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

23RD NAVAJO NATION COUNCIL - First Year, 2015

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES, BUDGET AND FINANCE, AND NAABIK'ÍYÁTI' COMMITTEE; AUTHORIZING A TEN PERCENT (10%) INDIRECT COST RATE

BE IT ENACTED:

SECTION ONE. FINDINGS

A. The Navajo Nation Council established the Health, Education and Human Services Committee (HEHSC) as a Navajo Nation standing committee and as such empowered HEHS with oversight over the Department of Diné Education. 2 N.N.C. §§ 400 (A), 401 (C)(1) (2012) *see also* CJA-03-13.

B. The Navajo Nation Council established the Budget and Finance Committee (B&F) as a Navajo Nation standing committee and as such gave B&F the power to authorize, approve and accept grants from state authorities upon the recommendation of the standing committee which as oversight of the program which has applied for the grant. 2 N.N.C. §§ 300(A) and 301(B)(15) (2012) *see also* CJA-03-13.

C. The Naabik'íyáti' Committee may waive the indirect cost rate when the department requesting the waiver shows a statutory or regulatory requirement that limits the indirect cost rate available for the grant. 2 N.N.C. § 701(A)(10)(a) *see also* CJA-03-13.

D. The Navajo Nation Department of Diné Education applied for an Arizona Early Childhood Development and Health Board (First Things First) grant for seven hundred seventy thousand dollars ($770,000).

E. First Things First awarded the grant, to begin on July 1, 2015, the Grant Agreement is attached as EXHIBIT A.

F. The Budget for the Grant Award is attached as EXHIBIT B.

G. The Navajo Nation agrees to provide the grant manager a signed current Navajo Nation resolution, authorizing a ten percent (10%) indirect cost rate. The ten percent (10%) indirect cost rate is a First Things First restricted rate. Grant Award, 33 (2015) *see also* EXHIBIT B.

H. The Navajo Nation finds authorizing the ten percent (10%) indirect cost rate is in the best interests of the Navajo Nation.

SECTION 2. TEN PERCENT (10%) INDIRECT COST RATE AUTHORIZATION

The Navajo Nation authorizes a ten percent (10%) indirect cost rate for the First Things First grant awarded to the Navajo Nation Department of Diné Education.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 23rd Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 12 in favor and 3 opposed, this 11th day of June, 2015.

LoRenzo C. Bates, Chairperson
Naabik'íyáti' Committee

Motion   :   Honorable Jonathan L. Hale
Second   :   Honorable Seth Damon

FY 2015

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: _____ Program Title: OSERS First Things First babyFACE Program

Prepared By: Hanasbah Wyaco, Accountant   Phone No.: 928-871-7490   Email Address: hanasbah.wyaco@nnosers.org

Division/Branch: Executive

PART II. FUNDING SOURCE(S)

FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
First Things First (AZ)	07/01/15-06/30/16	770,000.00	100%
TOTAL:		$770,000.00	100%

PART III. BUDGET SUMMARY

	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses		0	0	0
3000 Travel Expenses		0	15,000	15,000
3500 Meeting Expenses		0	0	0
4000 Supplies		0	18,409	18,409
5000 Lease and Rental		0	0	0
5500 Communications and Utilities		0	0	0
6000 Repairs and Maintenance		0	0	0
6500 Contractual Services		0	725,000	725,000
7000 Special Transactions		0	7,500	7,500
8000 Public Assistance		0	0	0
9000 Capital Outlay		0	0	0
9500 Matching Funds		0	0	0
9500 Indirect Cost		0	4,091	4,091
TOTAL		$0.00	770,000.00	765,909

PART IV.   POSITIONS AND VEHICLES

	(D)	(E)
Total # of Positions Budgeted:	0	0
Total # of Permanently Assigned Vehicles:	0	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

SUBMITTED BY: Treva Roanhorse, Program Manager's Signature / Date   3/31/15

APPROVED BY: Dr. Tommy Lewis, Superintendent's Signature / Date   3/31/15

NNOMB-BF1

PART I. PROGRAM INFORMATION:

Business Unit No.:	NEW	Program Name/Title:	OSERS First Things First babyFACE Program

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

GSCMY-19-07/ The purpose of the Office of Special Education and Rehabilitation Services (OSERS) is to provide quality rehabilitation, independent living and early intervention services to eligible Navajo children and adults with disabilities. A further purpose of OSERS is to assure that eligible Navajo children and adults with disabilities achieve a level of independence, self- sufficiency and equal opportunity to live as productive Navajo citizens. This grant will fund the babyFACE Program through subcontractual agreements with seven (7) schools to conduct homevisits to Navajo families with children aged birth to three (3).

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area:								
Provide homevisits with families with children birth to three (3).								
Goal Statement:								
Serve 275 families with children birth to three (3) annually.	69		69		69		68	
2. Program Performance Area:								
Provide developmental screenings for children birth to three (3).								
Goal Statement:								
Conduct 300 developmental screenings to families with children birth to three (3) annually.	75		75		75		75	
3. Program Performance Area:								
Negotiate subcontractual agreements with schools								
Goal Statement:								
Execute seven (7) subcontracts with BIE funded schools for the program by the end of the first quarter.	7							
4. Program Performance Area:								
Goal Statement:								
5. Program Performance Area:								
Goal Statement:								

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Treva Roanhorse, Program Manager's Signature / Date   3/31/15

Dr. Tommy Lewis, Superintendent's Signature / Date   3/31/15

NNOMB-BF2

PART I. PROGRAM INFORMATION:

Program Name/Title:	Business Unit No.:	
OSERS First Things First babyFACE Program		NEW

PART II. DETAILED BUDGET:

Object Code (LOD 6) (A)	Object Code Description and Justification (B)	Total by DETAILED Object Code (C)	Total by MAJOR Object Code (D)
3000	**TRAVEL EXPENSES**		**15,000**
	Monthly fleet expenses for vehicles for mileage and maintenance. Meal and Lodging expenses directly related to program business. Other miscellaneous travel expenses. Transportation to and from authorized training, seminars, conferences, and other program related functions.		
3230	Personal Travel	15,000	
	3240: Per Diem Meals		
	3250: Lodging		
	3260: POV		
	3290: Other Travel Expenses		
3310	Air	-	
	3320: Commercial		
4000	**SUPPLIES**		**18,409**
	Stationary, envelopes, binders, folders, labels, pens, and pencils. Printing and binding, pamphlets, and photocopying public awareness and recruitment. Necessary operating supplies for daily operations of OSERS EIP program.		
4120	OFFICE SUPPLIES	3,409	
	4130: General Office Supplies		
4200	NON CAPITAL ASSETS	15,000	
	Purchases less than $5,000.00		
	4210: Non Capital Furniture & Equipment		
	4230: Non Capital Computer Equipment		
	TOTAL	33,409	33,409

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program

Business Unit No.:

NEW

PART II. DETAILED BUDGET:

Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
(A)	(B)	(C)	(D)
6500	CONTRACTUAL SERVICES		725,000
	Consultant fees for professional consulting services expenses incurred for the department and the funds are also budgeted for client services which may require hiring outside services like job coaching evaluations, and other services.		
6960	Subcontracted Services 6990: Subcontracted Services	725,000	
7000	SPECIAL TRANSACTIONS		7,500
	Training and registration fees for professional development for staff.		
7510	TRAINING & PROFESSIONAL DUES 7520: Training/Registration Fees	7,500	
9500	MATCHING & INDIRECT COST		4,091
	Indirect Cost is calculated at 16.95% of the grant award less exclusions.		
9710	INDIRECT COST @ 10.00% 9720 Indirect Cost Charged @ 10.00% [($770,000-725,000)/1.10]*0.10=$4,090.909	4,091	
	TOTAL	736,591	736,591

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program

Business Unit No.: _____ NEW

PART II. PERSONNEL/POSITION CHANGES:

(A) Type of Change	(B) Sub Acct Object Code	(C) Position Number	(D) Job Type / Class Code	(E) Position Title	(F) Employee ID No. or Vacant	(G) Salary	(H) Fringe Benefit	(I) Total (Col. G + H)
				NONE				-
								-
								-
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								-
						PAGE TOTAL:	-	-

NNOMB-BF5

PART I. PROGRAM INFORMATION:

Funding Period: 07/01/2015 - 06/30/2016

Program Name/Title: OSERS First Things First babyFACE Program

K #: NEW

Contract/Grant No.:

Prepared by: Hanasbah Wyaco, Accountant

PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT

GSCMY-19-07/ The purpose of the Office of Special Education and Rehabilitation Services (OSERS) is to provide quality rehabilitation, independent living and early intervention services to eligible Navajo children and adults with disabilities. A further purpose of OSERS is to assure that eligible Navajo children and adults with disabilities achieve a level of independence, self- sufficiency and equal opportunity to live as productive Navajo citizens. OSERS IDEA Part B funding is to provide services to children with disabilities from 3-5 years of age and their families through Individualized education plans. OSERS also contracts Part B funds to supplement support services in NM, AZ and Utah for those schools that are on the Navajo Nation.

PART III. BUDGET INFORMATION:

	(A) Major Object Code and Description	(B) Current Award Fiscal Year 2014	(C) Anticipated Funding Fiscal Year 2015	(D) Difference Columns (C) - (B)
2001	Personnel Expenses	-	-	-
3000	Travel Expenses	-	15,000	15,000.00
3500	Meeting Expenses	-	-	-
4000	Supplies	-	18,409	18,409.00
5000	Lease and Rental	-	-	-
5500	Communication and Utilities	-	-	-
6000	Repairs and Maintenance	-	-	-
6500	Contractual Services	-	725,000	725,000.00
7000	Special Transaction	-	7,500	7,500.00
8000	Assistance	-	-	-
9000	Capital Outlay	-	-	-
9510	Matching - Cash	-	-	-
9610	Matching - In - Kind	-	-	-
9710	Indirect Cost (Overhead) Allocation	-	4,091	4,091.00
	TOTALS:	-	770,000	770,000.00

PART IV. FTEs/MATCH FUNDS:

No. of Positions/ FTEs: 0 0 -

MATCHING FUND REQUIRED:

Required GF Cash Match: 0 0 -

CONCURRED BY:

Required GF In - Kind Match: 0 0 -

NOT APPLICABLE

Contracting Officer's Signature / Date:

Required GF % Match: 0 0 -

PART V. ACKNOWLEDGEMENT:

Submitted by (print): Treva Roanhorse, Program Manager

Signature/Date: 3/3/15

Approved by (print): Dr. Tommey Lewis, Superintendent

Signature/Date:

NNOMB-BF6

22nd Navajo Nation Council - Naabik'iyati' Committee
Naabik'iyati' Committee
Thursday, June 11, 2015

Legislation #0188-15 - Main Motion

ALL DELEGATES:	Yea	Nay	BY COMMITTEE:	Yea	Nay	TOTAL
BATES, LoRenzo			BFC:			
BEGAY, Kee Allen Jr.	1		BEGAY, Mel R.	0	1	
BEGAY, Mel R.		1	CHEE, Tom T.	1	0	
BEGAY, Norman M.			DAMON, Seth	1	0	
BEGAYE, Nelson	1		JACK, Lee Sr.	1	0	
BENNETT, Benjamin L.	1		WITHERSPOON, Dwight	1	0	5
BROWN, Nathaniel			HEHSC:			
CHEE, Tom T.	1		BEGAY, Norman M.	0	0	
CROTTY, Amber K.	1		BEGAYE, Nelson	1	0	
DAMON, Seth	1		BROWN, Nathaniel	0	0	
FILFRED, Davis			CROTTY, Amber K.	1	0	
HALE, Jonathan L.	1		HALE, Jonathan L.	1	0	
JACK, Lee Sr.	1		SLIM, Tuchoney Jr.	1	0	4
PERRY, Jonathan			LOC:			
PETE, Leonard H.			BEGAY, Kee Allen Jr.	1	0	
PHELPS, Walter		1	PERRY, Jonathan	0	0	
SHEPHERD, Alton Joe	1		SMITH, Raymond Jr.	0	0	
SLIM, Tuchoney Jr.	1		TSO, Otto	1	0	
SMITH, Raymond Jr.			YAZZIE, Edmund	0	0	2
TSO, Otto	1		RDC:			
TSOSIE, Leonard		1	BENNETT, Benjamin L.	1	0	
WITHERSPOON, Dwight	1		FILFRED, Davis	0	0	
YAZZIE, Edmund			PETE, Leonard H.	0	0	
			PHELPS, Walter	0	1	
			SHEPHERD, Alton Joe	1	0	
			TSOSIE, Leonard	0	1	4
			SPEAKER:			
			BATES, LoRenzo	0	0	
GRAND TOTAL	12	3		12	3	

CERTIFICATION:

Honorable LoRenzo Bates
Speaker

Motion: Jonathan Hale

Second: Seth Damon

LEGISLATIVE SUMMARY SHEET

Tracking No. _0188-15_

DATE: May 21, 2015

TITLE OF RESOLUTION: AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES, BUDGET AND FINANCE, AND NAABIK'ÍYÁTI' COMMITTEE; AUTHORIZING A TEN PERCENT (10%) INDIRECT COST RATE

PURPOSE: The purpose of the resolution is to authorize a ten percent (10%) indirect cost rate.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate to review each proposed resolution in detail.

PROPOSED STANDING COMMITTEE RESOLUTION

23rd NAVAJO NATION COUNCIL -- First Year, 2015

INTRODUCED BY

Dwight Witherspoon

(Prime Sponsor) _Amber Kanazbah Crotty_

(Amber Kanazbah Crotty)

TRACKING NO. O188-15

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES, BUDGET AND FINANCE, AND NAABIK'ÍYÁTI' COMMITTEE; AUTHORIZING A TEN PERCENT (10%) INDIRECT COST RATE

BE IT ENACTED:

SECTION ONE. FINDINGS

A.   The Navajo Nation Council established the Health, Education and Human Services Committee (HEHS) as a Navajo Nation standing committee and as such empowered HEHS with oversight over the Department of Diné Education. 2 N.N.C. §§ 400 (A), 401 (C)(1) (2012) *see also* CJA-03-13.

B.   The Navajo Nation Council established the Budget and Finance Committee (B&F) as a Navajo Nation standing committee and as such gave B&F the power to authorize, approve and accept grants from state authorities upon the recommendation of the standing committee which as oversight of the program which has applied for the grant. 2 N.N.C. §§ 300(A) and 301(B)(15) (2012) *see also* CJA-03-13.

C. The Naabik'íyáti' Committee may waive the indirect cost rate when the department requesting the waiver shows a statutory or regulatory requirement that limits the indirect cost rate available for the grant. 2 N.N.C. § 701(A)(10)(a) *see also* CJA-03-13.

D.   The Navajo Nation Department of Diné Education applied for an Arizona Early Childhood Development and Health Board (First Things First) grant for seven hundred seventy thousand dollars ($770,000).

F.   First Things First awarded the grant, to begin on July 1, 2015, the Grant Agreement is attached as EXHIBIT A.

G. The Budget for the Grant Award is attached as EXHIBIT B.

H. The Navajo Nation agrees to provide the grant manager a signed current Navajo Nation Council resolution, authorizing a ten percent (10%) indirect cost rate. The ten percent (10%) indirect cost rate is a First Things First restricted rate. Grant Award, 33 (2015) *see also* EXHIBIT B.

I. The Navajo Nation finds authorizing the ten percent (10%) indirect cost rate is in the best interests of the Navajo Nation.

SECTION 2.   TEN PERCENT (10%) INDIRECT COST RATE
AUThORIZATION

The Navajo Nation authorizes a ten percent (10%) indirect cost rate for the First Things First grant awarded to the Navajo Nation Department of Diné Education.

Tribal Grant Agreement Summary

GRA Number: GRA-RC001-16-0753-01	**Region/Funding Source:** Navajo Nation Regional Partnership Council

Grantee Information:

Navajo Nation Department of Diné Education
Office of Special Education and Rehabilitation Services
Treva Roanhorse, Director
rmtreva@msn.com / (928) 871-6338

Strategy: Home Visitation	**Amount Available for Award:** $770,000

Target Service Units:

Home Visitation:	**Developmental and Sensory Screening:**
• 300 children receiving screening	• 300 children receiving screening
• 275 families served	• 300 developmental screenings conducted
• 300 developmental screenings conducted	

Brief Description:

The intent of the evidence based Home Visitation strategy is to provide personalized support for 275 families with children birth through age 3 in the Navajo Nation region, particularly as part of a comprehensive and coordinated system.

Grant Term/Estimated Start Date:	**Contact Information:**
The estimated grant term is July 1, 2015 through June 30, 2016, unless terminated, cancelled or extended.	Maria A. Soto Fiscal Specialist First Things First Email: msoto@azftf.gov Phone: (602) 771-5083

GRANT AGREEMENT
GRA-RC001-16-0753-01
BETWEEN THE
Arizona Early Childhood Development and Health Board
Navajo Nation Regional Partnership Council
(First Things First)
AND
NAVAJO NATION DEPARTMENT OF DINE EDUCATION:
OFFICE OF SPECIAL EDUCATION AND REHABILITATION SERVICES
(Grantee)

I. **Purpose**

The intent of the evidence based Home Visitation strategy is to provide personalized support for 275 families with children birth through age 3 in the Navajo Nation region, particularly as part of a comprehensive and coordinated system.

II. **Term; Renewal**

The term of this Agreement is July 1, 2015 through June 30, 2016. The parties may renew this Agreement for up to two (2) additional twelve (12) month extensions (including lesser parts thereof).

III. **Description of Services**

A. The Navajo Nation region has identified a need to provide parents and caregivers of young children greater opportunities to enhance their understanding and knowledge about the importance of early child development and health. There are a limited number of home visitation programs in the region, and therefore there is a lack of capacity to meet the needs of young families and caregivers. Current funding for the BabyFACE program ends June 2015. The Regional Council recognizes by increasing funding through the Home Visitation strategy it will enable the BabyFACE program to continue, which will prevent a gap in service, as well as maintain the current infrastructure that is in place, and will allow services to continue in some of the more remote communities in the region.

B. Comprehensive, evidence based, evidence informed or promising practice home visitation programs provide participating families of children under five with information and education on parenting, child development and health topics while assisting with connections to other resources or programs as needed.

In partnership with the Bureau of Indian Education (BIE), a replicate of the BabyFACE program, an evidence-supported, home-based service of the successful Family and Child Education (FACE) program will be utilized in concert with the Parent as Teachers (PAT) curriculum to serve high-needs families with children ages prenatal to 3 years living in the catchment areas of seven BIE schools as identified in the target population of the Navajo Nation region. While programs can strengthen parent-child relationships throughout the early childhood years, targeted recruitment, enrollment and participation of families expecting their first child or who have a newborn can have the greatest, long term impact. There should be a special focus on integrating tribal culture and language into home activities and traditional parenting.

C. The intended target population are families with children prenatal through 3 years of age who reside within the service area of the following BabyFACE programs and who are not already receiving home visitation services:

1. Black Mesa Community School
2. Cottonwood Day School
3. Dennehotso Boarding School
4. Lukachukai Community School
5. Pinon Community School
6. Seba Dalkai Boarding School
7. Tuba City Boarding School

IV. GRANTEE'S Responsibilities

The Grantee shall:

A. Prior to entering into this Agreement, have completed and submitted to First Things First for review and approval the following forms and documents:
1. Agency/Organization Profile
2. Program Personnel Table/Program Organization Chart
3. Required Narrative Responses
4. Implementation Plan
5. Line-Item Budget and Budget Narrative
6. Funding Sources and Financial Controls
The completed forms and documents comprise part of this Agreement.

B. Complete the Program(s) and Implementation Plan described in Section IV.A. In providing these services, the Grantee shall act in accordance with its Program Questions and Narrative Responses and the approved budget as well as the following First Things First documents: the Scope of Work (Exhibit A), the Standards of Practice (Within Guidance Materials - Exhibit B), Guidance Materials (Exhibit B), and the Data Security Guidelines and Requirements for Collaborators (Exhibit C).

C. Coordinate and collaborate with all First Things First grant recipients, as collaboration is critical to developing a seamless service delivery system for children and families.

D. Submit timely the reports described in Section VI.

V. Reimbursement/Payment

A. First Things First shall pay the Grantee on a cost-reimbursement basis for expenses approved in the budget, up to $770,000, on the terms described in this Section.

B. Payment is conditioned upon receipt by First Things First of timely, accurate and complete (i) reimbursement documents, (ii) Program Narrative Reports and (iii) Data Submission Reports submitted via the First Things First Partner Grant Management System (PGMS). Payments shall be made only for those services performed or goods received.

C. The Grantee shall submit reimbursement requests at least quarterly, though not more frequently than monthly. **The Grantee shall submit a final reimbursement request marked "final" no more than forty-five (45) days after the Agreement end date.** Expenses eligible for reimbursement must be paid, accrued or obligated by the Grantee by the Agreement term end date. Final payment shall be contingent upon receipt of all fiscal, programmatic, and data reports required of the Grantee under this Agreement. Requests for reimbursement received later than forty-five (45) days after the Agreement end date will not be paid.

D. Funds provided to the Grantee under this Agreement shall only be used to fulfill the Grantee's responsibilities under this Agreement. Any questions regarding the appropriate use of the funds shall be resolved by mutual agreement between the parties.

E. If the Grantee receives reimbursement for expenditures that are disallowed by an audit exception by First Things First, the state or the federal government, the Grantee shall promptly repay the funds to First Things First.

VI. Quarterly Program Narrative and Data Submission Reporting Requirements

A. At a minimum, the Grantee shall submit quarterly one Program Narrative Report and three Data Submission Reports (one per month) by the 20th of the month following the quarter via PGMS. Failure to submit timely reports will result in suspension of reimbursement. The reports shall contain such information as deemed necessary by First Things First.

B. Program Narrative and Data Submission Reports are due:

1st Quarter (July 1 - September 30)   Due: October 20
2nd Quarter (October 1 - December 31)   Due: January 20
3rd Quarter (January 1 - March 31)   Due: April 20
4th Quarter (April 1 - June 30)   Due: July 20

C. If the Grantee provides services to more than one First Things First region (multi-regional strategies), the Grantee shall collect, store and report the data for the Data Submission Reports separately for each region served.

VII. General Terms

A. FTF Grants Uniform Terms and Conditions. First Things First's Grants Uniform Terms and Conditions (revision date January 2015) are hereby incorporated by reference into this Agreement as if fully set forth herein. Copies of this document are available at http://www.azftf.gov/WhatWeDo/Funding/Pages/Eligibility.aspx (under Eligibility), by emailing grants@azftf.gov or by calling the First Things First Procurement Specialist, at 602-771-5114.

B. Records. Pursuant to A.R.S. §§ 8-1174 and 35-214, the Grantee shall retain and shall contractually require each subcontractor and subgrantee to retain all books, accounts, reports, files and other records ("records") relating to the Agreement for a period of five years after the completion of the Agreement. All records shall be subject to inspection and audit by the State (including First Things First) and by an independent auditor at all reasonable times. Upon request, the Grantee shall produce any or all such records at First Things First's main office in Phoenix, Arizona.

Notwithstanding the foregoing paragraph, pursuant to 2 C.F.R. § 200.333, if the grant includes federal pass-through funds, then the Grantee shall retain and shall contractually require each subcontractor and subgrantee to retain all records pertaining to the federal pass-through funds for a period of three years from the date of submission of the final expenditure report and until any litigation, claims or audit findings involving the records have been resolved and final action taken. All such records shall be accessible and subject to audit in accordance with 2 C.F.R. § 200.336. This paragraph does not apply to a grantee, subgrantee or subcontractor that is a federal agency.

C. Non-Availability of Funds. Every payment obligation of First Things First under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by First Things First at the end of the period for which funds are available. No liability shall accrue to First Things First in the event this provision is exercised, and First Things First shall

not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

D.   Arbitration. To the extent not prohibited by applicable law, the parties to this Agreement agree to resolve all disputes arising out of or related to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required under A.R.S. § 12-1518.

VIII.   Agreement Administration and Operations

A.   Advertising, Publishing and Promotion of Agreement. The Grantee shall not use, advertise or promote information for commercial benefit concerning this grant without the prior written approval of First Things First.

B.   Review of Printed Materials. First Things First must review and approve all Grantee publications and/or media funded or partially funded through this Agreement for compliance with this Agreement. The Grantee shall submit to First Things First via PGMS all print and electronic materials related to the programs and services funded under this Agreement before publicly distributing those materials so that First Things First may first review and approve prior to release. If deemed necessary by First Things First, the Grantee shall revise the materials as indicated by First Things First before publicly distributing the materials. First Things First shall have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.

C.   Acknowledgment of FTF Funding. The Grantee shall recognize First Things First as a funding source of programs and services funded in whole or part under this Agreement in all publicly distributed print or electronic materials related to those programs and services. The Grantee shall make this recognition in a manner described in First Things First's most current protocol and style guide. First Things First will post any updates to the protocol and style guide under the Grantee Resources section of PGMS. Should concerns related to cultural sensitivity arise, it is the Grantee's responsibility to contact First Things First. The Grantee shall also recognize First Things First as a funding source of programs and services funded in whole or part under this Agreement in all formal oral presentations and media interviews related to those programs and services.

D.   Public Awareness Efforts. The Grantee shall consult with First Things First in the planning of public awareness/marketing strategies, such as websites, advertising or media campaigns, related to the programs or services funded under this Agreement.

E.   Property of the State. Any materials and data required to be collected, delivered or created under this Agreement, including but not limited to reports, computer programs and other deliverables, are the sole property of the State (First Things

First). The Grantee is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Grantee shall not use or release these materials without the prior written consent of First Things First.

F. Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this Agreement and any related subcontract or subgrant ("Intellectual Property"), shall be work made for hire and First Things First shall be considered the creator of such Intellectual Property. First Things First shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. The Grantee shall notify First Things First, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s) and subgrantee(s). The Grantee, on behalf of itself and any subcontractor(s) and subgrantee(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by Grantee or its subcontractor(s) and subgrantee(s) to any entity not the State without the express written authorization of First Things First.

IX.   Agreement Interpretation

A. Applicable Law. This Agreement shall be governed and interpreted in accordance with the laws of the State of Arizona. Neither the State of Arizona nor the Grantee waives its sovereign immunity and neither agrees to submit to the laws, jurisdiction, or courts of the other except as specifically stated in this Agreement.

B. Relationship of Parties. The Grantee under this Agreement is an independent contractor. Neither party to this Agreement shall be deemed to be the employee or agent of the other party.

X.   Indemnification and Insurance

The Grantee shall contractually require its private subcontractors and subgrantees to (i) defend, indemnify and hold harmless the State and (ii) procure and maintain until all of its obligations have been discharged or satisfied, including any warranty periods under this Agreement, insurance against Claims for injury to persons or damage to property which may arise from or in connection with the performance of the work by the subcontractor or subgrantee and its directors, officers, agents, employees or representatives. The indemnity provisions and insurance policies shall be in accordance with recommendations of the Risk Management Division of the Arizona Department of Administration and consultation with First Things First.

XI.   Sovereign Immunity and Dispute Resoltuion

a. Limited Waiver of Sovereign Immunity. For purposes of this Agreement, and subject to the terms of this Section, the Navajo Nation (Grantee) ("Nation") consents and agrees to a limited waiver of its sovereign immunity from suit and consents to be sued on an arbitration award made pursuant to this Section. The Nation represents that this limited waiver of sovereign immunity has been duly approved by the Nation's Tribal Council, as authorized by the Arbitration and Sovereign Immunity Acts of the Navajo Nation. The Nation is not waiving its right to assert the defense of sovereign immunity except as expressly set forth, referred to, and provided for, in this Agreement. This limited waiver is enforceable solely by the State (First Things First) as limited hereunder and does not create any additional third party beneficiary rights to suits or private causes of action in favor of third parties. The parties agree that this Section provides a limited waiver of sovereign immunity solely for the purpose of enforcing the provisions of this Agreement and enforcing any arbitration award under this Section and for no other purpose.

b. Dispute Resolution. In the event of a dispute, claim or controversy ("Dispute") arising out of or related to this Agreement, the parties agree that it is in their mutual best interest to meet as promptly as possible for the purpose of informally resolving said Dispute. In the event the parties cannot resolve their Dispute informally after attempting to work in good faith, the parties hereto agree to abide by arbitration as set forth below and that an order compelling arbitration or a judgment enforcing the arbitration award shall be the only relief of any kind provided by the State or Tribal court.

c. Arbitration. If a party in good faith concludes that a Dispute arising out of or related to this Agreement is not likely to be resolved by informal dispute resolution then, upon notice by that party to the other, said Dispute shall be finally and exclusively settled by submission of such Dispute to the American Arbitration Association ("AAA") under its then prevailing procedural rules contained in the AAA's Commercial Arbitration Rules to the extent that such rules shall not be interpreted to diminish, limit, or void the limited waiver of sovereign immunity set forth in subsection A above or to increase the enforcement rights of the parties. Within ten (10) days after the notice of intent to arbitrate, each party shall select one person to act as arbitrator and the two selected shall select a third arbitrator within ten (10) days of their appointment. The third arbitrator shall be a practicing attorney, actively engaged in the practice of law for at least ten (10) years and a member in good standing of the bar of the State of Arizona. Alternatively, the third arbitrator may be a retired judge of the federal court or the trial court of the State of Arizona. At least one of the arbitrators shall be knowledgeable with federal Indian law and one arbitrator shall have AAA-acknowledged expertise in the appropriate subject matter. By agreement of the parties, when the amount in controversy renders the cost of three arbitrators unreasonable, the parties may agree to select a single

arbitrator to resolve a dispute. All arbitration proceedings shall be held in Maricopa County, or at such other place as shall be agreed by the parties.

d. Award. The award shall be made within sixty (60) days of the filing of the notice of intent to arbitrate, and the arbitrators shall agree to comply with the schedule before accepting appointment. However, this time limit may be extended by agreement of the parties or by the majority of the parties or by the majority of the arbitrators, if necessary. Any award rendered in any such arbitration proceeding shall be final and binding upon all parties to the proceeding. Any action to enforce the arbitration award must be filed within one hundred and eighty (180) days from the issuance of the award.

e. Governing Law. This Agreement, including any claim or dispute arising hereunder submitted to binding arbitration shall be governed by the laws of the State of Arizona.

f. Enforcement. Judgment upon any award rendered by the arbitrators against the Nation may be entered in the Nation's tribal court system ("Tribal Court") or against the State of Arizona in the Arizona State Court System ("Court System") and interpreted and/or enforced pursuant to the terms of this Agreement, and/or pursuant to the terms of the AAA's Commercial Arbitration Rules, and/or pursuant to the terms and provisions of the statutes, rules and regulations governing or providing for interpretation or enforcement of judgments applicable in any State of Arizona or Navajo Nation court.

XII.   Termination Upon 30 Days Notice

In addition to the termination provisions incorporated by reference, either party may terminate the Agreement for any or no reason by giving at least thirty (30) days written notice of termination to the other party. If the Grantee requests termination under this provision, the Grantee shall cooperate with reasonable requests from First Things First to decrease services and costs related to the Agreement.

XIII. Notices

Any and all notices, requests or demands given or made upon the parties hereto, pursuant to or in connection with this Agreement, unless otherwise noted, shall be delivered in person or sent by the United States Postal Service, postage prepaid, to the parties at their respective addresses as set forth herein.

The Grantee shall address all notices related to this Agreement to:

First Things First

Finance Division
4000 N. Central Avenue, Suite 800
Phoenix, AZ 85012

First Things First shall address all notices related to this Agreement to:

Navajo Nation Department of Dine Education:
Office of Special Education and Rehabilitation Services
PO Box 1420
Window Rock, Arizona 86515

XIV.   Authority to Execute Agreement

Each individual executing this Agreement represents and warrants that he or she is duly
authorized to do so.

XV.   In Witness Whereof

The parties hereto agree to carry out the provisions of this Agreement.

Office of President and Vice President   Arizona Early Childhood Development
Navajo Nation Tribal Government   and Health Board (First Things First)
PO Box 1420   4000 North Central, Suite 800
Window Rock, Arizona 86515   Phoenix, AZ 85012

_____   _____
Russell Begaye   Josh Allen
President   CFO/COO

Pursuant to 1 N.N.C. §554(J)(2) and (K)(2), Navajo Nation Department of Justice approval is required for
all required for all agreements that include a limited waiver of sovereign immunity to compel or enforce
arbitration under the Navajo Nation Arbitration Act, as amended, 7 N.N.C. §1101 et seq.

_____
Kandis Martine
Assistant Attorney General
Navajo Nation Department of Justice

Grant Agreement Attachments and Exhibits

Attachment A	Agency/Organization Profile
Attachment B	Program Personnel Table/Program Organization
Attachment C	Required Narrative Responses
Attachment D	Implementation Plan
Attachment E	Line-Item Budget and Budget Narrative
Attachment F	Funding Sources and Financial Controls
Exhibit A	Scope of Work Reference/Information
Exhibit B	Guidance Materials
Exhibit C	Data Security Guidelines and Requirements for Collaborators

Agency/Organization Profile

A. Agency/Organization:

Program Name The Navajo Nation

Agency Office of Special Education & Rehabilitation Services   Contact Person   Treva M. Roanhorse

Address   P.O. Box 1420   Position Director

Address   Morgan Blvd, Education Center 2nd Floor   Email   rmtreva@msn.com

City, State, Zip   Window Rock, Arizona 86515   Phone   928-871-6338   Ext

County   Apache   Fax   928-871-7865

Employer Identification Number: 86-0092335

Agency Classification: ____State Agency   ____County Government   ____Local Government   ____Schools

     X   Tribal   ____Faith Based   ____Non Profit   ____Private Organization   ____Other

Have you previously conducted business with First Things First using this EIN?   X   **Yes**   ____**No**
     If not, or if there has been address or EIN changes, please go to https://gao.az.gov/afis/vendor-
     information, download the State of Arizona Substitute W-9 Form, and submit with your application.

Congressional district (federal) in which agency provides most services: District #   1

Legislative district (state) in which agency provides most services: District #   7
     Go to http://www.azredistricting.org and click on Final Maps to identify your
     Congressional and legislative district

Approximate federal funding (from a federal source) to be received in current fiscal year? $770,000.00

Agency's fiscal year-end date: September 30, 2015

Agency's accounting method: ____Cash   X   Accrual

Does your organization undergo an annual independent audit in accordance with 2 CFR Part 200, Subpart F?
     X   **Yes**   ____**No**

Contact information for firm conducting agency audit:

Audit firm: KPMG, LLC

Address: P.O. Box 3990, Albuquerque, NM 87190-3990

Phone: 505-884-3939

B. Proposed Program Information/Description:

Amount requested: ___$770,000.00___

Service area of proposed program: ___Navajo Nation (Arizona)___

Target population of proposed program: ___The intended target population are families with children prenatal through 3 years of age who reside within the service area of the following BabyFACE programs and who are not already receiving home visitation services: Black Mesa Community School, Cottonwood Day School, Dennehotso Boarding School, Lukachukai Community School, Pinon Community School, Seba Dalkai Boarding School, Tuba City Boarding School.___

Home Visitation:

Number of **children receiving screening**: ___300___

Number of **families to be served**: ___275___

Developmental and Sensory Screening:

Number of **children receiving screening**: ___300___

Number of **developmental screenings conducted**: ___300___

Please provide a brief description (250 words or less) of the proposed program, including service area and target population. This description may be used by First Things First for public information regarding the grant.

Brief Overview: Navajo Nation Baby FACE *Connection*

The Navajo Nation will implement a comprehensive evidence based home visitation program providing support to the seven schools in the Arizona portion of the Navajo Nation. The Navajo Nation is requesting for a minimum of three-year grant funding to assist AZFTF to implement its home visiting strategy. The Navajo Nation proposal is to sustain and enhance the Baby FACE Home visiting Program. The BabyFACE program Parent Educators will use the Parents As Teachers (PAT) curriculum with an overall goal to increase parenting knowledge and involvement, provide early detection of health and developmental delays, prevent child abuse and neglect, and increase school readiness and success. Serving families with children prenatal to three will be the primary focus. But when there is particular need and/or interest the parent educators will be able to support a family after their child turns three. This will enable them to serve families of children ages three through kindergarten.

The PAT curriculum includes additional emphasis on culturally responsive parenting education and resources and family well-being, as well as intentional, expected support and inclusion of native language and customs. The following are the project activities: Activity 1) Enter into subcontracts with each school BabyFACE program to provide participating families of children prenatal through three with information and education on parenting, child development and health topics. Activity 2) Strengthen parent-child relationships throughout the early childhood years, targeted recruitment, enrollment and participation of families; Activity 3) Conduct 275 personal visits; Activity 4) Provide

children's developmental screening to track progress twice a year; Activity 5) develop a Resource and Referral Network for families; Activity 6) Assure contact with BIE Baby FACE coordinator to assess sustainability of the program.

C. Contact Information:

The First Things First Partner Grant Management System (PGMS) has four contact slots per contract. The same person may be assigned to more than one slot.

Main Contact: is responsible for the overall program and will have access to all financial, programmatic, and data reports in PGMS.

Finance Contact: is responsible for the submission of reimbursement requests through PGMS and will have access to budget and reimbursement information in PGMS.

Program Contact: is responsible for program implementation and will have access to the program and data reports in PGMS.

Evaluation Contact: is responsible for the program evaluation and data collection activities and will have access to only the data reports in PGMS.

PGMS Contacts		
Main Contact	Name: Treva Roanhorse	Email: rmtreva@msn.com
	Title/Position: Director	Phone: 928-871-6338
	Physical Address (if different than the agency address): Morgan Blvd, Dine Education Center 2nd Floor Room 205 Window Rock, Arizona 86515	
Finance Contact	Name: Hanasbah Wyaco	Email: hanasbah.wyaco@nnosers.org
	Title/Position: Accountant	Phone: 928-871-7490
	Physical Address (if different than the agency address): Morgan Blvd, Dine Education Center 2nd Floor Room 205 Window Rock, Arizona 86515	
Program Contact	Name: Paula Seanez	Email: paulaseanez@nndode.org
	Title/Position: Assistant Director	Phone: 928-871-6993
	Physical Address (if different than the agency address): Morgan Blvd, Dine Education Center 2nd Floor Room 205 Window Rock, Arizona 86515	
Evaluation Contact	Name: Paula Seanez	Email: paulaseanez@nndode.org
	Title/Position: Assistant Director	Phone: 928-871-6993
	Physical Address (if different than the agency address): Morgan Blvd, Dine Education Center 2nd Floor Room 205 Window Rock, Arizona 86515	

Program Personnel Table

In the following table, provide a list of all personnel or positions that will be fully or partially funded through the proposed program. For Key Personnel, include the name and position title; pertinent background and/or expertise that specifically relates to the program, including degrees, field of study, number of years in the field, and other qualifications that align with the Standards of Practice requirements; and their roles and responsibilities. If the position is to be hired (TBH), then describe the desired background/expertise/degrees and field of study. For all personnel, provide the Full Time Equivalent (FTE) for each position. *Example:*

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.			
Name/ Position Title	Background/Expertise*	Key Roles and Responsibilities	FTEs funded through the program
Adrienne Benally / Developmental Specialist / Coordinator	Bachelors of Science in Elementary Education 11 years experience in special education	Navajo Nation – assure subcontracts with 7 schools are being implemented in accordance with the approved scope of work	0.5
Perry Begay / Parent Educator	Associate of Arts 84 college hrs; an AA in Wilderness/Fire/EMS Science, with the additional credit hrs. in Liberal Arts, accentuating Elementary/Early Childhood Education. He is pursuing a Bachelors of Arts.	Black Mesa Community School	1.0
Karen Bahe / Parent Educator	Bachelor of Art in Elementary Education.	Black Mesa Community School	1.0
Lillian Begay / Parent Educator	Associate of Arts	Cottonwood Day School	1.0
Charlene Began / Parent Educator	Bachelor of Arts in Elementary Education and MEd in bilingual multicultural education.	Dennehotso Boarding School	1.0
Irene Hicks / Parent Educator	Bachelor of Arts in Elementary Education	Dennehotso Boarding School	1.0
Elsie Howard / Parent Educator	Bachelor of Arts in Elementary Education	Lukachukai Community School	1.0

Jolena Harvey / Parent Educator	Associate of Arts degree. She needs one more class to get my AA Degree in Elementary Education. She also took two Early Childhood classes with ASU under Dine College, working on taking more classes this summer with ASU towards Early Childhood Education	Lukachukai Community School	1.0
Patsy Brown / Parent Educator	Associate of Arts degree in Social Science. Bachelor degree in Cognitive Studies. She has been working within an educational setting for 15 years	Pinon Community School	1.0
Martha Lee / Parent Educator	Associate of Arts	Seba Dalkai Boarding School	1.0
Genevieve Yazzie / Parent Educator	Bachelor of Science in Special Education	Seba Dalkai Boarding School	1.0
Loretta Miles / Parent Educator	Bachelor of Art degree; MEd in Special Education in Cross Categorical BA in Learning and Pedagogy and an Emphasis in Navajo Language and Culture	Tuba City Boarding School	1.0
Additional Personnel - those individuals fully or partially funded through the proposed program but not directly implementing or managing the program.			
Treva Roanhorse, B.S. / Director ***IN-KIND***			.10
Paula Seanez , M.A./ Assistant Director ***IN-KIND***			.10
Hanasbah Wyaco, B.S / Accountant ***IN-KIND***			.10
		Program Total:	**11.80**

* Resumes and/or job descriptions for **key personnel** may be requested at any time but unless otherwise indicated, they do not need to be submitted. If awarded and the program undergoes changes in staff, a Staff Change Notification form along with an updated version of this table will need to be submitted to First Things First within 14 days of the proposed change.

Program Organization Chart

For all of the personnel or positions that will be fully or partially funded through the proposed program, provide a program organizational chart that illustrates the hierarchy of positions/responsibilities specific to the proposed program.
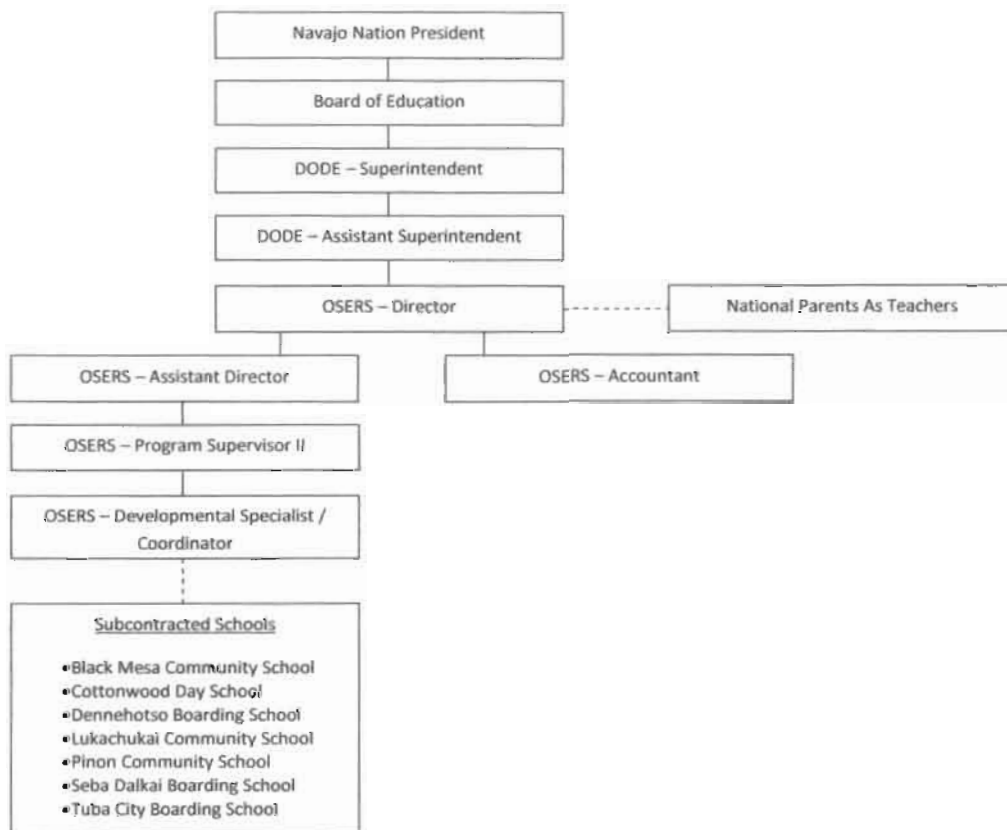
Required Narrative Responses

Provide a narrative response that addresses the following items.

a.   Provide a description of and the implementation of the PAT – BabyFace program being proposed.

The BabyFACE programs are housed in Bureau of Indian Education (BIE)-funded schools. They are essentially the equivalent of the home-based component of BIE's 25-year-old Family and Child Education (FACE) program. The center-based components of FACE are an early childhood classroom and an adult education classroom. The Navajo Nation proposes to continue the implementation of the BabyFACE through contractual agreements between the Navajo Nation and the seven BIE-funded schools proposed in this grant.

BabyFACE programs use the Parent As Teachers (PAT) model, which is an evidence- based home visiting program. The BabyFACE program will employ, through contractual agreements with the schools, Parent Educators who are trained to implement the PAT curriculum. The BabyFACE program goals are: increase parenting knowledge and involvement, provide early detection of health and developmental delays, prevent child abuse and neglect, and increase school readiness and success. The PAT model includes additional emphasis on culturally responsive parenting education, resources and family well-being, as well as intentional, expected support and inclusion of native language and culture.

For the past four years,20 BabyFACE programs through out the United States have been supported through a Federal grant to Parents as Teachers National Center (PATNC) from the U.S. Department of Education. The grant is Investing In Innovations (i3). The seven BIE-funded schools proposed in this grant are sites that are currently funded by the i3 grants administered by PATNC; which ends June 30, 2015. The Navajo Nation proposes to build on the existing implementation strategies of BabyFACE and continue the home visiting model through the FTF grant application.

The target population for this grant will be the BabyFACE target population of families with children prenatal through three years of age, who reside within the local BIE school's service area. The following BIE-funded schools have been identified to participate in this grant. The BabyFACE programs are housed in the following schools:

1.   Black Mesa Community School
2.   Cottonwood Day School
3.   Dennehotso Boarding School
4.   Lukachukai Community School
5.   Pinon Community School
6.   Seba Dalkai Boarding School
7.   Tuba City Boarding School

BabyFACE is an early learning and development program that will continue to provide family support and leadership through:

- Personal Visits: Families with children who are prenatal through 3 years of age receive a visit in their home every week or two. Trained Parent Educators support parents and other caregivers in becoming the first and most important teachers of their children. Each visit includes: age-

specific information about parenting issues and child development, and an educational activity between the parent and the child that is often adapted to emphasize the Navajo culture and language. Family well-being and goal setting are also part of each visit. Every month families received high quality children's books and tips for effective use.

- Family Circle: At least once a month, parents are invited to a parent event at the school. Sometimes speakers provide information about early child development and health. Other times families make books and toys for their children that often include the Navajo culture and language; participate in parent-child activities to support parent/child bonding; become more aware of and part of a community network; and learn to feel good about being at a school.

- Screening: Children's developmental progress is checked twice a year. Families are included in this review of their child's development because they know their child best and because the screening is used as parenting education about child development. Each child's hearing and vision is checked annually. A Health Record is used to identify and to prevent health issues and social/emotional developmental delays, as well as to assure that each child receives all the necessary immunizations.

- Resource and Referral Network: Parent educators are knowledgeable about community resources and skilled in making referrals. If learning or health problems are found parent educators help the family get additional services so the child will be able to reach his full potential. Other referrals and connections are made to help families reach essential goals around family well-being such as housing, adult education, jobs.

The Navajo Nation through its collaboration with the seven schools and PATNC propose to continue the BabyFACE programs which will prevent gaps in services for families, maintain the current infrastructure that is in place, and allow services to continue in some of the more remote communities in the Navajo Nation.

b. *Provide a description of the following related to the target population to be served by the proposed strategy:*
How the Target Service Number based on the Unit of Service(s) included in the scope of work (Exhibit A) will be achieved.

Number of families served: Each of the 11 Parent Educators will serve approximately 25 families during the grant year, for a total of 275 families.

Number of children screened: At least once a year each Parent Educator will provide health and developmental screening for the children prenatal to three years old within those proposed schools in each enrolled family.

The total number screened will be between 275 and 375. (This is based on an estimate that at least a third of the families will have two prenatal to three years within those proposed schools. Children already receiving screening through another agency will not be screened by BabyFACE Parent Educators.)

How the program will meet the needs of the targeted population in terms of being culturally responsive, linguistically appropriate, age appropriate and gender responsive.

In working with the schools, the Navajo Nation assures that the program will be culturally responsive, linguistically appropriate, age appropriate and gender responsive. All of the 11 BabyFACE Parent Educators are Navajo and have been serving Navajo families exclusively for the past four years. Parent Educators will be able to develop that relationship through ke' (kinship) using the Navajo language. This is a necessary foundation to developing relationships with families when conducting home visits and providing outreach.

The primary focus of the program will be around assuring that the service delivery process incorporates underlying Navajo philosophy and cultural beliefs in fulfilling the BabyFACE purpose. The Navajo service delivery approach is represented by the traditional Navajo basket that incorporates the Navajo Nation view of using a holistic approach to services. This holistic approach draws upon key components of the Navajo culture, particularly circular pattern or life and the four Cardinal Directions which, in the Navajo tradition, exert a powerful influence on one's life and one's harmony with the world. Other important teachings in Sa'ah Naaghai Bik'eh Hozhoon (Living in Balance and Harmony) include the concept of people moving in stages of life from infancy, to adolescence, to adulthood and on to old age. Translated to a holistic approach, the Eastern Direction represents Thinking, Understanding (Nitsahakees); the Southern Direction represents Planning (Nahat'a); the Western Direction represents Implementing, Action or Carrying Out the Plan/Living, Performing (Iina); and Northern Direction represents Celebrating, Evaluating, Resilience (Sihasin).

In line with this, Parent Educators have made efforts and developed strategies for including Navajo language and culture in their personal visits and in their Family Circle events. These efforts include supporting traditional parenting practices; encouraging families to use and teach the Navajo language to their young children; and adapting parent-child activities from the curriculum to use Navajo words and images.

Age and gender responsiveness is commonly seen as parent educators actively and frequently include teen parents, grandparents, fathers and extended family members in personal visits and in Family Circle activities. The teaching and wisdom of the grandparents is especially important. The Parent Educators are able to weave these traditional teachings within their work with families.

How recruitment and outreach efforts, and engagement and retention practices will be employed in this program for the targeted population.

The Navajo Nation proposes to work with each school in developing outreach strategies. Although, most recruitment of families comes through word-of-mouth because these programs are well-established, the Navajo Nation will assist schools to evaluate what has worked in the past and develop various approaches for outreach. Strategies such as radio announcements, newspaper articles, newsletter articles, flyers at the local stores and post office will all be outreach efforts.

The Navajo Nation, through Growing in Beauty has developed many collaborative efforts with Indian Health hospitals, other home visiting program, community agencies (Social Services, Health, and WIC), child care and Head Start. The Navajo Nation will maintain contact with these community agencies to share information about BabyFACE. BabyFACE Parent Educators often refer families to many of these community programs and collaborative relationships develop. Through the BabyFACE Family Circle events, Parent Educators will invite community agencies to get involved, present and share information.

Another required strategy is that Parent Educators keep a regular schedule with families. They conduct home visits on the same day and time, every two weeks, so that families get use to scheduling around the visit as much as possible. This helps with retention of families and provides for a more consistent follow through. When families are fully engage and see positive outcomes with the children, they look forward to Parent Educators next visit. Incentives, such as diapers, after a family participates in a certain number of personal visits and/or Family Circles is an approach Parent Educators find helpful in continuing family engagement.

c. *Identify capacity or infrastructure building which will be needed to provide the proposed program, including agreements and partnerships with other departments and agencies, additional resources, and training and technical assistance.*

The Navajo Nation has the capacity and infrastructure to successfully implement the proposed program. The Navajo Nation established Growing in Beauty in 1992 which is an early intervention program within the Department of Diné Education. Growing in Beauty identifies screens and provides direct services to infants and toddlers with developmental delays. The Navajo Nation will negotiate specific contractual agreements with the seven schools that will outline a budget and scope of work consistent with this FTF grant proposal. The Navajo Nation will assign Adrienne Benally as the Developmental Specialist/ Coordinator to work with the schools in assuring successful implementation of their scope of work. Adrienne has the knowledge and abilities in working with families to effectively collaborate with the Parent Educators. Staff from the Growing in Beauty program will provide her with the necessary support.

The Parent Educators have been implementing BabyFACE at the school level so they have the capacity to fulfill the scope of work of this grant. The 11 parent educators are fully trained, experienced, and PAT-certified for ages prenatal through three. The majority of the Parent Educators have a bachelor degree and some have their master degree. However, five of the Parent Educators do not have a bachelor degree. The PAT essential requirements do not require a bachelor degree. The Navajo Nation is requesting approval in this grant to continue to allow the five parent educators to continue carry out the scope of the BabyFACE program. All of the Parent Educators do have two or more years of experience using the PAT curriculum and model. They will continue to receive support and reflective supervision.

The Navajo Nation will provide technical assistance and monitoring of the contractual agreements to maintain and enhance quality. This will also be accomplished through collaboration with the PATNC staff person who has administered the BabyFACE program in prior years. The Navajo Nation through Growing in Beauty will provide oversight to assure the outcomes in the contractual agreements will be achieved. Adrienne Benally will provide support, technical assistance to the seven schools participating in BabyFACE. As a Growing in Beauty Developmental Specialist, she has the knowledge and skills in child development to work the parent educators. Her years of experience in conducting home visits, screenings, evaluations and direct services for Growing in Beauty makes her an excellent person to fill this role.

The infrastructure is largely in place at the school level, with the one exception being the logistics necessary for transportation to and from personal visits. Each Parent Educator needs a reliable vehicle and access to fuel in order to provide personal visits. Through the i3 grant each Parent Educator has had a Jeep and a fuel card, to enable them to navigate rough roads in order to provide personal visits. Since

these leases cannot be continued beyond the i3 grant end date of June 30, 2015, the schools must include this expenditure in their proposed budgets.

The seven BIE-funded schools have assured that they will continue to provide the necessary office space and utilities for their BabyFACE programs. This will be fully documented in the contractual agreement. The Navajo Nation will work with the PATNC to assure that the equipment and materials remaining from the i3 grant will be retained for use by the BabyFACE programs. These include:
- Computers
- Printers/copier accessibility
- Excess materials for make-and-take activities for use during personal visits

Each Parent Educator will be supervised by a BIE school personnel. These current BabyFACE supervisors have agreed to continue providing supervision as an in-kind contribution, and that their business offices will provide the necessary accounting services in-kind.

d. Identify barriers to providing the proposed program and plans for addressing these barriers.

The Navajo Nation is proposing to continue implementing the BabyFACE program through contractual agreements with the seven BIE-funded schools. While Growing in Beauty administration has experience in working with schools in this type of contractual relationship. Some of the barriers that we foresee are described below.

Transportation: The Parent Educators are not willing to use their personal vehicles and receive mileage reimbursement. This results in a challenge of providing off-road types of vehicles for the Parent Educators to conduct home visits. The schools will need to include the lease of vehicles in their proposed budgets as this was previously funded under the i3 grant.

Supervision: On-site BabyFACE supervisors are mostly principals who often have insufficient time to provide adequate supervision. This poses a challenge, as there is an on-going need to provide additional support and accountability checks. The Navajo Nation will address this through the following approaches. The Navajo Nation will collaborate with the PATNC staff to provide technical assistance as needed. Technical assistance can be on-site or by tele/video conferencing. In the first year, this may be built in twice each year to support Adrienne Benally. These technical assistance visits/sessions would include a detailed technical assistance report, including a multi-paged overall report, individual Parent Educator reports, and personal visit observation reports for each Parent Educator.

The Navajo Nation will provide monthly individual reflective practice calls or visits with each Parent Educator; including the supervisor as needed. The Navajo Nation will coordinate with the PATNC as needed in the reflective practice calls/visits. In preparation for the monthly individual reflective practice calls, the Navajo Nation will review the data tracking system (Visit Tracker) to analyze caseload, service delivery and family participation statistics.

The Navajo Nation will address professional development requirements of each Parent Educator through the contractual agreement. Each parent educator must receive professional development hours in order to be re-certified by PAT. The Navajo Nation will address this in several ways.

AZ-FTF and other state affiliated programs offer various outstanding professional development opportunities. The Parent Educators will be kept informed as to these professional developmental opportunities so they can attend to improve their home visiting practices. BabyFACE Parent Educators are already taking advantage of these opportunities.

If, during the year, a Parent Educator needs to be replaced, the school will need to transfer any funds available within their BabyFACE budget to cover travel and training expenses for the new staff to attend a one-week training (location TBD). Growing in Beauty staff also have professional development plans in place. We will coordinate with state leaders, who organizes and facilitates professional development opportunities. Growing in Beauty can schedule monthly group calls to allow individuals to present and discuss issues/information specific to the BabyFACE programs. The Navajo Nation will coordinate efforts with the PATNC to assist in facilitating these discussions.

e. _Describe plans to recruit and locate personnel within the geographical region of the provided program that meet the staff qualification standard detailed in the Standards of Practice, and are linguistically appropriate and culturally responsive for the population to be served. If there is anticipated difficulty in hiring qualified personnel, include a plan and timeline for supporting staff to meet the qualification standard._

Since the Navajo Nation is proposing to continue the BabyFACE programs at seven school sites, staff is currently employed at the schools. The 11 Parent Educators have at least two years of experience in their program; most have four or more years of experience. All 11 Parent Educators are committed to continuing in their current positions under this grant. The following are the staff and their respective locations.

1. Black Mesa – 2; Perry Begay and Karen Bahe
2. Cottonwood – 1; Lillian Begay
3. Dennehotso – 2; Charlene Begay and Irene Hicks
4. Lukachukai – 2; Elsie Howel and Jolena Harvey
5. Pinon – 1; Patsy Brown
6. Seba Dalkai – 2; Martha Lee and Genevieve Yazzie
7. Tuba City – 1; Loretta Miles

Five Parent Educators do not yet have a Bachelor degree, as required by the Arizona FTF Standards of Practice. In working on this proposal with the PATNC, these individuals were selected, despite the lack of a Bachelor degree, in part because they live in the very rural communities they were to serve and were seen to have the ability to establish the trusting relationships necessary to a home visiting program. In addition, the PAT model does not require that Parent Educator have a bachelor degree. Currently, they may be seen to meet the quality standard as a result of their experience and practice as BabyFACE Parent Educators.

At present the Parent Educators have the knowledge and skills necessary to carry out the PAT curriculum. This can be seen in their knowledge gained about child development and developmental parenting issues to families for four years. Parent Educators have also developed knowledge about and relationships with the many community resources that serve families in their communities. They have learned how to effectively use the 1,000+ pages of on-line PAT curriculum. The expectation is that every effort would be made to hire someone with a bachelor degree, who also meet all of the other requirements for a Parent Educator.

All of the 11 BabyFACE parent educators are fluent Navajo speakers and have been successfully developing partnerships with Navajo families in their service areas for the past four years. They are not only linguistically and culturally responsive, but actually work to encourage the use of the Navajo language and culture in the families they serve.

f. _Describe steps that will be taken to continue the collaboration with BIE schools and develop and maintain the working relationship with the National Parents As Teachers office to implement the BabyFace program model._

The Navajo Nation has a working relationship with the participating schools through the Department of Diné Education and the Board of Education. Growing in Beauty will be the program within the Navajo Nation to implement this grant. The program has already taken initial steps in communicating with the PATNC in submitting this grant.This grant proposes to continue and enhance that process.

The next step will be to negotiate the contractual agreements with each school detailing roles and responsibilities and seek approval through their respective school boards. The seven BIE schools (administrations and school boards) have eagerly supported the BabyFACE programs for the past four years. They have seen benefits to families, children, and the communities. Since a process has been in place, the Navajo Nation will build on the successes of this program at each school site. Mechanisms for allocating these funds will be developed by the Growing in Beauty staff including the Navajo Nation Division of Finance.

The detailed scope of work will outline how the Navajo Nation will work with each school and the PATNC. The Growing in Beauty Coordinator will keep in contact with supervisors of the BabyFACE programs (principals/superintendents) in order to provide support and to problem-solve as necessary. This will be accomplished through face to face meetings, individual email, and phone contact as well as through group conference calls.

Over the past four years PATNC has developed and implemented strategies for supporting BabyFACE programs and for holding them accountable. The Navajo Nation Coordinator will collaborate with the PATNC staff in order to make a smooth transition in oversight and support. This will likely include learning about specific technical assistance and accountability tools and strategies, as well as taking the week-long training to learn about the PAT curriculum and model which the BabyFACE Parent Educators use in their work.

g. _Describe the plan and resources necessary to meet FTF basic reporting requirements and maintain data securely and confidentially._

The Navajo Nation, through the contractual agreements with schools, will use the PATNC data tracking system (Visit Tracker) system. From the data tracking system, the reporting requirements for AZ FTF will be met. This system should be able to run any report needed to meet FTF basic reporting requirements.

The Navajo Nation will also use various reporting tools developed during distance and on-site technical assistance to meet the FTF reporting requirements. Family and child data is securely and confidentially maintained by Parent Educators. Hard copy family files are kept in locked filing cabinets. The electronic data tracking system is secured by password.

h. *Describe how collaborative partnerships will be developed and implemented among early childhood programs to facilitate strong coordination of services in the communities to increase families' access to needed services.*

The Navajo Nation Growing in Beauty has a long history of collaborative partnerships among early childhood programs. The Navajo Nation networks with many resources which has included co-sponsorhip of the AZFTF Early Childhood Forums. As well, BabyFACE Parent Educators will follow the PAT model which requires that they develop working relationships with the various programs and agencies in their communities that serve families and children. For example, Parent Educators already engage in fairly frequent collaborations and connections with Growing in Beauty personnel, Parenting Arizona, AZ FTF, Head Start, child care and other early childhood programs.

Parent Educators will develop and maintain a Resource Directory which will be shared with families. In this collaborative partnership, Parent Educators refer and receive referrals from many agencies. They often invite representatives of various agencies to present information to BabyFACE families during Family Circles.

At the preschool age, an important mandate for PAT Parent Educators is to connect families of three-year-olds to the local preschool opportunity(s). Research has shown that PAT combined with a quality preschool experience results in the best outcomes for school readiness and success. Therefore, BabyFACE Parent Educators will work with families to connect them to the local Head Start or other preschool whenever possible.

i. *Describe how you will provide early literacy development opportunities for families and children.*

Pre-literacy and literacy development is crucial to language development and to promote positive parent-child interactions. The PAT curriculum has a many components promoting pre-literacy and literacy skills. The BabyFACE Parent Educators include a book-sharing experience and/or discussion in every personal visit. This is an inherent part of every PAT personal visit plan. Previous research on the effects of BabyFACE and home-based FACE has shown a significant increase in the amount of time parents spend in literacy activities with their child.

Every child under age five in the participating families will receive an age-appropriate, high-quality children's book every month. The Imagination Library book ordering and delivery system is used, and paid for out of the grant; at the cost of $28 per child per year. The books are mailed to the home address, if possible, or to the school and then delivered by the Parent Educator at a personal visit. The Parent Educator encourages and facilitates the parents' sharing of the books with the children during the visits.

BabyFACE programs are encouraged to use some of the money allocated for materials to purchase Navajo children's books; often from Salinas Book Store in Flagstaff, AZ. The Navajo Nation will assist in the selection of books that are age and language/culturally appropriate.

The Implementation Plan should illustrate the critical activities in developing, initiating, and implementing the program. The following table should be expanded as necessary to include the activities that demonstrate effective program planning and implementation.

Implementation Plan

July 1, 2015 – June 30, 2016

Activities	Task	Person Responsible	Date Task Will Be Completed	Support Documentation
Prepare to begin the grant.	Communicate with administration at the 7 schools	Treva Roanhorse Paula Seanez	July, 2015	Letter, telephone contact
	Develop subcontracts and get them signed by the administration and school boards at each of the 7 schools	Treva Roanhorse Paula Seanez	July, 2015	Copies of subcontract
	Train a Navajo Nation EC Coordinator to support and monitor the programs	Adrienne Benally Paula Seanez PATNC staff	July, August, Sept 2015	Professional Development Plan
	Coordinate and collaborate with PATNC to prepare a smooth transition	Adrienne Benally Paula Seanez PATNC staff	July, August, Sept 2015	Correspondences; telephone contact
	Encumber funds for the 7 schools	Paula Seanez Hanasbah Wyaco	July, 2015	Executed Subcontracts
Begin implementation	Provide training for BabyFACE parent educators: PAT's new data tracking system + other information and expectations specific to the AZ-FTF grant	PATNC staff	July, 2015	Training agenda
	Develop support (TA & PD) and monitoring plans	Adrienne Benally	July, August	Copy of monitoring plans
	Implement support and monitoring plans	Adrienne Benally	Ongoing	Documentation on monitoring plans

Review and evaluate quality implementation	Initiate and maintain contact with BIE (Sue Bement)	Paula Seanez Adrienne Benally	Ongoing	Letters, telephone contact
	Review reports; evaluate and adapt as needed. Access support from PATNC as needed	Adrienne Benally PATNC	Ongoing; as needed	Letters; telephone contact
Grant Reporting	Submit reports as required by AZFTF	Adrienne Benally	Ongoing	Reports

Attachment E - Line-Item Budget and Budget Narrative

The budget narrative should provide a clear and concise explanation of the methods used to determine the amounts for each line item in the following line-item budget.

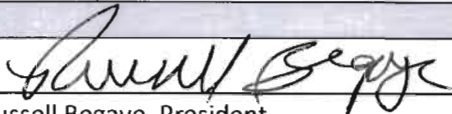**Budget period: July 1, 2015 – June 30, 2016**

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		**Personnel Services Sub Total**	$0.00
Salaries			
EMPLOYEE RELATED EXPENSES		**Employee Related Expenses Sub Total**	$0.00
Fringe Benefits or Other ERE			
PROFESSIONAL AND OUTSIDE SERVICES		**Professional & Outside Services Sub Total**	$0.00
Contracted Services			
TRAVEL		**Travel Sub Total**	$25,788.00
NOTE: OSERS utilizes the Navajo Nation Travel Policies for all travel conducted by Navajo Nation employees employed under state and federal grants. In-State Travel - Staff will be traveling to the seven schools funded under this grant. Travel expenses include per diem, and lodging on a monthly basis.	**IN STATE PER DIEM** $ 46 per day * 6 schools * 24 visits per year = $ 6,624.00 •Black Mesa Community School •Cottonwood Day School •Dennehotso Boarding School •Lukachukai Community School •Pinon Community School •Seba Dalkai Boarding School $ 66 per day * 1 school * 24 visits per year = $ 1,584.00 •Tuba City Boarding School	$8,208.00	
	IN STATE LODGING $ 83 per night * 6 schools *12 nights = $ 5,976.00 •Black Mesa Community School •Cottonwood Day School •Dennehotso Boarding School •Lukachukai Community School •Pinon Community School •Seba Dalkai Boarding School $ 101 per night * 1 school * 12 nights = $1,212.00 •Tuba City Boarding School	$ 7,188.00	
	IN STATE OTHER Travel Expense $ 5.00 * 7 schools * 24 trips = $ 840.00	$840.00	
Out-of-State Travel -Staff will be traveling to the attend PAT Trainingsoffered in St. Louis. Travel expenses include per diem, lodging and other travel expenses.	**OUT OF STATE AIRFARE** PAT Training in St. Louis, MI $1,300.00 per roundtrip airfare * 4 trips = $ 5,200.00	$5,200.00	
	OUT OF STATE PER DIEM	$1,080.00	

	PAT Training in St. Louis, MI $ 54 per day * 5 days * 4 trips = $ 1,080.00		
	OUT OF STATE LODGING	$2,472.00	
	PAT Training in St. Louis, MI $ 103 per night * 6 nights * 4 trips = $ 2,472.00		
	OUT OF STATE OTHER Parking, Baggage and any other incidentals that the employee may incur during the travel. $200 * 4 trips = $ 800.00	$800.00	
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	$700,072.00
Subgrants or Subcontracts to organizations/agencies/entities	•**Black Mesa Community School** Salaries – 2PEs $ 81,000.00 Leased Vehicle $ 12,480.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 400.00 Materials $ 4,400.00 Communication(Cell/Inter) $ 2,400.00 Imagination Library $ 1,960.00 Family Circle $ 960.00	$108,100.00	
	•**Cottonwood Day School** Salaries – 1PEs $ 60,500.00 Leased Vehicle $ 6,240.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 200.00 Materials $ 2,200.00 Communication(Cell/Inter) $ 0.00 Imagination Library $ 980.00 Family Circle $ 960.00	$75,580.00	
	•**Dennehotso Boarding School** Salaries – 2PEs $ 91,000.00 Leased Vehicle $ 12,480.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 400.00 Materials $ 4,400.00 Communication(Cell/Inter) $ 1,044.00 Imagination Library $ 1,960.00 Family Circle $ 960.00	$116,744.00	
	•**Lukachukai Community School** Salaries – 2PEs $ 77,000.00 Leased Vehicle $ 12,480.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 400.00 Materials $ 4,400.00 Communication(Cell/Inter) $ 1,044.00 Imagination Library $ 1,960.00 Family Circle $ 960.00	$102,744.00	
	•**Pinon Community School** Salaries – 1PEs $ 46,000.00 Leased Vehicle $ 6,240.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 200.00 Materials $ 2,200.00 Communication(Cell/Inter) $ 0.00 Imagination Library $ 980.00 Family Circle $ 960.00	$61,080.00	

	•Seba Dalkai Boarding School Salaries – 2PEs $133,000.00 Leased Vehicle $ 12,480.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 400.00 Materials $ 4,400.00 Communication(Cell/Inter) $ 1,044.00 Imagination Library $ 1,960.00 Family Circle $ 960.00	$158,744.00	
	•Tuba City Boarding School Salaries – 1PEs $ 62,000.00 Leased Vehicle $ 6,240.00 Travel $ 3,500.00 Professional Development $ 1,000.00 Supplies $ 200.00 Materials $ 2,200.00 Communication(Cell/Inter) $ 0.00 Imagination Library $ 980.00 Family Circle $ 960.00	$77,080.00	

OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	$30,832.91
• General Office Supplies	Office supplies needed to implement program's objectives; which include folders, printer ink, paper, pens, pencils, markers, staplers, labels, planners, binders and any other office supplies that may be needed.	$5,606.91	
• Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff) – Staff training needed to implement program's objectives	**PROFESSIONAL DUES** PAT Annual Affiliate Fees 1 year * 1,500.00 = $1,500.00 Parent Educator Renewal Fee 1 * $150.00 = $ 150.00 Registration Fees for Training: 4 * $ 915.00 per training = $ 3,660.00 • Group Facilitaiton: Awareness Skills • Foundational Training • Model Implementation • Foundational 2 Training 3 years through kindergarten	$5,310.00	
• Leased Vehicle – Navajo Nation Tribal Vehicle charges monthly rates and mileage rates for usage.	**LEASED VEHICLE** Group B Vehicle Class II Leased Vehicle Monthly User Rate: $483.00 * 12 months = $ 5,796.00 MILEAGE USAGE Rate: $0.25 per mile * 40,480 miles = $ 10,120.00 IN STATE Mileage •Black Mesa Community School 347 miles RT * 24 trips per year = 8,328 •Cottonwood Day School 152 miles RT * 24 visits per year = 3,648 •Dennehotso Boarding School 292 miles RT * 24 visits per year = 7,008 •Lukachukai Community School 124 miles RT * 24 visits per year = 2,976 •Pinon Community School 194 miles RT * 24 visits per year = 4,656 •Seba Dalkai Boarding School	$ 15,916.00	

	209 miles RT * 24 visits per year = 5,016 •Tuba City Boarding School 313 miles RT * 24 visits per year = 7,512 IN STATE TOTAL MILES 39,144 OUT-STATE Mileage • Albuquerque, NM 334 miles RT * 4 trips per year = 1,336 OUT-STATE TOTAL MILE 1,336		
• Rent Meeting Space for PAT Training	**MEETING SPACE** Nation to hold meetings/trainings for 7 schools to attend: $1,000.00 per day * 4 days = $ 4,000.00	$4,000.00	
NON-CAPITAL EQUIPMENT		**Non-Capital Sub Total**	$6,950.00

Equipment $4,999 or less in value	Office Color Printer
	Desktop docking station
	Mobile device
	Mobile printer/scanner/copier
	Software
	Other computer peripherals –
	  Mouse, carrying case, external
	  harddrive
		$3,000.00
		$200.00
		$2,000.00
		$500.00
		$750.00
		$500.00	

Subtotal Direct Program Costs:			$763,642.91
ADMINISTRATIVE/INDIRECT COSTS		**Total Admin/Indirect**	$6,357.09
Indirect/Admin Costs @ 10% RESTRICTED RATE	**INDIRECT COSTS** BASE: $770,000.00 - $700,072.00 = $ 69,928.00 / 1.1 = 63,570.909 * 0.1 = $6,357.09	$6,357.09	
Total		$770,000.00	$770,000.00

Authorized Signature _____ Date _____

Russell Begaye, President

Budget Narrative

Travel: **(IN-STATE)** The NATION has the responsibility to implement the PAT program at seven schools on the Navajo Nation. In-State travel expenses for the NATION to monitor and oversee the PAT programs at seven schools on a periodic basis to be determined based on the schools performance. The travel expense will cover employees per diem rate for meals, lodging, and other related travel expenses. The NATION anticipates 24 visits per school per year. This amount is subject to change based on the schools performance. **(OUT-STATE)** The NATION will have employees under the FTF Grant attend relevant PAT trainings and conferences that will enhance their ability to work collaboratively with seven subcontractors to provide services to the target services area and achieve the proposed performance measurements. The travel expense will cover employees airfare, per diem rate for meals, lodging, and other related travel expenses. The NATION anticipates to send the employee to four (4) PAT Training sessions in St. Louis; however that location can be changed based on the dates available and costs.

Aid to Organizations or Individuals: This grant requires the NATION to provide funds to seven schools: Black Mesa Community School, Cottonwood Day School, Dennehotso Boarding School, Lukachukai Community School, Pinon Community School, Seba Dalkai Boarding School, and Tuba City Boarding School. These seven schools are to provide services based on the PAT curriculum. The detailed budget for year one is included in the budget above for each school. Each school will provide an annual detailed budget for program related expenses that will be reviewed by the NATION for approval based on average expenditure rate and school performance.

Each school's budget includes salaries for Parent Educators (PEs) employed. The budget includes funds for each school to lease GSA vehicles based on the number of PEs employed. The NATION advised the schools to include travel expenses for PEs to attend meetings and trainings set by the NATION; the location for these meetings/trainings will be determined based on RFP responses. The budget includes funds for professional development to cover affiliate fees, PAT trainings and PAT conferences for the PEs. The budget includes funds for supplies and materials needed for the PEs to implement the PAT circculum. The budget includes funds for communication to cover expenses for cellular phones and internet. The schools included funds within their budget for an imagination library to purchase for each child 12 high-quality, age appropriate books. The school's plan is to have one book delivered to the child's home or to the school each month. The school's also included funds to cover expenses for family circle; which is a required component of the model. The family circle expenses will include purchases for refreshments and other incentives to encourage attendance; funds are sometimes used to pay for guest speakers fees/travel.

Other Operating Expenses: The NATION will procure general office supplies in compliance with the Navajo Nation Procurement Code. The NATION will require office supplies to document the monitoring activities under the FTF Grant. The office supplies will consist of paper, ink cartridges, paper clips, staples, stapler, binder clips, folders, two hole puncher, three hole puncher, alpha-sorter, calculator, post its, notebooks, pens, pencils, stamps, organization tabs, and any other office related supplies. The NATION included funds to cover Professional Development; which will cover the PAT annual affiliate dues, parent educator renewal fees, and four registration fees for PAT Training. The breakdown is included in the budget above. The NATION included funds to lease a tribal vehicle from the Nation Nation Fleet Management Department. The breakdown for the monthly usage and mileage usage fee is included above. The calculation includes roundtrip mileage for each school to be visited 24 times per year. The NATION believes that having a leased vehicle will ensure that the employee has a reliable

vehicle to conduct on-site monitoring and technical assistance. The NATION include funds to cover meeting space rental for four (4) meetings to be held for the schools to attend with the NATION. The NATION will advertise a Request for Proposals from qualified vendors to host the meetings. The RFP will will allow the NATION to determine the most cost effective location to hold these meetings. The NATION is interested in providing meetings, trainings, and other engagements for the schools. This will allow for a smoother transition for both the NATION and the schools.

Non-Capital Equipment: The NATION will procure in compliance with the Navajo Nation Procurement Code, a color printer, office desktop docking station, mobile device with desktop capabilities, mobile printer, mobile scanner, and other computer peripherals for the employee to utilize. The employee will be monitoring the seven subcontracted schools and will travelling frequently. The NATION would like to ensure that the employee is able to perform the necessary administrative tasks under this grant while on travel.

Administrative/Indirect Costs: The NATION has an approved Indirect Cost rate agreement with the United States Department of Interior set at 16.95%. The NATION will be requesting for an IDC waiver from the Navajo Nation Council to comply with the FTF restricted rate of 10%.

The aadministrative costs are general or centralized expenses of overall administration of an agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Indirect costs are costs of an organization that are not readily assignable to a particular program, but are necessary to the operation of the organization and the performance of the program. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.
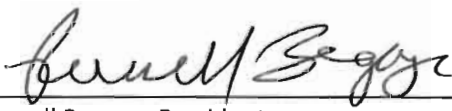
Applicants must list either Option A or Option B and provide proper justification for expenses included:

☐ **Option A - Administrative Costs**: *with proper justification, grantees may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.*

OR

☒ **Option B - Federally Approved Indirect Costs**: *If your agency/organization has a federally approved indirect cost rate agreement in place, grantees may include an allocation for indirect costs for up to 10% of the direct costs.* ***Applicants must provide a copy of their federally approved indirect cost rate agreement.***

Authorized Signature _____ Date _____

Russell Begaye, President

Funding Sources and Financial Controls

A. In the following table, identify other funding/resources (including federal, state, local and private funding) that the agency/organization has made or will make available to achieve the objectives of the proposed program. First Things First (FTF) funding can be used to enhance or expand the program funded by these additional funds, but FTF funding cannot supplant or be used to replace any existing state or federal funding for early childhood development and health programs.

Type of Funding (federal, state, local, private) and Agency/Organization Received From:	Brief Description of How the Funding Helps Achieve the Program Objectives	Amount	✔ If used for match on this grant
Not applicable			
	Total:	N/A	

B. Describe the financial controls and accountability measures the agency/organization will employ for the proposed program.

The Navajo Nation utilizes an automated financial system for fund management. The Navajo Nation has internal controls with various policies and procedures to ensure fiscal control.

Authorized Signature _____ Date 5/18/2015

Russell Begaye, President

First Things First is designed to meet the diverse needs of children and families in Arizona communities. The statewide First Things First Board and Regional Partnership Councils in local communities across the state share the responsibility of ensuring that early childhood funds are spent on strategies that will result in improved development, health and education outcomes for young children.

Local Regional Partnership Councils are comprised of community volunteers, with each member representing a specific segment of the community that has a role in ensuring that Arizona's children grow up to be ready for school and set for life: parents, leaders of faith communities, tribal representatives, educators, health professionals, business leaders and philanthropists.

First Things First Strategic Direction

First Things First's commitment to young children means more than only funding programs and services. It means having a shared vision about what being prepared for kindergarten actually means. First Things First specifies that programs and services funded by the First Things First Board and Regional Partnership Councils are to address one or more of the following Goal Areas to impact children birth to age five and their families:

- Improve the quality of early childhood development and health programs
- Increase the access to quality early childhood development and health programs
- Increase access to preventive health care and health screenings
- Offer parent and family support and education concerning early childhood development and literacy
- Provide professional development and training for early childhood development and health providers
- Increase coordination of early childhood development and health programs and provide public information about the importance of early childhood development and health

The First Things First Board established a strategic framework with a set of school readiness indicators that provide a comprehensive composite measure to show if Arizona is making progress in providing opportunity for young children to be ready for school and set for life. The strategies funded by First Things First work collectively to develop a comprehensive system across the state and regionally to address the school readiness indicators. The First Things First Board and Regional Partnership Councils determine the priorities and strategies to be funded across the state and throughout the regions assessing the challenges and building on the resources and assets in place.

School Readiness Indicators

- #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive and motor and physical.

- #/% of children enrolled in an early care and education program with a Quality First rating of 3-5 stars.
- #/% of children with special needs enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars.
- #/% of families that spend no more than 10% of the regional median family income on quality care and education with a Quality First rating of 3-5 stars.
- % of children with newly identified developmental delays during the kindergarten year.
- #/% of children entering kindergarten exiting preschool special education to regular education.
- #/% of children ages 2-4 at a healthy weight (Body Mass Index-BMI).
- #/% of children receiving at least six well child visits within the first 15 months of life.
- #/% of children age 5 with untreated tooth decay.
- % of families who report they are competent and confident about their ability to support their child's safety, health and wellbeing.

Scope of Work

Statement of Need

A regional needs and assets assessment in the Navajo Nation region has identified a need to provide parents and caregivers of young children greater opportunities to enhance their understanding and knowledge about the importance of early child development and health. There are a limited number of home visitation programs in the region, and therefore there is a lack of capacity to meet the needs of young families and caregivers. Another contributing factor in providing programs and services is the large geographic area the Navajo Nation encompasses.

Current funding for the BabyFACE program ends June 2015. The Regional Council recognizes by increasing funding through the Home Visitation strategy it will enable the BabyFACE program to continue, which will prevent a gap in service, as well as maintain the current infrastructure that is in place, and will allow services to continue in some of the more remote communities in the region.

The BabyFACE program uses the Parent As Teachers (PAT) model, which is an evidenced based program that provides home visitation to a target population of prenatal through three years of age. The BabyFACE program goals are: increase parenting knowledge and involvement, provide early detection of health and developmental delays, prevent child abuse and neglect, and increase school readiness and success. The PAT model includes additional emphasis on culturally responsive parenting education, resources and family well-being, as well as intentional, expected support and inclusion of native language and customs.

BabyFACE is an early learning and development program that provides family support and leadership through:

Personal Visits: Families with children who are prenatal through 3 years of age receive a visit in their home every week or two. Trained parent educators, usually Navajo, will support parents and other caregivers in becoming the first and most important teachers of their children. Each visit includes: age-specific information about parenting issues and child development, and an educational activity between the parent and the child that is often adapted to emphasize the local culture and language. Family well-being and goal setting are also part of each visit. Every month families received 3 high quality children's books and tips for effective use.

Family Circle: At least once a month, home-based parents are invited to a parent event, at the school. Speakers provide information about early child development and health; parents make books and toys for their children that often include the local culture and language; participate in parent-child activities to support and promote the importance of parent/child bonding; and become more aware and part of a community network, and learn to feel good about being at a school.

Screening: Children's developmental progress is checked twice a year. Parents are included in this review of their child's development because they know their child best and because the screening is used as parent education about child development. Each child's hearing and vision is checked annually. A Health Record is used to identify and for early prevention of health issues and social/emotional developmental delays, as well as to encourage that a child receives all the necessary immunizations.

Resource and Referral Network: Parent educators are knowledgeable about community resources and skilled in making referrals. If learning or health problems are found parent educators help the family get additional services so the child will be able to reach their full potential. Other referrals and connections are made to help families reach essential goals around family well-being such as housing, adult education, jobs.

The Regional Council currently funds a home visitation program in the region, which is implementing the PAT program that provides services to families and caregivers of children prenatal through age 5. It is expected that some of the families that will be served by the BabyFACE program will be transitioning into this program when they age out of BabyFACE, which will provide a continuum of care in the region.

Description of Strategy

Comprehensive, evidence based home visitation programs provide participating families of children under five with information and education on parenting, child development and health topics while assisting with connections to other resources or programs as needed. A variety of evidence based models exist to address the spectrum of universal needs to targeted or specialized needs of particular populations such as first time parents, teen parents, families at-risk for abuse-neglect, low income families. While programs can strengthen parent-child relationships throughout the early childhood years, targeted recruitment, enrollment and participation of families expecting their first child or who have a newborn can have the

greatest, long term impact. "The first three years of life are a period of intense intellectual development during which the brain forms a foundation for later learning and development. High quality home visiting programs can be an effective service delivery method to support early learning in these years, ensuring that children succeed in school and beyond."

Home visiting professionals trained in child development and family support make regular, scheduled visits to each family's home or other natural environments such as the library. Home visitors meet with the family and their young child or with a family expecting a child, to answer questions, provide information and resources, support and advise parents on parenting skills or assist in early detection of any developmental problems in the young child. The specialized skills and qualifications of home visitors are critical to the successful implementation of home visitation programs. Home visitors build trusting, professional relationships with each family. They observe daily routines and interactions to help parents identify and interpret their child's cues and offer information, guidance and coaching so that families can best support and be responsive to their own child's growth and development.

Family participation in a home visitation program is voluntary, with no fee for service to families. A family-centered approach is utilized with consideration for each child's present level of development, parent/families knowledge and understanding of child development including social emotional, language and literacy, cognitive, physical and motor development, current parenting practices, daily routines and interactions, or other information/ instructional needs. Young children learn through the natural interaction of caregiving and everyday experiences. Early and rapid development of the components of language, including listening and understanding, communicating and speaking, and the emergence of early literary skills and abilities is evident in infancy and toddlerhood and families play the most critical role in supporting as their child's first and most important teacher. As infants and toddlers develop their ability to understand and use language to communicate, they also increase their skills and abilities in influencing others, which in turn affects their learning in all other domains. It is important that home visitation programs support each family with their young child's early language and literacy development in the context of social emotional development. A strong foundation in these critical areas of development can lead to good outcomes in other areas including cognitive, physical and motor development.

The greater the needs and risk levels of the family, the greater the frequency and duration of home visits. Some home visitation models provide for weekly home visits, and can include parent-child playgroups located in community settings. Successful applicants will implement programs that:
- √ Provide information and training for parents that will assist them in improving the skills to be their child's first teacher and strengthen parent-child relationships.
- √ Provide information or training on developmentally appropriate learning opportunities that support early language and literacy development which prepares children for success in school and life.

√ Implement the program model in accordance with the First Things First Home Visitation Standards of Practice, Developmental and Sensory Screening Standards of Practice and the Child Welfare Policy. Refer to the Guidance Materials document.

Coordination and Collaboration Emphasis

Collaborative partnerships among early childhood program providers utilizing a variety of formal and informal mechanisms to facilitate strong coordination of services in the community are important to increasing families' access to needed services. The Navajo Nation Regional Partnership Council prioritizes home visiting programs to promote and support collaborative partnerships through the following:

- Developing and implementing a plan to understand and make connections with other initiatives, strategies, programs and efforts in the region or state that support the early childhood system.
- Developing processes that ensure staff implementing FTF funded strategies understand the importance of connections between and coordination with other programs in developing and building a comprehensive early childhood system to avoid duplication of services and promote collaboration between other services, programs and supports offered to children and families in the region.
- Linking families to other supports and services in the community by offering referrals to available providers as needed.
- Providing service coordination with other home visiting programs and community resources to minimize duplication of services and to ensure families receive needed comprehensive services.
- Utilizing community reports (e.g. Regional Needs and Asset Reports) to develop a collaborative and coordinated response to community needs (i.e., establish a plan that addresses how the home visitation program will address the needs, utilizes the assets and strengths the community).

Early Literacy Emphasis

Literacy learning in early childhood provides the foundation for future literacy success and is rooted in exposure to rich language experiences and engaging activities that build knowledge, understanding and speaking, expands vocabulary, and supports a child's ability to become a successful independent reader. The Navajo Nation Regional Partnership Council prioritizes home visiting programs that promote and support meaningful early literacy experiences and opportunities for young children in the appropriate context of program implementation, including the following components:

- Providing learning opportunities for families to learn about early language and emergent literacy development, and how to support their child's language development
- Providing information to increase families' awareness of the use of language to communicate, and respond to and elaborate on child's vocalizations (e.g., daily storytelling, talking, singing to infant and child). Identifying and providing tools to support parents and caregivers in developing or expanding early literacy skills.

- Informing families about the importance of pre-literacy skills: concepts of print, phonological awareness, vocabulary development, comprehension, analysis of the content and structure of text, and making meaning through drawing and writing.

Applicable School Readiness Indicators
Partners implementing this strategy will work collectively with First Things First to address the school readiness indicators below:
- #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive and motor and physical.
- % of families who report they are competent and confident about their ability to support their child's safety, health and wellbeing.

Applicable Goal Areas
Partners implementing this strategy will work collectively with First Things First to address the goal areas below:
- Offer parent and family support and education concerning early childhood development and literacy

Target Population and Geographic Area to Serve

The intended target population is families with children prenatal through 3 years of age who reside within the service area of the following BabyFACE programs and who are not already receiving home visitation services:
- Black Mesa Community School
- Cottonwood Day School
- Dennehotso Boarding School
- Lukachukai Community School
- Pinon Community School
- Seba Dalkai Boarding School
- Tuba City Boarding School

A map of the identified geographic area can be found at: http://maps.azftf.gov/

Target Service Units and Performance Measures
A Target Service Unit (TSU) is a First Things First designated indicator of performance specific to each First Things First strategy and it is set by the Regional Council. It is composed of a unit of measure (e.g., participating adults) and a target number. The unit of measure can be a target population (e.g., participating adults), a product (e.g., books distributed) or a service (e.g., fluoride varnishes applied to children, ages 0-5) that a grantee is expected to serve as part of an agreement. The target number represents the actual number of service units proposed to be delivered during the contract year.

Performance Measures are (1) key indicators of performance (Target Service Units); (2) basic implementation of strategy; (3) alignment of program activities to strategy specific standards of practice, (4) performance or progress toward pre-established strategic goals. Performance measures may include the level or type of program activities conducted (e.g. serving families/children through home visits) and/or the direct services and products delivered by a program (e.g., providing scholarships).

For more specific information about the Target Service Units for this strategy, see the Target Service Units Guidance document(s) attached as an exhibit to this agreement.
The Target Service and Performance Measures for this strategy are:

Target Service Units:
> Number of families served: 275
> Number of children screened: 300
> Number of developmental screenings conducted: 300

Performance Measures:
> Number of families served/proposed service number
> Number of children screened
> Number of developmental screenings conducted
> Home visitor caseload
> Family attrition
> Total amount of time the dis-enrolled family participated in home visiting services
> Number of children receiving home visiting services
> Number of referrals for community based services given to participating families
> Number of families reported they received community based services
> Number of families receiving referrals for health insurance enrollment
> Number of children receiving developmental screening
> Numbers of children receiving referrals for follow up services

Guidance Materials

All Standards of Practice and Target Service Unit (TSU) Guidance Documents can be accessed through the FTF Strategy Toolkit, located at http://www.azftf.gov/pages/strategytoolkit.aspx.

Links to the documents specific to this Grant Agreement are located below. There may be other documents that appear on the links but the documents required for this Grant Agreement are indicated below. For difficulty in accessing any of the documents, email the name of the document and the Grant Agreement number to grants@azftf.gov for assistance.

Standards of Practice Documents Required for this Grant Agreement

Home Visitation Standards of Practice:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17

Developmental and Sensory Screening Standards of Practice:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17

Requirements for On-Site Child Care:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17

FTF Child Welfare Policy:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17

Suspected Child Maltreatment - Mandated Reporting Policy:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17

Target Service Unit (TSU) Guidance Document

Home Visitation TSU Guidance Document:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=17

Developmental and Sensory Screening TSU Guidance Document:
http://www.azftf.gov/pages/WebMain.aspx?PageId=9E8669C97C0C408B9F3567C855744398&StrategyId=80

Exhibit C – Data Security Guidelines and Requirments for Collaborators

First Things First - Arizona Early Childhood Development and Health Board
Data Security Guidelines and Requirements for Collaborators

BACKGROUND:

The purpose of the Arizona Early Childhood Development and Health Board (First Things First - FTF) is to aid in the creation of a system that offers opportunities and support for families and communities in the development of all children, so they can grow up healthy and ready to succeed. Our work is accountable and transparent to decision-makers and the citizens of Arizona. Collaboration and direct funding of grantees to undertake work on behalf of the children and families of Arizona is fundamental to the purpose and mission of FTF. Regular submission of data related to funded work is an important part of ensuring accountability and maximum positive impact for young children, as well as a material condition of receiving FTF grant funding.

Data Security Guidelines for Data Submission to FTF

First Things First will ensure that resources allocated have maximum impact for the benefit of children and families. To ensure this accountability, FTF has established data reporting requirements for all state and regional grantees. All funded providers shall regularly submit programmatic and financial reports as identified in the FTF reporting requirements.

FTF data submissions are classified in one of three levels:

- **Public data**
- **Limited distribution data**
- **Confidential data**

The majority of FTF reporting submissions are completed through the FTF Partner Grant Management System (PGMS). Subsequent to the award of a grant, the grantee will receive general training on login and navigation within the PGMS system. With this login, the grantee will be able to manage their contract information. An additional training on strategy-specific data submission requirements will also be conducted. During that training, the grantee will be informed on submission of data reporting requirements through PGMS. All data submitted through PGMS is **public data** or **limited distribution data**. Because PGMS is located in a secure extranet environment, grantees using PGMS for data submission are not required to undertake additional security measures related to their data submission above those identified in the general and data submission orientations (password and login security, guidelines for upload of narrative and other reports).

A small group of grantees submit data requirements, with an agreement between the grantee and FTF, through an established secure web service or FTP (File Transfer Protocol) site via the internet, rather than a PGMS web-based entry form. Such data is likely to contain limited distribution data and shall adhere to the following protocols. Grantees that submit data through the secure web service must submit data within the established data structures and format; follow all login procedures; submit a formal data change request form if needed; and ensure that limited distribution data may not be intercepted or viewed at any time by parties other than the grantee and FTF. Additionally, Grantees must ensure that throughout the reporting and submission process the data is secured and that any confidential data is de-identified and/or encrypted.

Any grantee submitting data identified as confidential must file a formal data security policy with FTF.

Data Security Guidelines for Grantee Maintenance of Data
In order to submit data to FTF in fulfillment of reporting requirements, grantees shall keep all data collected for their program(s) within their system (database) or hardcopies. Grantee data is likely to contain highly sensitive information on individuals, their education and their health. These guidelines and requirements are for the maintenance of those data.

All grantees must have a data security policy in force that identifies how the organization ensures that data is protected in all its forms, during all phases of its life cycle, from inappropriate access, use, modification, disclosure, or destruction.

All grantees subject to HIPAA, FERPA, tribal law, or other data regulation are required to submit and maintain those approvals for all data.

Data Permission Guidelines for Grantee Data
All grantees must be prepared for FTF review of client-level data (e.g. child-level, teacher-level, or early care and education provider-level) during on-site visits. Additionally, FTF data reporting requirements may include submission of client-level data (e.g. child-level, teacher-level, or early care and education provider-level). The grantee agrees to allow FTF to access such data. Should the data be subject to HIPAA, the grantee agrees to enter into FTF's HIPAA Business Associate Agreement.

To inform clients of FTF's reporting requirements, all grantees must include in their client enrollment forms the statement: "To comply with reporting requirements of the funding source, I grant permission to [insert grantee organizational name] to release background, service, and impact related information to the Arizona Early Childhood Development and Health Board, also known as First Things First." The grantee warrants to FTF that prior to entering into the grant agreement for FTF funding, it has appropriately enquired and satisfied itself that it has the ability and authority comply with the requirements of this section.

Grantees Serving Clients on Tribal Lands
First Things First recognizes Arizona tribes as sovereign nations that have the right to regulate research and data collection on their tribal lands. To this end, First Things First is committed to obtaining all appropriate tribal approvals for data collection, analysis and reporting. Accordingly, grantees shall only collect, use and share data from tribal land in accordance with a data collection agreement between a tribe and First Things First or the grantee.

Compliance with Data Security Guidelines
The grantee acknowledges that failure to comply with any requirement of these Data Security Guidelines shall be a material breach of the grant agreement.

First Things First's own Data Security Policy & Procedures and Tribal Data Policy may be viewed on the FTF website, www.azftf.gov, under Funding/Eligibility & How to Apply or http://www.azftf.gov/WhatWeDo/Funding/Pages/Eligibility.aspx.

Revised December 2014

Document No. **003706**   Date Issued: **03/31/2015**

SECTION 164 REVIEW FORM

Title of Document: FTF babyFACE Grant GRA-RC001-16-0753-01   Contact Name: ROANHORSE, TREVA M.

Program/Division: DIVISION OF DINE EDUCATION

Email: hanasbah.wyaco@nnosers.org   Phone Number: 928-871-6338

Division 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

		Sufficient	Insufficient
Statement of Policy or Positive Law:			
1. OAG: _____	Date: _____	☐	☐
IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)			
1. OMB: _____	Date: _____	☐	☐
2. OOC: _____	Date: _____	☐	☐
3. OAG: _____	Date: _____	☐	☐

Section 164(B) Final approval rests with the President of the Navajo Nation

☒ **Grant/Funding Agreement or amendment:**

		Sufficient	Insufficient
1. Division: PS _[signature]_ 3/31/15	Date: _____	☒	☐
2. OMB: _[signature]_ -br C.S.	Date: 5/01/15	☒	☐
3. OOC: IY 5/4/15 _Emilee Anne Rejdali_	Date: 05/06/15	☒	☐
4. OAG: _[signature]_	Date: 5/11/15	☒	☐

☐ **Subcontract/Contract expending or receiving funds or amendment:**

		Sufficient	Insufficient
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:**

		Sufficient	Insufficient
1. Division: _____	Date: _____	☐	☐
2. OAG: _____	Date: _____	☐	☐

☐ **M.O.A. or Letter of Assurance expending or receiving funds or amendment:**

		Sufficient	Insufficient
1. Division: _____	Date: _____	☐	☐
2. OMB: _____	Date: _____	☐	☐
3. OOC: _____	Date: _____	☐	☐
4. OAG: _____	Date: _____	☐	☐

Pursuant to 2 N.N.C. § 164 and Executive Order Number 07-2013

NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM

☐ **RESUBMITTAL**

RECEIVED MAY 11 2015 DEPARTMENT OF JUSTICE RECEPTIONIST DESK

DOJ
5-11-15 2:57pm
DATE TIME
☑ 7 Day Deadline
DOC #: 003706
SAS #:
UNIT: HS90

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

CLIENT TO COMPLETE

DATE OF REQUEST:	5/11/2015	DIVISION:	Click here to enter text.
CONTACT NAME:	Treva Roanhorse	DEPARTMENT:	#44 EDUCATION OSERS
PHONE NUMBER:	928-871-6338	E-MAIL:	hanasbah.wyaco@nnosers.org

TITLE OF DOCUMENT: *First Things First babyFACE Grant GRA-RC001-16-0753-01 for the period of July 1, 2015 to June 30, 2016, in the amount of $770,000.00.*

DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 5/11 @ 3:35   REVIEWING ATTORNEY/ADVOCATE: ~B.

DATE TIME OUT OF UNIT: 5/11/15 4:29   dn.

DOJ ATTORNEY / ADVOCATE COMMENTS

Legally sufficient. IDC rate needs approval from HEHSC & Naabikiyati'
Committees.

REVIEWED BY: (*Print*)	Date / Time	SURNAMED BY: (*Print*)	Date / Time
Michelle Begay	5/11/15 4:27	Kandis Martine	5/11/15 4:29 p.m.

DOJ Secretary Called: Treva Roanhorse for Document Pick Up on 5/11/15 at 4:36 By dn

PICKED UP BY: (*Print*)	DATE / TIME:

NNDOJ/DRRF-July 2013

THE NAVAJO NATION

BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT

Office of Special Education & Rehabilitation Services
P.O. Box 1420 Window Rock, AZ 86515
Tel: 928. 871.6338 • Fax: 928.871.7865

February 2, 2015

MEMORANDUM:

TO   :   Program Directors and Staff
                     Department of Diné Education

FROM   :   Treva Roanhorse, Program Director
                     Office of Special Education & Rehabilitation Services
                     Department of Diné Education

SUBJECT :   **STANDING DELEGATION OF AUTHORITY**

During my absence from the office, the following individuals are authorized to act on my behalf – in the order they are placed – to ensure the proper and uninterrupted functioning of the Office of Special Education & Rehabilitation Services by performing the routine duties required of the Program Director:

1. Paula Seanez, Assistant Director, Office of Special Education & Rehabilitation Services.
2. Kee Ike Yazzie, Senior Planner, Department of Diné Education.

This delegation authorizes my designee to review and approve all routine administrative, financial, and personnel documents with the understanding that they consult with me as necessary. Please continue to bring all documents requiring the review and approval of the Program Director to the Office of Special Education & Rehabilitation Services. The standing delegation of authority is effective as of Monday, February 2, 2015 to Wednesday, September 30, 2015 (FY 2015).

If you have any questions related to this request, you can contact me at (928) 871-6338. Your cooperation is expected and appreciated.

ACKNOWLEDGED:

Paula Seanez, Assistant Director
Office of Special Ed & Rehab Services

Kee Ike Yazzie, Senior Planner
Department of Diné Education

XC: File – OSERS
    DoDE Program Directors
    Honorable Ben Shelly, President, THE NAVAJO NATION
    Honorable Rex Lee Jim, Vice President, THE NAVAJO NATION
    Arbin Mitchell, Chief of Staff, Office of the President/Vice President, THE NAVAJO NATION

EXHIBIT B

PART I. Business Unit No.: _____   Program Title: OSERS First Things First babyFACE Program   Division/Branch: Executive

Prepared By: Hanasbah Wyaco, Accountant   Phone No.: 928-871-7490   Email Address: hanasbah.wyaco@nnosers.org

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total
First Things First (AZ)	07/01/15-06/30/16	770,000.00	100%
TOTAL:		$770,000.00	100%

PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses		0	0	0
3000 Travel Expenses		0	15,000	15,000
3500 Meeting Expenses		0	0	0
4000 Supplies		0	18,409	18,409
5000 Lease and Rental		0	0	0
5500 Communications and Utilities		0	0	0
6000 Repairs and Maintenance		0	0	0
6500 Contractual Services		0	725,000	725,000
7000 Special Transactions		0	7,500	7,500
8000 Public Assistance		0	0	0
9000 Capital Outlay		0	0	0
9500 Matching Funds		0	0	0
9500 Indirect Cost		0	4,091	4,091
TOTAL		$0.00	770,000.00	765,909

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	0	0
Total # of Permanently Assigned Vehicles:	0	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

SUBMITTED BY: Treva Roanhorse, Program Manager's Signature / Date   3/31/15

APPROVED BY: Dr. Tommy Lewis, Superintendent's Signature / Date   3/31/15

PART I. PROGRAM INFORMATION:

Business Unit No.:	NEW	Program Name/Title:	OSERS First Things First babyFACE Program

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

GSCMY-19-07/ The purpose of the Office of Special Education and Rehabilitation Services (OSERS) is to provide quality rehabilitation, independent living and early intervention services to eligible Navajo children and adults with disabilities. A further purpose of OSERS is to assure that eligible Navajo children and adults with disabilities achieve a level of independence, self- sufficiency and equal opportunity to live as productive Navajo citizens. This grant will fund the babyFACE Program through subcontractual agreements with seven (7) schools to conduct homevisits to Navajo families with children aged birth to three (3).

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: Provide homevisits with families with children birth to three (3).								
Goal Statement: Serve 275 families with children birth to three (3) annually.	69		69		69		68	
2. Program Performance Area: Provide developmental screenings for children birth to three (3).								
Goal Statement: Conduct 300 developmental screenings to families with children birth to three (3) annually.	75		75		75		75	
3. Program Performance Area: Negotiate subcontractual agreements with schools								
Goal Statement: Execute seven (7) subcontracts with BIE funded schools for the program by the end of the first quarter.	7							
4. Program Performance Area:								
Goal Statement:								
5. Program Performance Area:								
Goal Statement:								

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

signature 3/31/15	_signature_ 3/31/15
Treva Roanhorse, Program Manager's Signature / Date	Dr. Tommy Lewis, Superintendent's Signature / Date

THE NAVAJO NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program

Business Unit No.: _____

NEW

PART II. DETAILED BUDGET:

(A) Object Code (LOD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
3000	**TRAVEL EXPENSES**		**15,000**
	Monthly fleet expenses for vehicles for mileage and maintenance. Meal and Lodging expenses directly related to program business. Other miscellaneous travel expenses. Transportation to and from authorized training, seminars, conferences, and other program related functions.		
3230	Personal Travel	15,000	
	3240: Per Diem Meals		
	3250: Lodging		
	3260: POV		
	3290: Other Travel Expenses		
3310	Air	-	
	3320: Commercial		
4000	**SUPPLIES**		**18,409**
	Stationary, envelopes, binders, folders, labels, pens, and pencils. Printing and binding, pamphlets, and photocopying public awareness and recruitment. Necessary operating supplies for daily operations of OSERS EIP program.		
4120	OFFICE SUPPLIES	3,409	
	4130: General Office Supplies		
4200	NON CAPITAL ASSETS	15,000	
	Purchases less than $5,000.00		
	4210: Non Capital Furniture & Equipment		
	4230: Non Capital Computer Equipment		
	TOTAL	33,409	33,409

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program

Business Unit No.: _____

Business Unit No.: NEW

PART II. DETAILED BUDGET:

Object Code (LOD 6) (A)	Object Code Description and Justification (B)	Total by DETAILED Object Code (C)	Total by MAJOR Object Code (D)
6500	**CONTRACTUAL SERVICES**		725,000
	Consultant fees for professional consulting services expenses incurred for the department and the funds are also budgeted for client services which may require hiring outside services like job coaching evaluations, and other services.		
6960	Subcontracted Services 6990: Subcontracted Services	725,000	
7000	**SPECIAL TRANSACTIONS**		7,500
	Training and registration fees for professional development for staff.		
7510	TRAINING & PROFESSIONAL DUES 7520: Training/Registration Fees	7,500	
9500	**MATCHING & INDIRECT COST**		4,091
	Indirect Cost is calculated at 16.95% of the grant award less exclusions.		
9710	INDIRECT COST @ 10.00% 9720 Indirect Cost Charged @ 10.00% [($770,000-725,000)/1.10]*0.10=$4,090.909	4,091	
	TOTAL	736,591	736,591

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program

Business Unit No.: NEW

PART II. PERSONNEL/POSITION CHANGES:

(A) Type of Change	(B) Sub Acct Object Code	(C) Position Number	(D) Job Type / Class Code	(E) Position Title	(F) Employee ID No. or Vacant	(G) Salary	(H) Fringe Benefit	(I) Total (Col. G + H)
				NONE				
					PAGE TOTAL:	-	-	-

NNOMB-BF5

PART I. PROGRAM INFORMATION:

Funding Period:	07/01/2015 - 06/30/2016
Program Name/Title: OSERS First Things First babyFACE Program	**K #:** NEW
Contract/Grant No.:	**Prepared by:** Hanasbah Wyaco, Accountant

PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT

GSCMY-19-07/ The purpose of the Office of Special Education and Rehabilitation Services (OSERS) is to provide quality rehabilitation, independent living and early intervention services to eligible Navajo children and adults with disabilities. A further purpose of OSERS is to assure that eligible Navajo children and adults with disabilities achieve a level of independence, self- sufficiency and equal opportunity to live as productive Navajo citizens. OSERS IDEA Part B funding is to provide services to children with disabilities from 3-5 years of age and their families through Individualized education plans. OSERS also contracts Part B funds to supplement support services in NM, AZ and Utah for those schools that are on the Navajo Nation.

PART III. BUDGET INFORMATION:

	(A) Major Object Code and Description	(B) Current Award Fiscal Year 2014	(C) Anticipated Funding Fiscal Year 2015	(D) Difference Columns (C) - (B)
2001	Personnel Expenses	-	-	-
3000	Travel Expenses	-	15,000	15,000.00
3500	Meeting Expenses	-	-	-
4000	Supplies	-	18,409	18,409.00
5000	Lease and Rental	-	-	-
5500	Communication and Utilities	-	-	-
6000	Repairs and Maintenance	-	-	-
6500	Contractual Services	-	725,000	725,000.00
7000	Special Transaction	-	7,500	7,500.00
8000	Assistance	-	-	-
9000	Capital Outlay	-	-	-
9510	Matching - Cash	-	-	-
9610	Matching - In - Kind	-	-	-
9710	Indirect Cost (Overhead) Allocation	-	4,091	4,091.00
	TOTALS:	-	770,000	770,000.00

PART IV. FTEs/MATCH FUNDS:

No. of Positions/ FTEs:	0	-
MATCHING FUND REQUIRED:		
Required GF Cash Match:	0	-
CONCURRED BY:		
Required GF In - Kind Match:	0	-
NOT APPLICABLE		
Contracting Officer's Signature / Date: **Required GF % Match:**	0	-

PART V. ACKNOWLEDGEMENT:

Submitted by (print): Treva Roanhorse, Program Manager	**Approved by (print):** Dr. Tommey Lewis, Superintendent
Signature/Date: 3/31/15	**Signature/Date:**

FTF

$770,000.00 TOTAL BUDGET

$725,000.00 Sub Contracts

$0.00 ASSISTANCE

$0.00 CAPITAL

$725,000.00 TOTAL EXCLUSIONS

$45,000.00 TOTAL BASE AMOUNT
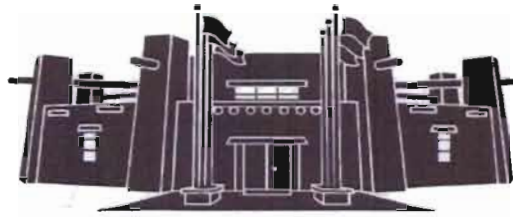
$40,909.09

$4,090.91 TOTAL IDC AMOUNT

$765,909.09

$770,000.00

Office of Legislative Counsel
Telephone: (928) 871-7166
Fax #   (928) 871-7576

Honorable LoRenzo Bates
Speaker
23rd Navajo Nation Council

MEMORANDUM

TO: Honorable Dwight Witherspoon
Navajo Nation Council Delegate

FROM: _Carolyn R. West-Taylor_ (signature)
Carolyn R. West-Taylor, Attorney
Office of Legislative Counsel

DATE: May 21, 2015

SUBJECT: OLC Service Request No. 15-427-1: An Action Relating to Health, Education and Human Services, Budget and Finance, and Naabik'íyáti' Committee; Authorizing a Ten Percent (10%) Indirect Cost Rate

As requested, I prepared the above-reference proposed resolution and associated legislative summary sheet. Based on existing law and review of documents submitted, the resolution drafted is legally sufficient. However, as with all legislation, the proposed resolution is subject to review by the courts in the event of challenge. You are encouraged to review the proposed resolution to ensure this is drafted to your satisfaction.

If you are satisfied with the proposed resolution, please sign as "Primary Sponsor" and submit to the Office of Legislative Services where the proposed resolution will be given a tracking number and sent to the Office of the Speaker for assignment.

If the proposed legislation is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like to make.
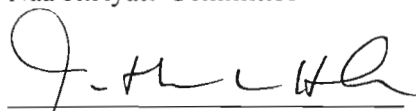
May 21, 2015

MEMORANDUM

TO : *Honorable* Members
Health, Education and Human Services Committee
Budget and Finance Committee
Naa'bik'iyati' Committee

FROM :

Hon. LoRenzo C. Bates, *Speaker*
23rd Navajo Nation Council

SUBJECT : **ASSIGNMENT OF LEGISLATION**

Pursuant to 2 N.N.C § 164 (A)(4), this memorandum serves to inform and advise you that I assign the following legislation to the Health, Education and Human Services Committee, Budget and Finance Committee and Naa'bik'iyati' Committee;

Legislation No. 0188-15

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES, BUDGET AND FINANCE, AND NAABIK'IYATI' COMMITTEE; AUTHORIZING A TEN PERCENT (10%) INDIRECT COST RATE.

As the Committee assigned to consider the legislation, Legislation No. 0188-15 must be placed on the Health, Education and Human Services Committee, Budget and Finance Committee and Naabik'iyati' Committee's agenda at the next regular meeting for final consideration.

ATTACHMENT:Legislation No. 0188-15

xc: Hon. Russell Begaye, *President*
    The Navajo Nation
Harrison Tsosie, *Attorney General*
Robert Willie, *Controller*
Dominic Beyal, *Executive Director, OMB*
Honorable Dwight Witherspoon, Council Delegate (*Prime Sponsor*)

LEGISLATION NO: _0188-15_____   SPONSOR: Dwight Witherspoon

TITLE: An Action Relating To Health, Education And Human Services, Budget And Finance, And Naabik'iyati' Committee; Authorizing A Ten Percent (10%) Indirect Cost Rate

Date posted: May, 21 2015 at 5:08pm

Digital comments may be e-mailed to **comments@navajo-nsn.gov**

Written comments may be mailed to:

Executive Director
Office of Legislative Services
P.O. Box 3390
Window Rock, AZ 86515
(928) 871-7590

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW SUMMARY

LEGISLATION NO.: <u>0188-15</u>

SPONSOR: <u>Honorable Dwight Witherspoon</u>

TITLE: <u>Relating To Health, Education And Human Services, Budget And Finance, And Naabik'iyati' Committee; Authorizing A Ten Percent (10%) Indirect Cost Rate.</u>

Posted: <u>May, 21 2015 at 5:08 pm</u>

5 DAY Comment Period Ended: <u>May 26, 2015</u>

Digital Comments received: *No comments were received.*

_____
Policy Analyst
Office of Legislative Services

5/27/2015 - 9:05 am
_____
Date/Time

<u>COMMITTEE REPORT</u>

THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE OF THE NAVAJO
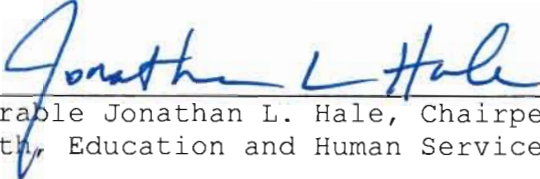NATION COUNCIL to whom has been assigned;

LEGISLATION NO. 0188-15

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE,
BUDGET AND FINANCE, AND NAABIK'IYATI COMMITTEE; AUTHORIZING A TEN
PERCENT (10%) INDIRECT COST RATE

Has had under consideration and report the same with the
recommendation that it **PASS** with one (1) amendment and no directive;

Amendment One (1): To exchange Exhibit B Budget Forms with accurate
revised Exhibit B Budget Forms for OSERS First Things First babyFACE
Program Business Unit: NEW

And therefore referred the same to the **BUDGET AND FINANCE COMMITTEE OF
THE NAVAJO NATION COUNCIL**

_____
Honorable Jonathan L. Hale, Chairperson
Health, Education and Human Services Committee

Dated: May 27, 2015

Motion to Recall:
Motion: by: Honorable Nathaniel Brown
Seconded by: Honorable Amber Kanazbah Crotty
Vote: _3_ in favor: _0_ Opposed and _0_ Abstain

Amendment One (1) Motion:
Motion: by: Honorable Norman M. Begay
Seconded by: Honorable Nathaniel Brown
Vote: _3_ in favor: _0_ Opposed and _0_ Abstain

Main Motion:
Motion: by: Honorable Nathaniel Brown
Seconded by: Honorable Norman M. Begay
Vote: _3_ in favor: _0_ Opposed and _0_ Abstain

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No. _____ Program Title: OSERS First Things First babyFACE Program   Division/Branch: _____ Executive

Prepared By: ___ Hanasbah Wyaco, Accountant   NEW   Phone No. ___ 928-871-7490   Email Address: hanasbah.wyaco@nnosers.org

PART II. FUNDING SOURCE(S)

First Things First (AZ)	Fiscal Year Term	Amount	% of Total
	07/01/15-06/30/16	770,000.00	100%
TOTAL:		$770,000.00	100%

PART III. BUDGET SUMMARY

	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference (Column B - A)
2001 Personnel Expenses		0.00	0.00	0
3000 Travel Expenses		0	41704.00	41,704
3500 Meeting Expenses		0	0.00	0
4000 Supplies		0	12556.91	12,557
5000 Lease and Rental		0	4000.00	4,000
5500 Communications and Utilities		0	0.00	0
6000 Repairs and Maintenance		0	0.00	0
6500 Contractual Services		0	700072.00	700,072
7000 Special Transactions		0	5310.00	5,310
8000 Public Assistance		0	0.00	0
9000 Capital Outlay		0	0.00	0
9500 Matching Funds		0	0.00	0
9500 Indirect Cost		0	6357.09	6,357
TOTAL		$0.00	770000.00	763,643

PART IV. POSITIONS AND VEHICLES

Total # of Positions Budgeted:	(D) 0	(E) 0
Total # of Permanently Assigned Vehicles:	0	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.

SUBMITTED BY: Treva Roanhorse, Program Manager's Signature / Date

APPROVED BY: Dr. Tommy Lewis, Superintendent's Signature / Date   5/22/15

PART I. PROGRAM INFORMATION:

Business Unit No.: _____ NEW _____ Program Name/Title: OSERS First Things First babyFACE Program

PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:

GSCMY-19-07/ The purpose of the Office of Special Education and Rehabilitation Services (OSERS) is to provide quality rehabilitation, independent living and early intervention services to eligible Navajo children and adults with disabilities. A further purpose of OSERS is to assure that eligible Navajo children and adults with disabilities achieve a level of independence, self- sufficiency and equal opportunity to live as productive Navajo citizens. This grant will fund the babyFACE Program through subcontractual agreements with seven (7) schools to conduct homevisits to Navajo families with children aged birth to three (3).

PART III. PROGRAM PERFORMANCE CRITERIA:

	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Program Performance Area: Provide homevisits with families with children birth to three (3).								
Goal Statement:								
Serve 275 families with children birth to three (3) annually.	69		69		69		68	
2. Program Performance Area: Provide developmental screenings for children birth to three (3).								
Goal Statement:								
Conduct 300 developmental screenings to families with children birth to three (3) annually.	75		75		75		75	
3. Program Performance Area: Negotiate subcontractual agreements with schools								
Goal Statement:								
Execute seven (7) subcontracts with BIE funded schools for the program by the end of the first quarter.	7							
4. Program Performance Area:								
Goal Statement:								
5. Program Performance Area:								
Goal Statement:								

PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

_____
Treva Roanhorse, Program Manager's Signature / Date

_____
Dr. Tommy Lewis, Superintendent's Signature / Date

PART I. PROGRAM INFORMATION:

Program Name/Title:	Business Unit No.:
OSERS First Things First babyFACE Program	NEW

PART II. DETAILED BUDGET:

Object Code (LOD 6) (A)	Object Code Description and Justification (B)	Total by DETAILED Object Code (C)	Total by MAJOR Object Code (D)
3000	**TRAVEL EXPENSES**		**25,788.00**
3230	Monthly fleet expenses for vehicles for mileage and maintenance. Meal and Lodging expenses directly related to program business. Other miscellaneous travel expenses. Transportation to and from authorized training, seminars, conferences, and other program related functions.	25,788.00	
	Personal Travel		
	3240: Per Diem Meals		
	3250: Lodging		
	3260: POV		
	3290: Other Travel Expenses		
3310	Air		
	3320: Commercial		
4000	**SUPPLIES**		**16,556.91**
	Stationary, envelopes, binders, folders, labels, pens, and pencils. Printing and binding, pamphlets, and photocopying public awareness and recruitment. Necessary operating supplies for daily operations of OSERS EIP program.		
4120	OFFICE SUPPLIES	5,606.91	
	4130: General Office Supplies		
4200	NON CAPITAL ASSETS	6,950.00	
	Purchases less than $5,000.00		
	4210: Non Capital Furniture & Equipment		
	4230: Non Capital Computer Equipment		
5000	LEASE & RENTAL		
5310	BUILDING / SPACE	4,000.00	
	5320: Meeting Space Rental		
	5330: Storage Space Rental		
	5340: Booth/Trade Show Rental		
	TOTAL	42,344.91	42,344.91

PART I. PROGRAM INFORMATION:

| Program Name/Title: | OSERS First Things First babyFACE Program | Business Unit No.: | NEW |

PART II. DETAILED BUDGET:

Object Code (LOD 6) (A)	Object Code Description and Justification (B)	Total by DETAILED Object Code (C)	Total by MAJOR Object Code (D)
6500	**CONTRACTUAL SERVICES**		**700,072.00**
	Consultant fees for professional consulting services expenses incurred for the department and the funds are also budgeted for client services which may require hiring outside services like job coaching evaluations, and other services.		
6960	Subcontracted Services 6990: Subcontracted Services	700,072.00	
7000	**SPECIAL TRANSACTIONS**		**5,310.00**
	Training and registration fees for professional development for staff.		
7510	TRAINING & PROFESSIONAL DUES 7520: Training/Registration Fees	5,310.00	
9500	**MATCHING & INDIRECT COST**		**6,357.09**
	Indirect Cost is calculated at 16.95% of the grant award less exclusions.		
9710	INDIRECT COST @ 10.00% 9720 Indirect Cost Charged @ 10.00% [($770,000-725,000)/1.10]*0.10=$4,090.909	6,357.09	
	TOTAL	711,739.09	711,739.09

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program

Business Unit No.: _____ NEW

PART II. PERSONNEL/POSITION CHANGES:

(A) Type of Change	(B) Sub Acct Object Code	(C) Position Number	(D) Job Type / Class Code	(E) Position Title	(F) Employee ID No. or Vacant	(G) Salary	(H) Fringe Benefit	(I) Total (Col. G + H)
				NONE				
			PAGE TOTAL:		-	-	-	-

THE NAVAJO NATION
EXTERNAL CONTRACT AND GRANT FUNDING INFORMATION

PART I. PROGRAM INFORMATION:

Program Name/Title: OSERS First Things First babyFACE Program	Funding Period: 07/01/2015 - 06/30/2016
Contract/Grant No.:	K #: NEW
	Prepared by: Hanasbah Wyaco, Accountant

PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT

GSCMY-19-07/ The purpose of the Office of Special Education and Rehabilitation Services (OSERS) is to provide quality rehabilitation, independent living and early intervention services to eligible Navajo children and adults with disabilities. A further purpose of OSERS is to assure that eligible Navajo children and adults with disabilities achieve a level of independence, self- sufficiency and equal opportunity to live as productive Navajo citizens. OSERS IDEA Part B funding is to provide services to children with disabilities from 3-5 years of age and their families through Individualized education plans. OSERS also contracts Part B funds to supplement support services in NM, AZ and Utah for those schools that are on the Navajo Nation.

PART III. BUDGET INFORMATION:

(A) Major Object Code and Description		(B) Current Award Fiscal Year 2014	(C) Anticipated Funding Fiscal Year 2015	(D) Difference Columns (C) - (B)
2001	Personnel Expenses	-		
3000	Travel Expenses	-	41,704.00	41,704.00
3500	Meeting Expenses	-		
4000	Supplies	-	12,556.91	12,556.91
5000	Lease and Rental	-	4,000.00	4,000.00
5500	Communication and Utilities	-		
6000	Repairs and Maintenance	-		
6500	Contractual Services	-	700,072.00	700,072.00
7000	Special Transaction	-	5,310.00	5,310.00
8000	Assistance	-		
9000	Capital Outlay	-		
9510	Matching - Cash	-		
9610	Matching - In - Kind	-		
9710	Indirect Cost (Overhead) Allocation	-	6,357.09	6,357.09
	TOTALS:	-	770,000.00	770,000.00

PART IV. FTEs/MATCH FUNDS:

No. of Positions/ FTEs:	0
Required GF Cash Match:	0
Required GF In - Kind Match:	0
Required GF % Match:	0

MATCHING FUND REQUIRED:

CONCURRED BY: NOT APPLICABLE

PART V. ACKNOWLEDGEMENT:

Submitted by (print): Treva Roanhorse, Program Manager

Signature/Date: _____

Contracting Officer's Signature / Date: _____

Approved by (print): Dr. Tommy Lewis, Superintendent

Signature/Date: _____

23nd NAVAJO NATION COUNCIL

First Year 2015

Mr. Speaker:

The **BUDGET & FINANCE COMMITTEE** to whom has been assigned
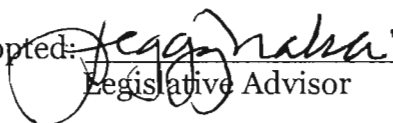
NAVAJO LEGISLATIVE BILL # **0188-15**:

An Action Relating to Health, Education and Human Services, Budget and Finance, and Naabikiyati Committee; Authorizing a Ten Percent (10%) Indirect Cost Rate *Sponsored by Dwight Witherspoon and Amber Crotty, Council Delegates*

has had it under consideration and reports the same with the recommendation that It **Do Pass** without amendment**.**

And therefore, referred to the **NAABIKIYATI** Committee

Respectfully submitted,

Seth Damon, Chairman

Adopted: _____   Not Adopted: _____
           Legislative Advisor   Legislative Advisor

2 June 2015

The vote was **3** in favor **0** opposed
Absent: Mel R. Begay