

SUMMARY OF PROPOSED LEGISLATION

Tracking No. 0004-24

DATE: January 9, 2024

RE: AN ACTION RELATING TO THE HEALTH, EDUCATION, AND HUMAN SERVICES COMMITTEE, THE BUDGET AND FINANCE COMMITTEE, THE NAABIK'ÍYÁTI' COMMITTEE, AND THE NAVAJO NATION COUNCIL; APPROVING \$51,655 FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE ("UUFb") FOR THE NAVAJO NATION WASHINGTON OFFICE INTERNSHIP PROGRAM

Purpose of this Legislation:

to approve \$51,655 from the UUFb for the Navajo Nation Washington Office for its Internship Program.

OLC No. 23-576-1

5-DAY BILL HOLD PERIOD Al Miller III
Website Posting Time/Date 4:36 PM 1-10-24
Posting End Date: 01/15/24
Eligible for Action: 01/16/24

Health Education & Human Services Committee
Thence
Budget & Finance Committee
Thence
Naabik'íyáti' Committee
Thence
Navajo Nation Council

PROPOSED NAVAJO NATION COUNCIL RESOLUTION Naabik'íyáti' Committee

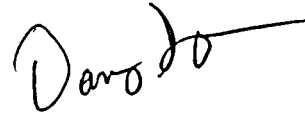
25th NAVAJO NATION COUNCIL - Second Year, 2024

Introduced by:



(Prime Sponsor)

Tracking No. 0004-24



AN ACTION

RELATING TO THE HEALTH, EDUCATION, AND HUMAN SERVICES
COMMITTEE, THE BUDGET AND FINANCE COMMITTEE, THE
NAABIK'ÍYÁTI' COMMITTEE, AND THE NAVAJO NATION COUNCIL;
APPROVING \$51,655 FROM THE UNRESERVED, UNDESIGNATED
FUND BALANCE ("UUFB") FOR THE NAVAJO NATION
WASHINGTON OFFICE INTERNSHIP PROGRAM

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Health, Education, and Human Services Committee is a standing committee of the Navajo Nation Council with authority over general government services matters. 2 N.N.C. §400(C)(1).
- B. The Budget and Finance Committee is a standing committee of the Navajo Nation Council authorized to review and recommend to the Council the management of all funds, including those funds in the Unreserved, Undesignated Fund Balance of the Navajo Nation's General Fund ("UUFB"). 2 N.N.C. §164(A)(9); 2 N.N.C. §300(A); 2 N.N.C. §301(B)(2); 12 N.N.C. §820(L).
- C. The Naabik'íyáti' Committee is a standing committee of the Navajo Nation Council and is the oversight authority for the Navajo Nation Washington Office. 2 N.N.C. §1154.
- D. In addition, the Naabik'íyáti' Committee reviews all proposed legislation requiring final action

1 by the Navajo Nation Council. 2 N.N.C. §164(A)(9); 2 N.N.C. §700(A).

2 E. The Navajo Nation Council is the governing body of the Navajo Nation. 2 N.N.C. §102(A).

3 As such, the Council “. . . may adopt and approve supplemental appropriations to the Annual
4 Comprehensive Budget during the fiscal year. Supplemental appropriations of General Funds
5 within the current fiscal year are permitted, if and when additional sources of revenues above
6 and beyond the initial or current revenue projections are projected and which are also in excess
7 of the reserve amount set forth at §820(J).” 12 N.N.C. §820(L).

8 F. Further Title 12 restrictions on supplemental appropriations, including all amounts from the
9 Unreserved, Undesignated Fund Balance (“UUFB”), include:

10 1. Payment of recurring government operating expenses shall be from recurring revenues, and
11 payment of nonrecurring expenses shall be from nonrecurring revenues such as UUFB
12 funds. 12 N.N.C. §820(E); 12 N.N.C. §820(F).

13 2. Specifically, the UUFB shall not be used for recurring government expenditures or
14 operations. 12 N.N.C. §820(J); 12 N.N.C. §820(L).

15 3. Nonrecurring revenues such as UUFB funds may be used only after the Controller
16 determines if such revenues are subsidizing an imbalance between the Navajo Nation’s
17 recurring revenues and expenditures, and government expenditures shall only be authorized
18 if a long-term (3-year to 5-year year) forecast shows that the operating deficit will not
19 continue; otherwise, nonrecurring revenues will be added to the UUFB. 12 N.N.C. §820(F).

20 4. The above provisions in Title 12 may be amended or waived by a two-thirds vote of the full
21 membership of the Navajo Nation Council. 12 N.N.C. §820(F); 12 N.N.C. §880.

22 5. Pursuant to 12 N.N.C. §820(F) all UUFB funding requests must be reviewed by the
23 Controller, to ensure compliance with 12 N.N.C. §820(L).

24 6. Pursuant to 12 N.N.C. §820(M) all UUFB funding requests must be submitted to the Office
25 of Management and Budget (“OMB”) for a budget impact analysis.

26 27 **SECTION TWO. FINDINGS**

28 A. The Office of the President/Vice-President and the Navajo Nation Washington Office
29 (“NNWO”) are requesting \$51,655 in UUFB funds for the NNWO’s Internship Program.

30 **EXHIBIT A.** Further information on the NNWO Internship Program is included in the

1 Program's Handbook, attached as **EXHIBIT B**.

2 B. The required Appendix J "Supplemental Funding Proposal Summary" for the requested UUF
3 funds, as well as the required Budget Forms 1, 2, and 4, are attached as **EXHIBIT C**.

4 C. The Office of the Controller has provided a memorandum regarding the proposed
5 expenditures, as required by 12 N.N.C. §820(L). This memorandum indicates that the proposed
6 expenditures are *non-recurring*. **EXHIBIT D**.

7 D. The Office of Management and Budget has provided a memorandum regarding the proposed
8 expenditures, pursuant to 12 N.N.C. §820(M). **EXHIBIT E**.

9
10 **SECTION THREE. APPROVING \$51,655 FROM THE UNRESERVED,**
11 **UNDESIGNATED FUND BALANCE ("UUF") FOR THE**
12 **NAVAJO NATION WASHINGTON OFFICE INTERSHIP**
13 **PROGRAM**

14 A. The Navajo Nation hereby approves \$51,655 from the UUF for the Navajo Nation
15 Washington Office for its Internship Program, as shown in the attached **EXHIBITS A - C**.

16 B. This supplemental appropriation shall be from those funds that exceed the minimum fund
17 reserve balance in the UUF required by 12 N.N.C. §820(J), as determined by the Controller.

18 C. Upon the effective date of this Action, the approved UUF funds shall be promptly transferred
19 into those budget line items as indicated in the attached **EXHIBIT C**.

20 D. Pursuant to 12 N.N.C. §820(N)(1)(b) and 12 N.N.C. §820(N)(4), the UUF funds received by
21 the Navajo Nation Washington Office, as approved herein, shall lapse at the end of FY2024,
22 unless otherwise provided by a 7/8 vote of all Council delegates.

23
24 **SECTION FOUR. EFFECTIVE DATE**

25 This Action shall become effective as provided in 2 N.N.C. §221(B) and 2 N.N.C. §164(A)(17).

26
27 **SECTION FIVE. SAVING CLAUSE**

28 If any portion of this Action is determined invalid by the Navajo Nation Supreme Court, or by a
29 District Court of the Navajo Nation without appeal to the Navajo Nation Supreme Court, the
30 remainder of this Action shall be the law of the Navajo Nation.

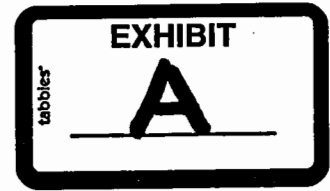


THE NAVAJO NATION WASHINGTON OFFICE

DR. BUU NYGREN | PRESIDENT

RICHELLE MONTOYA | VICE PRESIDENT

Supplemental Appropriations Proposal for the Navajo Nation Washington Office Internship Program



I. Introduction

The Navajo Nation Washington Office Internship Program offers a crucial and transformative opportunity for Navajo students to gain firsthand experience in Native American governance. However, the financial burden associated with participating in this program, such as relocation costs, living expenses, and educational materials, can disproportionately affect Navajo students and act as a barrier to participation. Therefore, we propose a supplemental appropriation to the Navajo Nation Council to support the operation of this program and lessen the financial burden on our students. The NNWO plans to provide internships to a total of five (5) students where two (2) will be selected from The Fund for American Studies (TFAS) and three (3) will be selected from temporary funded positions posted within the Department of Personnel Management.

II. Need for Additional Funding

The Navajo Nation Washington Office Internship Program plays an integral role in preparing our students for future leadership roles within the Navajo Nation and beyond. It offers an unparalleled opportunity to gain deep insights into the intricate government-to-government relationship between the Navajo Nation and the United States. However, the cost of participating in this program can be prohibitive for many Navajo students. For instance, the cost of relocating to Washington D.C., where the internship is based, is significant. In addition, the cost of living in the city is high, with expenses such as housing, food, transportation, and educational materials adding up quickly. Many of our students come from households with limited financial resources, making it challenging for them to bear these costs. This financial burden acts as a barrier, preventing many talented and motivated students from participating in the program.

III. Benefits of the Program

The NNWO Internship Program has proven to be a crucial steppingstone for Navajo students, providing them with the skills, knowledge, and experience needed to effectively advocate for the Navajo Nation and other indigenous peoples. Through this program, our students gain a comprehensive understanding of critical concepts such as tribal sovereignty and federal trust responsibility. They will also acquire practical skills and insights into the day-to-day operations of the Navajo Nation, which can be invaluable in their future careers. The NNWO conducted a pilot internship program for the summer of 2023 and based upon feedback from TFAS, the participants were highly appreciative of the curriculum indicating that it was more beneficial to them than other programs offered by the federal government. It was unfortunate that no enrolled Navajo students participated, which is what this proposal seeks to address to allow an opportunity for our Navajo students to participate.

THE NAVAJO NATION WASHINGTON OFFICE

750 FIRST ST NE, STE 910 • WASHINGTON, DC 20002 • PHONE: (202) 682-7390 • EMAIL: INFO@NNWO.ORG

WEBSITE: WWW.NNWO.ORG

IV. Proposed Funding

We propose a supplemental appropriation of \$52,000 from the Navajo Nation Council to support the operation of the Navajo Nation Washington Office Internship Program. These funds would be used to establish a program to help cover the costs of travel, living expenses, and educational materials for Navajo students participating in the internship program.

By reducing the financial burden on our students, we can ensure that more Navajo students have the opportunity to participate in this transformative program, regardless of their financial circumstances.

V. Conclusion

Investing in the Navajo Nation Washington Office Internship Program is an investment in the future leaders of the Navajo Nation. We kindly urge the Navajo Nation Council to consider this supplemental appropriation to ensure that all our students have the opportunity to benefit from this invaluable program.

Housing Proposal

American University

Overview:

American University's on-campus accommodations for intern lodging feature traditional, suite, and apartment style room options. Located in Nebraska Hall, apartment style rooms include a full kitchen, common living area, and a private room within a shared apartment, while traditional style rooms in Hughes Hall include a fully private room with shared bathrooms on the residence hall floor. Suite style accommodations, with a fully private bedroom and private in-room bathroom, and communal kitchens in the residence hall lounges, are available in Federal Hall. All rooms come furnished and include full linen sets (sheets, pillow, blanket, and towel), air conditioning, Wi-Fi, cable readiness, and utilities at no additional fee. Complimentary access to on-campus fitness facilities is also included.

Roommate Policy:

All dorms will house the same gender. American University tries to accommodate specific roommate requests, but it is on a first-come-first-serve basis, and they will continue to adhere to their same-gender policy.

Rates and Payment:

Federal Hall: single suite w/private in-room bathroom and communal kitchens

- \$425/week, plus 15.95% hotel tax and \$50 Admin Fee
- Projected 9 week stay
- Charges will not be prorated for late arrivals or early departures.
- Only credit card payments made through the online application will be accepted. A \$1000 deposit is due at the time of application. The remaining balance must be paid in full no less than fourteen (14) days prior to the requested check-in date. Your application can only be confirmed once payment is received.

Cancellations: For individual interns applying for summer housing through the application portal, cancellations must be received in writing to conferences@american.edu no less than fourteen (14) days prior to the requested check-in date. In the case of individual cancellations, a \$200 cancellation fee will be deducted from the refund balance.

Intern - Navajo Nation Washington Office

Definition:

This internship offers a transformative and insightful experience for students seeking to make a significant impact in the realm of Native American governance, specifically the Navajo Nation. Interns will work closely with the dedicated staff of the Navajo Nation Washington Office to support various program operations and contribute to initiatives that bolster the Navajo Nation's sovereign rights. This internship fosters a comprehensive understanding of crucial concepts such as tribal sovereignty and federal trust responsibility.

Essential Functions:

- Collaborate directly with the Navajo Nation Washington Office team to support various aspects of program operations.
- Participate in tasks related to Navajo Nation governance, deepening understanding of the intricate government-to-government relationship between the Navajo Nation and the United States.
- Contribute to initiatives that bolster the Navajo Nation's sovereign rights and navigate the intricacies of tribal governance within the larger framework of the federal government.
- Work on various projects to develop a profound awareness of the challenges and complexities faced by the Navajo Nation in modern society.

Standard Tasks:

- Assist with the daily operations of the Navajo Nation Washington Office.
- Participate in meetings and briefings related to Navajo Nation governance.
- Support the preparation of reports, briefings, and presentations on various issues impacting the Navajo Nation.
- Contribute to research initiatives and policy analysis related to tribal sovereignty and federal trust responsibility.
- Assist in organizing and executing events and outreach activities to advance the interests of the Navajo Nation.

Knowledge and Skills:

- A strong interest in Native American governance, tribal sovereignty, and federal trust responsibility.
- Excellent oral and written communication skills.
- Strong research and analytical skills.
- Ability to work collaboratively as part of a team.
- Flexibility and adaptability in a fast-paced work environment.

Other Characteristics:

- Must be enrolled in a higher education program with a focus on Native American studies, political science, public policy, law, or a related field.
- Strong commitment to advancing the interests of Native American communities and promoting the well-being of indigenous peoples across the United States.
- Willingness to learn and grow through hands-on experience and mentorship.
- Demonstrated ability to handle sensitive and confidential information with discretion.

Proposed Budget

Intern 1 (June 3, 2024 - August 2, 2024)		
Position ID:		TBD
Sub Account:		TBD
Grade:		CF58A
Budgeted Hourly Rate:	\$	16.55
Budgeted Internship Hours:		288
Estimated Salary for Internship Period	\$	4,766.40
Budgeted Fringe:	\$	451.85
Estimated Personnel Cost	\$	5,218.25
Estimated Lodging Cost	\$	6,000.00
Estimated Travel Cost	\$	2,000.00
Estimated Equipment Cost	\$	4,000.00
Total	\$	17,218.25

Intern 2 (June 3, 2024 - August 2, 2024)		
Position ID:		TBD
Sub Account:		TBD
Grade:		CF58A
Budgeted Hourly Rate:	\$	16.55
Budgeted Internship Hours:		288
Estimated Salary for Internship Period	\$	4,766.40
Budgeted Fringe:	\$	451.85
Estimated Personnel Cost	\$	5,218.25
Estimated Lodging Cost	\$	6,000.00
Estimated Travel Cost	\$	2,000.00
Estimated Equipment Cost	\$	4,000.00
Total	\$	17,218.25

Intern 3 (June 3, 2024 - August 2, 2024)		
Position ID:		TBD
Sub Account:		TBD
Grade:		CF58A
Budgeted Hourly Rate:	\$	16.55
Budgeted Internship Hours:		288
Estimated Salary for Internship Period	\$	4,766.40
Budgeted Fringe:	\$	451.85
Estimated Personnel Cost	\$	5,218.25
Estimated Lodging Cost	\$	6,000.00
Estimated Travel Cost	\$	2,000.00
Estimated Equipment Cost	\$	4,000.00
Total	\$	17,218.25



NAVAJO NATION
WASHINGTON OFFICE

750 FIRST ST NE SUITE 940
WASHINGTON DC 20002

EXHIBIT

B

INTERNSHIP

HANDBOOK



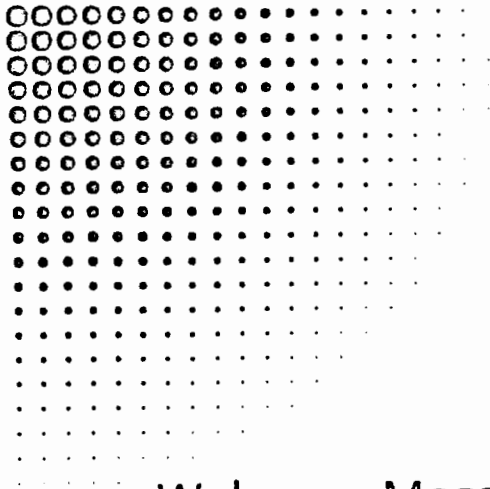
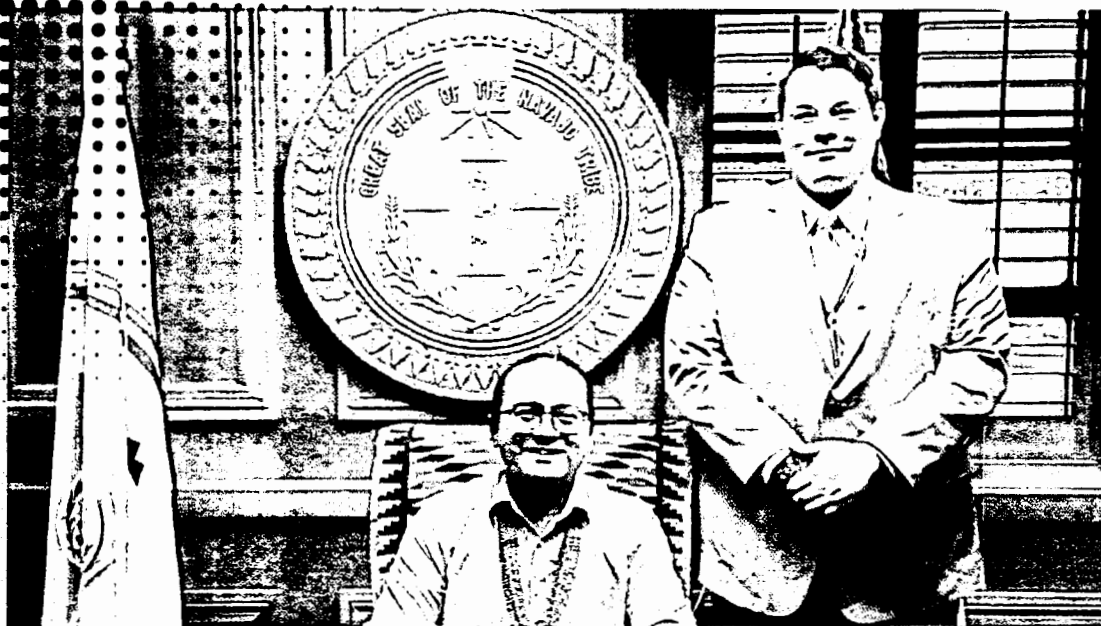


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Justin Ahasteen
Executive Director

Welcome Message

On behalf of the Navajo Nation Washington Office, allow me to be the first to welcome you! We are a small team of dedicated individuals who work hard to achieve the priorities of the Navajo Nation. Our mission is accomplished by developing an in-depth comprehension of the workings of national politics, building strong relationships with our congressional and federal partners, as well as other stakeholders, and working towards the shared objective of strengthening the government-to-government relationship, honoring our treaty, and the federal trust responsibility. These are the pillars upon which our organization is built. We hope you find your 2023 summer internship with us a rewarding experience, that will educate you, build your skill sets related to tribal governance, policy development, and understanding the unique government-to-government relationship between tribes and the federal government.

About NNWO

The Navajo Nation Washington Office (NNWO) is made up of a committed group of professionals who have been given the responsibility of representing the leadership of the Navajo Nation and the Diné in Washington, DC through engagement with the federal government.

Our History

NNWO was established in 1984 and is codified in the Navajo Nation Code as Title 2, Section 1151, Subsection 7. Rather than assigning the realization of sovereignty and endurance of the Treaty of 1868 to outside lobbying firms who might be representing competing interests, the Navajo Nation maintains a largely Indigenous staff who have a single client - the Diné. Working under the direction of the Office of President and Vice President and the Navajo Nation Council, NNWO advocates for Navajo Nation's priorities to be included and incorporated into federal policies and initiatives that impact the Diné and Indian Country. This includes all initiatives that impact the general population and those reflective of the nation-to-nation relationship federally recognized tribes have with the U.S. government.

Throughout the years, NNWO has helped achieve legislative milestones, like the Indian Health Care Improvement Act. NNWO has also been instrumental in securing federal resources for urgently needed community facilities such as the Fort Defiance Hospital. Most recently, NNWO helped secure over \$2 billion for the Navajo Nation to fight and recover from the COVID-19 pandemic.

Today, NNWO's history of serving the Diné proudly continues.



About NNWO

Our Vision

NNWO is an extension of the Navajo Nation Office of the President and Vice President and Navajo Nation Council. As ambassadors of the Navajo Nation government in Washington, DC, we champion the priorities of the Navajo people in government-to-government negotiations with federal decision makers. We also engage with non-governmental, private sector, and academic stakeholders in initiatives to realize our role. NNWO also serves as a de-facto embassy -- a "home away from home" -- for the DC, Maryland and Virginia based Diné and visitors.

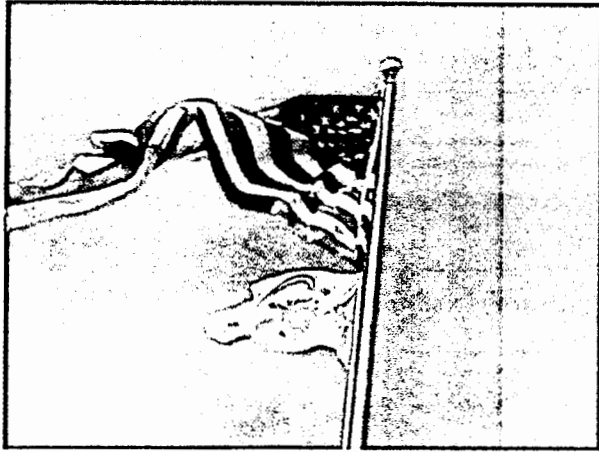
Our Mission

To represent the Navajo people by working with the White House, Congress and federal agencies to develop federal laws, policies, executive orders, and practices that reinforce the federal trust responsibility, respect tribal sovereignty, and achieve the priorities of the Navajo Nation.





Our Purpose



01 Enhance

Exist as an extension of the Navajo Nation government in Washington, DC, representing the Navajo Nation government's concerns to the United States Congress and federal agencies. In doing so, we enhance the success of the Nation's goals and objectives by strengthening influence of the Nation over the activities of the federal government.

02 Maintain

Maintain a Navajo presence in Washington DC that would emphasize the government-to-government relationship thereby improving the capacity of the Navajo people to govern and represent themselves. NNWO provides the Navajo Nation government with easy and rapid access to Congress, the administration and federal agencies.

03 Monitor

Monitor and analyze congressional legislation and activities of committees and subcommittees that affect the Navajo Nation, as well as federal administration activities, specifically those that administer Indian programs.

04 Distribute

Distribute to the Navajo Nation government information concerning congressional and administrative activities that affect the welfare of the Navajo Nation and provide advice regarding alternatives that exist in developing strategies and decisions concerning Navajo programs, policies, budgets, and any other areas of concerns to the Navajo Nation.

05 Assist

Provide assistance to Navajo Nation government entities conducting Navajo Nation business in Washington, DC. Assist in the preparation of legislative proposals and testimony before Congress.

Meet The Team



Justin Ahasteen

Executive Director

Radiation Exposure Compensation Act, Office of Navajo Hopi Indian Relocation, Transportation, Infrastructure, Economic Development, Taxation, Naabikiyati Committee



DeWayne Crank

Deputy Executive Director

Agriculture, Housing, Environmental Protection, Budget and Finance Committee



Marlena Forster

Administrative Services Officer

Fiscal/Property management, contract administration, recruitment, budget administration, general accounting, procurement, development of operational procedures and guidelines, project planning



Reyaun Francisco

Government & Legislative Communications Officer

Media Relations and Press Releases, Weekly News and Legislative Alerts, Quarterly and Annual Reports and Website

Meet The Team



Michael Lewis

Government & Legislative Affairs Associate

Natural Resources, Energy, Water Rights, Resource and Development Committee



Oriana Figueroa Chacin

Government & Legislative Affairs Associate

Health, Social Services, Human Civil and International Rights, Education, Health, Education, and Human Services Committee



Kyle Petersen

Government & Legislative Affairs Associate

Public Safety, Department of Justice, Missing and Murdered Indigenous People, Law & Order Committee



Hunter Lionetti

Executive Assistant

Administrative and technical office duties, self assistance, reports travel, scheduling, day to day operations, budget, and procurement



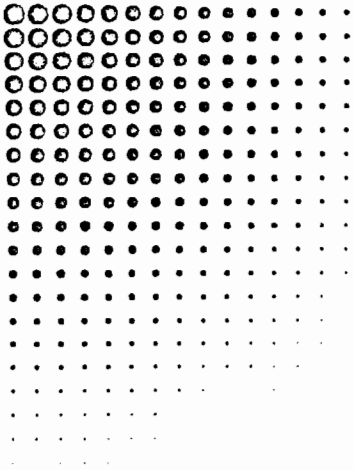
Internship Overview



Interns will work under the supervision of the Navajo Nation Washington Office staff, and assist in various aspects of program operations, as a trainee. The interns shall receive on-the-job training and work experience, preferably in each student's field of study. NNWO will provide interns with an orientation and information to help them succeed in learning the processes of NNWO.

Throughout the duration of the internship, the interns will be assigned tasks, such as preparing reports, attending meetings, research topics pertinent to portfolio, and/or provide technical assistance.





Learning Objectives

At the end of the internship, the intern should achieve the following expected outcomes:

01

Understand the current and emerging issues, trends, and legislative changes in tribal affairs and Indian Country.

02

Apply knowledge from courses and skills such as analytical thinking, project and/or time management to real-world issues and projects.

03

Identify and improve upon self-identified areas requiring personal or professional growth.

04

Understand the NNWO's organization, policies, procedures, and practices.

Expected Duties & Tasks



Assist in conducting review, analysis, and research on proposed and pending legislation and policy initiatives to ensure that legislation and initiatives do not adversely affect the Navajo Nation.



Analyze existing federal regulations and laws to provide recommendations on changes that would better serve the interests of the Nation.



Analyze legislative policy, and budgetary initiatives developed by the federal government.



Assist in the development of reports on the activities of Congress to the Navajo Nation Washington Office.



Expected Duties & Tasks



Assist in scheduling meetings with congressional representatives and federal officials



Prepare materials and strategy for specified meetings and accompany Navajo officials to the meetings



Attend congressional hearings, press conferences, and markups to gather important intelligence on matters of concern to the Nation



Assist in the preparation of news releases and articles for publications to increase the awareness of the Navajo Nation's needs



Attend strategy meetings, keep informed of current events and national news regarding Native Americans



Business Ethics and Conduct

Interns are expected to comply with all applicable laws and policies of the Navajo Nation. In general, the use of good judgement will guide interns with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with the internship supervisor. Each intern shall, among other things:

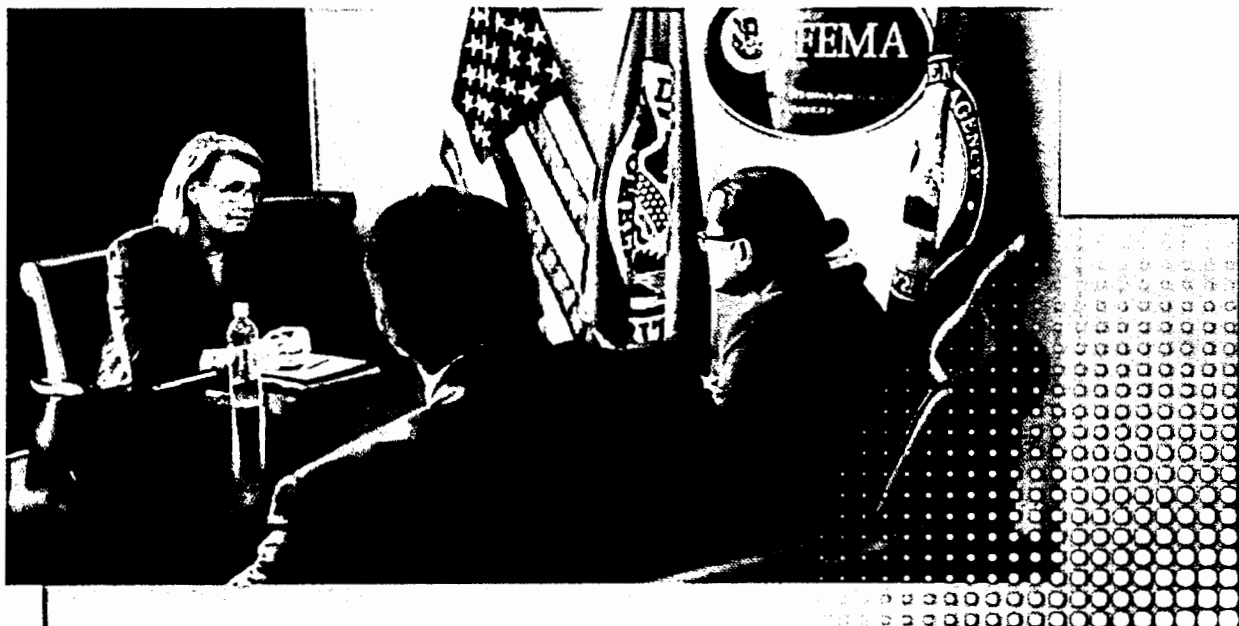
Uphold, with integrity, the trust and confidence placed in the intern

Comply with and respond to the directions and instructions of the supervisor

Show courtesy, respect, cooperativeness, diligence and tact in dealings with the supervisor, fellow interns, elected officials and the general public at all times

Provide full, efficient, and industrious service to promote the goals and objectives of the Navajo Nation Washington Office

Maintain confidential information acquired in the performance of the intern's duties and refrain from disclosing any portion thereof, except in the manner and to the extent authorized.



Personnel Policy

As an intern with NNWO, you are expected to conduct yourself as would any employee of NNWO, and by extension, the Navajo Nation. For further explanation of the following policies, please see the NNWO Employee Manual or The Navajo Nation's Department of Personnel Management's website.



Leave Policy

Except in cases of granted Administrative Leave, the intern is responsible for informing the Executive Director or assigned supervisor if they expect to be absent or late. The intern should follow NNWO procedure and submit a leave slip to the ED in advance or upon their return.



Evaluations

The policy of the Navajo Nation is to encourage and promote optimal employee performance using program management objectives. As with NNWO employees, the intern will be evaluated on their performance twice throughout the duration of the program.



Termination of Internship

If at any point the Intern is no longer able to perform the duties as outlined, the NNWO Executive Director shall be immediately notified.



Drug Free Workplace

The Navajo Nation is declared to be a drug, alcohol, tobacco and smoke-free environment.

Work Station Regulations

It is the policy of the Navajo Nation to establish and maintain a safe working environment for all employees.



Work Station

The intern(s) should be mindful of others working in the same work station, and therefore be respectful in regards of food and drinks, playing music, and the overall appearance of the work area.



Property

All Navajo Nation property or services issued to the intern, including but not limited to telephones, computers, desks, office equipment and supplies are for official use only. The use of personal social media during work hours is discouraged. The intern is responsible for keeping assigned property in good condition. No additional property will be assigned for lost or damaged items.



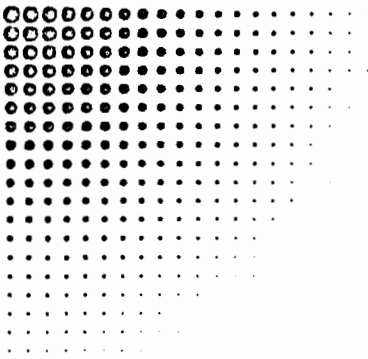
Dress Code

As with NNWO employees, the intern(s) should present a clean, neat professional appearance. When interacting with visitors or going on the Hill, business attire is expected.

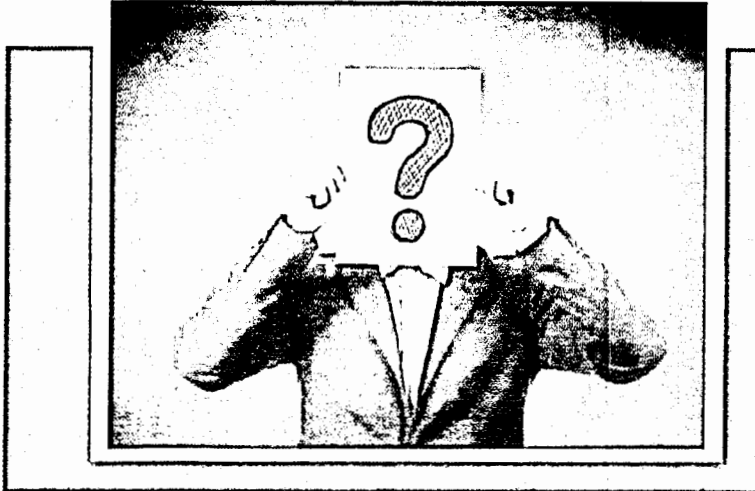


Safety

Supervisors, employees and interns have a responsibility to maintain a safe work environment by preventing conditions leading to injuries, accidents, and losses.



FAQs



01 What are my hours? What is my schedule?

The Navajo Nation Washington Office is open from 8am-6pm Monday through Friday. The administrative team works 8am-5pm, while the G&L team works 9am-6pm. NNWO will work with you to establish a regular schedule for the duration of the internship. Each employee is entitled to a 15-minute mid-morning break, one hour lunch, and 15-minute afternoon break.

02 What is the dress expectation and does it change on certain days?

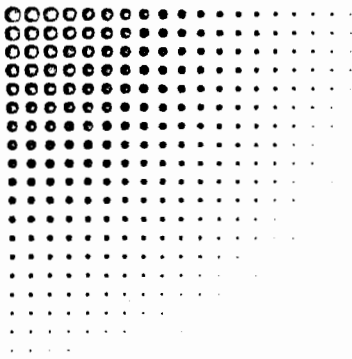
The NNWO maintains a professional dress code on most days, with jeans on Fridays. On special occasions, such as when dignitaries are visiting or business requires us to go the Hill, we operate in business professional wear.

03 What should I do for lunch?

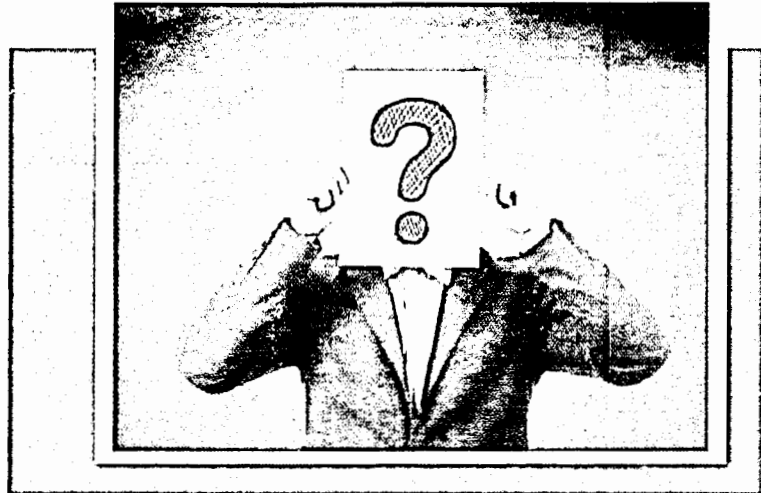
You are welcome to bring your own lunch. You can use the fridge to store your lunch box or any food. Additionally, we have plenty of options within walking distance, such as Union Station or Noma.

04 What is the cell phone/social media policy?

You can have your cell phone, but only to the degree that it does not interrupt your work. Because you will be in a shared office space, be mindful of others and if you need to take a personal call, step into the hallway, or use an empty office, so as not to disturb others. Use of personal social media during work hours is discouraged.



FAQs



05 What if I'm bored or don't know what to do?

You can ask your co-workers if they need help on any projects they are working on, or ask your supervisor/assigned G&L for something to do. If you need help on an assignment, it's best to inform your supervisor or the Deputy Executive Director. If neither are available, the G&L team will be able to help you.

06 What if I'm overwhelmed?

Talk to your supervisor to ensure you're understanding the project expectations correctly, and to examine your workload.

07 What happens if I break a rule or mess up on a project?

Don't worry! Everyone makes mistakes and although you may be corrected, interpret it as constructive criticism. Your supervisor may inform you of a mistake, but this is a learning opportunity for you, and you should not feel as though you are in trouble. In extreme circumstances, you may have a meeting with Executive Director to discuss your understanding of policies.

08 What happens when my internship is over?

When your internship is coming to a close, you will complete an evaluation with your supervisor and the Executive Director. We encourage you to keep in contact with our office, and if the opportunity arises, apply for any of our open positions.

Appendix J



THE NAVAJO NATION SUPPLEMENTAL FUNDING PROPOSAL SUMMARY

PART I. Business Unit No.: 103002 Program Title: Navajo Nation Washington Office
Division/Branch: OPVP Amount Requested: \$51,655 Prepared By: Marlena Forster, ASO
Phone No.: (202) 682.7390 Email Address: mforster@nnwo.org

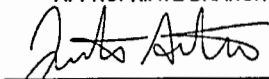
PART II. REASON FOR REQUEST AND STATEMENT OF NEED:

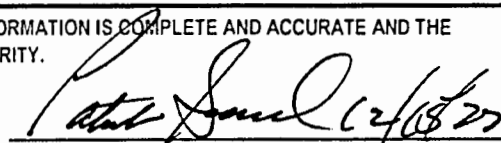
The Navajo Nation Washington Office Internship Program plays an integral role in preparing our students for future leadership roles within the Navajo Nation and beyond. It offers an unparalleled opportunity to gain deep insights into the intricate government-to-government relationship between the Navajo Nation and the United States. However, the cost of participating in this program can be prohibitive for many Navajo students. For instance, the cost of relocating to Washington D.C., where the internship is based, is significant. In addition, the cost of living in the city is high, with expenses such as housing, food, transportation, and educational materials adding up quickly. Many of our students come from households with limited financial resources, making it challenging for them to bear these costs. This financial burden acts as a barrier, preventing many talented and motivated students from participating in the program. Therefore, we propose a supplemental appropriation to the Navajo Nation Council to support the operation of this program and lessen the financial burden on our students. The NNWO plans to provide internships to a total of five (5) students where two (2) will be selected from The Fund for American Studies (TFAS) and three (3) will be selected from temporary funded positions posted within the Department of Personnel Management.

PART III. LIST ALTERNATIVE FUNDING SOURCES BEING PURSUED AND CONTINGENCY PLAN IF REQUEST IS NOT FUNDED:

No other funding sources are being pursued. In the event Navajo Nation Council does not approve this request, NNWO will unfortunately be unable to accommodate the three interns for the summer of 2024. We highly encourage the Navajo Nation Council to consider the investment in our youth when making their decision.

PART IV. AFFIRMATION IS PROVIDED THAT THE BUDGET AND PROPOSAL INFORMATION IS COMPLETE AND ACCURATE AND THE APPROPRIATE BRANCH CHIEF RECOMMENDS APPROVAL AS A PRIORITY.

 12/15/2023
REVIEWED BY: Division Director's Signature / Date

 12/15/23
RECOMMEND SUPPLEMENTAL: Branch Chief's Signature / Date

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

FY 2024

PART I. PROGRAM INFORMATION: Business Unit No.: 103002 Program Name/Title: Navajo Nation Washington Office																									
PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM: Pursuant to GSCJY-14-08, the NNWO is established within the Executive Branch of the Navajo Nation Government as an intergovernmental relations office. The purposes of the NNWO is to exist as an extension of the Navajo Nation Government in Washington D.C., enhance the Navajo Nation Government's goals and objectives, maintain a Navajo presence in Washington, D.C., provide for the Navajo Nation Government easy and rapid access to Congress, monitor and analyze all congressional legislation, distribute to the the Navajo Nation Government information concerning congressional and administrative activities that affect the welfare of the Navajo Nation, assist in the preparation of legislative proposals and testimony before Congress, and provide assistance to Navajo Nation Government entities testifying before Congress or conducting Navajo Nation Government business in Washington D.C.																									
PART III. PROGRAM PERFORMANCE CRITERIA:																									
1. Goal Statement: Publish and distribute legislative news, alerts, and other press releases Program Performance Measure: Publish and distribute (4) reports per quarter on Congressional/Federal agencies	<table border="1"> <thead> <tr> <th colspan="2">1st QTR</th> <th colspan="2">2nd QTR</th> <th colspan="2">3rd QTR</th> <th colspan="2">4th QTR</th> </tr> <tr> <th>Goal</th> <th>Actual</th> <th>Goal</th> <th>Actual</th> <th>Goal</th> <th>Actual</th> <th>Goal</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>17</td> <td>4</td> <td></td> <td>4</td> <td></td> <td>4</td> <td></td> </tr> </tbody> </table>	1st QTR		2nd QTR		3rd QTR		4th QTR		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	4	17	4		4		4	
1st QTR		2nd QTR		3rd QTR		4th QTR																			
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual																		
4	17	4		4		4																			
2. Goal Statement: Coordinate worksession meetings between NN Government officials and federal agency representatives Program Performance Measure: Coordinate and conduct (10) worksession meetings per quarter	<table border="1"> <tbody> <tr> <td>10</td> <td>83</td> <td>10</td> <td></td> <td>10</td> <td></td> <td>10</td> <td></td> </tr> </tbody> </table>	10	83	10		10		10																	
10	83	10		10		10																			
3. Goal Statement: Monitor congressional activities for the Navajo Nation government Program Performance Measure: Attend (4) congressional hearings per quarter	<table border="1"> <tbody> <tr> <td>4</td> <td>4</td> <td>4</td> <td></td> <td>4</td> <td></td> <td>4</td> <td></td> </tr> </tbody> </table>	4	4	4		4		4																	
4	4	4		4		4																			
4. Goal Statement: Facilitate the Navajo Nation's participation in the legislative/appropriation process Program Performance Measure: Analyze legislation/appropriations and prepare testimony/briefings (4) per quarter	<table border="1"> <tbody> <tr> <td>4</td> <td>44</td> <td>4</td> <td></td> <td>4</td> <td></td> <td>4</td> <td></td> </tr> </tbody> </table>	4	44	4		4		4																	
4	44	4		4		4																			
5. Goal Statement: Publish weekly federal notices regarding grants and regulations Program Performance Measure: Provide (5) federal notice listings per quarter to the Navajo Nation Government	<table border="1"> <tbody> <tr> <td>5</td> <td>100</td> <td>5</td> <td></td> <td>5</td> <td></td> <td>5</td> <td></td> </tr> </tbody> </table>	5	100	5		5		5																	
5	100	5		5		5																			
PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED. <div style="display: flex; justify-content: space-between;"> <div> Program Manager's Printed Name Justin Abasleen, Executive Director Program Manager's Signature and Date <i>Justin Abasleen</i> 1/2/24 </div> <div> Patrick Sandoval, Chief of Staff Division Director/Branch Chief's Printed Name Division Director/Branch Chief's Signature and Date <i>Patrick Sandoval</i> 1/2/24 </div> </div>																									

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

FY 2024

PART I. Business Unit No.: 103002		Program Title: Navajo Nation Washington Office		Division/Branch: Office of President and Vice President	
Prepared By: Marlena Forster, ASO		Phone No.: (202) 682-7390		Email Address: mforster@nnwo.org	

PART II. FUNDING SOURCE(S)		Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY			Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
General Fund		2024	51,655.00	100%	2001	Personnel Expenses		1,232,045	15,655	1,247,700.00	
					3000	Travel Expenses		50,000	6,000	56,000.00	
					3500	Meeting Expenses				0.00	
					4000	Supplies		177,078	12,000	189,078.00	
					5000	Lease and Rental		438,400	18,000	456,400.00	
					5500	Communications and Utilities		15,600		15,600.00	
					6000	Repairs and Maintenance		11,000		11,000.00	
					6500	Contractual Services		49,884		49,884.00	
					7000	Special Transactions		27,563		27,563.00	
					8000	Public Assistance				0.00	
					9000	Capital Outlay				0.00	
					9500	Matching Funds				0.00	
					9500	Indirect Cost				0.00	
					TOTAL			\$2,001,570.00	51,655.00	2,053,225.00	

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

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

SUBMITTED BY:	Justin Ahassteen, Executive Director	APPROVED BY:	Patrick Sandoval, Chief of Staff
	Program Manager's Printed Name		Division Director / Branch Chief's Printed Name
	12/15/2023		12/15/23
	Program Manager's Signature and Date		Division Director / Branch Chief's Signature and Date

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Navajo Nation Washington Office	Business Unit No.: 103002
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
2310	2301 PERSONNEL EXPENSES TEMPORARY 103002 2330 - Three (3) Part-Time Temporary Interns not to exceed 9 weeks of employment \$16.55 (CF584) Hourly Rate x 289 Hours = \$4,765.40 x 3 positions = \$14,299.20	14,299	15,655
2900	FRINGE BENEFITS 2900 - Temporary, Three (3) temporary employees: \$14,299.20 x 9.48% = \$1,355.56	1,356	
3310	3000 TRAVEL EXPENSES AIR 3320 Commercial: \$900 x 2 = \$1,800 per intern x 3 interns = \$5,400 Includes one flight to DC and one return flight	5,400	6,000
3380	TRAIN 3382 Train Metro Fare estimated at \$100 per month x 2 months = \$200 x 3 interns = \$600	600	
4200	4000 SUPPLIES NON-CAP ASSETS 4233 Non-Cap Computer Equipment: Laptops and monitors needed for 3 interns \$1500 per laptop x 3 interns = \$4500 \$350 per dual monitor x 3 interns = \$900 \$7,200 per intern used to purchase hardshell cases for laptops, carrying case, HDMI cords, docking stations, keyboard, mouse, and other necessary accessories needed \$2,200 x 3 interns = \$6,600	12,000	12,000
5310	5000 LEASE & RENTAL BUILDING/SPACE 5350 Other Space Rental: Lodging for 9 weeks at American University dormitory \$425 per week + 15.9% hotel tax = \$492.59 x 9 weeks = \$4,433.18 + \$50 Admin Fee = \$4,483.18 + \$1,000 deposit = \$5,483.18 x 3 interns = \$16,449.52 Rounded to \$18,000 to account for possible unexpected fees	18,000	18,000
TOTAL		51,655	51,655

FY 2024

THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

Sharon
DPM VERIFICATION
12/13/2023
DATE

103002 - NN WASHINGTON OFFICE

Sub Acct	Position ID	Job	Position Title	Employee ID	Work Site	G/S	FY 2023 ACTUAL H/R	Salary	Hours	FY 2024 PROPOSED Budget Period	Budget
084 - NN WASHINGTON OFFICE											
1101	211294	0302	Executive Director	722855	WDC		91.00	190,014.26	2,088	01/01/2024 03/22/2024	190,014.00
1102	209805	1021	Government & Legislative Affairs Associate	367679	WDC	CF68K	51.34	107,197.92	2,088	01/01/2024 03/22/2024	107,198.00
1104	236193	1022	Government & Legislative Communications Officer	357375	WDC	CF68H	46.99	98,115.12	2,088	01/01/2024 03/22/2024	98,115.00
1105	202064	1021	Government & Legislative Affairs Associate	928745	WDC	CF68F	44.29	92,477.52	2,088	01/01/2024 03/22/2024	92,478.00
1107	217986	1211	Administrative Services Officer	VACANT	WIN	CE64A	23.65	49,381.20	2,088	01/01/2024 03/22/2024	49,381.00
1108	234489	1211	Administrative Services Officer	368209	WDC	CF64H	33.26	69,446.88	2,088	01/01/2024 03/22/2024	69,447.00
1111	218322	1192	Deputy Executive Director	360556	WDC	CF70D	49.58	103,523.04	2,088	01/01/2024 03/22/2024	103,523.00
1112	218802	1021	Government & Legislative Affairs Associate	931502	WDC	CF68H	46.99	98,115.12	2,088	01/01/2024 03/22/2024	98,115.00
1113	245279	1261	Executive Assistant	909106	WDC	CF65C	31.28	65,312.64	2,088	01/01/2024 03/22/2024	65,313.00

No. of Budgeted Positions: 9

2110 - SUBTOTAL:

873,584.00

BUSINESS UNIT TOTAL:

873,584.00

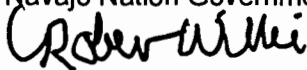


DR. BUU NYGREN *PRESIDENT*
RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáadi Nitsáhákees

Memorandum:

To: 2 NNC § 164 Reviewers

Delegates & 2 NNC '164 Reviewers
Navajo Nation Government

From: Robert Willie, Accounting Manger
General Accounting Section
Office of the Controller

Date: December 29, 2023

Subject: UUFB request Navajo Nation Washington Office- \$51,655

The Office of the Controller has reviewed the above referenced document.

1. The unaudited balance of the UUFB as of November 16, 2023, is \$182,485,284.
2. Request is for the total amount for UUFB for the Navajo Nation Washington Office to fund interns along with operational expenses for these individuals. There will be 3 interns not to exceed 9 weeks.
3. This request would be considered **NON-RECURRING** funding for this intern program first year. Recommendation would be to have it a part of the regular budget not only for just the Washington Office but for other programs to bring the college students home to work the mother government.

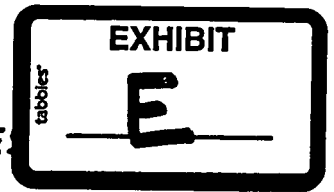
If you should have any questions, please contact me at tribal extension X6308.





DR. BUU NYGREN *PRE*

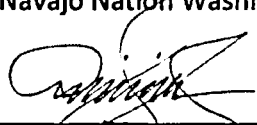
RICHELLE MONTOYA *VICE PRESIDENT*



The Navajo Nation | Yideeskáadi Nitsáhákees

MEMORANDUM

TO: Justin Ahasteen, Executive Director
Navajo Nation Washington Office

FROM: 
Dominic Beyer, Executive Director
Office of Management and Budget

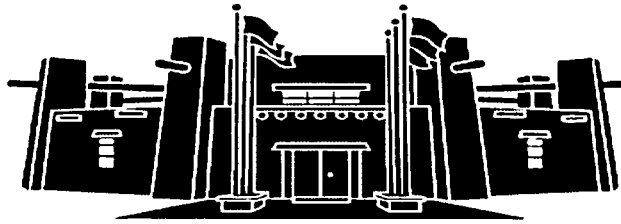
DATE: January 2, 2024

SUBJECT: Supplemental Funding Budget Forms in the amount of \$51,655 from UUFB for Navajo Nation Washington Office

1. OMB has reviewed the submitted Budget Forms and finds them to be in good order.
2. In this memorandum, OMB comments on the submitted budget forms only. If and when legislation is dropped OMB may do an updated memorandum on the full legislation.


Contact OMB at (928) 871-6470 if there are any questions and/or concerns regarding this memorandum.

xc: Mary J. Nez, Executive Assistant
Office of the Speaker



MEMORANDUM

To : Hon. Andy Nez, Member
Health, Education, and Human Services Committee
25th Navajo Nation Council

From: 
Luralene D. Tapahe, Principal Advocate
Office of Legislative Counsel

Date: January 10, 2024

Subject: **AN ACTION RELATING TO THE HEALTH, EDUCATION, AND HUMAN SERVICES COMMITTEE, THE BUDGET AND FINANCE COMMITTEE, THE NAABIK'ÍYÁTI' COMMITTEE, AND THE NAVAJO NATION COUNCIL; APPROVING \$51,655 FROM THE UNRESERVED, UNDESIGNATED FUND BALANCE ("UUF") FOR THE NAVAJO NATION WASHINGTON OFFICE INTERNSHIP PROGRAM**

Pursuant to your request, the Office of Legislative Counsel has prepared the above-described proposed legislation. OLC finds this draft to be legally sufficient, but as with any action of the Navajo Nation government, it can be challenged under applicable laws.

The Speaker may assign this legislation to the appropriate committees, in accordance with her authority under Title 2 of the Navajo Nation Code.

Please review this legislation and all of its exhibits, to make sure that everything is satisfactory. You should contact me immediately if any edits are needed, or if you have any questions or other concerns. I can be reached at phone no. (928)871-7166 or by email at: LuraleneTapahe@navajo-nsn.gov

Thank you for your patience.

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: _0004-24_

SPONSOR: Dr. Andy Nez

TITLE: An Action Relating to Health, Education, and Human Services Committee, the Budget and Finance Committee, the Naabik'iyáti' Committee, and the Navajo Nation Council; Approving \$51,655 from the Unreserved, Undesignated Fund Balance ("UUFB") for the Navajo Nation Washington Office Internship Program

Date posted: January 10, 2024 at 4:36PM

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) 871-7586**

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.

Please note: This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

**THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW SUMMARY**

LEGISLATION NO.: 0004-24

SPONSOR: Honorable Andy Nez

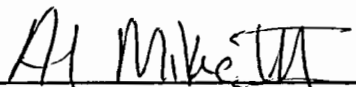
TITLE: An Action Relating to Health, Education, and Human Services Committee, the Budget and Finance Committee, the Naabik'iyáti' Committee, and the Navajo Nation Council; Approving \$51,655 from the Unreserved, Undesignated Fund Balance ("UUFB") for the Navajo Nation Washington Office Internship Program

Posted: January 10, 2024 at 4:36 PM

5 DAY Comment Period Ended: January 15, 2024

Digital Comments received:

Comments Supporting	<i>None</i>
Comments Opposing	<i>None</i>
Comments/Recommendations	<i>None</i>



**Legislative Secretary II
Office of Legislative Services**

January 16, 2024 8:10AM

Date/Time