L. Hale  
Second : Otto Tso



**AGREEMENT BETWEEN THE SECRETARY  
OF THE DEPARTMENT OF THE INTERIOR  
AND THE NAVAJO NATION**

**A. Authority and Purpose**

**1. Authority**

This agreement, denoted a Self-Determination Contract (referred to in this agreement as the "Contract"), is entered into by the Secretary of the Interior or the Secretary of Health and Human Services (referred to in this agreement as the "Secretary"), for and on behalf of the United States pursuant to Title I of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450, et seq.) and by the authority of the Navajo Nation (referred to in this agreement as the "Contractor"). The provisions of Title I of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450, et seq.) are incorporated in this agreement.

**2. Purpose**

Each provision of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450, et seq.) and each provision of this Contract shall be liberally construed for the benefit of the Contractor to transfer the funding and the following related functions, services, activities and programs (or portions thereof), that are otherwise contractible under Section 102(a) of such Act, including all related administrative functions, from the Federal Government to the Contractor:  
**Natural Heritage Program.**

**B. Terms, Provisions and Conditions**

**1. Term**

Pursuant to Section 105(c) (I) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450j(c))

(1)), the term of this contract shall be five (5) years. Pursuant to Section 105(d)(1) of such Act (25 U.S.C. 450j(d), upon the election by the Contractor, the period of this Contract shall be determined on the basis of a calendar year, unless the Secretary and the Contractor agree on a different period in the annual funding agreement incorporated by reference in subsection F2.

## **2. Effective Date**

This Contract shall become effective upon the date of approval and execution by the Contractor and the Secretary, unless the Contractor and the Secretary agree on an effective date other than the date specified in this paragraph.

## **3. Program Standards**

The Contractor agrees to administer the program, services, functions and activities (or portions thereof) listed in subsection A2 of the Contract in conformity with the following standards: Navajo Nation laws and policies, federal laws (including the Indian Civil Rights Act), Wildlife Management Techniques, Endangered Species Management and Survey Techniques and Protocols and Natural Heritage Program Methodology. The Secretary shall provide copies of all Bureau of Indian Affairs manuals, federal laws and regulations, as well as any updates, used as standards within this Contract. The procedures contained within this Contract supersede any conflicting Bureau procedures. In the event the Bureau updates its procedures the Contractor may request a waiver before these updated procedures become applicable to this Contract.

## **4. Funding Amount**

Subject to the availability of appropriations, the Secretary shall make available to the Contractor the total amount specified in the annual funding agreement incorporated by reference in subsection F2. Such amount shall not be less than

the applicable amount determined pursuant to Section 106(a) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450j-1(a)).

## **5. Limitation of Costs**

The Contractor shall not be obligated to continue performance that requires an expenditure of funds in excess of the amount of funds awarded under this Contract. If, at any time, the Contractor has reason to believe that the total amount required for performance of this Contract or a specific activity conducted under this Contract would be greater than the amount of funds awarded under this Contract, the Contractor shall provide reasonable notice to the appropriate Secretary. If the appropriate Secretary does not take such action as may be necessary to increase the amount of funds awarded under this Contract, the Contractor may suspend performance of the Contract until such time as additional funds are awarded.

## **6. Payment**

A. In general - Payments to the Contractor under this Contract shall:

- (i) be made as expeditiously as practicable; and
- (ii) include financial arrangements to cover funding during periods covered by joint resolutions adopted by Congress making continuing appropriations, to the extent permitted by such resolutions.

B. Quarterly, semi-annual, lump-sum, and other methods of payment:

- (i) In general - Pursuant to Section 108(b) of the Indian Self-Determination and Education Assistance Act, and notwithstanding any other provision of law, for each fiscal year covered by this contract, the Secretary

shall make available to the Contractor the funds specified for the fiscal year under the annual funding agreement incorporated by reference pursuant to subsection F2 by paying to the Contractor, on a quarterly basis, one-quarter of the total amount provided for in the annual funding agreement for that fiscal year, in a lump-sum payment or as semiannual payments, or any other method of payment authorized by law, in accordance with such method as may be requested by the Contractor and specified in the annual funding agreement; and

- (ii) Method of quarterly payment - If quarterly payments are specified in the annual funding agreement incorporated by reference pursuant to subsection F2, each quarterly payment made pursuant to clause (i) shall be made on the first day of each quarter of the fiscal year, except that in any case in which the Contract year coincides with the Federal fiscal year, payment for the first quarter shall be made not later than the date that is 10 calendar days after the date on which the Office of Management and Budget apportions the appropriations for the fiscal year for the programs, services, functions and activities subject to this Contract; and
- (iii) Applicability - Chapter 39 of Title 31, United States Code, shall apply to the payment of funds due under this Contract and

the annual funding agreement referred to in clause (i).

## **7. Records and Monitoring**

A. In general - Except for previously provided copies of tribal records that the Secretary demonstrates are clearly required to be maintained as part of the recordkeeping system of the Department of the Interior or the Department of Health and Human Services (or both), records of the Contractor shall not be considered Federal records for purposes of Chapter 5 of Title 5, United States Code.

B. Recordkeeping System - The Contractor shall maintain a recordkeeping system and, upon reasonable advance request, provide reasonable access to such records to the Secretary.

C. Responsibilities of Contractor - The Contractor shall be responsible for managing the day-to-day operations conducted under this Contract and for monitoring activities conducted under this Contract to ensure compliance with the contract and applicable Federal requirements. With respect to the monitoring activities of the Secretary, the routine monitoring visit shall be limited to not more than one performance monitoring visit for this contract by the head of each operating division, departmental bureau, or departmental agency, or duly authorized representative of such head unless:

(i) the contractor agrees to one or more additional visits; or

(ii) the appropriate official determines that there is reasonable cause to believe that grounds for resumption of the Contract, suspension of Contract payments, or other serious Contract performance deficiency may exist. No additional visit referred to in

clause (ii) shall be made until such time as reasonable advance notice that includes a description of the nature of the problem that requires the additional visit has been given to the Contractor.

## **8. Property**

A. In general - As provided in Section 105(f) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450j(f)), at the request of the Contractor, the Secretary may make available, or transfer to the Contractor, all reasonable divisible real property, facilities, equipment, and personal property that the Secretary has used to provide or administer the programs, services, functions, and activities covered by this Contract. A mutually agreed upon list specifying the property, facilities, and equipment so furnished shall also be prepared by the Secretary, with the concurrence of the Contractor, and periodically revised by the Secretary, with the concurrence of the Contractor.

B. Records - The Contractor shall maintain a record of all property referred to in subparagraph A or other property acquired by the Contractor under Section 105(f)(2)(A) of such Act for purposes of replacement.

C. Joint Use Agreements - Upon the request of the Contractor, the Secretary and the Contractor shall enter into a separate joint use agreement to address the shared use by the parties of real or personal property that is not reasonably divisible.

D. Acquisition of Property - The Contractor is granted the authority to acquire such excess property as the Contractor may determine to be appropriate in the judgment of the Contractor to support the programs, services, functions and activities operated pursuant to this Contract.



E. Confiscated or Excess Property - The Secretary shall assist the Contractor in obtaining such confiscated or excess property as may become available to tribes, tribal organizations, or local governments.

F. Screener Identification Card - A screener identification card shall be issued to the Contractor not later than the effective date of this Contract. The designated official shall, upon request, assist the Contractor in securing the use of the card.

G. Capital Equipment - The Contractor shall determine the capital equipment, leases, rentals, property, or services the Contractor requires to perform the obligations of the Contractor under this subsection, and shall acquire and maintain records of such capital equipment, property rentals, leases, property, or services through applicable procurement procedures of the Contractor.

#### **9. Availability of Funds**

Notwithstanding any other provision of law, any funds provided under this contract:

- A. shall remain available until expended; and
- B. with respect to such funds, no further:
  - (i) approval by the Secretary, or
  - (ii) justifying documentation from the Contractor, shall be required prior to the expenditure of such funds.

#### **10. Transportation**

Beginning on the effective date of this Contract, the Secretary shall authorize the Contractor to obtain interagency motor pool vehicles and related services for performance of any activities carried out under this Contract.

#### **11. Federal program guidelines, manuals, or policy directives**

Except as specifically provided in the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450, et seq.) the Contractor is not required to abide by program guidelines, manuals, or policy directives of the Secretary, unless otherwise agreed to by the Contractor and the Secretary, or otherwise required by law.

## **12. Disputes**

A. Third-Party Mediation Defined - For the purposes of this Contract, the term "third-party mediation" means a form of mediation whereby the Secretary and the Contractor nominate a third party who is not employed by or significantly involved with the Secretary of the Interior, the Secretary of Health and Human Services, or the Contractor, to serve as third-party mediator to mediate disputes under this Contract.

B. Alternative Procedures - In addition to, or as an alternative to, remedies and procedures prescribed by Section 110 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450m-1), the parties to this Contract may jointly:

- (i) submit disputes under this Contract to third-party mediation; and
- (ii) submit the dispute to the adjudicatory body of the Contractor, including the tribal court of the Contractor; and
- (iii) submit the dispute to mediation processes provided for under the laws, policies, or procedures of the Contractor; or
- (iv) use the administrative dispute resolution process authorized in subchapter IV of Chapter 5, Title 5, United States Code.

C. Effect of Decisions - The Secretary shall be bound by decisions made pursuant to the procedures set forth in

subparagraph B, except that the Secretary shall not be bound by any decision that significantly conflicts with the interests of Indians or the United States.

**13. Administrative Procedures of Contractor**

Pursuant to the Indian Civil Rights Act of 1968 (25 U.S.C. 1301 et seq.), the laws policies and procedures of the Contractor shall provide for administrative due process (or the equivalent of administrative due process) with respect to programs, services, functions, and activities that are provided by the Contractor pursuant to this Contract.

**14. Successor Annual Funding Agreement**

A. In general - Negotiations for a successor annual funding agreement, provided for in subsection F2, shall begin not later than 120 days prior to the conclusion of the preceding annual funding agreement. Except as provided in Section 105(c)(2) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450(c)(2)), the funding for each successor annual funding agreement shall only be reduced pursuant to Section 106(b) of such Act (25 U.S.C. 450j-1(b)).

B. Information - The Secretary shall prepare and supply relevant information, and promptly comply with any request by the Contractor for information that the Contractor reasonably needs to determine the amount of funds that may be available for a successor annual funding agreement, as provided for in subsection F2 of this Contract.

**15. Contract Requirements, Approval by Secretary**

A. In general - Except as provided in subparagraph B, for the term of the contract Section 2103 of the Revised Statutes (25 U.S.C. 81) and Section 16 of the Act of June 18, 1934 (48 Stat. 937, Chapter 576; 25 U.S.C. 476) shall not apply to any contract entered into in connection with this Contract.

B. Requirements - Each Contract entered into by the Contractor with a third party in connection with performing the obligations of the Contract under this Contract shall:

- (i) be in writing;
- (ii) identify the interested parties, the authorities of such parties, and purpose of the Contract;
- (iii) state of work to be performed under the Contract; and
- (iv) state the process for making any claim, the payments to be made, and the terms of the Contract, which shall be fixed.

**C. Obligation of the Contractor**

**1. Contract Performance**

Except as provided in subsection D2, the Contract shall perform the programs, services, functions, and activities as provided in the annual funding agreement under subsection F2 of this Contract.

**2. Amount of Funds**

The total amount of funds to be paid under this Contract pursuant to Section 106(a) shall be determined in an annual funding agreement entered into between the Secretary and the Contractor, which shall be incorporated into this Contract.

**3. Contracted Programs**

Subject to the availability of appropriated funds, the Contractor shall administer the programs, services, functions, and activities identified in this Contract and funded through the annual funding agreements under subsection F2.

**4. Trust Services for Individual Indians**

A. In general - To the extent that the annual funding agreement provides funding for the delivery of trust

services to individual Indians that have been provided by the Secretary, the Contractor shall maintain at least the same level of service as the Secretary provided for such individual Indians, subject to the availability of appropriated funds for such services.

B. Trust Services to Individual Indians - For the purposes of this paragraph only, the term "trust services for individual Indians" means only those services that pertain to land or financial management connected to individually held allotments.

#### **5. Fair and Uniform Services**

The Contractor shall provide services under this Contract in a fair and uniform manner and shall provide access to an administrative or judicial body empowered to adjudicate or otherwise resolve complaints, claims, and grievances brought by program beneficiaries against the Contractor arising out of the performance of the Contract.

#### **D. Obligation of the United States**

##### **1. Trust Responsibility**

A. In general - The United States reaffirms the trust responsibility of the United States to the Navajo Nation to protect and conserve the trust resources of the Navajo Nation and the trust resources of individual Indians.

B. Construction of Contract - Nothing in this Contract may be construed to terminate, waive, modify, or reduce the trust responsibility of the United States to the tribe(s) or individuals Indians. The Secretary shall act in good faith in upholding such trust responsibility.

##### **2. Good Faith**

To the extent that health programs are included in this Contract, and within available funds, the Secretary shall

act in good faith in cooperating with the Contractor to achieve the goals set forth in the Indian Health Care Improvement Act (25 U.S.C. 1601, et seq.).

### **3. Programs Retained**

As specified in the annual funding agreement, the United States hereby retains the programs, services, functions, and activities with respect to the tribe(s) that are not specifically assumed by the Contractor in the annual funding agreement under subsection F2.

## **E. Other Provisions**

### **1. Designated Officials**

Not later than the effective date of this Contract, the United States shall provide to the Contractor, and the Contractor shall provide to the United States, a written designation of a senior official to serve as a representative for notices, proposed amendments to the Contract, and other purposes for this Contract.

### **2. Contract Modifications or Amendment**

A. In general - Except as provided in subparagraph B, no modification to this Contract shall take effect unless such modification is made in the form of a written amendment to the Contract, and the Contractor and the Secretary provide written consent for the modification.

B. Exception - The addition of supplement funds for programs, functions, and activities (or portions thereof) already included in the annual funding agreement under subsection F2, and the reduction of funds pursuant to Section 106(b)(2), shall not be subject to subparagraph A.

### **3. Officials Not to Benefit**

No Member of Congress, or resident commissioner, shall be admitted to any share or part of any contract executed

pursuant to this Contract, or to any benefit that may arise from such contract. This paragraph may not be construed to apply to any contract with a third party entered into under this Contract if such contract is made with a corporation for the general benefit of the corporation.

#### **4. Covenant Against Contingent Fees**

The parties warrant that no person or selling agency has been employed or retained to solicit or secure any contract executed pursuant to this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

#### **F. Attachments**

##### **1. Approval of Contract**

Unless previously furnished to the Secretary, the resolution of the Náabiki'yáti' Committee of the Navajo Nation Council authorizing the contracting of the programs, services, functions, and activities identified in this Contract is attached to this Contract as Attachment 1.

##### **2. Annual Funding Agreement**

A. In general - The annual funding agreement under this Contract shall only contain:

- (i) terms that identify the programs, services, functions, and activities to be performed or administered, the general budget category assigned, the funds to be provided, and the time and method of payment; and
- (ii) such other provision, including a brief description of the program, services,

functions, and activities to be performed (including those supported by financial resources other than those provided by the Secretary), to which the parties agreed.

B. Incorporation by Reference - The annual funding agreement is hereby incorporated in its entirety in this Contract and attached to this Contract as Attachment 2.

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Russell Begaye, President  
**THE NAVAJO NATION**

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Secretary, Department of the Interior, or designee  
**UNITED STATES OF AMERICA**



**FISCAL YEAR 2016  
ANNUAL FUNDING AGREEMENT**

CONTRACT NO. \_\_\_\_\_

Natural Heritage Program  
(Mature Definite for 01/01/xx to 12/31/xx)

BY AND BETWEEN

THE NAVAJO NATION

AND

THE UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Bureau of Indian Affairs  
Navajo Regional Office

FOR THE PERIOD

January 1, 2016 through December 31, 2016

Pursuant to 25 U.S.C. 450 et. seq.  
(Pub. L. 93-638, as amended)

## ANNUAL FUNDING AGREEMENT

This Annual Funding Agreement (“AFA”) is entered into between the Navajo Nation and the United States Department of the Interior (“DOI”), pursuant to the agreement between the Navajo Nation and DOI for Natural Heritage Program, pursuant to Title I of the Indian Self-Determination and Education Assistance Act (“ISDEAA”), Pub. L. 93-638, as amended (hereinafter referred to as the Contract).

### A. PROGRAM, FUNCTIONS, SERVICES AND ACTIVITIES

1. The Navajo Nation agrees to administer and perform those portions of the Bureau of Indian Affairs’ (“BIA”) Natural Heritage Program identified in the Scope of Work, attached hereto as Attachment A and incorporated herein by reference, in accordance with its own laws and policies and the terms, provisions, and conditions of the Contract and this AFA and any attachments hereto. The program standards, including any provisions of Federal Regulations waived by the Secretary, are identified in Section B of the Contract.
2. The Navajo Nation agrees that any services or assistance provided to Indian beneficiaries under the Contract and this AFA shall be provided in a fair and uniform manner subject to applicable laws and regulations.
3. The Navajo Nation shall obtain from the BIA all such funds and other resources made available for the benefit of the tribe and Indian beneficiaries for all programs to be operated and services to be delivered by the Navajo Nation through the Contract and this AFA on behalf of the DOI, except for “Trust” and executive functions of the BIA considered non-contractible under the ISDEAA, as amended.
4. The BIA shall transfer to the Navajo Nation all such funds and other resources available for the benefit of the Tribe and Indian beneficiaries through the Contract in the most expeditious manner authorized by law, and shall provide technical support and assistance at the request of the Navajo Nation or as provided herein, in the most

expeditious manner authorized by law.

5. The Navajo Nation shall exercise full discretion over the funds made available subject only to the provisions of the Contract, this AFA, tribal law, and Federal law.

6. The Navajo Nation has identified a need for program and/or office space. DOI shall undertake reasonable efforts to make such program and/or office space available to the Navajo Nation, together with such maintenance services as may be necessary for that program and/or office space. When not available and tribal buildings are used, DOI will enter into a lease pursuant to Section 105 (f) (1) of the ISDEAA, as amended and 25 CFR Part 900, Subpart H.

**B. PROGRAM FUNDING**

Subject to the availability of Congressional appropriation, DOI shall provide direct program funding for Fiscal Year 2016 in the distribution amount shown on the budget form attached hereto as Attachment B exclusive of any Central Office or Regional Office shares, direct contract support costs and indirect costs, in one lump sum payment to the Navajo Nation in accordance with Section B(6) of the Contract. Funding award(s) such as one time funding which require separate expenditure report shall be specified in the contact modification (SF-30) by BIA. A separate account Financial Management Information System (FMIS Business Unit) shall be assigned by the Navajo Nation accordingly. Full payment shall be made by all-electronic payment through an Automated Standard Application for Payment (ASAP), an information system developed by the Financial Management Services and the Federal Reserve Bank of Richmond. The Navajo Nation must have: (1) an active registration in ASAP by completing the Participation Request Form; (2) an active Data Universal Number System (DUNS); and an active registration in the System for Award Management (SAM).

DOI acknowledges that the direct amount identified does not fully fund the contracted activities and agrees to make good faith efforts to identify additional funding for the contracted activities and to expeditiously notify the Navajo Nation when such funding is available.

**C. TRIBAL SHARES**

In addition to the amount referred to in Paragraph B of this AFA, DOI shall pay a sum to be negotiated representing Central Office and Regional Office shares associated with this AFA. Such shares do not reflect Central Office or Regional Office shares which the Navajo Nation has included in other Fiscal Year 2016 Pub. L. 93-638, as amended, Contracts.

**D. CONTRACT SUPPORT FUNDS**

The Navajo Nation shall be entitled to contract support funds to the full extent specified in Section 106 (a)(2) of the ISDEAA, as amended and related provisions. It is understood by the parties that full contract support funds may not be initially available to the Navajo Nation. However, upon becoming available by Congressional appropriation or through the identification of appropriate budget savings from Contract Support Cost line items, the Navajo Nation shall participate in the distribution of those shortfall funds. If, during the term of this AFA, it is not possible to pay all contract support amounts, DOI shall make a good faith effort, subject to applicable law, to identify funds or to obtain an appropriation to address this shortfall.

**1. Direct Contract Support Cost**

In addition to the amount in paragraphs D and D(2) of this AFA, the Navajo Nation shall receive direct contract support costs pursuant to Section 106(a)(2) of the ISDEAA, as amended. The amount of direct contract support costs are subject to negotiation between the Navajo Nation and DOI. To the extent that DOI does not receive sufficient appropriations to fully fund the amount of direct contract support costs that would otherwise be available under Section 106(a)(2) of the ISDEAA, as amended, DOI shall report such shortfall to Congress pursuant to the requirements of Section 106(c)(2) of the ISDEAA, as amended, and simultaneously provide the Navajo Nation with such report. DOI shall pay any shortfalls in direct contract support when, and to the extent such shortfall funds are appropriated by Congress. In no event does the Navajo Nation waive its right to recover 100% of the direct contract support costs negotiated under this AFA.

## **2. Indirect Costs**

In addition to the amount identified in paragraphs B, C, and D(1) of this AFA, the Navajo Nation shall receive indirect costs applicable to the period covered by this AFA as determined pursuant to the applicable Indirect Cost Negotiation Agreement, entered into between the Navajo Nation and its cognizant agent. The award of indirect cost funds will be made through a Supplemental Annual Funding Agreement entered into between the Navajo Nation and BIA-NRO. To the extent that DOI does not receive sufficient appropriations to fully fund the amount of indirect costs that would otherwise be available under Section 106(a) (2) of the ISDEAA, as amended, DOI shall report such shortfall to Congress pursuant to the requirements of Section 106(c) (2) of the ISDEAA, as amended, and simultaneously provide the Navajo Nation with such report. DOI shall pay any shortfalls in indirect costs when, and to the extent, such shortfall funds are appropriated by Congress. In no event does the Navajo Nation waive its right to recover 100% of the indirect costs associated with this AFA.

## **3. Contract Support Cost (CSC) Calculation**

In addition to the entitlement of the contract support funds, the Navajo Nation shall submit a budget report that provides estimated contract support costs needs of both direct contract support funds and indirect contract support funds which will be submitted to BIA NRO by July 10 of the AFA year. The budget report shall be used internally at BIA NRO for the sole purpose of supporting the DOI's Contract Support Cost and pay cost allocations and shortfall reports to Congress. The budget shall be prepared at or equivalent to Level of Detail 6 on the Navajo Nation's FMIS.

## **E. PRE-AWARD COSTS**

Any cost the Navajo Nation incurs with respect to the performance of the Contract and this AFA before the award date or effective date of this AFA may be paid with funding under this AFA to the extent (a) that such costs are otherwise reasonable, allowable and allocable to performance of the attached Scope of Work, and (b) that the Navajo Nation informed BIA of costs consistent with Section 106 (a) (6) of the ISDEAA, as amended, if this AFA covers the initial year of a contract.

**F. PROGRAM BUDGET**

The budget for the services provided under this AFA reflects the Fiscal Year 2015 recurring enacted amount allocated and is attached hereto as Attachment B, which is incorporated herein by reference. If Congressional appropriation for full year funding is not available at the start of the FY 2016, as an initial budget, the Navajo Nation may enter in the FMIS a full year budget at the actual, total amount of recurring funds distributed for FY 2015 that is based on Congressional appropriation. The final Fiscal Year 2016 budget shall be based on funds allocated through Congressional appropriation. If the Navajo Nation is proposing to allocate costs between two 638 programs, the percentage breakdown of such cost allocation shall be reflected in the budget.

1. The Navajo Nation shall request prior approval from the Awarding Official for budget revisions whenever:
  - a. The budget revision results from changes in the scope or stated objective of the program;
  - b. The revision requires additional funding;
  - c. The revision causes an increase in the amount of indirect cost for the Contract, or;
  - d. The revision pertains to the addition of items requiring approval of the BIA under the ISDEAA Section 106(k), as amended or 25 CFR §200.420.
2. All other budget revisions do not require BIA approval, including prior year savings attributable to operations of the program.

**G. AVAILABILITY OF FUNDS**

1. All funding under this AFA is subject to the availability of Congressional appropriations. Funding under this AFA may be reduced only according to the provisions of Section 106(b) of the ISDEAA, as amended. No legal liability by the Federal government for any payment may arise until funds are made available to the BIA for the Contract.
2. In the event that funding of this AFA is reduced because of Congressional action, the Navajo Nation retains the option to rescind the Contract, renegotiate the attached

Scope of Work, or suspend performance under the Contract consistent with Section B(5) of the Contract.

3. To the extent that any shortfalls exist in funding, direct, contract support or otherwise, owed to the Navajo Nation, the DOI and BIA shall make a good faith effort, subject to applicable law, to identify funds or to obtain an appropriation to address this shortfall. DOI will report such shortfalls to Congress, and simultaneously provide the Navajo Nation with such report.

4. Nothing in this AFA shall be deemed a waiver of any right the Navajo Nation may have under the Act to receive 100% of its funding, direct, contract support or otherwise, as determined under Section 106 of the ISDEAA, as amended.

#### **H. APPLICABLE LAW**

In the performance of the Contract and this AFA, the Navajo Nation agrees to comply with all expressly applicable Federal laws, regulations and executive orders, including the Drug-Free Workplace Act of 1988 (Pub. L. 100-689), and all applicable Navajo Nation laws, regulations and executive orders. The parties shall renegotiate and modify the language of this AFA to conform to any applicable federal and Navajo Nation laws, regulations or executive orders which are passed after the effective date of this AFA. The BIA shall inform the Navajo Nation, in writing, of all existing federal laws, regulations and executive orders it believes apply to this AFA within 60 days of execution. The BIA shall inform the Navajo Nation, in writing, of all newly enacted or amended federal laws, regulations and executive orders it believes apply to this AFA within 60 days of adoption. The Navajo Nation retains the right to renegotiate the attached Scope of Work to reflect any amended federal laws, regulations, and executive orders and shall not be held responsible under this AFA for compliance with such laws, regulations, and executive orders until the BIA has provided the notice described above.

## **I. MANAGEMENT SYSTEMS**

The Navajo Nation shall maintain management systems consistent with requirements of the ISDEAA, as amended and 25 CFR Part 900. The BIA has on file the most recent versions of the following Navajo Nation management system Policies and Procedures:

- i. Navajo Nation Personnel Policies Manual.
- ii. Navajo Nation Employees Travel Policies and Procedures Handbook.
- iii. Navajo Nation Purchase Card Policies and Procedures
- iv. Property Management Policy.
- v. Navajo Nation Procurement Rules and Regulations.

The Navajo Nation agrees to provide copies of the following management system Policies and Procedures Manuals, within 90 days of final adoption by the responsible oversight committees:

- i. Recordkeeping Policies
- ii. Finance and Accounting Policies

### **1. Accounting/Financial System**

The Navajo Nation shall maintain a fiscal accounting system which will provide accurate, current and complete information with respect to the Contract and this AFA in such a manner as to facilitate audit and review of the financial records consistent with federal statutory and regulatory requirements.

The Navajo Nation shall obtain certification by a licensed accountant that the bookkeeping and accounting procedures that the tribal organization presently uses meets the standards of 25 CFR Part 900, Subpart F.

### **2. Personnel Management**

Unless otherwise stated in this AFA or through an approved and executed Intergovernmental Personnel Agreement, all personnel employed by the Navajo Nation to carry out the Contract and this AFA shall meet the qualifications set forth by the Navajo Nation Department of Personnel Management and all personnel employed by the Navajo Nation under this AFA will adhere to applicable Navajo Nation Personnel Policies Manual including sick leave, holidays, pay schedules and pay tables.



3. **Records System**

a. The Navajo Nation agrees to keep such records as required pursuant to Section B(7) of the Contract, as amended; to make reports required by Section 5(a)(1) and (2) of the ISDEAA, as amended; and to make such information and reports available to the Indian beneficiaries as required by Section 5(c) of the ISDEAA, as amended. The Navajo Nation shall maintain a recordkeeping system that will allow for the maintenance of records to facilitate retrocession or reassumption of the Contract. Such records system, at a minimum, shall:

1) Provide for the creation, maintenance and safeguarding of records of lasting value, including those involving individual rights.

2) Provide for orderly retirement of records used or created under the Contract. Such records shall be returned to the BIA for disposition according to the General Records Schedules and the BIA Records Control Schedule.

b. When the Navajo Nation operates a system of records to accomplish a BIA function, the Navajo Nation shall comply with the Navajo Nation Privacy and Access to Information Act, 2 N.N.C. Section 81, et seq.

c. The Navajo Nation shall make all reports and information concerning the Contract available to the Indian beneficiaries that the Contract serves or represents pursuant to the provisions of the Navajo Nation Privacy and Access to Information Act, 2 N.N.C. Section 81 et seq.

**J. EXAMINATION OF RECORDS.**

1. The Navajo Nation agrees to maintain books, records, documents and other evidence pertaining to the costs and expenses of the Contract (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies and services, and other costs

of whatever nature for which expenditure, payment or reimbursement is claimed under the provisions of the Contract or this AFA.

2. The Navajo Nation agrees to make available at the Navajo Nation offices at all reasonable times during the time period of the Contract and this AFA below any of the records, with reasonable advance notice, for inspection, audit or reproduction by any authorized representative of the Comptroller General or the Secretary of Interior as required under the ISDEAA, as amended, and applicable federal regulations.

3. Pursuant to Section (B)(7) of the Contract, the Navajo Nation shall preserve and make available its records related to the Contract and this AFA:

a. Until the expiration of the earlier of three years from the date of final payment under the Contract or the time period for the particular records specified in 25 CFR Chapter V, Part 900, Subpart F, Subsection 900.41 (a-d), whichever expires earlier.

b. If the Contract is completely or partially cancelled, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

4. Records which relate to appeals under Section (B)(12), Disputes, of the Contract; litigation or the settlement of claims arising out of the performance of the Contract; or costs and expenses of the Contract as to which written exception has been taken by the Awarding Official or any of his duly authorized representatives, shall be retained until such appeals, litigation, claims or exceptions have been disposed of.

5. Except for documentary evidence required under paragraph 4 above, the Navajo Nation may in fulfillment of its obligation to retain records substitute photographs, microphotographs, or other authentic reproductions or such records, after the expiration of 2 years following the last day of the month of payment or reimbursement to the Navajo

Nation of the invoice or voucher to which such records relate, unless a shorter period is authorized by the Awarding Official with the concurrence of the Comptroller General or his duly authorized representative.

6. The provisions of this paragraph (J) shall be applicable to each subcontract hereunder which is on a cost; cost-plus-a-fixed-fee, time-and-material or labor-hour basis.

7. The Navajo Nation further agrees to include in each of its sub-contracts hereunder a provision to the effect that the sub-Contractor agrees that the Comptroller General, the Secretary of the Interior, the Awarding Official, and the Tribal Contracting Officer, or any of their duly authorized representatives, shall, until the expiration of 3 years after final payment under the subcontract, or of the time periods for the particular records specified in 25 CFR Chapter V, Part 900, Subpart F, Subsection 900.41 (a-d) whichever expires earlier, have access to and the right to examine any directly pertinent books, documents, papers, and records of such sub-Contractor, involving transactions related to the sub-Contract. The term "sub-Contract" as used in this paragraph only, excludes:

- i. Purchase orders not exceeding \$10,000; and
- ii. Sub-Contracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

**K. NAVAJO PREFERENCE**

Consistent with Section 7 (b) of the ISDEAA, as amended, the Navajo Nation Business Opportunity Act, 5 N.N.C. Section 201, et seq., and the Navajo Preference in Employment Act, 15 N.N.C. Section 601, et seq., shall apply to the administration of the Contract and this AFA.

**L. FIDUCIARY TRUST RECORDS MANAGEMENT**

- 1. The Tribe agrees to:
  - a. Preserve, protect and manage all fiduciary trust records, created and/or

maintained by the Tribe during its management of trust programs in its Title I agreements. (A fiduciary trust record is any document that reflects the existence of an Indian trust asset and was used in the management of an Indian trust asset. An Indian trust asset refers to lands, natural resources, monies or other assets held in trust at a particular time by the Federal Government for a Tribe, Alaska natives or that are or were at a particular time restricted against alienation, for individual Indians. Management includes actions that influence, affect, govern, or control an Indian trust asset. The following are examples **not** considered to be fiduciary trust records: general administrative, personnel or travel records; education records; law enforcement records; health records; law making unrelated to Indian trust assets; tribal council resolutions and laws unrelated to Indian trust assets; and tribal elections).

b. Make available to the Secretary all fiduciary trust records maintained by the Tribe, provided that the Secretary gives reasonable oral or written advance request to the Tribe. Access shall include visual inspection and at the expense of the Secretary the production of copies (as agreed upon between the parties) and shall not include the removal of the records without tribal approval; and

c. Store and permanently retain all inactive fiduciary trust records at the Tribe or allow such records to be removed and stored at the American Indian Records Repository (AIRR) in Lenexa, Kansas at no cost to the Tribe.

2. The Secretary agrees to:

a. Allow the Tribe to determine what records it creates to implement the trust program assumed under its Title I agreement, except that the Tribe must create and maintain the information required by the statute and regulation. No additional record keeping requirements are required by this agreement.

b. Store all inactive fiduciary trust records at AIRR at no cost to the Tribe when the Tribe no longer wishes to keep the records. Further, the Tribe will

retain legal custody and determine access to these records and such records shall not be treated as Federal records for purposes of chapter 5 of Title 5 of the United States Code unless expressly agreed to by the Tribe;

c. Create and manage a single tribal storage and retrieval system for all fiduciary trust records stored at AIRR (No records will be accepted at AIRR until such retrieval system exists); and

d. Provide file equipment and technical assistance for Tribes in preserving, protecting and managing its fiduciary trust records from available funds appropriated for this purpose.

#### **M. REPORTS**

During the course of this AFA, the Navajo Nation shall submit the following reports:

1. **Annual Federal Financial Report (FFR).** Notwithstanding the process set forth in Paragraph Q(2) of the AFA, the Navajo Nation's Office of the Controller agrees to submit an original annual *FFR* to the Awarding Official through the designated Awarding Official's Technical Representative (AOTR) with a courtesy copy to the Contracts and Grants Section / OMB. This report shall be supported by FMIS Job Status Inquiry for use to monitor expenditures incurred during annual operations. The annual *FFR* shall be submitted within 120 days after closure of each contract funding period.

On contracts that have approved term end dates extended, the Navajo Nation agrees to, in addition to annual *FFR* referenced above, submit a final *FFR* within 120 days after the closure of the contract ending date as extended and shall also be supported by FMIS Job Status Inquiry.

2. **Annual Narrative Report.** Pursuant to the process set forth in Paragraph Q( 2) of the AFA, the Navajo Nation agrees to submit the brief Annual Narrative Report for this contract to the Awarding Official through the designated AOTR within 120 days after closure of each contract funding period. The report shall describe the conduct of the

program and activities in:

- a. Accomplishments of the program objectives;
- b. Description of any significant problems encountered; and
- c. Any changes required to the Contract and/or Scope of Work.

The Navajo Nation is a Mature Contractor and Section 5(a) (2) of the ISDEAA only requires a brief annual narrative report.

On contracts that have approved term end dates extended, the Navajo Nation agrees to, in addition to annual narrative report referenced above, submit a final Narrative Report within 120 days after the closure of the contract ending date as extended.

3. **GPRA Reports.** The Navajo Nation agrees to submit applicable and relevant data and information concerning the operation of the attached Scope of Work to the Awarding Official through the AOTR necessary for the BIA to meet the requirements of the Government Performance Results Act ("GPRA") of 1993 (Pub. L. 103-62). The data and information, including format and due date(s), that the Navajo Nation will submit shall be negotiated between the parties and delineated in Attachment C, which is attached hereto and incorporated herein by reference. The BIA shall simultaneously provide the Navajo Nation with copies of any GPRA reports it submits to the Central Office or the Office of Management and Budget.

4. **Additional Reports.** Any additional reports required by law to be submitted beyond the reports identified in (1) through (3) above shall be negotiated between the parties and delineated in Attachment D, which is attached hereto and incorporated herein by reference.

5. The AOTR will notify the Navajo Nation of delinquent report(s) and suggest the due date that the BIA must receive the delinquent report(s). If the Navajo Nation fails to submit the overdue report(s) by the established deadline, the AOTR will notify the Awarding Official and recommend corrective action. A copy of such recommendation shall be provided to the Navajo Nation. The Awarding Official will then take appropriate action, consistent with the ISDEAA, as amended, to ensure that the Navajo Nation

complies with the terms and conditions of the Contract and this AFA.

**N. SINGLE AUDIT REQUIREMENTS**

1. The Navajo Nation shall comply with the Single Audit Act Amendment of 1996, 31 U.S.C. Chapter 75 et seq., and agrees to arrange for an annual single organization-wide audit as prescribed by the ISDEAA, as amended; the Single Audit Act Amendment of 1996, 31 U.S.C. Chapter 75 et seq., Office of Management and Budget (OMB), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Super Circular) and 43 CFR Part 12.

2. If the Navajo Nation fails to comply with the requirements for obtaining audits according to the Single Audit Act Amendment of 1996, the BIA may take actions as appropriate given the circumstances and as allowed pursuant to Subpart F §200.505 of the OMB Super Circular.

3. In addition to the submission requirements of the Single Audit Act Amendment of 1996 and to meet the requirements of ISDEAA, as amended, the Navajo Nation shall send

- a. Single Audit Report with Form SF-SAC (Data Collection Form) to:  
Federal Audit Clearinghouse  
U.S. Bureau of the Census  
1201 East Tenth Street  
Jeffersonville, IN 47132  
(301) 763-1551
- b. Single Audit Report to the Clearinghouse for each funding agency wherein the Report includes a finding related to the funding awarded to the Navajo Nation by such agency.
- c. Two copies of the Single Audit Report to:  
Division of Internal Evaluation and Assessment  
U.S. Department of the Interior  
12220 Sunrise Valley Drive  
Reston, VA 20191  
(709) 390-6357

**O. TECHNICAL ASSISTANCE AND MONITORING**

1. The BIA will expeditiously provide special technical assistance to assist the Navajo Nation to successfully operate the program under the Contract and this AFA. When the Navajo Nation submits a written request for technical assistance through the process identified in paragraph P, BIA will provide the Navajo Nation with written acknowledgement of the request within 15 business days of receipt. The acknowledgement shall include a time frame for completion of the technical assistance.

2. The Awarding Official and designated AOTR will monitor the submission of annual reports required under the Contract and the ISDEAA, as amended.

3. The BIA will provide monitoring services to ensure compliance with the terms of the Contract and this AFA. The BIA shall provide (30) days advance written notice which shall include date of the monitoring, information on process and instrument that will be used. This monitoring function will include:

a. One annual evaluation (Monitoring Session) by the Awarding Official and AOTR. This visit shall be scheduled in advance as prescribed in Section B(7)(C) of the Contract. During the Monitoring Session, the Awarding Official, and the designated AOTR will review records, speak to the Program Director and staff, and inspect premises to determine compliance with the Contract and this AFA.

b. Additional visits beyond the Monitoring Session shall only occur when requested by the Navajo Nation or when the Awarding Official determines that there is reasonable cause to believe that grounds for reassumption of the Contract, suspension of contract payments, or that other serious Contract performance deficiency may exist in accordance with Section B(7)(C) of the Contract. Such visits shall be scheduled in advance as prescribed in Section B(7)(C) of the Contract.

c. The Monitoring Session shall be conducted pursuant to the Memorandum of Understanding entered into by the Navajo Nation and BIA NRO.



**P. FEDERAL TORT CLAIMS ACT**

1. For purposes of Federal Tort Claims Act coverage, the Navajo Nation and its employees are deemed to be employees of the Federal government while performing work under this contract. This status is not changed by the source of the funds used by the Navajo Nation to pay the employee's salary and benefits unless the employee receives additional compensation for performing covered services from anyone other than the Navajo Nation.

2. In accordance with the requirement in 25 CFR, Part 900, Subpart M, subsection 900.188(a) the Navajo Nation agrees to designate an individual to serve as tort claims liaison with the Federal government. The designated tort claims liaison shall provide the assistance specified in 25 CFR, Part 900, and Subpart M. subsection 900.188(c).

**Q. CONTRACT ADMINISTRATION**

Requests or inquiries on significant and non-routine matters, such as technical assistance, issues that require action or decision by BIA NRO, and those raising legal issues, regarding this AFA shall be submitted in writing as follows. Communication and correspondence on items of a routine nature is not subject to this Section.

**1. Federal Contract Administration**

All correspondences by BIA NRO concerning the Contract and this AFA shall be routed as follows for submission to the Navajo Nation:

Indian Self-Determination Specialist/Awarding Official  
Bureau of Indian Affairs – Navajo Regional Office  
P.O. Box 1060  
Gallup, New Mexico 87305  
Telephone No.: (505) 863-8228, 8311, 8401, 8522, and 8524  
Fax No. (505) 863-8461

**2. Tribal Contract Administration**

All correspondences by the Navajo Nation's Pub. L. 93-638 BIA contracted programs' concerning the Contract and this AFA shall be routed as follows for submission to the BIA NRO:

Navajo Nation Contracting Officer  
Contracts and Grants Section - Office of Management and Budget  
Post Office Box 646  
Window Rock, Arizona 86515  
Telephone No.: (928) 871-6470  
Fax No. (928) 871-6567

3. All requests or inquiries covered under this section shall be done in accordance with the process identified in (1) and (2) above. Any documents associated with requests or inquiries not in compliance with this Section shall be immediately returned to the other party without further action.

**R. SEVERABILITY**

The provisions of this AFA are severable. If any provision of this AFA is determined to be invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the remainder of the AFA.

**S. EFFECT ON EXISTING RIGHTS**

1. Nothing in this AFA shall be construed as affecting, modifying, diminishing, waiving or otherwise impairing the sovereign immunity from suit enjoyed by the Navajo Nation.
2. Nothing in this AFA shall be construed as waiving any rights of the parties under applicable federal law.
3. Nothing in this AFA shall be construed as authorizing or requiring the termination of any existing trust responsibility of the United States with respect to the Navajo Nation, Navajo people, or Indian beneficiaries.

**T. EFFECTIVE DATE**

This AFA shall be effective for the term (mature definite) of the funding year, January 1, 2016 through December 31, 2016 or until such time that a successor AFA is executed or a new contract is issued with a new contract term identified. However, this does not alter the obligation

of the Navajo Nation to provide DOI with a proposed AFA for the following calendar year, or a notice of intent not to renew, at least 90 days prior to end of the current calendar year.

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Russell Begaye, President

**THE NAVAJO NATION**

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Date

---

Secretary, Department of the Interior,

Or designee

**UNITED STATES OF AMERICA**

---

Date

**NAVAJO NATURAL HERITAGE PROGRAM**  
**P.L. 93-638 CONTRACT**  
**SCOPE OF WORK**  
**FY' 2016**

The Navajo Natural Heritage Program (NNHP) operates within the Department of Fish and Wildlife and the Division of Natural Resources.

NNHP is responsible for the collection, management, and dissemination of information on rare and/or protected plant and animal species and biotic communities on the Navajo Nation. Priorities for species specific surveys are determined by the Annual Department of Fish and Wildlife Work Plan. Priorities are generally based on the needs of the NNHP database, the Navajo Endangered Species List (NESL) and other management or species specific priorities as determined by the Zoologist, Botanist and Program Manager.

The Navajo Natural Heritage Program has demonstrated its capability to fulfill and execute the Tribal and Federal Government's trust protection responsibilities relating to plants, animals, and natural communities.

Services Provided. The following list of services has been prioritized alphabetically to reflect potential constraints imposed by the Annual Funding Agreement.

- (A) Field staff will conduct surveys of plant and animal species for updating the NNHP database. Additionally, 3 rare plant and 3 animal species are monitored on an annual basis. Conduct ongoing systematic scientific inventory of and research on the distribution and status of plants, animals and biotic communities on the Navajo Nation. Species listed under the Endangered Species Act and the Navajo Endangered Species lists are priority. Identify and prioritize conservation areas in need of special management to recover rare and/or protected species and biotic communities. Inventory and research effort will be determined by scientific priority.
- (B) Update plant and animal species Element Occurrence Records (EOR) in the NNHP Database. Process and respond to Requests for NNHP Data. Make the aforementioned biological information available upon request for a fee to developers, natural resource managers, Natureserve and land use planners for the purpose of planning development and developing management and land use plans. Fees for data requests received from the Bureau of Indian Affairs, Navajo Region will be waived.
- (C) Review environmental planning documents. Provide professional advisory support to the Resources and Development Committee of the Navajo Nation Council, pursuant to 2 N.N.C. § 164, on proposed development and land use planning. Recommendations will be based on technical review of environmental planning

documents to ensure environmental compliance with Tribal and Federal laws along with recommendations for avoidance and mitigation measures as needed.

- (D) Update the status of the Navajo Endangered Species List (NESL), according to 17 N. N.C. § 507. Make recommendations to Tribal decision makers for management and recovery of species and biotic communities on the Navajo Nation. Present NESL updates to the Resources and Development Committee of the Navajo Nation Council.
- (E) Staff will conduct public education presentations to promote positive awareness of Tribal biological resources and understanding of the Navajo Natural Heritage Program's goals. Presentations at chapter planning and other public meetings, educational activities at schools, tribal zoo, tribal fairs and media attractions.
- (F) Provide technical assistance for the development of management and/or protection of conservation areas in need of special management.
- (G) Contingent upon personnel and operational funding, the Navajo Nation Natural Heritage Program will begin to identify and map invasive plant species throughout the Navajo Nation
- (H) Contingent upon personnel and operational funding, <sup>provide</sup> a Biological Survey Services Program to work on drafting planning documents for ESA and NEPA compliance.

**The Navajo Nation  
Summary Budget for  
FY 2016 PL 93-638 BIA Funding**


**Part I. - Program Information:**

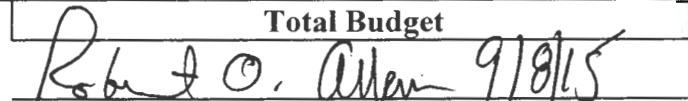
A. Program / Division: Natural Heritage/Natural Resources  
B. Contract No.: A11AV00778

**Part II. - Budget Information:**

A	B	C	D
Major Category	Description	Explanation on purpose of the budget.	Budget Amount
2001	Personnel Salary	Salaries for 6 full-time team members for 2015	\$288,236.00
2900	Fringe Benefit	Fringe benefits @45.60%	\$124,470.20
3000	Travel	To cover travel expenses for field work, training and presentations	\$20,201.00
3500	Meeting		
4000	Supplies	For office supplies and field work and other special projects needs	\$5,000.00
5000	Lease & Rental	Rental expenses for Equipment, Booth/trade shows and Supplies	\$1,400.00
5500	Communication & Utilities	Monthly utilities, telephone and internet expenses	\$2,400.00
6000	Repairs & Maintenance	For maintenance and repairs for NNHP equipment and vehicles	\$8,000.00
6500	Contractual Service	Contractual services for NNHP projects and activities	
7000	Special Transactions	Workman's compensation/Auto Liability and General Liability Insurance	\$2,710.00
8000	Assistance		
9000	Capital Outlay		
9700	Indirect Cost		
<b>Total Budget</b>			<b>\$452,417.20</b>

**Part III. - Signatures:**

 9/8/15  
Program Manager / Date

 9/8/15  
Division Director / Date

ENTERED  
9/09/15 

## Budget Justification-A11AV00778

Fiscal Year 2016

### Department of Fish & Wildlife

**Natural Heritage Program (NNHP):** Maintains database information on plant and animal species and biological communities that are of concern on the Navajo Nation. The purpose of NNHP is to collect, manage and disseminate biological information for land use planning to promote the conservation of biological diversity. As a principal program which provides technical assistance and planning to the Navajo people, tribal communities and tribal programs. NNHP engages, consults and collaborates with Federal, state and local governments to insure compliance and adherence with tribal and federal laws i.e. (T17 N.N.C. and T23 N.N.C., NEPA, Migratory bird Treaty Act, Bald Eagle Act). Through effective management of this process NNHP plays an essential role in facilitating public outreach, community and economic development and resources management on the Navajo Nation.

Funding for these efforts has failed to keep pace with demand and increasing management responsibilities such as:

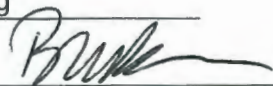
- Current and proposed listing of plant and animals species under the Federal Endangered Species Act.
- Recent Approval of the Navajo Nation General Leasing Regulations and the requirement by the Bureau of Indian Affairs, Navajo Regional Office for biological reviews for all projects on the Nation.
- Management responsibilities related to updating, monitoring and evaluation of species listed in the Navajo Endangered Species List (NESL).
- Increase in requests for Biological Resources Land Use Clearances for homesite leases (774 in FY-2014 and 690-FY-2015 YTD), Bureau of Indian Affairs (over 10,000 grazing lease renewal/reviews) and Tribal projects (i.e. infrastructure development, Navajo Generating and roads improvements).

The added responsibilities, coupled with Tribal initiatives and its accompanying demands on the natural resources is the backdrop for natural resources management on the Navajo Nation. The requested increase of \$161,878.20 will be used to fund 6 FTE's for a full 26 pay periods and operating expenses for;

- Monitoring of identified priority plant and animal species
- Biological reviews, providing technical advisory support, planning of surveys and preparation of technical reports.
- Improve the environmental reviews and clearance approvals of projects to comply with Federal and tribal laws. Insure compliance for requested biological reviews.
- Fill a current vacant Botanist position and two additional temporary Wildlife technician positions, along with sufficient funding for operational expenses for vehicles, travel expenses and professional training and development.

Current recurring funding amount of \$290,539 is not sufficient to operate the NNHP for a full fiscal year. In FY-2014, the deficit was offset by applying for and receiving one time external funding. Without an increase in the FY2016 funding, staff will have to be reduced, biological reviews and monitoring efforts will not be completed and the obligations/scope of work of this contract will not be fulfilled.



**SECTION 164 REVIEW FORM**Title of Document: BIA agreement Contact Name: COLE, JEFFREY AProgram/Division: DIVISION OF NATURAL RESOURCESEmail: jcole@nndfw.org Phone Number: 9288716595Division Director Approval for 164A: 

**Check document category: only submit to category reviewers. Each reviewer has a maximum 7 working days,** except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

**Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council**☐ **Statement of Policy or Positive Law:** Sufficient Insufficient1. OAG: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐☒ **IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)**1. OMB: CMR - see memo Date: 9/11/2015 ☒ ☐2. OOC: Shirley Anne Reynolds Date: 09/18/15 ☒ ☐3. OAG:  Date: 9.28.15 ☒ ☐**Section 164(B) Final approval rests with the President of the Navajo Nation**☐ **Grant/Funding Agreement or amendment:**1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐2. OMB: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐3. OOC: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐4. OAG: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐☐ **Subcontract/Contract expending or receiving funds or amendment:**1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐2. BRD: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐3. OMB: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐4. OOC: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐5. OAG: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐☐ **Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:**1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐2. OAG: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐☐ **M.O.A. or Letter of Assurance expending or receiving funds or amendment:**1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐2. OMB: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐3. OOC: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐4. OAG: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

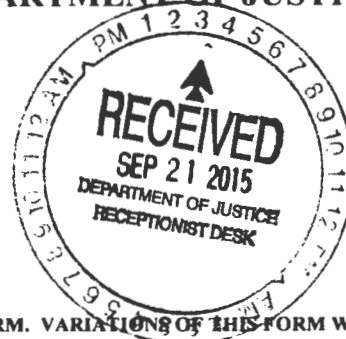




# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM

☐ RESUBMITTAL



DOJ	
9-21-15	345pm
DATE / TIME	
<input checked="" type="checkbox"/> 1 Day Deadline	
DOC #:	004669
SAS #:	
UNIT:	#66 #56 4

\*\*\* FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

### CLIENT TO COMPLETE

DATE OF REQUEST: 9/21/15 ENTITY/DIVISION: DNR  
CONTACT NAME: Jeff Cole DEPARTMENT: Fish + Wildlife  
PHONE NUMBER: X-6595 E-MAIL: jcole@nndfwi.org

TITLE OF DOCUMENT: BIA Agreement - Natural Heritage Program

### DOJ SECRETARY TO COMPLETE

DATE / TIME: 9.21.15 REVIEWING ATTORNEY/ADVOCATE: Toni Flora  
4:20 9.30.15  
DATE / TIME OUT OF UNIT: 9/28 @ 345 LS

### DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient

REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
<u>LORETTA CORN</u>	<u>9/28/15 1230</u>	<u>Vernica Blackhat</u>	<u>9/28/15 2:25pm</u>

DOJ Secretary Called: Jeff for Document Pick Up on 9/28 at 345 By: Smith

PICKED UP BY: (PRINT) \_\_\_\_\_ DATE / TIME: \_\_\_\_\_





NAVAJO NATION DEPARTMENT OF JUSTICE

REQUEST  
FOR  
SERVICES



DOJ
8/13/15 4:30pm
DATE/TIME
RFS #: 15-1438
UNIT: Hsqw

☐ RESUBMITTAL

\*\*\* FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE

DATE OF REQUEST: 8/13/15 ENTITY/DIVISION: DNR  
CONTACT NAME: Samuel Diswood DEPARTMENT: Fish & Wildlife  
PHONE NUMBER: 871-7062 E-MAIL:

COMPLETE DESCRIPTION OF LEGAL NEED AND SERVICES REQUESTED (attach documents):

FY 2016 SOW Natural Heritage Program  
- prepare for 638 Negotiations

DEADLINE: REASON: FY2016 AFA

DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 8/13 @ 4:30 REVIEWING ATTORNEY/ADVOCATE: VB

DATE/TIME OUT OF UNIT: 8/17 @ 10:00 PREPARED BY (initial) VB/LS

DOJ ATTORNEY/ADVOCATE COMMENTS

legally sufficient. See comments.

REVIEWED BY: (PRINT) Veronica Blackhat

DATE/TIME 8/17/15 8:30 AM

DOJ Secretary Called: left v.m. for Samuel D. for Document Pick Up on 8/17 at 10:00 By: Smith

PICKED UP BY: (PRINT)

DATE/TIME:






THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

September 11, 2015

## MEMORANDUM

**To:** E.O. 07-2013 164(A) reviewers

**From:**   
Patric Nelson, Senior Contract Analyst  
**Contracts/Grants Section/OMB**

**Subject:** Document No. 004669 – Natural Heritage Program Proposal for FY 2016 PL 93-638 BIA Funding by Fish and Wildlife Program

The subject document was reviewed for compliance with the Guideline on Submission of Proposal for FY 2016 P.L. 93-638 BIA Funding that was issue by memorandum of August 31, 2015 by CGS/OMB. The document is sufficient and surnamed accordingly but with the following concern.

Among the instruction in the Guideline is the Program use the FY 2015 recurring funds allocated as the base in submitting the proposed budget for FY 2016 funding. If the Program proposed budget exceeds the base budget then explanation must be provided to justify the higher amount. The Program proposed budget for FY 2016 is \$452,417.20. The recurring funds allocated for FY 2015 was \$290,539. However there is no explanation provided on the difference or increase of \$161,878.20. The Programs insisted that the budgets were intentionally prepared and submitted and therefore remain.

The explanation and justification that is lacking as stated above needs to be provided by the Program so it can be included in the funding proposal submitted to BIA NRO.

Contact our office if you have question.

Attachment

Cc: file