

**RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL**

23rd NAVAJO NATION COUNCIL - First Year, 2015

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AND RECOMMENDING TO THE BUDGET AND FINANCE COMMITTEE THE PROPOSED FISCAL YEAR 2016 BUDGET FOR THE NAVAJO DIVISION OF HUMAN RESOURCES

BE IT ENACTED:

Section One. Findings

- A. The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. § 400 (A).
- B. The Health, Education and Human Services Committee is the oversight committee for the Division of Human Resources. 2 N.N.C. § 401(C) (1).
- C. Each oversight committee shall review and make recommendations to the Budget and Finance Committee concerning the budget in accordance with the annual budget instructions. 12 N.N.C. § 840 (A).
- D. The Health, Education and Human Services Committee held a budget hearing and took budget testimony regarding the Navajo Nation Division of Human Resources' Fiscal Year 2016 Budget. 12 N.N.C. § 840 (A).
- E. The Health, Education and Human Services Committee recommends to the Budget and Finance Committee a fiscal year budget for the Division of Human Resources. 12 N.N.C. § 840 (A).

SECTION TWO. APPROVING AND RECOMMENDING TO THE BUDGET AND FINANCE COMMITTEE THE PROPOSED FISCAL YEAR 2016 BUDGET FOR THE NAVAJO DIVISION OF HUMAN RESOURCES

- A. The Health, Education and Human Services Committee hereby acknowledges the proposed Navajo Nation Fiscal Year (FY) 2016 Budget for the Navajo Division of Human Resources, recommended by the President of the Navajo Nation, as provided on the Fund Type Budget Summary, attached as Exhibit "A".
- B. The Health, Education and Human Services Committee requests that the Budget and Finance Committee and the Navajo Nation Council adopt the changes to the Budget, as set forth in the General Fund

Comparative Summary and Recommended Changes to the General Fund Budget forms, attached as Exhibits "B" and "C", respectively.

C. The Health, Education and Human Services Committee requests that the Budget and Finance Committee and the Navajo Nation Council approve the carryover of General Fund unexpended balances from the end of Navajo Nation Fiscal Year 2015 into Fiscal Year 2016 as follows:

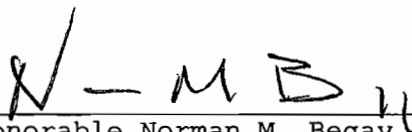
1. All unexpended balances within the Navajo Nation Department of Veteran's Affairs Match Trust Fund, Business Unit 114019, or remaining balances; and
2. All unexpended balances within the Navajo Nation Department of Veteran's Affairs Match Trust Fund for Housing Projects, Business Unit 114020, or remaining balances; and
3. All unexpended balances within the Office of Background Investigations, Business Unit 114018, Account numbers 1855 and 1853, provided they meet their projected revenues for fiscal year 2015, or remaining balances. See Carryover Request attached.

D. The Health, Education and Human Services Committee states that there are no legislative concerns or conditions of appropriation as shown in Exhibit D and requests the Budget and Finance Committee and the Navajo Nation Council acknowledge the unmet needs as set forth in Exhibit E.

E. The Health, Education and Human Services Committee authorizes the Committee Chairperson or Vice-Chairperson to meet and negotiate with the Budget and Finance Committee on these recommendations.

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

I hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Window Rock), at which a quorum was present and that the same was passed by a vote of 4 in favor and 0 opposed, this 13th day of August, 2015.



 Honorable Norman M. Begay, Vice-Chairperson
 Health, Education and Human Services Committee

Amendment 1: Attach Exhibit A,B,C; Page 2, Line 14, insert the following new letter "C" as stated below:

C. The Health, Education and Human Services Committee requests that the Budget and Finance Committee and the Navajo Nation Council approve the carryover of General Fund unexpended balances from the end of Navajo Nation Fiscal Year 2015 into Fiscal Year 2016 as follows:

1. All unexpended balances within the Navajo Nation Department of Veteran's Affairs Match Trust Fund, Business Unit 114019, or remaining balances; and
2. All unexpended balances within the Navajo Nation Department of Veteran's Affairs Match Trust Fund for Housing Projects, Business Unit 114020, or remaining balances; and
3. All unexpended balances within the Office of Background Investigations, Business Unit 114018, Account numbers 1855 and 1853, provided they meet their projected revenues for fiscal year 2015, or remaining balances. See Carryover Request attached.

D. The Health, Education and Human Services Committee states that there are no legislative concerns or conditions of appropriation as shown in Exhibit D and requests the Budget and Finance Committee and the Navajo Nation Council acknowledge the unmet needs as set forth in Exhibit E.

Renumber the remaining section(s).

Amendment 1 Motion

Motion: Honorable Nelson BeGaye

Second: Honorable Nathaniel Brown

Vote: 4 in favor: 0 Opposed and 0 Abstain

Main Motion

Motion: Honorable Nelson BeGaye

Second: Honorable Nathaniel Brown

Vice-Chairperson not voting

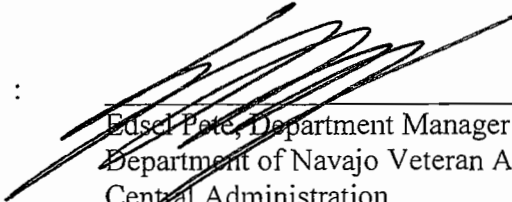
THE NAVAJO NATION



RUSSELL BEGAYE
JONATHAN NEZ

MEMORANDUM

TO : Hon. Jonathan Hale, Chairperson
Health, Education, Human and Human Services Committee
23rd Navajo Nation Council

FROM : 
Edsel Pate, Department Manager II
Department of Navajo Veteran Affairs
Central Administration

DATE : August 12, 2015

SUBJECT : **FY 2015 IDC Supplemental Trust Fund**

During FY2015, a supplemental fund was disbursed from the Indirect Cost monies as a General Fund to the 110 Chapter Veterans Organizations as a one time, one year (FY2015) funding. General Fund accounts were established and assigned as follows:

<u>FMIS Business Unit</u>	<u>Description</u>
114019	DNVA-CHPTR VETERANS ORG ASSIST
114020	DNVA-HOUSING PROJECT ASSISTANC

The fund was disbursed pursuant to 12 N.N.C. 820, 0., Distribution to Chapters, "Where not otherwise prohibited by existing law, any appropriation intended for distribution to all chapters of the Navajo Nation shall be allocated as follows: fifty percent (50%) of the appropriation shall be divided equally among all chapters and the remaining fifty percent (50%) shall be divided proportionately among the chapters using a percentage equal to that figure which the number of registered voters in each chapter bears to the whole of registered Navajo Nation voters as determined by the most current voter registration figures available as the date of the appropriation".

The 50/50 formula was used to distribute the \$1,000,000.00 in Business Unit #114019 to the five agencies and then to the 110 Chapter Veterans Organization using the same formula. Business Unit # 114020 supplements the five (5) N-Accounts for the Navajo Veterans Housing Program, this fund was distributed evenly to each of the five (5) respective N-Accounts i.e. five (5) N-Accounts at \$200,000.00 each.

cc. chrono / file
Lorenzo Curley, Division Director, DHR
Miriam Davis, Senior Accounts Analyst, OMB

THE NAVAJO NATION



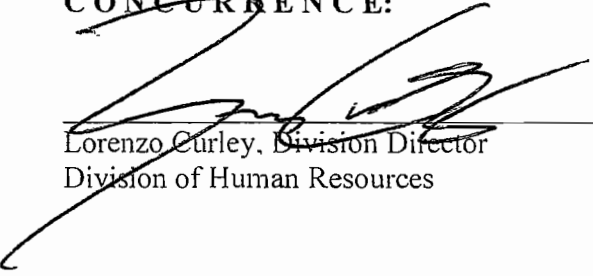
RUSSELL BEGAYE
JONATHAN NEZ

These funds have been instrumental in assisting Navajo Veterans with financial assistance request, self-help housing materials of up \$5,000.00, purchasing consumable items and rental equipment for the Navajo Veterans Housing Program.

We request your consideration to **carryover the unexpended dollar amount at year-end balance** into fiscal year 2016 whereas; the carryover year-end balance for each respective Trust Fund Chapter Veterans Organizations (TFCVO) will remain in each respective Business Unit Number.

Your approval of the request is much appreciated. Please confer with Ms. Elfrieda Woodman or myself if you have questions.

CONCURRENCE:


Lorenzo Curley, Division Director
Division of Human Resources

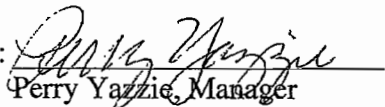
cc. chrono / file
 Lorenzo Curley, Division Director, DHR
 Miriam Davis, Senior Accounts Analyst, OMB



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

TO : Honorable Members of the Health, Education and Human Services Committee
Honorable Members of the Budget & Finance Committee
Honorable Members of the Navajo Nation

FROM : 
Perry Yazzie, Manager
Navajo Nation Office of Background Investigations

DATE : August 11, 2015

SUBJECT : Request To Carryover FY 2015 Acct #1853 & #1853 Balances Into FY 2016

The Office of Background Investigation Fund Management Plan, Part IX. Unexpended Revenue, states: "Any unexpended revenue generated shall revert to the Navajo Nation General Fund at the end of the fiscal year unless legislation is made to carry over to the next fiscal year so that such funds may be sustained and retained for use by the Office of Background Investigations."

This is a request to carry over the revenue generated beyond the FY 2015 revenue projection of \$18,000.00 under account no. 1855-Document Fees in projected amount of \$2000.00 and revenue generated in FY 2015 under account no. 1853 Registration in the amount of \$18,000.00 into the FY 2016 Annual Operating Budget for Business Unit 114018 for the Office of Background Investigations. As it is anticipated to vary the total projected carryover amount is \$20,000.00 ending September 30, 2015.

The reason for the carryover request is that this will be used to improve the quality and quantity of service by the acquisition and use of: hardware & software for securing FBI criminal history reports via FBI approved vendor; staff training for certification in adjudication, forensic background investigations, and certified fingerprinting training; licensure for Sharepoint under Department of Utilities and Communications, conference space rental, etc.

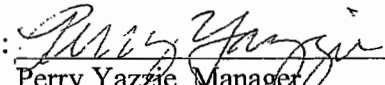
TOTAL REQUESTED OF ANTICIPATED CARRYOVER AMOUNT: \$20,000.00 +/-



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

TO : Honorable Members of the Health, Education and Human Services Committee
Honorable Members of the Budget & Finance Committee
Honorable Members of the Navajo Nation

FROM : 
Perry Yazzie, Manager
Navajo Nation Office of Background Investigations

DATE : August 11, 2015

SUBJECT : FY 2016 Budget Allocation, Unmet Needs, IDC Allocation, FMP Funds and
Cost Sharing

The Office of Background Investigation incorporated the FY 2016 annual operating budget allocation that included the 11% shortfall. The budgeted shortfall will result in OBI closing its office in 6 months on March 31, 2016 due to the lack of operating funds including office space rental. There will be no workplace for employees to carry out or provide its services.

OBI provides essential services that protect the government from risk, negligence and liability, and provides added protection and safeguards for vulnerable population such as children and elderly.

In addition to annual budget appropriation, OBI has:

- 1) *Unsuccessfully sought cost sharing* of additional positions with Division of Social Service, Division of Health, Navajo Head Start and others in exchange for services;
- 2) OBI has been eligible for Indirect Cost (IDC) allocation since 2013 by has been *denied every year* by the Office of Management and Budget without justification.
- 3) Annually sought *unsuccessfully to obtain Unmet Needs* appropriation including an FY 2016 Unmet Needs Budget;
- 4) OBI is a program that undertakes *contributing to its own operating budget* by generating revenue under its Fund Management Plan, which revenue accounts for 3-4 percent of its operating budget; and,
- 5) The Office of the President and Vice-President's decision is *did not fund* OBI any portion if it's FY 2016 Unmet Needs Budget.

I request for your consideration in providing additional funds in order to maintain our services in FY 2016.

xc: DHR Administration
files



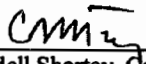
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

August 13, 2015

MEMORANDUM

TO : Lorenzo Curley, Division Director
: Perry Yazzie, Manager, Office of Background Investigation (OBI)
Division of Human Resources (DHR)

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

SUBJECT : Request for Allocation of Indirect Cost (IDC) Funds by OBI / DHR

This is to respond to memorandum of July 27, 2015 by Mr. Perry Yazzie, Manager of OBI, regarding the subject matter. Mr. Yazzie believes OBI should have been allocated IDC funds effective FY 2014 for use as operating budget. Our determination is the same as what Mr. Yazzie was previously informed which is OBI will be eligible to receive IDC funds based on the approved FY 2014 IDC Rate Proposal (Proposal) by Interior Business Center (IBC). That Proposal was submitted by the Nation to IBC on September 29, 2014 and has been pending approval since. Below is an explanation that supports our determination.

I. The policies and regulation governing IDC are:

1. Pursuant to IDC Services Tracking Policies and Procedures (IDC Policy), the eligibility to receive IDC funds is based on providing indirect services. These are services provided by tribal employees and officials whose salaries and wages are paid by the Navajo Nation (Nation or NN) General Funds, for the purpose of administration of more than one externally funded grant.

The indirect services shall be supported by Personnel Activity Report (PAR). PAR is required for programs that are in the IDC pool less than 100%. Programs that provide indirect service to external grants are known as Central Support Service Providers (CSSP) and are in the IDC pool.

The IDC Policy was adopted by BFMY-13-10 on May 4, 2010. Mary Modrich-Alvarado formerly of DOJ and Rachael Arviso of CGS/OMB conducted a series of orientation to implement the policy soon after it was adopted.

2. Pursuant to FY 2014 Navajo Nation Budget Instruction and Policies Manual (BIPM) Appendix R Section IV. E. 4., IDC funds shall be allocated to the programs that are in the IDC pool of the latest IDC Negotiation Agreement (FY 2013 IDC rate of 16.95%) between the Navajo Nation and federal cognizant agency which is Department of Interior (DOI).

The projected IDC recovery for the Nation's requested fiscal year is used to allocate IDC funds to CSSP programs. The amount is based on the percent of the program's IDC expenses relative to the Nation's total IDC expenses.

3. IDC rate proposal is required by 2 CFR Part 225, Cost Principals for State, Local and Indian Tribes Governments now called the Super Circular. The Proposal is prepared based on and supported by audited financial statements / expenditure on a three (3) years lag as shown in the table below. Written justification is included in the Proposal on the manner the program is a CSSP and in the IDC pool.

A - No.	B - Audited Expenditures	C - IDC Rate Proposal
1	FY 2011	FY 2014
2	FY 2012	FY 2015



The Proposal is submitted to IBC who reviews and negotiates the IDC rate on behalf of DOI. An IDC Negotiation Agreement is processed and executed when the Proposal is negotiated and approved.

II. OMB's finding and determination is as follows:

1. The Plan of Operation for OBI was approved by resolution GSCF-04-10 on February 9, 2010. It was amended by resolution HEHSCMA-04-14 on March 5, 2014. OBI did not receive appropriation of NN General Funds in FY 2010. As a result, OBI was not in the IDC Pool that year and not included in the Nation's FY 2013 IDC proposal. Section highlighted yellow on Exhibit A shows that FMIS Business Unit No. 114018 assigned to OBI but was not included in the financial statements / expenditures.
2. OBI received an appropriation of NN General Funds in FY 2011. Apparently OBI met the indirect service threshold to be in the IDC pool on FY 2011 audited expenditures and was included in FY 2014 IDC rate proposal accordingly. Exhibit "B" is the narrative to justify OBI (BU # 114018) provided indirect service to external grants and expended FY 2011 General Funds of \$268,266 in the process.

As indicated above, the FY 2014 IDC proposal was submitted to IBC on September 29, 2014. It was assigned to an IBC negotiator in March 2015. On July 1, 2015, the Nation submitted additional information requested by IBC which revised the Proposal and adjusted the IDC rate.

3. OBI was included in the FY 2015 IDC proposal as well. Exhibit "C" is the narrative to justify OBI (BU # 114018) provided indirect services to external grants and expended FY 2012 General Funds of \$286,908 in the process. The FY 2015 IDC proposal was submitted to IBC on June 30, 2015.

IBC has agreed to review the FY 2014 and 2015 Proposals concurrently and approve them together which is expected by September 30, 2015. Based on the approved Proposal and executed IDC Negotiation Agreement, OBI will officially be in the IDC pool and eligible to receive allocation of IDC funds.

III. When will OBI receive allocation of IDC fund?

OBI will be allocated IDC funds based on the approved FY 2014 IDC Proposal and either or both of the following occurring:

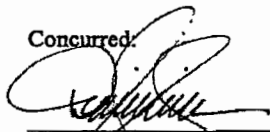
- A. Excess IDC realized on the projected FY 2015 recovery of \$17.5 million.
- B. The projected FY 2016 IDC recovery of \$17.5 million adjusted upwards or increased.

But be advised that the total budget approved for the program by the Navajo Nation Council in a given fiscal year serves as the base budget for successor fiscal year. Essentially the amount of General Funds and IDC allocated should not exceed that total. This method will be considered in allocating IDC to OBI and based on their approve budgets as follows:

A – No.	B – Fiscal Year	C – General Fund	D – Proprietary	Total
1	2014	\$366,175	\$20,450	\$386,625
2	2015	373,125	18,000	391,125

We appreciate OBI/ DHR's understanding and patience on the matter. Should you have any questions, contact our office at 871-6033.

Concurred:



Dominic Bayal, Executive Director – OMB
ATTACHMENTS

Cc: OPVP: Robert Joe, Chief of Staff; Perry Shirley, Executive Staff Assistant
Paul Spruhan, Attorney, NNDOJ
OMB: Rachael Arviso, CGS Principal Budget Analyst

THE NAVAJO NATION



BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT

July 19, 2013

Deborah A. Moberly, Indirect Cost Coordinator
U.S. Department of the Interior
National Business Center (NBC) – Indirect Services
2180 Harvard Street, Suite 430
Sacramento, CA 95815

RE: Indirect Cost Proposal (IDCP) for Fiscal Year (FY) 2013

Dear Ms. Moberly:

Pursuant to OMB Circular 2 Part 225, the Navajo Nation (Nation) herein submits the IDCP as referenced above (See Exhibit A). A summary of the packets' contents is provided on the Table of Contents (See Exhibit A, cover page). The IDC proposal is submitted with the understanding that such be assigned to Mr. Sujoy Mukhopadhyay, Negotiator, who is currently reviewing the Nation's revised FY 2010-2012 IDCP.

Thank you very much for your immediate review and approved IDC rate for the Nation. Should you have any questions, contact Mr. Cordell Shortey, Contracting Officer or Mrs. Rachael Arviso, Principal Budget Analyst at (928) 810-8535 or by email at cshortey@omb.navajo-nsn.gov or rarviso@omb.navajo-nsn.gov respectively.

Sincerely,
THE NAVAJO NATION

A handwritten signature in black ink, appearing to read "Dominic Beyer", is written over the printed name.

Dominic Beyer, Executive Director
Office of Management and Budget

ENCLOSURES

cc: Cordell Shortey, Contracting Officer, CGS/OMB
Rachael Arviso, Principal Budget Analyst, CGS/OMB
Mark Grant, Controller, Office of the Controller
Arbin Mitchell, Chief of Staff, NN OP/VP
Mary Modrich-Alverado, Attorney, NN DOJ
File/Chrono

**THE NAVAJO NATION
ALLOCATION OF NAVAJO NATION EXPENDITURES
BASED ON YEAR ENDED SEPTEMBER 30, 2013**

FMIS Account Number	Description	Fiscal Year 2013 Expenditures	Plus Indirect Cost Credit	Less Free-time Expenditures	Less Capital Expenditures	Less Matching Funds	Plus Equipment Use Charge	Plus Facilities Use Charge	Net Expenditures	Percent	Control Service Costs	Base Expenditures
117017	DEPT. - EASTERN REGION	31,489	-	-	-	-	-	-	31,489	0%	-	31,489
117018	DEPT. - FT DEFENSE REGION	49,937	-	90	-	-	-	-	49,947	0%	-	49,947
117019	DEPT. - SHIPROCK REGION	16,217	-	-	-	-	-	-	16,217	0%	-	16,217
117020	DEPT. - WESTERN REGION	50,641	-	90	-	-	-	-	50,731	0%	-	50,731
117016	DEPT. - CHIRALE REGION	46,222	-	244	-	-	-	-	46,466	0%	-	46,466
		3,674,954	613,118	1,099,658	-	-	1,135	34,494	2,246,113		1,398,540	1,847,553
DIVISION OF TRANSPORTATION												
121001	NAV DIVISION OF TRANSPORTATION	803,322	-	2,798	-	-	-	-	806,120	50%	400,262	405,858
DIVISION OF HUMAN RESOURCES:												
114001	DIV HUMAN RESOURCES-A	183,142	249,515	6,029	-	-	1,692	116	430,436	100%	430,436	-
114002	NAVAJO NATION BAND	76,981	-	-	-	-	-	-	76,981	0%	-	76,981
114003	OFF OF BROADCAST SVCS	322,958	-	1,066	-	-	-	-	324,024	0%	-	324,024
114004	OFF OF NAV LABOR RELA	211,440	453,017	2,392	-	-	3,332	-	667,981	100%	667,981	-
114005	OFF OF NAV WOMEN & FA	101,599	-	142	-	-	-	-	101,741	0%	-	101,741
114006	STAFF DEV & TRNG	77,106	253,338	770	-	-	2,866	-	333,080	100%	333,080	-
114007	NAV OCC SAFETY & HLTH	170,171	136,317	1,251	-	-	480	-	307,919	100%	307,919	-
114008	DEPT CHILD SUPPORT BN	939,878	-	-	-	939,878	-	-	-	0%	-	-
114009	DEPT OF PERSONNEL MGMT	551,378	819,377	2,657	-	-	39,821	-	1,402,926	100%	1,402,926	-
114010	NAV DEPT OF WORKFORCE D	87,194	-	-	-	-	-	-	87,194	0%	-	87,194
114011	NDST-PHOENIX OFFICE	476,619	-	-	-	-	-	-	476,619	0%	-	476,619
114012	DEPT OF NAV VET AFF-A	392,066	-	5,212	-	-	-	-	397,278	0%	-	397,278
114013	DNVA-CHIRALE AGENCY	381,456	-	1,198	-	-	-	-	382,654	0%	-	382,654
114014	DNVA-CROWNPOINT AGENC	308,103	-	4,905	-	-	-	-	313,008	0%	-	313,008
114015	DNVA-FT DEFENSE AGEN	345,248	-	3,457	-	-	-	-	348,705	0%	-	348,705
114016	DNVA-SHIPROCK AGENCY	237,003	-	874	-	-	-	-	237,877	0%	-	237,877
114017	DNVA-WESTERN AGENCY	4,866,702	1,914,565	31,131	-	939,878	48,211	116	5,855,585	0%	3,145,361	2,710,225
TRIBAL GRANTS:												
119001	DINE COLLEGE	3,885,000	-	-	-	-	-	-	3,885,000	0%	-	3,885,000
119002	CROWNPT INST OF TECH	1,500,000	-	-	-	-	-	-	1,500,000	0%	-	1,500,000
119004	DINE POWER AUTHORITY	1,633,977	-	-	-	-	-	-	1,633,977	0%	-	1,633,977
119005	SHIPROCK CAMPUS COUNCIL	-	-	-	-	-	-	-	-	0%	-	-
119006	NAVAJO PREP SCHOOL	16,674	-	-	-	-	-	-	16,674	0%	-	16,674
119007	SR COLLEGE CAMPUS	-	-	-	-	-	-	-	-	0%	-	-
119008	PHOENIX DINE INC	-	-	-	-	-	-	-	-	0%	-	-
119010	NYC-ALBUQUERQUE DINE CNTR	-	-	-	-	-	-	-	-	0%	-	-
119014	LITTLE POLES DAY CARE	72,452	-	-	-	-	-	-	72,452	0%	-	72,452
119019	NAVAJO CODE TALKER MUSEUM & VE	942,000	-	-	-	-	-	-	942,000	0%	-	942,000
119015	APACHE COUNTY DIST I	314	-	-	-	-	-	-	314	0%	-	314
		8,052,418	-	8,052,104	-	-	-	-	-		-	-
Total Current Funds												
		161,575,818	25,910,052	40,830,101	6,226,554	3,749,021	1,322,834	522,855	138,532,903	-	41,180,439	97,352,463

THE NAVAJO NATION
Indirect Cost Rate Proposal
For Year Ended September 30, 2014

**NARRATIVE OF INCURRED INDIRECT COST EXPENSES
BY NAVAJO NATION ACCOUNT NUMBER INCLUDED IN POOL
OCTOBER 1, 2010 to SEPTEMBER 30, 2011**

Division of Human Resources

The Division of Human Resources is a central support services provider responsible for the comprehensive delivery of human resource services to the Navajo Nation government, including central support services and direct services programs. Support services provided by the Division of Human Resources include, but are not limited to, employment recruitment/selection; job classification; employee relations and dispute resolution; compensation; benefits; training and development; occupational safety; development and implementation of personnel policies and procedures and responsible for background investigations and adjudications, and other supportive and related services, duties and activities. The individual departments or functions within the Division of Human Resources whose costs are charged to the IDC pool at 100% are:

- a. **Administration [114001]** – Human Resources Administration exercises administrative oversight over all of the individual human resources programs and services. Administration also holds responsibilities to provide Navajo Nation programs with services in employee compensation, recruitment and placement, personnel records management, employee retention and exceptional training, and employment relations.
- b. **Office of Navajo Labor Relations [114004]** – The Office of Labor Relations holds the responsibility to investigate and document allegations of employment discrimination and other adverse employment actions within the Navajo Nation workforce.
- c. **Staff Development and Training Program [114006]** – Staff Development and Training holds the responsibility to provide general skills and specialized training to government employees to ensure the development and retention of a progressive and competitive workforce.
- d. **Office of Navajo Occupational Safety and Health [114007]** – The Office of Navajo Occupational Safety and Health holds the responsibility of establishing and enforcing occupational health and safety standards, training employers and employees on such standards, and maintaining job-related accident and employment reporting procedures.
- e. **Department of Personnel Management [114009]** – Personnel Management holds the responsibility to maintain and safeguard government personnel records; classify job positions; advertise open positions; and process personnel actions, including, but not limited to, offers of employment, hiring, salary adjustments, and adverse actions.

THE NAVAJO NATION
Indirect Cost Rate Proposal
For Year Ended September 30, 2014

**NARRATIVE OF INCURRED INDIRECT COST EXPENSES
BY NAVAJO NATION ACCOUNT NUMBER INCLUDED IN POOL
OCTOBER 1, 2010 to SEPTEMBER 30, 2011**

- f. **Office of Background Investigations [114018]** – The Office of Background Investigations (OBI) is the lead agency for the oversight and maintenance of the minimum standards of characters that meets or exceeds federal, state, tribal and local requirements. OBI holds the responsibility to conduct background checks that minimizes the risk in negligent hiring and retention, and protects the resources and integrity of the services provided to the Navajo Nation, its children, elderly, and employees. It provides specific investigative and adjudicative services, including record searches for motor vehicle, educational verifications, military, personal and professional character reference, civil court, Federal Bureau of Investigation (FBI) fingerprinting, etc. Other services include: on-site field fingerprinting. OBI services exclude U.S. Indian Health Services, Bureau of Indian Affairs personnel, and tribal commissioned law enforcement, and Navajo Nation Gaming Enterprise and Navajo Gaming Regulatory Office.

JUDICIAL BRANCH

Administrative Office of the Courts [102001]

The Judicial Branch is responsible for the operations of the Navajo Nation court system which includes nine (9) trial court districts and an appellate court. The Navajo Nation court system is available to both Navajos and non-Navajos. The trial courts hear both criminal prosecutions and civil actions. The appellate court, the Supreme Court of the Navajo Nation, hears appeals from trial court and administrative court decisions, such as the Navajo Nation Labor Commission and Office of Hearings and Appeals.

The Judicial Branch is 15% funded through five (5) federal and state funding awards. Judicial Branch Administration exercises administrative oversight over all of the contracts and grants, both singularly and collaboratively. The Administration is responsible for coordinating the personnel, operations and expenditures of the contracts and grants to ensure economies of scale are achieved and duplication of services avoided. The Administration is also responsible for providing administrative support services to the federal and state funded programs in the form of planning, research, and evaluation, including data and statistical compilation.

Given Judicial Branch Administration's support responsibilities for five (5) federal and state funding awards, the portion of Judicial Branch Administration's costs charged to the IDC pool is 15%.

THE NAVAJO NATION
Indirect Cost Rate Proposal
For Year Ended September 30, 2015

**NARRATIVE OF INCURRED INDIRECT COST EXPENSES
BY NAVAJO NATION ACCOUNT NUMBER INCLUDED IN POOL
OCTOBER 1, 2011 to SEPTEMBER 30, 2012**

**Social Services – Administration – Crownpoint Agency [117003]
Social Services – Administration – Ft. Defiance Agency [117004]
Social Services – Administration – Shiprock Agency [117005]
Social Services – Administration – Tuba City Agency [117006]**

The purpose of the Division of Social Services is to provide the Navajo populace with essential social services and social welfare programs. The Division of Social Services is 95% funded through 105 federal and state funding awards. Direct services provided by individual programs within the Division of Social Services include, but are not limited to: general [welfare] assistance, child welfare assistance, temporary assistance for needy families, adult institutional care, emergency assistance, foster care, child adoption and guardianship, child abuse and domestic violence shelter, sexual abuse prevention, developmental disabilities, elderly care and protection and child care development. The individual programs providing these services are subject to direction from the central Administration and agency Administration offices.

Social Services' central Administration exercises administrative oversight over all of the individual programs and services, both singularly and collaboratively, at the central level, including administrative oversight over agency Administration. Central Administration is responsible for coordinating the operations and expenditures of all social services programs territory-wide to ensure that economies of scale are achieved and duplication of services avoided while securing the provision of services to the full populace under Navajo Nation service areas. Social Services agency Administration exercises administrative oversight over all of the individual programs and services, both singularly and collaboratively, at the agency level. Agency Administration is responsible for coordinating the operations and expenditures of these programs at the agency-wide level to ensure that economies of scale are achieved and duplication of services avoided while securing the provision of services to the full populace within the particular agency. The Administration, at both the central and agency levels, is also responsible for providing support services to the individual programs in the form of planning, research, and evaluation, including data and statistical compilation, as well as coordinating the provision of services with federal and state agencies. Given Social Services' central Administration's and agency Administration's support responsibilities for 105 federal and state funding awards, the portion of the Social Services central Administration's and agency Administration's costs charged to the IDC pool is 50%.

Division of Human Resources

The Division of Human Resources is a central support services provider responsible for the comprehensive delivery of human resource services to the Navajo Nation government, including central support services and direct services programs. Support

THE NAVAJO NATION
Indirect Cost Rate Proposal
For Year Ended September 30, 2015

**NARRATIVE OF INCURRED INDIRECT COST EXPENSES
BY NAVAJO NATION ACCOUNT NUMBER INCLUDED IN POOL
OCTOBER 1, 2011 to SEPTEMBER 30, 2012**

services provided by the Division of Human Resources include, but are not limited to, employment recruitment/selection; job classification; employee relations and dispute resolution; compensation; benefits; training and development; occupational safety; development and implementation of personnel policies and procedures and responsible for background investigations and adjudications, and other supportive and related services, duties and activities. The individual departments or functions within the Division of Human Resources whose costs are charged to the IDC pool at 100% are:

- a. **Administration [114001]** – Human Resources Administration exercises administrative oversight over all of the individual human resources programs and services. Administration also holds responsibilities to provide Navajo Nation programs with services in employee compensation, recruitment and placement, personnel records management, employee retention and exceptional training, and employment relations.
- b. **Office of Navajo Labor Relations [114004]** – The Office of Labor Relations holds the responsibility to investigate and document allegations of employment discrimination and other adverse employment actions within the Navajo Nation workforce.
- c. **Staff Development and Training Program [114006]** – Staff Development and Training holds the responsibility to provide general skills and specialized training to government employees to ensure the development and retention of a progressive and competitive workforce.
- d. **Office of Navajo Occupational Safety and Health [114007]** – The Office of Navajo Occupational Safety and Health holds the responsibility of establishing and enforcing occupational health and safety standards, training employers and employees on such standards, and maintaining job-related accident and employment reporting procedures.
- e. **Department of Personnel Management [114009]** – Personnel Management holds the responsibility to maintain and safeguard government personnel records; classify job positions; advertise open positions; and process personnel actions, including, but not limited to, offers of employment, hiring, salary adjustments, and adverse actions.
- f. **Office of Background Investigations [114018]** – The Office of Background Investigations (OBI) is the lead agency for the oversight and maintenance of the minimum standards of characters that meets or exceeds federal, state, tribal and

THE NAVAJO NATION
Indirect Cost Rate Proposal
For Year Ended September 30, 2015

**NARRATIVE OF INCURRED INDIRECT COST EXPENSES
BY NAVAJO NATION ACCOUNT NUMBER INCLUDED IN POOL
OCTOBER 1, 2011 to SEPTEMBER 30, 2012**

local requirements. OBI holds the responsibility to conduct background checks that minimizes the risk in negligent hiring and retention, and protects the resources and integrity of the services provided to the Navajo Nation, its children, elderly, and employees. It provides specific investigative and adjudicative services, including record searches for motor vehicle, educational verifications, military, personal and professional character reference, civil court, Federal Bureau of Investigation (FBI) fingerprinting, etc. Other services include: on-site field fingerprinting. OBI services exclude U.S. Indian Health Services, Bureau of Indian Affairs personnel, and tribal commissioned law enforcement, and Navajo Nation Gaming Enterprise and Navajo Gaming Regulatory Office.

JUDICIAL BRANCH

Administrative Office of the Courts [102001]

The Judicial Branch is responsible for the operations of the Navajo Nation court system which includes nine (9) trial court districts and an appellate court. The Navajo Nation court system is available to both Navajos and non-Navajos. The trial courts hear both criminal prosecutions and civil actions. The appellate court, the Supreme Court of the Navajo Nation, hears appeals from trial court and administrative court decisions, such as the Navajo Nation Labor Commission and Office of Hearings and Appeals.

The Judicial Branch is 15% funded through five (5) federal and state funding awards. Judicial Branch Administration exercises administrative oversight over all of the contracts and grants, both singularly and collaboratively. The Administration is responsible for coordinating the personnel, operations and expenditures of the contracts and grants to ensure economies of scale are achieved and duplication of services avoided. The Administration is also responsible for providing administrative support services to the federal and state funded programs in the form of planning, research, and evaluation, including data and statistical compilation.

Given Judicial Branch Administration's support responsibilities for five (5) federal and state funding awards, the portion of Judicial Branch Administration's costs charged to the IDC pool is 15%.

THE NAVALO NATION
ALLOCATION OF NAVALO NATION EXPENDITURES
BASED ON YEAR ENDED SEPTEMBER 30, 2015

FINC Account Number	Description	Fiscal Year 2015 Expenditures	Fiscal Year 2014 Expenditures	Less Prior- Year Expenditures	Less Capital Expenditures	Less Matching Funds	Fuel Equipment Ex Charge	Fuel Facilities Ex Charge	Fuel Repairs Ex Charge	Percent	Current Service Costs	Net Expenditures
DIVISION OF REALTY												
11001	DIV OF REALTY-ADON	137,841	137,841	-	-	-	-	-	-	99%	137,841	137,841
11002	DIV OF REALTY-ADON	481,541	481,541	-	-	-	-	-	-	99%	481,541	481,541
11003	DIV OF REALTY-ADON	87,794	87,794	-	-	-	-	-	-	99%	87,794	87,794
11004	DIV OF REALTY-ADON	688,188	688,188	-	-	-	-	-	-	99%	688,188	688,188
11005	DIV OF REALTY-ADON	177,333	177,333	-	-	-	-	-	-	99%	177,333	177,333
11006	DIV OF REALTY-ADON	1,774,702	1,774,702	-	-	-	-	-	-	99%	1,774,702	1,774,702
11007	DIV OF REALTY-ADON	2,302,568	2,302,568	-	-	-	-	-	-	99%	2,302,568	2,302,568
11008	DIV OF REALTY-ADON	2,632,154	2,632,154	-	-	-	-	-	-	99%	2,632,154	2,632,154
11009	DIV OF REALTY-ADON	2,525,999	2,525,999	-	-	-	-	-	-	99%	2,525,999	2,525,999
11010	DIV OF REALTY-ADON	2,134,138	2,134,138	-	-	-	-	-	-	99%	2,134,138	2,134,138
11011	DIV OF REALTY-ADON	1,146	1,146	-	-	-	-	-	-	99%	1,146	1,146
11012	DIV OF REALTY-ADON	1,146	1,146	-	-	-	-	-	-	99%	1,146	1,146
11013	DIV OF REALTY-ADON	94,448	94,448	-	-	-	-	-	-	99%	94,448	94,448
11014	DIV OF REALTY-ADON	750	750	-	-	-	-	-	-	99%	750	750
11015	DIV OF REALTY-ADON	15,134,541	15,134,541	-	-	-	-	-	-	99%	15,134,541	15,134,541
DIVISION OF SOCIAL SERVICES												
11701	DIV OF SOC SVCS-ADON	543,527	543,527	-	-	-	-	-	-	99%	543,527	543,527
11702	DIV OF SOC SVCS-ADON	349,434	349,434	-	-	-	-	-	-	99%	349,434	349,434
11703	DIV OF SOC SVCS-ADON	427,454	427,454	-	-	-	-	-	-	99%	427,454	427,454
11704	DIV OF SOC SVCS-ADON	315,999	315,999	-	-	-	-	-	-	99%	315,999	315,999
11705	DIV OF SOC SVCS-ADON	333,648	333,648	-	-	-	-	-	-	99%	333,648	333,648
11706	DIV OF SOC SVCS-ADON	1,079,823	1,079,823	-	-	-	-	-	-	99%	1,079,823	1,079,823
11707	DIV OF SOC SVCS-ADON	91,991	91,991	-	-	-	-	-	-	99%	91,991	91,991
11708	DIV OF SOC SVCS-ADON	91,991	91,991	-	-	-	-	-	-	99%	91,991	91,991
11709	DIV OF SOC SVCS-ADON	7,425	7,425	-	-	-	-	-	-	99%	7,425	7,425
11710	DIV OF SOC SVCS-ADON	37,446	37,446	-	-	-	-	-	-	99%	37,446	37,446
11711	DIV OF SOC SVCS-ADON	34,777	34,777	-	-	-	-	-	-	99%	34,777	34,777
11712	DIV OF SOC SVCS-ADON	52,772	52,772	-	-	-	-	-	-	99%	52,772	52,772
11713	DIV OF SOC SVCS-ADON	48,115	48,115	-	-	-	-	-	-	99%	48,115	48,115
11714	DIV OF SOC SVCS-ADON	41	41	-	-	-	-	-	-	99%	41	41
11715	DIV OF SOC SVCS-ADON	47,537	47,537	-	-	-	-	-	-	99%	47,537	47,537
11716	DIV OF SOC SVCS-ADON	3,783,154	3,783,154	-	-	-	-	-	-	99%	3,783,154	3,783,154
DIVISION OF TRANSPORTATION												
12001	DIV OF TRANSPORTATION	1,488,529	1,488,529	-	-	-	-	-	-	99%	1,488,529	1,488,529
DIVISION OF HUMAN RESOURCES												
11401	DIV HUMAN RESOURCES-A	341,323	341,323	-	-	-	-	-	-	99%	341,323	341,323
11402	DIV HUMAN RESOURCES-A	328,904	328,904	-	-	-	-	-	-	99%	328,904	328,904
11403	DIV HUMAN RESOURCES-A	297,103	297,103	-	-	-	-	-	-	99%	297,103	297,103
11404	DIV HUMAN RESOURCES-A	196,129	196,129	-	-	-	-	-	-	99%	196,129	196,129
11405	DIV HUMAN RESOURCES-A	214,099	214,099	-	-	-	-	-	-	99%	214,099	214,099
11406	DIV HUMAN RESOURCES-A	484,299	484,299	-	-	-	-	-	-	99%	484,299	484,299
11407	DIV HUMAN RESOURCES-A	96,143	96,143	-	-	-	-	-	-	99%	96,143	96,143
11408	DIV HUMAN RESOURCES-A	284,483	284,483	-	-	-	-	-	-	99%	284,483	284,483
11409	DIV HUMAN RESOURCES-A	310,818	310,818	-	-	-	-	-	-	99%	310,818	310,818
11410	DIV HUMAN RESOURCES-A	278,791	278,791	-	-	-	-	-	-	99%	278,791	278,791
11411	DIV HUMAN RESOURCES-A	256,492	256,492	-	-	-	-	-	-	99%	256,492	256,492
11412	DIV HUMAN RESOURCES-A	229,272	229,272	-	-	-	-	-	-	99%	229,272	229,272
11413	DIV HUMAN RESOURCES-A	5,551,032	5,551,032	-	-	-	-	-	-	99%	5,551,032	5,551,032
TREASURY GRANTS												
11901	TREASURY GRANTS	1,883,500	1,883,500	-	-	-	-	-	-	99%	1,883,500	1,883,500
11902	TREASURY GRANTS	1,382,934	1,382,934	-	-	-	-	-	-	99%	1,382,934	1,382,934
11903	TREASURY GRANTS	15,789	15,789	-	-	-	-	-	-	99%	15,789	15,789
11904	TREASURY GRANTS	5,284,725	5,284,725	-	-	-	-	-	-	99%	5,284,725	5,284,725
AIR-ADJUST ADJUSTMENT-GEN 2												
11905	AIR-ADJUST ADJUSTMENT-GEN 2	-	-	-	-	-	-	-	-	99%	-	-
Total Current Funds												
		181,843,142	181,843,142	-	-	-	-	-	-	99%	181,843,142	181,843,142

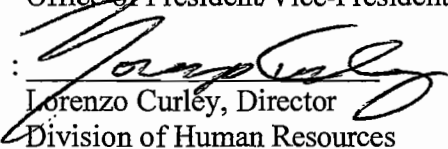


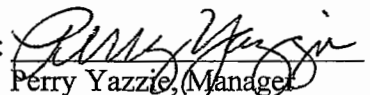
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Robert Joe, Chief of Staff
Office of President/Vice-President

THRU : 
Lorenzo Curley, Director
Division of Human Resources

FROM : 
Perry Yazzie, Manager
DHR/ Office of Background Investigations

DATE : July 27, 2015

SUBJECT : Request for Intervention; OMB Continued Denial of IDC Allocation

During the Division of Human Resources (DHR) department director's meeting on May 13, 2015 which was attended by President Begaye, Vice-President Nez, and yourself, it was related that rather than going to Council Delegate(s) and standing committee regarding anticipated budgetary shortfalls, we were asked to work through the Office of the President and Vice-President first. Subsequently, I am forwarding this memorandum to your attention.

The Office of Background Investigation (OBI) has been operating since February 9, 2010. According to the Office of Management and Budget (OMB), there is a three-year lag period (rule) before an Indirect Cost (IDC) program is eligible to receive annual IDC allocations. Subsequently, OBI has been and is eligible for IDC allocated funds since FY 2013.

In addition, DHR was informed in 2013 that they are not required to submit IDC Personnel Activity Reports (PARs), which are bi-weekly reports. But OBI being a part of DHR is singled out and required to complete these PARs. OBI has been providing background check services to solely external funded departments and programs as other DHR IDC funded departments.

OMB refuses to provide annual budgetary IDC funding allocations for OBI and postures to require that if and when OBI is eligible it will come from DHR "IDC Pool" (DHR department IDC allocations), which are used for existing departmental services under DHR. This would reduce or diminish these DHR departmental services at OBI's expense according to OMB. Furthermore, under the FY 2016 Budget allocation, OBI budgeted for only 6 months exhausting all operating funds including office rental.

The Office of Management and Budget (OMB) has provided contradictory information in an email dated July 13, 2015 from Rachael Arviso to Miriam Davis both of OMB. This email was in direct response to OBI's question of July 13, 2015 to DHR as follows: "Again for the third year though qualifying, OBI is not allocated IDC funds for budgetary purposes even though like all other DHR department receiving IDC allocations we provide services to the same external funded programs. Why do we not receive any IDC allocation?"

OMB emails (copies attached) relate the following misinformation:

1. In an email dated June 5, 2014, Rachael Arviso stated to Mr. Shortey (OMB) and Dana Bobroff (DOJ) "... the FY 2014 IDC proposal will be based on FY 2011 audited financials (three lag). Therefore, OBI wouldn't be eligible for CSC funds until FY 2016..."
2. On this same day, Mr. Shortey stated "I concur with Rachael in her email (June 5, 2014 email and add the following comments: "Since OBI started operation in FY 2013, expenditures they incurred in that year on administrative of contracts and grants will include them in the IDC pool and thus eligible to receive IDC. This is how and why the soonest OBI can receive IDC funds is effective 2016.
3. The next day, an email dated June 6, 2014 from Ms. Arviso to Dana Bobroff and Cordell Shortey with a copy to Dominic Beyal and Arbin Mitchell (COS) stated "Correction! Information previously received from OMB Budget Section has been revised/validated. OBI was established in 2011."
4. Later this day, Mr. Cordell Shortey stated "FYI- with the correction that OBI started operation in FY 2011 and expenditure for that FY will support FY 2014 IDC rate proposal, OBI can be considered for IDC allocation based on approved FY 2014 IDC rate proposal if they are in the IDC pool."
5. On June 11, 2014, the Division of Human Resources administration was provided with documentation showing that the OMB and DOJ approval for the allocation of IDC to OBI under the IDC pool and to work with DHR.
6. In the email dated July 13, 2015 from Ms. Arviso to Mr. Shortey, Domenic Beyal and Miriam Davis, she relates that 1) OBI plan of operation was approved March 5, 2014. The three year lag (rule) was based on 2013 audited financials so the FY 2016 IDC allocation is based on 2013 audit financials. Because OBI's plan of operations was approved March 5, 2014, OBI does not qualify for IDC until 2017.

Corrections and clarification:

1. OBI started operations on February 9, 2010 by authorizing legislation GSCF-04-10, and not 2011, 2013 or 2014 as has been asserted by OMB. OBI has maintained that it has been eligible for IDC since FY 2013. The three lag "rule" makes OBI eligible for IDC as of FY 2013 under BU no. 114018.
2. In an email dated June 27, 2013 from Lorraine Tapahe (DHR) to Ms. Arviso it states "My Division Director continues to have me make double/triple sure that DHR is not required to report (PARs). In a June 28, 2013 email, Ms. Arviso states "You are right. DHR is already at 100% therefore personnel don't need to do PAR reporting."
3. OBI was provided a brief overview of PAR reporting by DOJ but OMB provided no direct technical assistance e.g., orientation or training regarding IDC or PAR reporting. The PAR forms with contradicting and outdated information and instruction was forwarded.

4. OBI continues to be unjustifiably forced to report bi-weekly PARs while other DHR departments are exempted.

Conclusion

1. OBI was eligible to receive IDC funding as of FY 2013 based on three-year lag rule. But from year to year, OMB continues to "kick the can" down the road every time we ask or request for budgetary IDC allocations, which we are eligible to receive.
2. DHR administration and departments have been waived from PAR reporting but OMB and DOJ have singled out OBI by continuing to require bi-weekly PARs by OBI staff.

It is unfortunate but necessary to forward this matter to your office because as expressed by President Begaye, we are to provide OPVP an opportunity to address budgetary issues and problems. We request for your intervention in OMB's lack of justification to deny OBI's eligibility and allocation of IDC especially for FY 2016.

Attachment

xc: Perry Shirley, OPVP
Paul Spruhan, DOJ
Dominic Beyal, OMB
Cordell Shortey, OMB
Rachael Arviso, OMB
Miriam Davis, OMB
Lorraine Tabaha, DHR
Marlene Jones, OBI
Danista Golden, OBI

Perry B. Yazzie

From: Rachael Arviso <rarviso@omb.navajo-nsn.gov>
Sent: Monday, July 13, 2015 9:59 AM
To: Miriam Davis
Cc: Dominic Beyal; Cordell Shortey
Subject: RE: fy16 budget RESPONSE

As previously reported, the IDC Allocation of IDC recovered dollars is based on the Nation's Indirect Cost Negotiated agreement(s) which is (are) based on Audited Financials within a three (3) year lag; e.g. FY 2013 IDC Negotiated Agreement was based on 2010 audited financials.

OBI's plan of operation amendments were approved on March 5, 2014 by HEHSCMA-04-14. OBI did not have any expenditures in the FY 2010 Audited Financial Statements. BU no. 114018 was not created at that time. FY 2016 IDC allocation is also based on the 2013 lasted Negotiated Agreement (2010 audited financials). So, in essence, OBI hasn't qualified.

OBI will not be included in the IDC allocation until the Nation's 2017 IDC proposal is negotiated with the Interior Business Center, which will be based on 2014 audited financials. At the end of FY 2014, BU# 114018 should have expenditures and be included in the Nation's financials. However, the other stringent requirement for IDC allocation is submittal of the Personnel Activity Reports (PAR).

Rachael Arviso

From: Miriam Davis
Sent: Monday, July 13, 2015 8:43 AM
To: Rachael Arviso
Subject: FW: fy16 budget RESPONSE

See # 4 below. FYI

From: Perry B. Yazzie [<mailto:perryyazzie@navajo-nsn.gov>]
Sent: Monday, July 13, 2015 8:08 AM
To: Lorraine Tabaha
Cc: Lorenzo Curley; Miriam Davis; Danista Golden; Marlene Jones
Subject: RE: fy16 budget RESPONSE

Lorraine,
In response to your email message:

1. Form 1 has been changed as stated and revised Form 1 will be remitted today.
2. Form 2 has been changed to reflect performance goals, which is inconsistent with OBI's inability to meet performance goals when operating funds are exhausted by the end of the 2nd quarter including the lack of office space, supplies, telephone, internet, utilities, etc. Revised Form 2 will be remitted today. We have forwarded on Unmet Needs Budget previously.
3. Our FY 2016 budget allocation includes OBI revenue projections under Proprietary Funds established by the Office of the Controller, and the budget forms are completed accordingly.
4. Again for the third year though qualifying, OBI is not allocated IDC funds for budgetary purposes even though like all other DHR department receiving IDC allocations we provide services to the same external funded programs. Why do we not receive any IDC allocation?

Thanks you for assistance.

Perry

PERRY B. YAZZIE, MPA | MANAGER
OFFICE OF BACKGROUND INVESTIGATIONS
P.O. Box 4020
WINDOW ROCK, AZ 86515
OFFICE PHONE: (505) 371-5124
FAX: (505) 371-5125
EMAIL: PERRYIAZZIE@NAVAJO-NSN.GOV

From: Lorraine Tabaha
Sent: Friday, July 10, 2015 11:38 AM
To: Perry B. Yazzie; Danista Golden
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov
Subject: fy16 budget

Perry -

The original FY16 budget should be submitted for a period of 12 months.
Part I indicates 10/1/15 to 3/31/15 while the Form 3 positions are
budgeted for Per Annum 12 months. Form 1 should say 10/1/15 - 9/30/16

Form 2 is also supported by staff on board at 12 months to fulfill the goals, yet
quarters 3 and 4 are all at 0.

The only portion limited is the operating, which is where your Needs budget comes in.

These concerns are also shared with Mr. Curley & OMB. This department does
have a Fund Management Plan to offset some of the operating costs within
FY 16.

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000
PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

Perry B. Yazzie

From: Lorraine Tabaha
Sent: Tuesday, July 14, 2015 10:34 AM
To: Perry B. Yazzie; Danista Golden; Marlene Jones
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov
Subject: FW: fy16 budget RESPONSE
Attachments: RE: fy16 budget RESPONSE

forwarding Rachel's response; same was shared with OBI per her 7.13.15 email

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000
PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

From: Rachael Arviso <rarviso@omb.navajo-nsn.gov>
Sent: Monday, July 13, 2015 1:08 PM
To: Lorraine Tabaha
Cc: Cordell Shortey; Dominic Beyal; Miriam Davis
Subject: RE: fy16 budget RESPONSE

As requested, attached (Item) is a write up (response) regarding issue of concern, which was provided this morning to Miriam. Same info was previously provided to OBI.

Rachael Arviso

From: Lorraine Tabaha [<mailto:ltabaha2@navajo-nsn.gov>]
Sent: Monday, July 13, 2015 12:17 PM
To: Rachael Arviso
Subject: FW: fy16 budget RESPONSE

Rachel -

once again, comes the issue of the Office of Background Investigations allocation of the Indirect Cost eligibility.

Please provide a status to the division office please. I'm pretty sure the concern will be brought up again during the budget season.

Their BU# 114018

Thank You Ma'am.

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000

PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

From: Perry B. Yazzie
Sent: Monday, July 13, 2015 8:07 AM
To: Lorraine Tabaha
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov; Danista Golden; Marlene Jones
Subject: RE: fy16 budget RESPONSE

Lorraine,

In response to your email message:

1. Form 1 has been changed as stated and revised Form 1 will be remitted today.
2. Form 2 has been changed to reflect performance goals, which is inconsistent with OBI's inability to meet performance goals when operating funds are exhausted by the end of the 2nd quarter including the lack of office space, supplies, telephone, internet, utilities, etc. Revised Form 2 will be remitted today. We have forwarded on Unmet Needs Budget previously.
3. Our FY 2016 budget allocation includes OBI revenue projections under Proprietary Funds established by the Office of the Controller, and the budget forms are completed accordingly.
4. Again for the third year though qualifying, OBI is not allocated IDC funds for budgetary purposes even though like all other DHR department receiving IDC allocations we provide services to the same external funded programs. Why do we not receive any IDC allocation?

Thanks you for assistance.

Perry

PERRY B. YAZZIE, MPA | MANAGER
OFFICE OF BACKGROUND INVESTIGATIONS
P.O. BOX 4020
WINDOW ROCK, AZ 86515
OFFICE PHONE: (505) 371-5124
FAX: (505) 371-5125
EMAIL: PERRYIAZZIE@NAVAJO-NSN.GOV

From: Lorraine Tabaha
Sent: Friday, July 10, 2015 11:38 AM
To: Perry B. Yazzie; Danista Golden
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov
Subject: fy16 budget

Perry -

The original FY16 budget should be submitted for a period of 12 months.
Part I indicates 10/1/15 to 3/31/15 while the Form 3 positions are budgeted for Per Annum 12 months. Form 1 should say 10/1/15 - 9/30/16

Form 2 is also supported by staff on board at 12 months to fulfill the goals, yet quarters 3 and 4 are all at 0.

The only portion limited is the operating, which is where your Needs budget comes in.

These concerns are also shared with Mr. Curley & OMB. This department does have a Fund Management Plan to offset some of the operating costs within FY 16.

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000
PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

Perry B. Yazzie

From: Perry B. Yazzie
Sent: Wednesday, June 11, 2014 11:47 AM
To: Thomas E. Ranger; lorrainetabaha@gmail.com
Subject: FW: IDC funds for OBI budget

Tracking:	Recipient	Read
	Thomas E. Ranger	Read: 6/11/2014 11:49 AM
	lorrainetabaha@gmail.com	

Mr. Ranger and Ms. Tabaha,

Based on the DOJ and OMB emails below, OBI is eligible for IDC this year. DOJ has advised that I work with your office and OMB to place OBI on the IDC pool along with the other DHR departments already receiving IDC. OBI has been tracking IDC as of last year using the PAR forms.

Perry Yazzie

From: Tamsen Holm [mailto:tholm@nndoj.org]
Sent: Wednesday, June 11, 2014 11:02 AM
To: Perry B. Yazzie
Subject: FW: IDC funds for OBI budget

Mr. Yazzie,

As we briefly discussed, below are the email responses to Dana's inquiry about IDC allocation for OBI. Dana suggested that you work directly with your Division Director and OMB for consideration for an IDC allocation. I don't know whether OBI is currently in the IDC pool. However, Dana said that you must continue the PAR reporting.

Tamsen

From: Cordell Shortey [mailto:cshortey@omb.navaio-nsn.gov]
Sent: Friday, June 06, 2014 11:02 AM
To: Dana Bobroff; Rachael Arviso
Cc: Dominic Beyal; arbinmitchell@navajo-nsn.gov; Tamsen Holm
Subject: IDC funds for OBI budget

FYI – with the correction that OBI started operation in FY 2011 and expenditure for that FY will support FY 2014 IDC rate proposal, OBI can be considered for IDC allocation based on approved FY 2014 IDC rate proposal if they are in the IDC pool.

From: Dana Bobroff [mailto:dbobroff@nndoj.org]
Sent: Friday, June 06, 2014 10:50 AM
To: Rachael Arviso; Cordell Shortey
Cc: Dominic Beyal; arbinmitchell@navajo-nsn.gov; Tamsen Holm
Subject: RE: IDC funds for OBI budget

Thanks for catching that, Rachel. How does that change the analysis? And I have added DOJ Attorney Tamsen Holm to the email chain as she is working with OBI.

From: Rachael Arviso [<mailto:rarviso@omb.navajo-nsn.gov>]
Sent: Friday, June 06, 2014 8:32 AM
To: Dana Bobroff; Cordell Shortey
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov
Subject: RE: IDC funds for OBI budget

Correction! Information previously received from OMB Budget Section has been revised/validated. OBI was established in 2011 (See attached item).

Rachael Arviso

From: Dana Bobroff [<mailto:dbobroff@nndoj.org>]
Sent: Thursday, June 05, 2014 6:18 PM
To: Cordell Shortey; Rachael Arviso
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov
Subject: RE: IDC funds for OBI budget

Thanks for the response. I will try to explain this to OBI and DHR.

From: Cordell Shortey [<mailto:cshortey@omb.navajo-nsn.gov>]
Sent: Thursday, June 05, 2014 3:12 PM
To: Rachael Arviso; Dana Bobroff
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov
Subject: IDC funds for OBI budget

I concur with Rachael in her email below and add the following comments.

1. Since OBI started operation in FY 2013, expenditures they incurred in that year on administration of contracts and grants will include them in the IDC pool and thus eligible to receive IDC. The is how and why the soonest OBI can receive IDC funds is effective FY 2016.
2. OBI needs to maintain PAR and submit those to OMB pursuant to IDC / PAR policies.

From: Rachael Arviso
Sent: Thursday, June 05, 2014 3:00 PM
To: Dana Bobroff; Cordell Shortey
Subject: RE: IDC funds for OBI budget

Per CGS Contract Analysts, OBI should be and have been requested to provide services to external contracted programs but haven't; e.g. Head Start, Special Diabetes, etc. There are five (5) programs within DHR that are 100% CSC providers; e.g. Division office, Labor Relations, Staff Development & Training, NOSHA, and DPM. OBI wasn't established until mid-FY2013. Also, OBI receives general funds and proprietary funds for its' operation. Finally, the FY 2014 IDC proposal will be based on FY 2011 audited financials (three year lag). Therefore, OBI wouldn't be eligible for CSC funds until FY 2016 provided they can justify services to externally funded programs. My rational on this matter...

Rachael Arviso

From: Dana Bobroff [<mailto:dbobroff@nndoj.org>]
Sent: Wednesday, June 04, 2014 6:58 PM
To: Cordell Shortey; Rachael Arviso
Subject: RE: IDC funds for OBI budget

Cordell or Rachel:

Please see email below. Any thoughts on whether the Office of Background Investigations is entitled to IDC under the most recent IDC Rate Proposal? If so, any idea on why they are not getting any, e.g., because Division Director is not giving them any; they were established outside of the 3 year proposal lag; etc. Thanks for your help here.

Dana

From: Lorraine Tabaha
Sent: Tuesday, June 03, 2014 3:30 PM
To: Perry B. Yazzie
Subject: FW: Personnel Activity Reporting Orientation

FYI

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000
PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

From: Lorraine Tabaha
Sent: Monday, October 14, 2013 4:03 PM
To: Thomas E. Ranger
Subject: FW: Personnel Activity Reporting Orientation

BELOW THIS IS DIRECTLY FROM RACHAEL OF OCG/OMB back in June 2013

From: Rachael Arviso [rarviso@omb.navajo-nsn.gov]
Sent: Friday, June 28, 2013 11:37 AM
To: Lorraine Tabaha
Cc: Rachael Arviso; Cordell Shortey
Subject: RE: Personnel Activity Reporting Orientation

You are right. DHR is already at 100% therefore personnel don't need to do PAR reporting.

Rachael Arviso
(928) 871-6041

From: Lorraine Tabaha [<mailto:ltabaha2@navajo-nsn.gov>]
Sent: Thursday, June 27, 2013 12:04 PM
To: Rachael Arviso
Subject: Personnel Activity Reporting Orientation
Importance: High

Good Afternoon Rachel -

The Contracts and Grants Section of OMB will be providing an orientation to central service providers on contracts and grants as identified on the attached memo and listing (See Attachments). As Division Directors and Branch Chiefs, you are hereby informed to communicate with your respective personnel (see employee criteria) to attend the subject meeting.

Prior to this orientation, we recommend you download, print and review documentation from OMB's website as referenced in the memo. Also, in anticipation of this meeting, each division is requested to identify one Point of Contact (person) to monitor, collect and report stats to OMB/CGS. Identified POC is to attend this orientation. It is imperative your division/branch participate and provide reports in order to receive Indirect Cost recovered funds.

Thank you for your cooperation. Let us know if you have any questions.

Rachael Arviso
Principal Budget Analyst
Contracts & Grants Section
Office of Management & Budget
(928) 871-6041

The Contracts and Grants Section of OMB will be providing an orientation to central service providers on contracts and grants as identified on the attached memo and listing (See Attachments). As Division Directors and Branch Chiefs, you are hereby informed to communicate with your respective personnel (see employee criteria) to attend the subject meeting.

Prior to this orientation, we recommend you download, print and review documentation from OMB's website as referenced in the memo. Also, in anticipation of this meeting, each division is requested to identify one Point of Contact (person) to monitor, collect and report stats to OMB/CGS. Identified POC is to attend this orientation. It is imperative your division/branch participate and provide reports in order to receive Indirect Cost recovered funds.

Thank you for your cooperation. Let us know if you have any questions.

*Rachael Arviso
Principal Budget Analyst
Contracts & Grants Section
Office of Management & Budget
(928) 871-6041*

Finally I found the right person to ask a question.

Per the attached memo to divisions, the Division of Human Resources is not listed as a division responsible for reporting. We do not have to have a representative right?

Several years ago I attended an orientation at the Karigan Building in which Mary from NDOJ had presented. She informed me as the DHR representative that because we were already at 100% - we did not participate in the PAR reporting.

My Division Director continues to have me make double / triple sure that DHR is not required to report.

We have 5 departments including our division administration office that receive IDC and General Funds at the beginning of each fiscal year.

I appreciate your comments so I may correctly communicate this back to our 5 departments within DHR. Thank You.

Lorraine Tabaha, ASO
Division of Human Resources Administration
PO Box 9000 South Wing of NN President's Building
Window Rock, Arizona 86515-9000
PH: 928.871.6599
FX: 928.871.6377
ltabaha2@navajo-nsn.gov [primary]
lorrainetabaha@gmail.com [secondary]

From: Rosita Kee [rkee@omb.navajo-nsn.gov]
Sent: Thursday, June 27, 2013 11:06 AM
To: Lorraine Tabaha
Subject: FW: Personnel Activity Reporting Orientation

Same thing I sent you awhile ago. But note Rachael Arviso's email below (highlighted).

From: Dominic Beyal
Sent: Thursday, June 27, 2013 10:59 AM
To: M. Teresa Hopkins; Larry Curley; Leonard Chee; Andrew Tah; Stephen B. Etsitty; Harold Skow; Fred White; John Billison; Sharon Begay-McCabe; Percy Anderson; Tom Platero; Edison Wauneka ; Elizabeth Begay ; Gerri Harrison; Brenda Holgate; Lavern Begay; Contracts & Grants Section; mmartinez@navajo-nsn.gov; Mark Grant; Gerri Harrison; Jarvis T. Williams
Cc: Arbin Mitchell; Cordell Shortey; Rachael Arviso
Subject: FW: Personnel Activity Reporting Orientation
Importance: High

This version includes the attachment, ... sorry.

From: Rachael Arviso
Sent: Thursday, June 20, 2013 9:52 AM
To: NN President Shelly;; Dominic Beyal
Subject: Personnel Activity Reporting Orientation
Importance: High

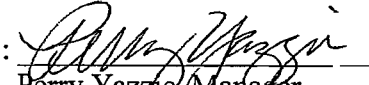


THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Honorable Members of the Health, Education and Human Services Committee
Honorable Members of the Budget & Finance Committee
Honorable Members of the Navajo Nation

FROM : 
Perry Yazzie, Manager
Navajo Nation Office of Background Investigations

DATE : August 11, 2015

SUBJECT : Response to HEHS Committee Budget Hearing Questions of August 12, 2015

OBI FOLLOW-UP TO QUESTIONS

- A. See attached memorandum dated August 11, 2015 regarding request to Carryover FY 2015 Acct#1853 and #1855 Balance to FY 2016 under BU#114018
- B. See attached memorandum to dated July 27, 2015 regarding Request for Intervention; OMB Continued Denial of IDC Allocation.
- C. It is factual that there is *no one-shop national criminal history record repository* because the participation in the national reporting system including tribes is on voluntary-bases. Subsequently, the fewer number of jurisdictions providing criminal history reports results in the decrease accuracy and completeness of background check investigation and adjudication, and compromises its findings. See Exhibit "A" attached entitled "Comparison of Criminal History Reporting Among Jurisdictions".
- D. MVD reports going back 5 years are required. The highest numbers of offenses are traffic civil offense related. The MVD does not indicate whether or not a tribal vehicle was involved in any offense.
- E. If an offense(s) is committed after a favorable background check, an employee is required to notify his/her supervisor in 72 hours. Who in turn is to notify OBI in 72-hours. Re-investigations maybe required.
- F. Vendor, Personnel Security Consultants, Inc. including:
 1. PSC charges \$45.00 per federal criminal history records. This cost twice as much or more than other agencies e.g., Arizona Department of Public Safety- \$15.00, other private sector vendors- \$26.00.
 4. PSC takes 10 to 13 working days to return records, which is still a little faster than state returns e.g. 13-15 days. See attached Exhibit "H" entitled "Informational Comparison Tables".
 5. \$31,500 PSC contract equates to 700 criminal history reports or \$105.00 for 300 NHS employees. In either case, the contract is not cost efficient and questionable per service

actually delivered. The provided reformatted records but do not include adjudication at the \$45.00 per record fee.

6. PSC using another vendor to secure original federal criminal history reports then re-formats these reports, which creates additional problems and issues such as missing and unclear disposition that are a part of original federal reports. Reformatted records do not report on aliases and incorporates other human errors in their reports. See attached Exhibit "G" entitled "Comparision of PSC Tables".
7. PSC does not provide senior level technical assistance specific to specialized legal aspects of adjudication.



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

TO : Honorable Members of the Health, Education and Human Services Committee
Honorale Members of the Budget & Finance Committee
Honorale Members of the Navajo Nation

FROM : 
Perry Yazzie, Manager
Navajo Nation Office of Background Investigations

DATE : August 11, 2015

SUBJECT : Request To Carryover FY 2015 Acct #1855 & #1853 Balances Into FY 2016

The Office of Background Investigation Fund Management Plan, Part IX. Unexpended Revenue, states: "Any unexpended revenue generated shall revert to the Navajo Nation General Fund at the end of the fiscal year unless legislation is made to carry over to the next fiscal year so that such funds may be sustained and retained for use by the Office of Background Investigations."

This is a request to carry over the revenue generated beyond the FY 2015 revenue projection of \$18,000.00 under account no. 1855-Document Fees in projected amount of \$2000.00 and revenue generated in FY 2015 under account no. 1853 Registration in the amount of \$18,000.00 into the FY 2016 Annual Operating Budget for Business Unit 114018 for the Office of Background Investigations. As it is anticipated to vary the total projected carryover amount is \$20,000.00 ending September 30, 2015.

The reason for the carryover request is that this will be used to improve the quality and quantity of service by the acquisition and use of: hardware & software for securing FBI criminal history reports via FBI approved vendor; staff training for certification in adjudication, forensic background investigations, and certified fingerprinting training; licensure for Sharepoint under Department of Utilities and Communications, conference space rental, etc.

TOTAL REQUESTED OF ANTICIPATED CARRYOVER AMOUNT: \$20,000.00 +/-

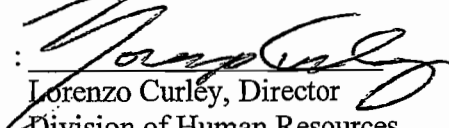


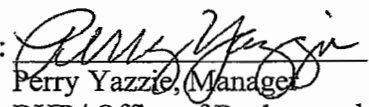
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Robert Joe, Chief of Staff
Office of President/Vice-President

THRU : 
Lorenzo Curley, Director
Division of Human Resources

FROM : 
Perry Yazzie, Manager
DHR/ Office of Background Investigations

DATE : July 27, 2015

SUBJECT : Request for Intervention; OMB Continued Denial of IDC Allocation

During the Division of Human Resources (DHR) department director's meeting on May 13, 2015 which was attended by President Begaye, Vice-President Nez, and yourself, it was related that rather than going to Council Delegate(s) and standing committee regarding anticipated budgetary shortfalls, we were asked to work through the Office of the President and Vice-President first. Subsequently, I am forwarding this memorandum to your attention.

The Office of Background Investigation (OBI) has been operating since February 9, 2010. According to the Office of Management and Budget (OMB), there is a three-year lag period (rule) before an Indirect Cost (IDC) program is eligible to receive annual IDC allocations. Subsequently, OBI has been and is eligible for IDC allocated funds since FY 2013.

In addition, DHR was informed in 2013 that they are not required to submit IDC Personnel Activity Reports (PARs), which are bi-weekly reports. But OBI being a part of DHR is singled out and required to complete these PARs. OBI has been providing background check services to solely external funded departments and programs as other DHR IDC funded departments.

OMB refuses to provide annual budgetary IDC funding allocations for OBI and postures to require that if and when OBI is eligible it will come from DHR "IDC Pool" (DHR department IDC allocations), which are used for existing departmental services under DHR. This would reduce or diminish these DHR departmental services at OBI's expense according to OMB. Furthermore, under the FY 2016 Budget allocation, OBI budgeted for only 6 months exhausting all operating funds including office rental.

The Office of Management and Budget (OMB) has provided contradictory information in an email dated July 13, 2015 from Rachael Arviso to Miriam Davis both of OMB. This email was in direct response to OBI's question of July 13, 2015 to DHR as follows: "Again for the third year though qualifying, OBI is not allocated IDC funds for budgetary purposes even though like all other DHR department receiving IDC allocations we provide services to the same external funded programs. Why do we not receive any IDC allocation?"

OMB emails (copies attached) relate the following misinformation:

1. In an email dated June 5, 2014, Rachael Arviso stated to Mr. Shortey (OMB) and Dana Bobroff (DOJ) "... the FY 2014 IDC proposal will be based on FY 2011 audited financials (three lag). Therefore, OBI wouldn't be eligible for CSC funds until FY 2016..."
2. On this same day, Mr. Shortey stated "I concur with Rachael in her email (June 5, 2014 email and add the following comments: "Since OBI started operation in FY 2013, expenditures they incurred in that year on administrative of contracts and grants will include them in the IDC pool and thus eligible to receive IDC. This is how and why the soonest OBI can receive IDC funds is effective 2016."
3. The next day, an email dated June 6, 2014 from Ms. Arviso to Dana Bobroff and Cordell Shortey with a copy to Dominic Beyer and Arbin Mitchell (COS) stated "Correction! Information previously received from OMB Budget Section has been revised/validated. OBI was established in 2011."
4. Later this day, Mr. Cordell Shortey stated "FYI- with the correction that OBI started operation in FY 2011 and expenditure for that FY will support FY 2014 IDC rate proposal, OBI can be considered for IDC allocation based on approved FY 2014 IDC rate proposal if they are in the IDC pool."
5. On June 11, 2014, the Division of Human Resources administration was provided with documentation showing that the OMB and DOJ approval for the allocation of IDC to OBI under the IDC pool and to work with DHR.
6. In the email dated July 13, 2015 from Ms. Arviso to Mr. Shortey, Domenic Beyer and Miriam Davis, she relates that 1) OBI plan of operation was approved March 5, 2014. The three year lag (rule) was based on 2013 audited financials so the FY 2016 IDC allocation is based on 2013 audit financials. Because OBI's plan of operations was approved March 5, 2014, OBI does not qualify for IDC until 2017.

Corrections and clarification:

1. OBI started operations on February 9, 2010 by authorizing legislation GSCF-04-10, and not 2011, 2013 or 2014 as has been asserted by OMB. OBI has maintained that it has been eligible for IDC since FY 2013. The three lag "rule" makes OBI eligible for IDC as of FY 2013 under BU no. 114018.
2. In an email dated June 27, 2013 from Lorraine Tapahe (DHR) to Ms. Arviso it states "My Division Director continues to have me make double/triple sure that DHR is not required to report (PARs). In a June 28, 2013 email, Ms. Arviso states "You are right. DHR is already at 100% therefore personnel don't need to do PAR reporting."
3. OBI was provided a brief overview of PAR reporting by DOJ but OMB provided no direct technical assistance e.g., orientation or training regarding IDC or PAR reporting. The PAR forms with contradicting and outdated information and instruction was forwarded.

4. OBI continues to be unjustifiably forced to report bi-weekly PARs while other DHR departments are exempted.

Conclusion

1. OBI was eligible to receive IDC funding as of FY 2013 based on three-year lag rule. But from year to year, OMB continues to "kick the can" down the road every time we ask or request for budgetary IDC allocations, which we are eligible to receive.
2. DHR administration and departments have been waived from PAR reporting but OMB and DOJ have singled out OBI by continuing to require bi-weekly PARs by OBI staff.

It is unfortunate but necessary to forward this matter to your office because as expressed by President Begaye, we are to provide OPVP an opportunity to address budgetary issues and problems. We request for your intervention in OMB's lack of justification to deny OBI's eligibility and allocation of IDC especially for FY 2016.

Attachment

xc: Perry Shirley, OPVP
 Paul Spruhan, DOJ
 Dominic Beyer, OMB
 Cordell Shortey, OMB
 Rachael Arviso, OMB
 Miriam Davis, OMB
 Lorraine Tabaha, DHR
 Marlene Jones, OBI
 Danista Golden, OBI

Perry B. Yazzie

From: Rachael Arviso <rarviso@omb.navajo-nsn.gov>
Sent: Monday, July 13, 2015 9:59 AM
To: Miriam Davis
Cc: Dominic Beyal; Cordell Shortey
Subject: RE: fy16 budget RESPONSE

As previously reported, the IDC Allocation of IDC recovered dollars is based on the Nation's Indirect Cost Negotiated agreement(s) which is (are) based on Audited Financials within a three (3) year lag; e.g. FY 2013 IDC Negotiated Agreement was based on 2010 audited financials.

OBI's plan of operation amendments were approved on March 5, 2014 by HEHSCMA-04-14. OBI did not have any expenditures in the FY 2010 Audited Financial Statements. BU no. 114018 was not created at that time. FY 2016 IDC allocation is also based on the 2013 lasted Negotiated Agreement (2010 audited financials). So, in essence, OBI hasn't qualified.

OBI will not be included in the IDC allocation until the Nation's 2017 IDC proposal is negotiated with the Interior Business Center, which will be based on 2014 audited financials. At the end of FY 2014, BU# 114018 should have expenditures and be included in the Nation's financials. However, the other stringent requirement for IDC allocation is submittal of the Personnel Activity Reports (PAR).

Rachael Arviso

From: Miriam Davis
Sent: Monday, July 13, 2015 8:43 AM
To: Rachael Arviso
Subject: FW: fy16 budget RESPONSE

See # 4 below. FYI

From: Perry B. Yazzie [<mailto:perryyazzie@navajo-nsn.gov>]
Sent: Monday, July 13, 2015 8:08 AM
To: Lorraine Tabaha
Cc: Lorenzo Curley; Miriam Davis; Danista Golden; Marlene Jones
Subject: RE: fy16 budget RESPONSE

Lorraine,
In response to your email message:

1. Form 1 has been changed as stated and revised Form 1 will be remitted today.
2. Form 2 has been changed to reflect performance goals, which is inconsistent with OBI's inability to meet performance goals when operating funds are exhausted by the end of the 2nd quarter including the lack of office space, supplies, telephone, internet, utilities, etc. Revised Form 2 will be remitted today. We have forwarded on Unmet Needs Budget previously.
3. Our FY 2016 budget allocation includes OBI revenue projections under Proprietary Funds established by the Office of the Controller, and the budget forms are completed accordingly.
4. Again for the third year though qualifying, OBI is not allocated IDC funds for budgetary purposes even though like all other DHR department receiving IDC allocations we provide services to the same external funded programs. Why do we not receive any IDC allocation?

Thanks you for assistance.

Perry

PERRY B. YAZZIE, MPA | MANAGER
OFFICE OF BACKGROUND INVESTIGATIONS
P.O. BOX 4020
WINDOW ROCK, AZ 86515
OFFICE PHONE: (505) 371-5124
FAX: (505) 371-5125
EMAIL: PERRYIAZZIE@NAVAJO-NSN.GOV

From: Lorraine Tabaha
Sent: Friday, July 10, 2015 11:38 AM
To: Perry B. Yazzie; Danista Golden
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov
Subject: fy16 budget

Perry -

The original FY16 budget should be submitted for a period of 12 months.
Part I indicates 10/1/15 to 3/31/15 while the Form 3 positions are
budgeted for Per Annum 12 months. Form 1 should say 10/1/15 - 9/30/16

Form 2 is also supported by staff on board at 12 months to fulfill the goals, yet
quarters 3 and 4 are all at 0.

The only portion limited is the operating, which is where your Needs budget comes in.

These concerns are also shared with Mr. Curley & OMB. This department does
have a Fund Management Plan to offset some of the operating costs within
FY 16.

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
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PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

Perry B. Yazzie

From: Lorraine Tabaha
Sent: Tuesday, July 14, 2015 10:34 AM
To: Perry B. Yazzie; Danista Golden; Marlene Jones
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov
Subject: FW: fy16 budget RESPONSE
Attachments: RE: fy16 budget RESPONSE

forwarding Rachel's response; same was shared with OBI per her 7.13.15 email

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
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ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

From: Rachael Arviso <rarviso@omb.navajo-nsn.gov>
Sent: Monday, July 13, 2015 1:08 PM
To: Lorraine Tabaha
Cc: Cordell Shortey; Dominic Beyal; Miriam Davis
Subject: RE: fy16 budget RESPONSE

As requested, attached (Item) is a write up (response) regarding issue of concern, which was provided this morning to Miriam. Same info was previously provided to OBI.

Rachael Arviso

From: Lorraine Tabaha [<mailto:ltabaha2@navajo-nsn.gov>]
Sent: Monday, July 13, 2015 12:17 PM
To: Rachael Arviso
Subject: FW: fy16 budget RESPONSE

Rachel -

once again, comes the issue of the Office of Background Investigations allocation of the Indirect Cost eligibility.

Please provide a status to the division office please. I'm pretty sure the concern will be brought up again during the budget season.

Their BU# 114018

Thank You Ma'am.

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
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Window Rock, Arizona 86515-9000

PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

From: Perry B. Yazzie
Sent: Monday, July 13, 2015 8:07 AM
To: Lorraine Tabaha
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov; Danista Golden; Marlene Jones
Subject: RE: fy16 budget RESPONSE

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2. Form 2 has been changed to reflect performance goals, which is inconsistent with OBI's inability to meet performance goals when operating funds are exhausted by the end of the 2nd quarter including the lack of office space, supplies, telephone, internet, utilities, etc. Revised Form 2 will be remitted today. We have forwarded on Unmet Needs Budget previously.
3. Our FY 2016 budget allocation includes OBI revenue projections under Proprietary Funds established by the Office of the Controller, and the budget forms are completed accordingly.
4. Again for the third year though qualifying, OBI is not allocated IDC funds for budgetary purposes even though like all other DHR department receiving IDC allocations we provide services to the same external funded programs. Why do we not receive any IDC allocation?

Thanks you for assistance.

Perry

PERRY B. YAZZIE, MPA | MANAGER
OFFICE OF BACKGROUND INVESTIGATIONS
P.O. BOX 4020
WINDOW ROCK, AZ 86515
OFFICE PHONE: (505) 371-5124
FAX: (505) 371-5125
EMAIL: PERRYBIAZZIE@NAVAJO-NSN.GOV

From: Lorraine Tabaha
Sent: Friday, July 10, 2015 11:38 AM
To: Perry B. Yazzie; Danista Golden
Cc: Lorenzo Curley; mdavis@omb.navajo-nsn.gov
Subject: fy16 budget

Perry -

The original FY16 budget should be submitted for a period of 12 months.
Part I indicates 10/1/15 to 3/31/15 while the Form 3 positions are
budgeted for Per Annum 12 months. Form 1 should say 10/1/15 - 9/30/16

Form 2 is also supported by staff on board at 12 months to fulfill the goals, yet
quarters 3 and 4 are all at 0.

The only portion limited is the operating, which is where your Needs budget comes in.

These concerns are also shared with Mr. Curley & OMB. This department does have a Fund Management Plan to offset some of the operating costs within FY 16.

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000
PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

Perry B. Yazzie

From: Perry B. Yazzie
Sent: Wednesday, June 11, 2014 11:47 AM
To: Thomas E. Ranger; lorrainetabaha@gmail.com
Subject: FW: IDC funds for OBI budget

Tracking:	Recipient	Read
	Thomas E. Ranger	Read: 6/11/2014 11:49 AM
	lorrainetabaha@gmail.com	

Mr. Ranger and Ms. Tabaha,

Based on the DOJ and OMB emails below, OBI is eligible for IDC this year. DOJ has advised that I work with your office and OMB to place OBI on the IDC pool along with the other DHR departments already receiving IDC. OBI has been tracking IDC as of last year using the PAR forms.

Perry Yazzie

From: Tamsen Holm [mailto:tholm@nndoj.org]
Sent: Wednesday, June 11, 2014 11:02 AM
To: Perry B. Yazzie
Subject: FW: IDC funds for OBI budget

Mr. Yazzie,

As we briefly discussed, below are the email responses to Dana's inquiry about IDC allocation for OBI. Dana suggested that you work directly with your Division Director and OMB for consideration for an IDC allocation. I don't know whether OBI is currently in the IDC pool. However, Dana said that you must continue the PAR reporting.

Tamsen

From: Cordell Shortey [mailto:cshortey@omb.navajo-nsn.gov]
Sent: Friday, June 06, 2014 11:02 AM
To: Dana Bobroff; Rachael Arviso
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov; Tamsen Holm
Subject: IDC funds for OBI budget

FYI – with the correction that OBI started operation in FY 2011 and expenditure for that FY will support FY 2014 IDC rate proposal, OBI can be considered for IDC allocation based on approved FY 2014 IDC rate proposal if they are in the IDC pool.

From: Dana Bobroff [mailto:dbobroff@nndoj.org]
Sent: Friday, June 06, 2014 10:50 AM
To: Rachael Arviso; Cordell Shortey
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov; Tamsen Holm
Subject: RE: IDC funds for OBI budget

Thanks for catching that, Rachel. How does that change the analysis? And I have added DOJ Attorney Tamsen Holm to the email chain as she is working with OBI.

From: Rachael Arviso [<mailto:rarviso@omb.navajo-nsn.gov>]
Sent: Friday, June 06, 2014 8:32 AM
To: Dana Bobroff; Cordell Shortey
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov
Subject: RE: IDC funds for OBI budget

Correction! Information previously received from OMB Budget Section has been revised/validated. OBI was established in 2011 (See attached item).

Rachael Arviso

From: Dana Bobroff [<mailto:dbobroff@nndoj.org>]
Sent: Thursday, June 05, 2014 6:18 PM
To: Cordell Shortey; Rachael Arviso
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov
Subject: RE: IDC funds for OBI budget

Thanks for the response. I will try to explain this to OBI and DHR.

From: Cordell Shortey [<mailto:cshortey@omb.navajo-nsn.gov>]
Sent: Thursday, June 05, 2014 3:12 PM
To: Rachael Arviso; Dana Bobroff
Cc: Dominic Beyer; arbinmitchell@navajo-nsn.gov
Subject: IDC funds for OBI budget

I concur with Rachael in her email below and add the following comments.

1. Since OBI started operation in FY 2013, expenditures they incurred in that year on administration of contracts and grants will include them in the IDC pool and thus eligible to receive IDC. The is how and why the soonest OBI can receive IDC funds is effective FY 2016.
2. OBI needs to maintain PAR and submit those to OMB pursuant to IDC / PAR policies.

From: Rachael Arviso
Sent: Thursday, June 05, 2014 3:00 PM
To: Dana Bobroff; Cordell Shortey
Subject: RE: IDC funds for OBI budget

Per CGS Contract Analysts, OBI should be and have been requested to provide services to external contracted programs but haven't; e.g. Head Start, Special Diabetes, etc. There are five (5) programs within DHR that are 100% CSC providers; e.g. Division office, Labor Relations, Staff Development & Training, NOSHA, and DPM. OBI wasn't established until mid-FY2013. Also, OBI receives general funds and proprietary funds for its' operation. Finally, the FY 2014 IDC proposal will be based on FY 2011 audited financials (three year lag). Therefore, OBI wouldn't be eligible for CSC funds until FY 2016 provided they can justify services to externally funded programs. My rational on this matter...

Rachael Arviso

From: Dana Bobroff [<mailto:dbobroff@nndoj.org>]
Sent: Wednesday, June 04, 2014 6:58 PM
To: Cordell Shortey; Rachael Arviso
Subject: RE: IDC funds for OBI budget

Cordell or Rachel:

Please see email below. Any thoughts on whether the Office of Background Investigations is entitled to IDC under the most recent IDC Rate Proposal? If so, any idea on why they are not getting any, e.g., because Division Director is not giving them any; they were established outside of the 3 year proposal lag; etc. Thanks for your help here.

Dana

From: Lorraine Tabaha
Sent: Tuesday, June 03, 2014 3:30 PM
To: Perry B. Yazzie
Subject: FW: Personnel Activity Reporting Orientation

FYI

Lorraine Tabaha, ASO / Division of Human Resources Administration
NEW Physical Location: Suite #10 Navajo Nation Shopping Centers, Inc.
PO Box 9000
Window Rock, Arizona 86515-9000
PH: 928.871.6599 Fax: 928.871.6377
ltabaha2@navajo-nsn.gov
Cell: 928.797.5707

From: Lorraine Tabaha
Sent: Monday, October 14, 2013 4:03 PM
To: Thomas E. Ranger
Subject: FW: Personnel Activity Reporting Orientation

BELOW THIS IS DIRECTLY FROM RACHAEL OF OCG/OMB back in June 2013

From: Rachael Arviso [rarviso@omb.navajo-nsn.gov]
Sent: Friday, June 28, 2013 11:37 AM
To: Lorraine Tabaha
Cc: Rachael Arviso; Cordell Shortey
Subject: RE: Personnel Activity Reporting Orientation

You are right. DHR is already at 100% therefore personnel don't need to do PAR reporting.

Rachael Arviso
(928) 871-6041

From: Lorraine Tabaha [<mailto:ltabaha2@navajo-nsn.gov>]
Sent: Thursday, June 27, 2013 12:04 PM
To: Rachael Arviso
Subject: Personnel Activity Reporting Orientation
Importance: High

Good Afternoon Rachel -

Finally I found the right person to ask a question.

Per the attached memo to divisions, the Division of Human Resources is not listed as a division responsible for reporting. We do not have to have a representative right?

Several years ago I attended an orientation at the Karigan Building in which Mary from NDOJ had presented. She informed me as the DHR representative that because we were already at 100% - we did not participate in the PAR reporting.

My Division Director continues to have me make double / triple sure that DHR is not required to report.

We have 5 departments including our division administration office that receive IDC and General Funds at the beginning of each fiscal year.

I appreciate your comments so I may correctly communicate this back to our 5 departments within DHR. Thank You.

Lorraine Tabaha, ASO
Division of Human Resources Administration
PO Box 9000 South Wing of NN President's Building
Window Rock, Arizona 86515-9000
PH: 928.871.6599
FX: 928.871.6377
ltabaha2@navajo-nsn.gov [primary]
lorrainetabaha@gmail.com [secondary]

From: Rosita Kee [rkee@omb.navajo-nsn.gov]
Sent: Thursday, June 27, 2013 11:06 AM
To: Lorraine Tabaha
Subject: FW: Personnel Activity Reporting Orientation

Same thing I sent you awhile ago. But note Rachael Arviso's email below (highlighted).

From: Dominic Beyal
Sent: Thursday, June 27, 2013 10:59 AM
To: M. Teresa Hopkins; Larry Curley; Leonard Chee; Andrew Tah; Stephen B. Etsitty; Harold Skow; Fred White; John Billison; Sharon Begay-McCabe; Percy Anderson; Tom Platero; Edison Wauneka; Elizabeth Begay; Gerri Harrison; Brenda Holgate; Lavern Begay; Contracts & Grants Section; mmartinez@navajo-nsn.gov; Mark Grant; Gerri Harrison; Jarvis T. Williams
Cc: Arbin Mitchell; Cordell Shortey; Rachael Arviso
Subject: FW: Personnel Activity Reporting Orientation
Importance: High

This version includes the attachment, ... sorry.

From: Rachael Arviso
Sent: Thursday, June 20, 2013 9:52 AM
To: NN President Shelly;; Dominic Beyal
Subject: Personnel Activity Reporting Orientation
Importance: High

The Contracts and Grants Section of OMB will be providing an orientation to central service providers on contracts and grants as identified on the attached memo and listing (See Attachments). As Division Directors and Branch Chiefs, you are hereby informed to communicate with your respective personnel (see employee criteria) to attend the subject meeting.

Prior to this orientation, we recommend you download, print and review documentation from OMB's website as referenced in the memo. Also, in anticipation of this meeting, each division is requested to identify one Point of Contact (person) to monitor, collect and report stats to OMB/CGS. Identified POC is to attend this orientation. It is imperative your division/branch participate and provide reports in order to receive Indirect Cost recovered funds.

Thank you for your cooperation. Let us know if you have any questions.

*Rachael Arviso
Principal Budget Analyst
Contracts & Grants Section
Office of Management & Budget
(928) 871-6041*

EXHIBIT "A"

COMPARISON OF CRIMINAL HISTORY REPORTING AMONG JURISDICTIONS

POSITION	FBI	ARIZONA	NM	TRIBAL	COUNTY	MVD	LOCAL	MUNICIPAL
ChildDevAide	none	Shoplifting	none	2-Battery, 1-Disorderly	None	2-DLsusp		
PrevSpec	2-DUI, Disorderly	none	none	3-Battery, Threatening, 10-Disorderly, Resist Arrest, 3-DUI, Crim Dam,	none	none	none	Disorderly-FBI (Cortez)
Investigator	Const Rights, Civil Rights	None	None	None	None	None	None	DLsusp (Flagstaff)
SrCom HthWkr	None	None	None	None	None	None	Aband, DWI, Child Abuse, AggDWI (FMN/Aztec)	None
ChildDevAide	None	None	None	None	None	None	Embezzlement-Felony (Cibola) & DWI (online)	3-Default loan (Gallup)
EMT Intern	DUI, Unlaw Imprison, Assault	Unlaw Imprison & Assault	None	DL, Battery	None	None	Unlaw Imprison & Assault, PO (Hlg)	None
Driver	Felony AggDUI	AggDUI Felony	None	None	None	None	AggDUI Felony-PHX	None
ComHth WkrSupv	Felony-Theft by Misrep, 1 Fraud Scheme/Conceal, 15 False Statement to Benefit Self	Same- ADPS	None	None	Same (Maricopa)	None	Same	Same (PHX)
PhyWell Coord	None	None	None	Threatening, Disorderly, Resisting, Battery, 2-Endanger/Minor	None	None	None	2-liquor/Minor (Flagstaff)
SrInfoSyst Tech	4-DUI (Metro), 2 DL, Battery, Child Abuse	None	None	None	None	None	None	4-DUI (AlbuGallup), 2-DL, Battery, Child Abuse
Rec Aide	2-DL, Battery			DL, Marij, PossLiq, CrimNuisance	2-BWarrants			3-DLAlbuq, 1-DLGallup
HealthEdTech	None	None	None	2-CrimDam, 2-Battery, 4-Endangering	None	None	None	None
CampOffcr	2-Vehicle Homicide	None	2-Vehicle Homicide	7 speeding	None	None	None	CarelessDr (Gallup)
CtrSuprv	2-Patron Prostitute (Albuq), AggDWI, 2-AggDWI/misd, DWI/misd,	None	AggDWI, 2-AggDWI/misd, DWI/misd,	None	None	None	1 (New) Patron Prostitute, DUI (Bernalillo)	None
ChildDevAide	21-Felony Forgery, Concealing ID	None	None	None	21-Felony Forgery, Concealing ID (McKinley)	None	None	None
SrCom HthWkr	Felony AggrAssault, InterferJudicial,	None	None	None	DUI (Pima), Felony Burglary (Navajo)			Felony AggrAssault (Winslow), CrimDam & Assault (Winslow)

EXHIBIT “H”

INFORMATIONAL COMPARISION TABLES

TABLE 1: COMPARISON BETWEEN PSC, OBI AND OVERALL TURNAROUND TIME

Applicant sample size, N=166

Average Turnaround Time	PSC	OBI	Overall
Average Working Days	7.1	2.7	12.6
Percentage of Overall	57%	22%	

TABLE 2: COMPARISION GROUPING OF NUMBER OF WORK DAYS AND OFFENSES

Sample size, N=89

Grouping	>10 Days	11>15 Days	16> Days
Average	40	76	45
Percentage	25%	47%	28%

TABLE 3: COMPARISION ARIZONA, NEW MEXICO AND OBI TURNAROUND TIME

Sample size, N=89

Average Turnaround Time	NMDPS	AZ DPS	OBI	Overall
Average Working Days	10.3	11.5	2.7	14.2
Percentage of Overall	72%	81%	19%	

EXHIBIT "G"

COMPARISON OF PROFESSIONAL SECURITY CONSULTANTS

Table 1: Service Comparison

No.	Services	PSC, Inc	ADPS-Fingerprt Clearance Card	SOS International, Albuq., N.M.	NM DPS w/ GS Ltr Notary	Maximum Reports, Albuq., N.M.	OBI w/notary & decision
1	Fingerprint	x	x		x		x
2	Notary						x
3	Arizona		x	x			x
4	New Mexico			x	x	x	x
5	Federal	x	x	x*	x	x*	x
6	Tribal- other	x		x			x
7	State MVD						x
8	Municipalities						x
9	Local (civil)						x
10	NN District Courts						x
11	NN Auditor Gen						x
12	NN Ethic & Rules						x
13	NN White Collar						x
14	NN Prosecutor						x
15	NN Personnel Mgmt						x
16	NN Public Safety						x
17	Audjudication	x	x			x	x

* Fed Dist. Court access

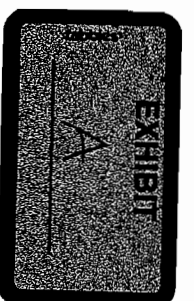
Table 2: Cost Comparison

Organizations	Finger Printing	FBI	AZ State	N.M.	TCHR	Adjud.	Mini Total	Max Total	Minor \$65, Setup \$100	Major \$125, Setup \$100
PSC, Inc	\$10 w/ mileage	\$ 45.00	\$ 22.00	\$ 15.00	\$ 15.00	\$65 - \$125	\$ 172.00	\$232.00	\$ 715.00	\$ 775.00
ADPS-Fingerprt Clearance Card	\$65.00 - \$67.00	Yes	Yes	No	No	Yes	\$ 65.00	\$ 67.00		
SOS International, Albuq, N.M.	No	US Dist. Ct \$19.00	\$ 25.00	\$ 25.00	\$ 15.00	None	\$ 84.00			
NM DPS w/ GS Ltr Notary	\$ 9.00	No	No	\$ 15.00	No	No	\$ 47.00			
Maximum Reports, Albuq., N.M.	No	US Dist. Court	No	Yes	No	\$ 10	\$ 39.00	\$119.00		
OBI w/notary & decision	\$ 7.00	\$ 45.00	\$ 10.00	\$ 12.00	No	\$ 25.93	\$ 89.93			
OBI Group Rate	\$ 7.00	\$ 17.00	\$ 5.00	\$ 15.00	No	\$ 43.16	\$ 87.16			

Comments: Personnel Security Consultants (PSC)

- Costly- see cost comparison breakdown
- Time consuming- see turnaround breakdown
- No aliases e.g. none vs FBI report even though aliases indicated on fingerprint card.
- No detail dispositions
- Reformatted causes human errors, unclear vs FBI, difficult to read (consolidate into one box.
- Incorrect report information e.g., Federal reports are not inclusive of state and county reports.
- Wrong dates- arrest dates

Division of Human Resources Fiscal Year 2016 Budget Summary by Fund Type



	Program	Fiscal Year 2015 GF Budget	Fiscal Year 2016 Navajo Nation Funds						Total
			Proposed General Fund Budget	Indirect Cost Fund	Proprietary Fund	Fiduciary Fund	Special Revenue Fund - Internal	Special Revenue Fund - External	
114001	DHR - ADMIN	220,546	200,401	18,804					382,205
114002	NAVAJO NATION BAND	65,950	60,674						60,674
114003	OFC OF BROADCAST SVC	341,155	312,263		20,000				332,263
114004	NAVAJO LABOR RELATIONS	508,760	446,825	281,822					728,647
114005	NAVAJO WOMEN & FAMILIES	120,175	110,561						110,561
114006	STAFF DEVLPMNT/TRNG	118,829	122,098	140,280					262,378
114007	OCCUP SAFETY & HEALTH	82,180	75,606	129,990					205,596
114008	CHILD SUPPORT ENFC	813,914	748,801	597,901				3,075,204	3,824,005
114009	PERSONNEL MANAGEMENT	900,167	974,699						1,572,600
114010	WORKFORCE DEVELOPMNT	102,967	104,789					9,639,087	9,743,876
114012	VETERANS-ADMIN	412,577	379,571						379,571
114013	VETERANS-CHINLE AGCY	218,014	200,573						200,573
114014	VETERANS-CROWNPT AGCY	260,915	240,041						240,041
114015	VETERANS-FT DEF AGCY	271,199	249,503						249,503
114016	VETERANS-SHROCK AGCY	236,423	217,509						217,509
114017	VETERANS-TUBA CITY AGCY	228,323	210,057						210,057
114018	OFFICE OF BACKGROUND INVESTIGATION	373,125	345,775		15,500				361,275
114019	DNVA MATCH TRUST FUND CVOs	1,000,000	0						0
114020	DNVA Match TRUST FUND HOUSING PROJECTS	1,000,000	0						0
714001	RETIREMENT FUNDS *					30,000,000			30,000,000
714002	RETIREMENTS SERVICES *					1,365,000			1,365,000
714003	RETIREMENT PLAN ADMINISTRATION COMM. *					70,000			70,000
714014	TPCVO-ALAMO					22,622			22,622
714015	TPCVO-BACA/PREWITT					22,024			22,024
714016	TPCVO-BECENTI					18,209			18,209
714017	TPCVO-BREADSPRINGS					19,281			19,281
714018	TPCVO-CASAMERO LAKE					16,493			16,493
714019	TPCVO-CHICHILTAH					24,090			24,090
714020	TPCVO-CHURCH ROCK					31,766			31,766
714021	TPCVO-COUNSELOR					16,888			16,888
714022	TPCVO-CROWNPOINT					23,650			23,650
714023	TPCVO-HUBERFANO					27,962			27,962

**Division of Human Resources
Fiscal Year 2016 Budget Summary by Fund Type**

		Fiscal Year 2016 Navajo Nation Funds							
	Program	Fiscal Year 2015 GF Budget	Proposed General Fund Budget	Indirect Cost Fund	Proprietary Fund	Fiduciary Fund	Special Revenue Fund - Internal	Special Revenue Fund - External	Total
714024	TRCVO-IYANBITO					19,055			19,055
714025	TRCVO-LAKE VALLEY					14,619			14,619
714026	TRCVO-LITTLEWATER					17,949			17,949
714027	TRCVO-MANUELITO					19,134			19,134
714028	TRCVO-MARIANO LAKE					19,541			19,541
714029	TRCVO-NAGEEZI					21,245			21,245
714030	TRCVO-NAHODISHGISH					15,375			15,375
714031	TRCVO-OJO ENCINO					16,809			16,809
714032	TRCVO-PINEDALE					23,119			23,119
714033	TRCVO-PUEBLO PINTADO					15,556			15,556
714034	TRCVO-RAMAH					23,796			23,796
714035	TRCVO-RED ROCK					25,794			25,794
714036	TRCVO-ROCK SPRINGS					25,614			25,614
714037	TRCVO-SMITH LAKE					17,701			17,701
714038	TRCVO-STANDING ROCK					17,667			17,667
714039	TRCVO-THOREAU					24,959			24,959
714040	TRCVO-TOHAJILIE					20,782			20,782
714041	TRCVO-TORREON					22,656			22,656
714042	TRCVO-TSAYATOH					20,207			20,207
714043	TRCVO-WHITE ROCK					14,168			14,168
714044	TRCVO-WHITEHORSE LAKE					16,098			16,098
714045	TRCVO-CORNFIELDS					21,763			21,763
714046	TRCVO-COYOTE CANYON					23,848			23,848
714047	TRCVO-CRYSTAL					21,217			21,217
714048	TRCVO-DILKON					24,963			24,963
714049	TRCVO-FORT DEFLANCE					45,686			45,686
714050	TRCVO-GANADO					25,710			25,710
714051	TRCVO-GREASEWOOD SPRINGS					21,317			21,317
714052	TRCVO-HOUCK					25,598			25,598
714053	TRCVO-INDIAN WELLS					21,741			21,741
714054	TRCVO-JEDDITO					21,908			21,908
714055	TRCVO-KINILCHIE					28,340			28,340

**Division of Human Resources
Fiscal Year 2016 Budget Summary by Fund Type**

Fiscal Year 2016 Navajo Nation Funds									
	Program	Fiscal Year 2015 GF Budget	Proposed General Fund Budget	Indirect Cost Fund	Proprietary Fund	Fiduciary Fund	Special Revenue Fund - Internal	Special Revenue Fund - External	Total
714056	TFCVO-KLAGETOH					21,518			21,518
714057	TFCVO-LUPTON					20,503			20,503
714058	TFCVO-MEXICAN SPRINGS					21,719			21,719
714059	TFCVO-NAHATA DZIL					23,179			23,179
714060	TFCVO-NASCHITTI					26,367			26,367
714061	TFCVO-OAK SPRINGS					19,924			19,924
714062	TFCVO-RED LAKE					20,582			20,582
714063	TFCVO-SAWMILL					24,327			24,327
714064	TFCVO-ST. MICHAELS					37,326			37,326
714065	TFCVO-STEAMBOAT					25,899			25,899
714066	TFCVO-TBESTO					21,707			21,707
714067	TFCVO-TOHATCHI					26,100			26,100
714068	TFCVO-TWIN LAKES					28,686			28,686
714069	TFCVO-WHITECONE					22,577			22,577
714070	TFCVO-WIDE RUINS					21,663			21,663
714071	TFCVO-BLACK MESA					24,663			24,663
714072	TFCVO-BLUEGAP/TACHEE					28,714			28,714
714073	TFCVO-CHINLE					71,938			71,938
714074	TFCVO-COTTONWOOD/TSELANI					33,741			33,741
714075	TFCVO-FOREST LAKE					23,931			23,931
714076	TFCVO-HARD ROCK					28,931			28,931
714077	TFCVO-LUKACHUKAI					32,617			32,617
714078	TFCVO-LOW MOUNTAIN					27,088			27,088
714079	TFCVO-MANY FARMS					35,598			35,598
714080	TFCVO-NAZLINI					29,188			29,188
714081	TFCVO-PINON					41,641			41,641
714082	TFCVO-ROCK POINT					33,118			33,118
714083	TFCVO-ROUGH ROCK					28,335			28,335
714084	TFCVO-ROUND ROCK					28,552			28,552
714085	TFCVO-TS.ALE/WHEATFIELDS					34,175			34,175
714086	TFCVO-WHIPPOOR WILL					30,300			30,300
714087	TFCVO-BIRDSFRINGS					24,972			24,972

**Division of Human Resources
Fiscal Year 2016 Budget Summary by Fund Type**

	Program	Fiscal Year 2015 GR Budget	Fiscal Year 2016 Navajo Nation Funds						Total
			Proposed General Fund Budget	Indirect Cost Fund	Proprietary Fund	Fiduciary Fund	Special Revenue Fund - Internal	Special Revenue Fund - External	
714088	TFCVO-BODAWAY GAP					32,218			32,218
714089	TFCVO-CAMERON					26,659			26,659
714090	TFCVO-CHILCHINBETO					26,621			26,621
714091	TFCVO-COALMINE CANYON					26,368			26,368
714092	TFCVO-COPPERMINE					24,426			24,426
714093	TFCVO-DENNEHOTSO					29,312			29,312
714094	TFCVO-INSCRIPTION HOUSE					26,660			26,660
714095	TFCVO-KAIBETO					29,376			29,376
714096	TFCVO-KAYENTA					47,283			47,283
714097	TFCVO-LECHEE					27,167			27,167
714098	TFCVO-LEUP					33,373			33,373
714099	TFCVO-NAVAJO MOUNTAIN					24,070			24,070
714100	TFCVO-OLATO					35,836			35,836
714101	TFCVO-SHONTO					31,800			31,800
714102	TFCVO-TOH NANEE DIZI					59,214			59,214
714103	TFCVO-TOLANI LAKE					23,779			23,779
714104	TFCVO-TONALEA					34,021			34,021
714105	TFCVO-ANETH					34,922			34,922
714106	TFCVO-BECLABITO					22,895			22,895
714107	TFCVO-BURNHAM					22,203			22,203
714108	TFCVO-COVE					22,673			22,673
714109	TFCVO-GADII AHI					23,007			23,007
714110	TFCVO-HOGBACK					30,431			30,431
714111	TFCVO-MEXICAN WATER					24,529			24,529
714112	TFCVO-NENAHNEZAD					34,675			34,675
714113	TFCVO-NEWCOMB					23,180			23,180
714114	TFCVO-RED MESA					31,074			31,074
714115	TFCVO-RED VALLEY					28,995			28,995
714117	TFCVO-SAN JUAN					22,413			22,413
714118	TFCVO-SANOSTEE					34,489			34,489
714119	TFCVO-SHEEPSPRINGS					24,046			24,046
714120	TFCVO-SHIPROCK					78,463			78,463

**Division of Human Resources
Fiscal Year 2016 Budget Summary by Fund Type**

	Program	Fiscal Year 2015 GF Budget	Fiscal Year 2016 Navajo Nation Funds						Total
			Proposed General Fund Budget	Indirect Cost Fund	Proprietary Fund	Fiduciary Fund	Special Revenue Fund - Internal	Special Revenue Fund - External	
714121	TECVO-SWEETWATER					26,422			26,422
714122	TECVO-TECNOSPOS					27,993			27,993
714123	TECVO-TWO GREY HILLS					27,177			27,177
714124	TECVO-UPPER FRUITLAND					37,050			37,050
N01296	VETERANS TRUST HOMES-EASTRN					871,100			871,100
N01297	VETERANS TRUST HOMES-FT DEF					871,100			871,100
N01298	VETERANS TRUST HOMES-CHINLE					871,100			871,100
N01299	VETERANS TRUST HOMES WESTERN					871,100			871,100
N01300	VETERANS TRUST HOMES SHIPRK					871,100			871,100
914001	VETERANS LOAN PROGRAM				12,000			1,011,594	12,000
K150739	VITAL RECORDS								1,011,594
Division Total:			4,999,746	1,331,797	47,500	38,741,819	0	13,725,985	58,846,747

**The Navajo Nation
General Fund Comparative Summary**

Branch: _____

Executive _____

Division: Division of Human Resources _____

(A) Business Unit Number	(B) Program Title	(C) Branch Chiefs Proposed FY 2016 General Fund Budget	(D) Oversight Committee's Recommended FY 2016 General Fund Budget	(E) Plus or minus \$ difference (Column D minus C)
114001	DHR- Admin	200,401	200,401	0
114002	Navajo Nation Band	60,674	60,674	0
114003	Ofc of Broadcast Svc	312,263	312,263	0
114004	Navajo Labor Relations	446,825	446,825	0
114005	Navajo Women & Families	110,561	110,561	0
114006	Staff Development & Training	122,098	122,098	0
114007	Occupational Safety and Health	75,606	75,606	0
114008	Child Support Enfc	748,801	748,801	0
114009	Personnel Management	974,699	974,699	0
114010	Workforce Development	104,789	104,789	0
114012	Veterans - Admin	379,571	379,571	0
114013	Veterans - Chinle	200,573	200,573	0
114014	Veterans - Crownpoint	240,041	240,041	0
114015	Veterans - Ft. Defiance	249,503	249,503	0
114016	Veterans - Shiprock	217,509	217,509	0
114017	Veterans - Tuba City	210,057	210,057	0
114018	Ofc of Backgroud Investigations	345,775	345,775	0
114019	DNVA Match Trust Fund	0		0
114020	DNVA Match Trust Fund Housing Projects	0		0
TOTAL:		4,999,746	4,999,746	0

Fiscal Year 2016

The Navajo Nation Recommended Changes to the General Fund Budget

Branch: Executive Division
Division: Division of Human Resources

[illegible]

Fiscal Year 2016

The Navajo Nation Recommended Conditions of Appropriations and Legislative Concerns

Branch: Executive

Division: Division of Human Resources

[illegible]

Fiscal Year 2016

The Navajo Nation
Recommended Unmet Needs Budgets

Branch: EXECUTIVE

Division: HUMAN RESOURCES

(A) Business Unit Number	(B) Program Title	(C) Amount of Unmet Need	(D) Explanation of Recommended UNMET NEEDS to the Fiscal Year 2016 General Fund Budget
114002	Navajo Nation Band	\$8,910.00	Requesting Per Diem Reimbursement and Mileage to participate in 1 Special Performance in Shonto, Arizona in June 2016 "Rock for the Canyon".
114003	Office of Broadcast Services	\$270,000.00	Operating expenses to automate the NNTV-5 Master Control Room and connectivity to the NTUA Broadband Network. And, to upgrade digital editing equipment to develop archive video into programming to air on NNTV-5.
114004	Office of Navajo Labor Relations	\$97,906.00	Restore 2 Positions for Layoff: 1 Labor Compliance Officer, 1 Office Assistant [\$84,677]; Restore NN Vehicle, Cost of Insurance, Office Building Space Continue services at Kayenta sub-office ONLR.
114005	Office of Navajo Women & Families	\$40,259.00	Requesting additional Operating to implement direct services to effectively serve victims of domestic violence in coordination with other NN departments. Travel funds, cost of meeting space and refreshments when hosting group meetings.
114006	Staff Development & Training Department	\$10,000.00	Purchase of Non-Capital Computer Equipment plus Software to initiate e-Learning capabilities between the SDTD Training Center and 2 Pilot locations to alleviate travel costs to & from Window Rock.
114007	Navajo Occupational Safety & Health Adm	\$67,000.00	Restore 1 Navajo Nation Vehicle plus cost of Insurance, purchase of Training Material/booklets, travel costs to conduct on site worksite training/inspections. Provide Safety training to Veterans Housing Project employees, NN Central Government employees as well as Chapter level employees.
114009	Department of Personnel Management	\$47,589.00	Restore 1 HR Analyst at 6moths 1,040 hours, Vacant Abolished position plus the Cost of Fringe & Insurance Premium and other Operating expenses.

Fiscal Year 2016**The Navajo Nation
Recommended Unmet Needs Budgets**

114012	Department of Navajo Veterans Affairs - Administration Central Office	\$202,378.00	Personnel Expense Shortfall \$9,610.12 [7 staff @ 78/ppe]; 3 New Positions Public Information Officer; Community Resources Coordinator; Contract Analyst \$134,223. Restore NN Vehicle. Purchase of computer equipment for new positions.
114013	DNVA - Chinle Agency	\$35,356.00	Requesting One [1] New position: Account Maintenance Specialist, cost of fringe benefits and Insurance Premiums as required.
114016	DNVA - Shiprock Agency	\$15,906.00	Requesting additional Operating for rental of office equipment, telephone, utilities and photocopier maintenance fees. Also provide burial assistance to 7 more veterans within Fiscal Year 2016.
114018	Office of Background Investigations	\$758,725.00	Requesting Six [6] New Positions, cost of Fringe Benefits & Insurance. 1 Assigned NN Vehicle plus Insurance. Other Operating Expenses as a result of budget shortfall. Additional staff will assist in faster turnaround of background checks to support immediate hiring, retention, workplace safety, protecting resources and service integrity.
TOTAL:		\$1,554,029.00	DHR TOTAL BUDGET PACKAGES: ELEVEN [11]

THE NAVAL NATION

PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: <u>114002</u>		Program Title: <u>Navajo Nation Band</u>		Division/Branch: <u>Human Resources/Executive</u>	
Prepared By: <u>Lorraine Tabaha, ASO</u>		Phone No.: <u>928.671.6599</u>		Email Address: <u>ltabaha2@navajo-nsn.gov</u>	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	NMC Approved Original Budget	Proposed Budget	Difference (Column B - A)
General Funds	10/1/15 - 9/30/16	8,910.00	100%	2001 Personnel Expenses				0
NEEDS BUDGET				3000 Travel Expenses				0
				3500 Meeting Expenses	1	46,516	7,388	53,904
				4000 Supplies	1	3,100	0	3,100
				5000 Lease and Rental	1	1,100	0	1,100
				5500 Communications and Utilities				0
				6000 Repairs and Maintenance				0
				6500 Contractual Services	1	2,000	0	2,000
				7000 Special Transactions	1	7,958	1,522	9,480
				8000 Public Assistance				0
				9000 Capital Outlay				0
				9500 Matching Funds				0
				9500 Indirect Cost				0
				TOTAL		\$60,674.00	8,910.00	69,584

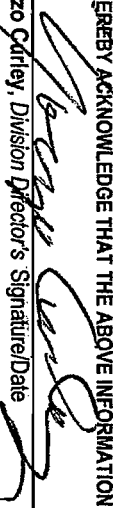
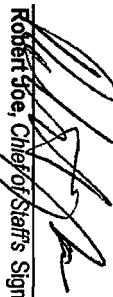
PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:		
Total # of Permanently Assigned Vehicles:		

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

SUBMITTED BY: Lorenzo Curley, Division Director's Signature / Date 7-14-15

APPROVED BY: Robert Joe, Chief of Staff's Signature / Date 9-15-2015

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:																																						
Business Unit No.: 114002				Program Name/Title: Navajo Nation Band																																		
PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:																																						
HEHSCD-043-13 The Navajo Nation Band will promote the Navajo Nation through the planning and presentation of promotional performances by the Navajo Nation Band. Additionally, the Division of Human Resources will be responsible for the planning and presentation of the annual budget preparations and the day to day administration of the program.																																						
PART III. PROGRAM PERFORMANCE CRITERIA:																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <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> <td>Goal</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Actual</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>													1st QTR		2nd QTR		3rd QTR		4th QTR		Goal									Actual								
	1st QTR		2nd QTR		3rd QTR		4th QTR																															
Goal																																						
Actual																																						
1. Program Performance Area: Special Performance (8th Annual Rock the Canyon Music & Arts Festival in Shonto, Arizona)																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Goal Statement:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>To participate in One Special performance</td> <td>N/A</td> <td></td> <td></td> <td>N/A</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td>N/A</td> <td></td> </tr> </table>												Goal Statement:												To participate in One Special performance	N/A			N/A			1			N/A				
Goal Statement:																																						
To participate in One Special performance	N/A			N/A			1			N/A																												
2. Program Performance Area:																																						
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.																																						
Lorenzo Carley, Division Director's Signature/Date  7-14-15						Robert Joe, Chief of Staff's Signature / Date  7-15-2015																																

THE NAVAJO NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Navajo Nation Band

Business Unit No.: _____

114002

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
3810	3500 MEETING EXPENSES Stipend and mileage reimbursement to Band Members for a Special Performance in Shonto, Arizona Meetings 3811 Stipend 1 Music Coordinator. \$150.00 Band Members: \$75 x 45 members x 1 Special performance = \$ 3,375.00 3813 Mileage 6,500 miles x .575 = \$ 3,737.50 7000 SPECIAL TRANSACTIONS Purchase of Promotional Items to distribute in Shonto, AZ and Refreshtments, Catering for Band Members plus Insurance	3,650	7,388
7710	Programs 7130 Promotional Items 7180 Catering 7190 Refreshtments Insurance Premiums \$3,375/100 x .66 = \$22.28	1,500	1,522
7710		22	
TOTAL		8,910	8,910

THE NAVAJO NATION

PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114003		Program Title: Kee Long, Program Manager		Division/Branch: HUMAN RESOURCES/EXECUTIVE	
Prepared By: Kee Long & Christina Tsoie		Phone No.: (828) 871-7826		Email Address: keelong@navajo-nm.gov	

PART II. FUNDING SOURCES)	Funding Source's Fiscal Year	Funding Source Amount	% of Total	PART III. BUDGET SUMMARY			
Unmet Needs (General Funds)	10/1/15-9/30/16	270,000	100.00%	Fund Type Code	UNC Approved Original Budget	Proposed Budget	Difference (Column B - A)
				2001 Personnel Expenses	1	294,943	(294,943)
				3000 Travel Expenses	1	7,820	(7,820)
				3000 Travel Expenses	8	9,120	(9,120)
				3500 Meeting Expenses		-	-
				4000 Supplies	1	8,500	224,500
				4000 Supplies	8	7,337	(7,337)
				5000 Lease and Rental	8	-	-
				5500 Communications and Utilities	8	-	-
				6000 Repairs and Maintenance	1	1,000	8,000
				6500 Contractual Services	1		25,000
				7000 Special Transactions	8	3,543	4,000
				8000 Public Assistance		-	-
				9000 Capital Outlay		-	-
				9500 Matching and Indirect Cost		-	-
				TOTAL		332,263	270,000

PART IV. POSITIONS AND VEHICLES	
Total # of Positions Budgeted:	(D)
5	5
Total # of Permanently Assigned Vehicles:	(E)
1	1

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

Submitted By: Kee Long 7-14-15
 Program Manager's Printed Name and Signature / Date

Approved By: Lorenzo Currey 7-15-15
 Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM BUDGET SUMMARY

PART I. PROGRAM INFORMATION:

Business Unit No.: 114003

Program Name/Title: Kee Long, Program Manager

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

GSC AU-43-90 To operate and manage the Navajo Translator System, Issue Navajo Commercial Film/Photography permits, and provide digital, audio & visual production services to Navajo Nation entities

PART III. PROGRAM PERFORMANCE CRITERIA:

1. Program Performance Area:

Total hours of locally inserted TV Program hours for broadcast

Goal Statement:

To produce an average of 380 hours of local programming, 95 hours/quarter

2. Program Performance Area:

To develop and produce original Dine culture programs per quarter for NNTV/5

Goal Statement:

Produce and distribute 5 cultural projects per quarter

3. Program Performance Area:

To generate revenue from commercial film/photography production

Goal Statement:

To generate \$3,000 per quarter from permit issuance

4. Program Performance Area:

To generate revenue from digital/video production services

Goal Statement:

Generate \$500 per quarter for video production services

5. Program Performance Area:

Extend NNTV/5, KNME, FNX channels to Shiprock, NM

Goal Statement:

To establish connectivity in the Shiprock, NM area

	1st QTR	2nd QTR	3rd QTR	4th QTR
Goal				
Actual				

95 Hrs		95 Hrs		95 Hrs		95 Hrs	
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5		5		5		5	
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\$ 3,000		\$ 3,000		\$ 3,000		\$ 3,000	
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\$ 500		\$ 500		\$ 500		\$ 500	
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1		1		1		1	
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Kee Long, Program Manager

Program Manager's Printed Name and Signature/Date

Lorenzo Curley, Division Director / DHR

Division Director/Branch Chiefs Printed Name and Signature / Date

THE NAVY D NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Kee Long, Program Manager

Business Unit No.: _____

114003

PART II. DETAILED BUDGET:

(A)

(B)

(C)

(D)

Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
GENERAL FUNDS			
4410	4400 - SUPPLIES: Office supplies for daily program operations, including video production supplies, xerox paper, labels, folders, notebooks, staples, ink cartridge/toner, video production equipment, editing system upgrade, and other television broadcast transmission equipment		\$ 183,000
4420	Operating Supplies		
4420	General Operating Supplies = \$ 183,000	\$ 183,000	
	Master Control automation upgrade, video file server, editing system upgrade, remote control camera upgrade live-broadcasting upgrade, and other essential transmission equipment for three tower sites to distribute NNTV5 television content to Shiprock, New Mexico		
4120	Office Supplies		\$ 5,000
4420	General Office Supplies	\$ 5,000	
	Digital Memory Cards, Camera Batteries, microphone/wireless upgrade, DVD label maker, etc		\$ 5,000
6020	6000 REPAIR & MAINTENANCE: Repair and maintain current cameras and live production equipment and tower site building equipments maintenance, repair essential operating supply, order generator/power supplies, etc.		\$ 53,000
6030	Supplies		
6030	Building R&M Supplies = \$ 45,000	\$ 45,000	
6040	Services		
6050	Building R&M Services = \$ 8,000	\$ 8,000	
6520	6500 Contractual Services: Contractor services needed to upgrade and automate Master Control to allow playlist automation, video file server to ensure 24 hr programming, to allow FNX to transmit via NNTV5 channel 2, consultant will assist in analysis of existing system, RFP formulation, installation and Final configuration of Automation		\$ 29,000
6530	Consulting		
6530	Fees = \$ 25,000	\$ 25,000	
6540	Expense = \$ 4,000	\$ 4,000	
		\$ 270,000	\$ 270,000

THE NAJON
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114004		Program Title: OFFICE OF NAVAJO LABOR RELATIONS		Division/Branch: Human Resources/Executive	
Prepared By: Carletta Benally, Admin. Assistant		Phone No.: (928) 871-6800 / 6801		Email Address: carlettabenally@navajo-nsn.gov	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY	(A)	(B)	(C)	
				Fund Type Code	NNC Proposed FY 2016 Budget	Proposed Needs Budget	Difference (Column A + B)	
General Funds	10/1/2015-9/30/2016	728,647.00	88%	2001 Personnel Expenses	1	625,017	84,677	709,694
Needs Additional Funds	10/1/2015-9/30/2016	97,906.00	12%	3000 Travel Expenses	1	56,005	5,796	61,801
				3500 Meeting Expenses				0
				4000 Supplies	1	22,768	0	22,768
				5000 Lease and Rental	1	1,890	5,365	7,245
				5500 Communications and Utilities	1	6,142	1,301	7,443
				6000 Repairs and Maintenance	1	7,500	0	7,500
				6500 Contractual Services				0
				7000 Special Transactions	1	9,325	777	10,102
				8000 Public Assistance				0
				9000 Capital Outlay				0
				9500 Matching Funds				0
				9500 Indirect Cost				0
TOTAL:						\$728,647.00	97,906.00	826,553

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	12	14
Total # of Permanently Assigned Vehicles:	5	6

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

Reynold R. Lee, Program Manager II

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

Reynold R. Lee 7.9.10

Lorenzo Gentry, Division Director

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

Lorenzo Gentry 7-20-15

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114004

Program Name/Title:

OFFICE OF NAVAJO LABOR RELATIONS

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

To monitor and enforce the Navajo Preference in Employment Act. To implement the employment and labor laws, policies, and regulations of the Navajo Nation. To act as an administrative agency for matters relating to enforcement of preference in hiring, recruitment, promotion, layoffs, terminations, transfers and other areas of employment. To gather information from employers, employees, labor organizations and government

PART III. PROGRAM PERFORMANCE CRITERIA:

1. Program Performance Area:

Client log quarter including charges filed, referrals made and provided guidance.

Goal Statement:

Number of charges filed, referrals made and guidance per quarter.

2. Program Performance Area:

To settle or resolved number of charges administratively.

Goal Statement:

Number of charges filed, referrals made and guidance per quarter.

3. Program Performance Area:

Conduct employer education sessions / NPEA orientations

Goal Statement:

Number of charges employee education sessions / NPEA orientations per quarter.

4. Program Performance Area:

Distribute Affirmative Action Plan / Regulations to employers.

Goal Statement:

Number of compiled Affirmative Action Plan from employers.

5. Program Performance Area:

Complete and report job site inspections.

Goal Statement:

Number of job site inspections with reports per quarter.

Goal	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal

200			150			200			200		
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3			3			3			3		
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3			3			3			3		
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2			2			2			2		
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10			10			10			10		
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.
 Reynold R. Lee, Program Manager II
 Program Manager's Printed Name and Signature/Date

 Reynold R. Lee
 7-9-15

 Lorenzo Curley, Division Director
 Division Director/Branch Chief's Printed Name and Signature/Date

 Lorenzo Curley
 7-9-15

THE NAVAJO NATION

FY 2016

LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNITS

Page 3 of 5

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2015 ACTUAL		FY 2016 PROPOSED	
						G/S	SALARY	HOURS	BUDGET
1105	202697	2021	Labor Compliance Officer	150665	KAY	AB61G	\$ 37,252.80	2080	\$ 37,253.00
1115	211685	1364	Office Assistant	300231	KAY	AB56B	\$ 20,904.00	2080	\$ 20,904.00

\$ 58,156.80

\$

58,157.00

THE NAJAVO NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

OFFICE OF NAVAJO LABOR RELATIONS

Business Unit No.: _____

114004

PART II. DETAILED BUDGET:

(A) Object Code (LDD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
2001	PERSONNEL EXPENSES Restore Employee Salary & Fringe Benefits for two (2) regular status employees.		84,677
2110	REGULAR 2120 Restore Personnel Salary for Two (2) regular status employees per Budget Form 3.	58,157	
2900	FRINGE BENEFITS 2900 Regular Status: \$58,157.00 x 45.60% = \$26,519.59	26,520	
3000	TRAVEL EXPENSES Restore One (1) Assignment of Vehicle: Fleet monthly rate.		5,796
3110	FLEET 3111 Monthly / Perm (Group B): \$460.00 x 1 vehicle x 12 months = \$5,520.00 x 5% sales tax = \$276.00 = \$5,796.00	5,796	
5000	LEASE and RENTAL Office Space Lease for one (1) ONLR Sub-Office for 12 months		5,355
5110	BUILDING 5120 Office Space Agreement for Kayenta ONLR Sub-office: \$5,100.00 per year + \$255.00 sales tax = \$5,355.00	5,355	
5500	COMMUNICATIONS & UTILITIES Restore basic telephone services, and facsimile lines for Kayenta ONLR Sub-Office.		1,301
5520	TELEPHONE 5530 Basic Service: 2 telephone lines + 1 facsimile lines = \$108.42 per month x 12 months = \$1,301.04	1,301	
TOTAL		97,129	97,129

THE NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

OFFICE OF NAVAJO LABOR RELATIONS

Business Unit No.: _____

114004

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
7710	7000 SPECIAL TRANSACTIONS Restore Annual required general liability, workers compensation, and vehicle insurance premium coverages. INSURANCE PREMIUMS 7740 Vehicle - Auto Liability: \$106.12 per year x 1 vehicles = \$106.12 7750 Vehicle - Auto Physical damage (under 1 ton): \$125.96 per year x 1 vehicle = \$125.96 7765 Policy Payment (General Liability): \$84,677.00 x / \$100.00 = \$846.77 x \$.19 = \$160.89 7767 Workers Comp (Less Fringe): \$58,157.00 / \$100.00 = \$581.57 x \$.66 = \$383.84	777	777
TOTAL		777	777

THE NAHO NATION

PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114005		Program Title: Office of Navajo Women & Families		Division/Branch: Human Resources/Executive	
Prepared By: Juanita J. Martinez		Phone No.: 928-871-6627		Email Address: jluemartinez@yahoo.com	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY				
				Fund Type Code	NC Approved Original Budget	Proposed Budget	Difference (Column B - A)	
General Funds	10/01/15-9/30/16	40,259.00	100%					
				2001 Personnel Expenses	1	102,453	0	102,453
				3000 Travel Expenses	1	0	12,000	12,000
				3500 Meeting Expenses	1	0	0	0
				4000 Supplies	1	3,429	6,571	10,000
				5000 Lease and Rental	1	0	6,000	6,000
				5500 Communications and Utilities	1	4,000	1,367	5,367
				6000 Repairs and Maintenance	1	0	0	0
				6500 Contractual Services	1	0	0	0
				7000 Special Transactions	1	679	14,321	15,000
				8000 Public Assistance				0
				9000 Capital Outlay				0
				9500 Matching Funds				0
				9500 Indirect Cost				0
				TOTAL		\$110,561.00	40,259.00	150,820

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		2	2
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: Juanita J. Martinez 07.10.15
 APPROVED BY: Lorenzo Currey 07.08.15

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114005

Program Name/Title:

Office of Navajo Women & Families

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

GSFC-003-09. To advocate for the prevention of violence against Navajo Women & Families. To provide referral services to other Local, State, and Federal Programs. To strengthen Healthy Marriages & Relationships

PART III. PROGRAM PERFORMANCE CRITERIA:

1. Program Performance Area:

Establish a Focus Group within five (5) agencies.

Goal Statement:

To gather qualitative data for those who have been affected by domestic violence.

2. Program Performance Area:

Establish a Support Group within five (5) agencies.

Goal Statement:

A group dedicated to individuals specifically Navajo Women & Families who have become victims of DV.

3. Program Performance Area:

Establish written literature on domestic violence within the five (5) agencies.

Goal Statement:

Improve outreach activities by providing written literature on DV through public awareness.

4. Program Performance Area:

Establish a campaign to rekindle healthy marriages/relationships within five (5) agencies.

Goal Statement:

A media campaign to rekindle healthy marriages/relationships to provide for a stronger community of couples.

5. Program Performance Area:

Promote Responsible Fatherhood within five (5) agencies.

Goal Statement:

Initiate Education campaigns by providing opportunities to share information about fatherhood.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

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5		5		5		5	
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Alvanita J. Martinez 7-10-15
Alvanita J. Martinez 07.10.15

Lorenzo Curley 7-10-15
Lorenzo Curley 07.10.15

THE NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Office of Navajo Women & Families	
		Business Unit No.: 114005	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 5)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
3000 TRAVEL EXPENSE	Mileage expense for day to day operation. Meals and lodging directly related to program business and other miscellaneous expenses.		
3230	Personal Travel	12,000	
	3240 Per Diem Meals \$3,000		
	3250 Lodging \$3,000		
	3260 POV Mileage \$3,000		
	3290 Other Travel Expenses \$3,000		
4000 SUPPLIES	Desktop supplies, folders, envelopes, pens, pencils, Computer toner cartridges.		6,571
4410	Operating Supplies	6,571	
	4420 General Operating Supplies		
5000 LEASE & RENTAL	Rental of meeting room(s) for work sessions and special meetings.		6,000
5310	Building Space	6,000	
	5320 Meeting Space		
5500 COMMUNICATION & UTILITIES	Cellular services and charges to conduct program business		1,367
5610	Wireless	1,367	
	5620 Cellular		
TOTAL		25,938	25,938

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Office of Navajo Women & Families

Business Unit No.: 114005

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
7110	7000 SPECIAL TRANSACTION Refreshments for group meetings. Programs 7190 Refreshments	14,321	14,321
		14,321	14,321



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : Lorenzo Curley, Division Director
FROM : Juanita J. Martinez, Program Supervisor I
Office of Navajo Women & Families

DATE : July 6, 2015

SUBJECT : FY 2016 Additional Funds/Needs Request

Attached is the request for Additional Funds/Needs for the Office of Navajo Women & Families for Fiscal Year 2016 General Funds. The need for additional funds consists of specific goals with objectives and timelines. The request is needed to effectively serve Navajo Women & Families and victims of domestic violence. Included is a request in the amount of \$40,259 for operational expenses.

If you have questions, please contact me directly, Ahehee.

*The Office of Navajo Women & Families
P.O. Box 9000 Window Rock, Arizona 86515
928-871-6627
928-871-7930 (Fax)
Program Supervisor I: Juanita J. Martinez
Office Specialist: Taave Begaye*

I. Executive Summary:
The Office of Navajo Women & Families (ONWF) is a department within the Division of Human Resources, under the executive branch of the Navajo Nation Government. It is established with the authority and responsibility as defined through resolution GSCF-003-09. The ONWF provides direct services to Navajo Women & Families and individuals of the Navajo Nation. The composition of the ONWF consists of two (2) staff located at the central administration office, Window Rock, Arizona.

For the fiscal year, 2016 ONWF will implement services to meet the prioritized needs, as outlined below, to effectively serve Navajo Women & Families.

The FY 2015 budget is supported by General Funds in the amount of \$120,175.00.

II. Our Mission:
It is our mission to promote, educate and advocate for Navajo Women & Families, Responsible Fatherhood and Healthy Marriage/Relationship through the strength of Dine values.

III. Proposal:
As indicated, the ONWF serves both Navajo Families and/or individuals on an intake basis, without income consideration.

While it is customary for the Dine (people) to demonstrate respect/k'e for members of the Navajo family, domestic violence has increased among Navajo families. It is important to stem this increasing domestic violence problem; accordingly, the ONWF will enhance and/or develop the following objectives utilizing the budget:

- A Focus group to gather qualitative data for those who have been affected by domestic violence.
- A Support group dedicated to individuals specifically Navajo Women & Families who have become victims of domestic violence, dating violence, divorce, bullying, problem gambling and other abuse;
- Improve outreach activities by providing written literature on domestic violence through awareness activities, prevention / intervention strategies, pursuing partnerships in coordination and collaboration with other resources;
- A media campaign to rekindle healthy marriages/relationships to provide for a stronger community of couples and responsible fatherhood;

The ONWF will collaborate efforts with Office of First Lady, Division of Social Services, Department of Behavioral Health Services, Program for Self-Reliance, Navajo Department of Law Enforcement, Navajo Nation Head Start, Navajo Nation District courts and local communities.

Crime against Navajo Women and Families is on the rise and the ONWF is committed in taking a strong stand against domestic violence and every attempt will be made to increase awareness.

IV. TASKS

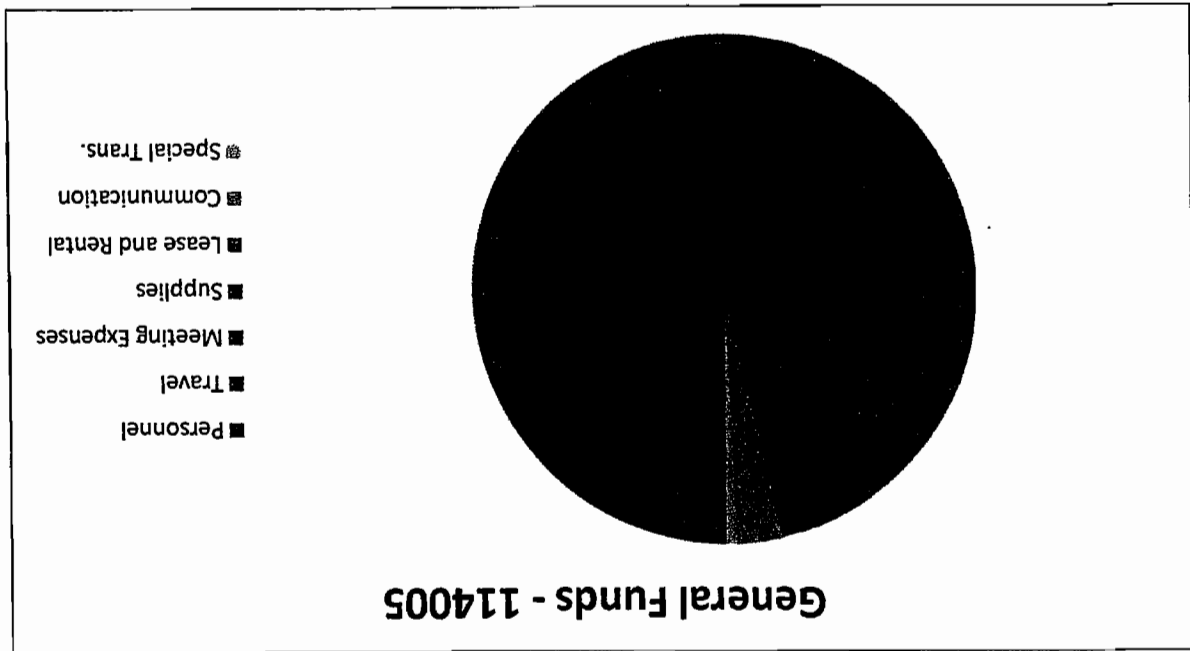
1. Establish a Focus Group within five (5) agencies.
 - Plan focus group meetings within five (5) agencies.
 - Identify resources available.
 - Develop an extensive resource manual including Navajo Nation codes, shelters, legal counsels, advocates and service providers. This manual will also define the roles, responsibilities and duties of other service providers.
2. Establish a Support Group within the five (5) agencies.
 - Look for existing support groups
 - Seek out certified Counselors, Therapists, Faith-based groups, Traditional Counselors and / or other professionals to provide guidance.
 - Host support group meetings within five (5) agencies.
3. Establish written literature on domestic violence.
 - Identify and participate in community awareness activities
 - Develop prevention / intervention strategies
 - Provide referrals on behalf of victims of domestic violence.
4. Establish a campaign to rekindle healthy marriages/relationships.
 - Identify existing resources on healthy marriages/relationships
 - Conduct research on who is affected, positively or negatively, by relationships.
 - Identify changes that strengthen healthy marriages/relationships
5. Promote responsible Fatherhood.
 - Encourage activities that promote healthy, ongoing relationships among fathers, families, and children.
 - Coordinate and collaborate communication and engagement efforts that promote a positive culture shift around fatherhood.
 - Partnering with other resources to create innovative ways to promote fatherhood.
 - Initiate Education Campaigns. Identify peer education which provides an opportunity to share information about fatherhood and the role of fathers in society.

These methods will improve community awareness through the use of Dine cultural values.

V. Budget:

FY Allocation: \$120,175.00

BUDGET LINE ITEMS:	
2001: Personnel	\$95,285
3000: Travel	\$2,000
3500: Meeting Expenses	\$11,000
4000: Supplies	\$6,027
5000: Lease & Rental	\$1,491
5500: Communication	\$3,473
7000: Special Transaction	\$899



PART I. Business Unit No.: 114006		Program Title: Staff Development & Training Department		Division/Branch: Human Resources/Executive	
Prepared By: Tanya M. Jim		Phone No.: 928.871.6693		Email Address: htraa_ti@yahoo.com	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY	(A)	(B)	(C)
General Funds - Additional Needs	10/01/15-09/30/16	10,000.00	100%		NMC Approved Original Budget	Proposed Budget	Difference (Column B - A)
			0%	2001 Personnel Expenses	1	244,147	(244,147)
				3000 Travel Expenses	1	10,700	(10,700)
				3500 Meeting Expenses			0
				4000 Supplies	1	10,000	10,000
				5000 Lease and Rental	1	4,012	(4,012)
				5500 Communications and Utilities			0
				6000 Repairs and Maintenance			0
				6500 Contractual Services			0
				7000 Special Transactions	1	1,675	(1,675)
				8000 Public Assistance			0
				9000 Capital Outlay			0
				9500 Matching Funds			0
				9500 Indirect Cost			0
				TOTAL		\$260,534.00	10,000.00 (250,534)

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	4	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: Lelia Help-Tulley

 07.06.15

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

Approved By:
 07.06.15

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114006

Program Name/Title: Staff Development & Training Department

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

Resolution No. HEHSCMT-013-12. Purpose is to establish consistent and comprehensive policies for the management of training and employment development for employees of the Navajo Tribal Government. All tribal employees are covered under this training policy and may receive training under its provision.

PART III. PROGRAM PERFORMANCE CRITERIA:

Goal	1st QTR		2nd QTR		3rd QTR		4th QTR	
	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal

1. Program Performance Area:

Number of Participants attending Computer Courses.

Goal Statement:

The goal will be to recruit at least 45 participants per quarter.

45		45		45		45	
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2. Program Performance Area:

Number of Participants attending Progressive Training Courses.

Goal Statement:

The goal will be to recruit at least 45 participants per quarter.

45		45		45		45	
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3. Program Performance Area:

Coordinate 2016 Administrative Professional Conference.

Goal Statement:

Provide Professional Development for conference attendees.

NA		NA		1		NA	
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4. Program Performance Area:

Coordinate 2016 Youth Empowerment Summit

Goal Statement:

Provide seminars for Youth, Parents, Elderly on current events on Navajo Nation that effect livelihood.

NA		NA		NA		5	
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5. Program Performance Area:

Schedule monthly Navajo Nation Employee's Multi-Service Orientation.

Goal Statement:

Provide orientation to employees of the NN gov't on overall structure, policies, and benefits.

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6. Program Performance Area:

Research and initiate e-learning project for Navajo Nation government and outside clientele

Goal Statement:

Provide training, orientations, and seminars via internet for e-learning opportunity to outside WIS clientele.

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

Lella Help-Tulley

Program Manager's Printed Name and Signature/Date

07.06.15

Lorenzo Cuskey

Division Director/Branch Chief's Printed Name and Signature / Date

07.06.15

THE NAHO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114007		Program Title: Navejo Occupational Safety & Health Administration		Division/Branch: Human Resources - Executive	
Prepared By: Delvin Toddy		Phone No.: (928) 871-6742		Email Address: dtoddy@nasha.org	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY	(A)	(B)	(C)
Supplemental/Unmet Needs Budget	10/1/15 - 9/30/16	67,000.00	100%	Fund Type Code	UNC Approved Original Budget	Proposed Budget	Difference (Column B - A)
				2001 Personnel Expenses	1	202,544	(202,544)
				3000 Travel Expenses	1	162	15,339
				3500 Meeting Expenses			0
				4000 Supplies		6,000	6,000
				5000 Lease and Rental		3,000	3,000
				5500 Communications and Utilities	1	2,435	2,500
				6000 Repairs and Maintenance			15,733
				6500 Contractual Services			0
				7000 Special Transactions	1	455	24,428
				8000 Public Assistance			0
				9000 Capital Outlay			0
				9500 Matching Funds			0
				9500 Indirect Cost			0
TOTAL:					\$205,596.00	67,000.00	(138,596)

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	4	4
Total # of Permanently Assigned Vehicles:	0	0

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

[Signature]
Walter B. Hudson, Programs & Projects Specialist

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

[Signature]
Lorenzo Cury, Acting Division Director

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114007

Program Name/Title: Navajo Occupational Safety & Health Administration

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

Navajo Occupational Safety and Health Administration, Division of Human Resources Plan of Operation Reference: Business Unit 114007, GSCJN-48-03. Purpose is to encourage compliance of Safety and Health regulations, collect data for statistics and recommend corrective measures to reduce workplace exposure and injuries. Coordinate with Navajo Nation, Federal and State entities, provide educational opportunities, respond to and investigate occupational hazards.

PART III. PROGRAM PERFORMANCE CRITERIA:**1. Program Performance Area:**

Provide consultation & technical assistance to employers across the Navajo Nation.

Goal Statement:

Conduct 8 Consultation with the Construction, General, Maritime, & Agricultural Industries per quarter.

2. Program Performance Area:

Assist in the implementation of corrective action & mitigation plans.

Goal Statement:

Resolve 8 corrective action & mitigation plans per quarter.

3. Program Performance Area:

Workplace inspections & assessments.

Goal Statement:

Conduct 10 workplace safety inspections & generate reports per quarter.

4. Program Performance Area:

Public relations

Goal Statement:

Promote public education & create safety awareness through 6 functions using various mediums per quarter.

5. Program Performance Area:

Employer education & employee development.

Goal Statement:

Conduct 6 employer education & employee development in safety relating to NIOSHA Act of 2000.

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

Walter B. Hudson
Walter B. Hudson, Programs & Projects Specialist
Program Manager's Printed Name and Signature/Date

Lorenzo Cuffy
Lorenzo Cuffy, Acting Division Director
Division Director/Branch Chiefs Printed Name and Signature / Date

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

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THE NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Navajo Occupational Safety & Health Administration	
Business Unit No.:		114007	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
3000	TRAVEL EXPENSES For personnel lodging and other necessary travel expenses for the staff to include local and off reservation travel to conduct safety and health inspections and attend trainings. Employees private vehicle when a Navajo Nation Fleet Unit is Unavailable includes car rental, cost of passenger tickets issued by travel agency.		15,339
3110	FLEET 3111 Monthly/Perm - Sports Utility @ \$47/m.s x 12 months - \$5654 3113 Mileage - 37 x 1250 miles x 12 months \$2775	9,339	
3230	PERSONAL TRAVEL 3240 Per Diem & Meals \$52.08 - daily per diem x 2 days/week x 12 for 4 staff = \$5000 3260 PCV Mileage \$161.64	2,000	
3310	Air 3320 Commercial	4,000	
4000	Supplies Supplies for NIOSHA personnel to perform necessary duties under the Navajo OSH Act of 2000.		6,000
4120	Office Supplies 4130 General Office Supplies	2,000	
4200	Non Capital Assets 4210 Non Capital Furniture & Equipment		
4410	Operating Supplies 4420 General Operating Supplies 4440 Non Cap Computer Software 4450 Postage, Courier, Shipping 4460 Food Supplies 4470 Uniforms	4,000	
TOTAL		21,339	21,339

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Navajo Occupational Safety & Health Administration	
Business Unit No.:		114007	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
(Continued)			
4520 Bulk Paper			
4530 Printing/Binding/Photocopying			
4540 Books, Periodicals, Subscriptions			
5000 Lease & Rental			
	Payment of storage for NOSHA equipment and Books, Safety Equipment, Extra Personal Protective Equipment, and File folders		3,000
5310 Building/ Space			
	5330 Storage Space \$294 every 3 months \$1176.00	3,000	
	5340 Booth/Trade Show Rental \$1824		
5500 COMMUNICATIONS & UTILITIES			
	Other program communication expenses relating to NOSHA		2,500
5520 TELEPHONE			
	5530 Basic Services	2,500	
	5540 Long Distance		
	5560 Hardware/ Install		
6000 REPAIRS & MAINTENANCE			
	Payments for necessary repairs & maintenance of office building and other installations of hardware		15,733
6200 External Contractors			
	6230 HVAC	6,733	
	6340 Pest Control	1,500	
	6270 Landscaping Services	5,500	
6300 TECHNOLOGY			
	6320 Software Support	2,000	
TOTAL		21,233	21,233

FY 2016

THE NAVIDO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

Page 5 of 5

PART I. PROGRAM INFORMATION: Program Name/Title: Navajo Occupational Safety & Health Administration Business Unit No.: 114007			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	
Object Code (LDD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
7110	7000 SPECIAL TRANSACTIONS Program support from Navajo OSHA to Market Safety & Health Navajo Nation wide including safety of youth staff and inspection of elderly living assistance facility. PROGRAMS 7130 Promotional Items 7140 Gifts & Awards 7150 Charitable Contributions 7160 Artistic Services 7170 Student Activities 7180 Catering 7190 Refreshments	8,000	24,428
7410	MEDIA 7440 Print Advertising 7450 Radio Advertising	8,000	
7510	TRAINING & PROFESSIONAL DUES 7520 Training/Registration Dues 7530 Training Supplies 7550 Mandatory Professional Dues	8,000	
7710	INSURANCE PREMIUMS 7740 Vehicle - Auto Liability \$144,28 7750 Vehicle - Auto Physical Damage \$283,42	428	
TOTAL		24,428	

THE NAVY NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114009		Program Title: DEPARTMENT OF PERSONNEL MANAGEMENT		Division/Branch: HUMAN RESOURCES/EXECUTIVE	
Prepared By: Virginia Badonie		Phone No.: 928.871.7280		Email Address: virginia.badonie@dpm.navy.mil	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY
Unmet Needs	10/01/15-9/30/16	47,589.00	100%	
				2001 Personnel Expenses 1 1,414,763 34,767 1,449,530
				3000 Travel Expenses 1 5,400 5,400
				3500 Meeting Expenses 1 50,166 50,166
				4000 Supplies 1 4,100 1,500 5,600
				5000 Lease and Rental 1 2,757 2,757
				5500 Communications and Utilities 1 20,500 11,098 31,598
				6000 Repairs and Maintenance 1 224 2,032
				6500 Contractual Services 1 1,808 1,808
				7000 Special Transactions 1 224 2,032
				8000 Public Assistance 1 0 0
				9000 Capital Outlay 1 0 0
				9500 Matching Funds 1 0 0
				9600 Indirect Cost 1 0 0
				TOTAL \$1,499,494.00 47,589 1,547,083

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	25	26
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: Virginia Badonie 8/11/15

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

APPROVED BY: Virginia Badonie 8-11-15

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.:

114009

Program Name/Title: DEPARTMENT OF PERSONNEL MANAGEMENT

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

GS/CMA-10-09: Plan, organize and administer the personnel management services and programs or the Executive and Legislative Branches of the Navajo Nation Government, including but not limited to, recruitment, staffing, compensation, benefits and employment development; and provide guidance and advice to supervisors in implementing personnel management policies procedures and programs in accordance with applicable laws, rules and regulations; and support and advise executive level management in human resources planning.

PART III. PROGRAM PERFORMANCE CRITERIA:

1. Program Performance Area:

Average time of processing incoming applications.

Goal Statement:

To maintain an average processing time of 10 work days from advertisements to referrals.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
10		10		10		10	

2. Program Performance Area:

Average number of orientations conducted for Navajo Nation programs.

Goal Statement:

To conduct a minimum of 3 orientations on personnel related topics.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
3		3		3		3	

3. Program Performance Area:

Average time to process Personnel Action forms from submission to approval.

Goal Statement:

To maintain an average processing time of 5 work days for Personnel Action Forms.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
5		5		5		5	

4. Program Performance Area:

Average time to process Incoming Position Classification Questionnaires.

Goal Statement:

To maintain an average processing of 10 work days for Position Classification questions.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
10		10		10		10	

5. Program Performance Area:

Average time of processing Job Vacancy Announcements.

Goal Statement:

To maintain an average processing time of 9 work days for Job Vacancy Announcements.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
9		9		9		9	

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

Angie Day
Program Manager's Printed Name and Signature/Date 8/14/15

Steve Cortez
Division Director/Branch Chief's Printed Name and Signature / Date 8-11-15

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: DEPARTMENT OF PERSONNEL MANAGEMENT

Business Unit No.: 114009

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
7710	7000 SPECIAL TRANSACTIONS Required Insurance premiums Insurance Premiums .7765 Policy Payment (General Liability) \$34,766.95 / 100 x .19 = \$66.00 .7767 Workers Comp (less fringe) \$23,878 / 100 x .66 = \$158.00	224	224
TOTAL		224	224

THE NAVALYARD NATION

PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114012		Program Title:		Department of Naval Veterans Affairs - Central Administration		Division/Branch:		Human Resources/Executive	
Prepared By: Elifeida Woodman		Phone No.: (928) 871-6566		Email Address:		ewoodman@navajo-rsn.gov			

PART II. FUNDING SOURCES)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY				
				Fund Type Code	NMC Approved Budget	Original Proposed Budget	Add (Column B + A)	
Unmet Needs Budget	10/01/2015-09/30/2016	202,378	100%					
				2001 Personnel Expenses	1	379,571	143,833	523,404
				3000 Travel Expenses	1	0	19,224	19,224
				3500 Meeting Expenses				
				4000 Supplies	1	0	19,988	19,988
				5000 Lease and Rental	1	0	5,607	5,607
				5500 Communications and Utilities	1	0	4,500	4,500
				6000 Repairs and Maintenance	1	0	900	900
				6500 Contractual Services				
				7000 Special Transactions	1	0	8,326	8,326
				8000 Public Assistance				
				9000 Capital Outlay				
				9500 Matching and Indirect Cost				
				TOTAL		379,571	202,378	581,949

PART IV. POSITIONS AND VEHICLES	
(D)	(E)
Total # of Positions Budgeted:	7
Total # of Permanently Assigned Vehicles:	1

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

Edsel Pate, Department Manager II

7-13-15

SUBMITTER: Program Manager's Printed Name and Signature / Date

Lorenzo Curley, Division Director

7-15-15

APPROVED BY: Division Director/Branch Chiefs Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114012

Program Name/Title: Department of Navajo Veterans Affairs - Central Administration

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

Resolution No. GSCMY-04-03 and HSCAP-10-13 1. To identify, assess, and prioritize the special needs of Navajo Veterans, surviving spouses of Navajo Veterans and Gold Star Mothers. 2. To seek and monitor additional funding sources for Veterans in providing services and assistance in areas of health care, employment and educational training, housing assistance program. 3. Monitor Veterans Loan. 4. Support Navajo Nation Chapter Veterans in implementing the Navajo Nation Local Governance Act of 1998. 5. To recommend policies and legislation affecting Navajo Veterans' Services.

PART III. PROGRAM PERFORMANCE CRITERIA:

1. Program Performance Area:

Public Information Officer

Goal Statement:

Devise a plan (1) and conduct nine (9) informative events with Navajo Veterans through the FY 2016.

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1		3		3		3	

2. Program Performance Area:

Community Resource Coordinator

Goal Statement:

Devise a plan (1) and conduct nine (9) resource events through the FY 2016.

1		3		3		3	
---	--	---	--	---	--	---	--

3. Program Performance Area:

Contract Analyst

Goal Statement:

Implement and administer two (2) contracts pertaining to veterans services and benefits.

N/A		1		1		N/A	
-----	--	---	--	---	--	-----	--

4. Program Performance Area:

5.

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

Edsel P. Galt, Department Manager II

Program Manager's Printed Name and Signature/Date

Lorenzo Curley, Division Director

Division Director/Branch Chiefs Printed Name and Signature / Date

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veterans Affairs - Central Administration

Business Unit No.: 114012

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
2001 PERSONNEL EXPENSES	Employment salary and fringe benefits.		143,833
2110	REGULAR Three (3) New Regular Status Positions per Form 6 Seven (7) New Regular Status Positions per Form 6	98,186.00 6,600.36	
2900	FRINGE BENEFITS Permanent \$92,186.00 X 45.60% = Regular Status positions \$6600.36 X 45.60% =	42,036.82 3,009.76	45,047
3000 TRAVEL EXPENSES	Meals and lodging expenses directly related to Public Information and Community Resource Coordinator conducting business. Transportation to and from authorized community events, promotional events and other program related functions.		19,224
3230	PERSONAL TRAVEL 3240 Per Diem Meals \$27.00 x 3meals x 2personnel x 9days + \$1000 3250 Lodging \$92.00 x 2 personnel x 9 nights = 3260 POV Mileage @.23 x 450mi x 12mos =	\$2,458.00 \$3,156.00 \$2,484.00	8,098
3110	FLEET 3111 Month/Perm Mid-size Sports Utility @ \$483 X 12 mos. + 5% sales tax= 3113 Mileage Mid-size Sports Utility @ .25 x 1600 mi. x 12 mos. + 5% sales tax =	\$6,085.80 \$5,040.00	11,126
TOTAL		163,056	163,056

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Department of Navajo Veterans Affairs - Central Administration

Business Unit No.: _____

114012

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
4000 SUPPLIES	Xerox paper, pens, writing tablets, binders, staples, computers, office furniture, postage, media supplies, printing, binding, and photocopying		22,488
4120	OFFICE SUPPLIES	1,493	
4130	General Office Supplies		
4200	NON CAPITAL ASSETS	10,503	
4210	Non Capital Furn & Equip \$1,567 x 3 =	5,001.00	
4230	Non Capital Computer Equip \$1,834 x 3 =	5,502.00	
4410	OPERATING SUPPLIES	10,492	
4420	General Operating Supplies	3,050.00	
4440	Non-Capital Computer Software	700.00	
4450	Postage, Courier, Shipping	800.00	
4520	Bulk Paper	1,000.00	
4530	Printing, Binding and Photocopying	892.00	
4550	Media Supplies	1,000.00	
TOTAL		22,488	22,488

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veterans Affairs - Central Administration

Business Unit No.:

114012

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	5000 LEASE AND RENTAL Storage units through Kachina Rentals and Fort Defiance Storage to secure archived files and misc items owned by the DNVA. Annual rental fees for BIZHUB 363 (Records Management Department).		5,607
5310	BUILDING/SPACE 5330 Storage Space Fort Storage Kachina Rentals	3,591	
5360	EQUIPMENT/SUPPLIES 5370 Equipment Rental BIZHUB 363 Rental \$160.00 x 12 x .05% =	2,016	
	</		

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veterans Affairs - Central Administration

Business Unit No.: 114012

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
5500	COMMUNICATION AND UTILITIES Direct communication and coordination with various governmental entities, departments, Chapter Veterans Organizations, Navajo Veterans and their families. To promote Department of Navajo Veterans Affairs and enhance interaction via the department website www.dnva.navajo-nsn.gov and use of wireless will be required for public information officer to be direct link to the Navajo Veterans community.		4,500
5520	TELEPHONE	2,000	
5530	Basic Services		
5550	Optional Charges		
5560	Hardware/Installation		
5570	INTERNET	1,000	
5600	Internet Services		
5610	WIRELESS	1,500	
5620	Cellular		
TOTAL		4,500	4,500

THE NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Department of Navajo Veterans Affairs - Central Administration	
		Business Unit No.: 114012	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (L OD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	6000 REPAIRS AND MAINTENANCE		900
	Repairs and maintenance on the Central Administration Building. Annual maintenance of the Veterans Memorial Park and repair entry pillars (install rock faceplate).		
6020	SUPPLIES	400	
	6030 Building R&M Supplies		
6110	SUPPLIES	300	
	6120 Furn & Equipment R&M Supplies		
6130	SERVICES	200	
	6140 Furn & Equipment R&M Services		
TOTAL		900	900

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Department of Navajo Veterans Affairs - Central Administration	
		Business Unit No.: 114012	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (L OD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	7000 SPECIAL TRANSACTIONS		8,326
	For the Department of Navajo Veterans Affairs' Public Information Officer and Community Resource Coordinator to facilitate promotional and informative events that is deemed necessary and to provide promotional items and refreshments at designated events, insurance premiums for property contents and general policy payment for personnel.		
7110	PROGRAMS	5,600	
	7130 Promotional Items	1,650.00	
	7150 Charitable Contributions	\$150.00	
	7190 Refreshments	1,700.00	
	7275 Navajo Nation Fair & Rodeo	700.00	
	7280 Fourth of July Fair & Rodeo	700.00	
	7286 Shiprock Fair & Rodeo	700.00	
7410	MEDIA	200	
	7440 Print Advertising	\$200.00	
7510	TRAINING AND PROFESSIONAL DUES	800	
	7520 Training/Registration Fees	\$800.00	
7710	INSURANCE PREMIUMS	1,726	
	7720 Property Contents	\$69.12	
	7740 Auto Liability	\$106.12	
	7750 Physical Damage	\$125.96	
	7765 General Liability	\$273.28	
	7766 Deductibles	\$500.00	
	7767 Workers' Comp Premium	\$651.99	
	TOTAL	8,326	8,326

THE NATION PERSONNEL CHANGES SUMMARY

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veteran Affairs - Central Administration

Business Unit No.: 114012

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)
NEW	2210		002018	Contract Analyst	VACANT	34,029	15,517	49,546
NEW	2110		003830	Community Resource Coordinator	VACANT	24,128	1,102	25,230
NEW	2110		002041	Public Information Officer	VACANT	34,029	15,517	49,546
PRORATE	1101	202128	001231	Department Manager II	298807	1,641	748	2,389
PRORATE	1115	208946	001211	Administrative Services Officer	VACANT	1,010	461	1,471
PRORATE	1120	213434	003431	Loan Officer	254686	927	423	1,349
PRORATE	1121	203363	001961	Sr. Planner	VACANT	1,101	502	1,604
PRORATE	1153	202696	001366	Office Specialist	244255	603	275	878
PRORATE	1167	240422	003432	Collection Officer	19971	715	326	1,041
PRORATE	1168	241981	001524	Accounts Maintenance Spec	318070	603	275	878
PAGE TOTAL:						98,786	35,146	133,932



THE NAVAJO NATION PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114013		Program Title: Department of Navajo Veterans Affairs - Chinle Agency		Division/Branch: Human Resources/Executive	
Prepared By: Earlene Cooke, SOS		Phone No.: (928) 674-2224 / 2225		Email Address: ecookee@navajo-nstn.gov	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY																																																																										
Unmet Needs Budget	10/01/2015-09/30/2016	35,356.00	100%	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Fund Type Code</th> <th style="width:20%;">NMC Approved Original Budget</th> <th style="width:20%;">Proposed Budget</th> <th style="width:30%;">Add (Column B + A)</th> </tr> </thead> <tr> <td>2001 Personnel Expenses</td> <td>1</td> <td>130,679</td> <td>35,130</td> <td>165,809</td> </tr> <tr> <td>3000 Travel Expenses</td> <td>1</td> <td>29,045</td> <td>0</td> <td>29,045</td> </tr> <tr> <td>3500 Meeting Expenses</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4000 Supplies</td> <td>1</td> <td>7,081</td> <td>0</td> <td>7,081</td> </tr> <tr> <td>5000 Lease and Rental</td> <td>1</td> <td>1,920</td> <td>0</td> <td>1,920</td> </tr> <tr> <td>5500 Communications and Utilities</td> <td>1</td> <td>9,800</td> <td>0</td> <td>9,800</td> </tr> <tr> <td>6000 Repairs and Maintenance</td> <td>1</td> <td>1,800</td> <td>0</td> <td>1,800</td> </tr> <tr> <td>6500 Contractual Services</td> <td>1</td> <td>12,000</td> <td>0</td> <td>12,000</td> </tr> <tr> <td>7000 Special Transactions</td> <td>1</td> <td>5,748</td> <td>226</td> <td>5,974</td> </tr> <tr> <td>8000 Public Assistance</td> <td>1</td> <td>2,500</td> <td>0</td> <td>2,500</td> </tr> <tr> <td>9000 Capital Outlay</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9500 Matching Funds</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9500 Indirect Cost</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td>\$ 200,573</td> <td>\$ 35,356</td> <td>235,929</td> </tr> </table>	Fund Type Code	NMC Approved Original Budget	Proposed Budget	Add (Column B + A)	2001 Personnel Expenses	1	130,679	35,130	165,809	3000 Travel Expenses	1	29,045	0	29,045	3500 Meeting Expenses					4000 Supplies	1	7,081	0	7,081	5000 Lease and Rental	1	1,920	0	1,920	5500 Communications and Utilities	1	9,800	0	9,800	6000 Repairs and Maintenance	1	1,800	0	1,800	6500 Contractual Services	1	12,000	0	12,000	7000 Special Transactions	1	5,748	226	5,974	8000 Public Assistance	1	2,500	0	2,500	9000 Capital Outlay					9500 Matching Funds					9500 Indirect Cost					TOTAL		\$ 200,573	\$ 35,356	235,929
Fund Type Code	NMC Approved Original Budget	Proposed Budget	Add (Column B + A)																																																																											
2001 Personnel Expenses	1	130,679	35,130	165,809																																																																										
3000 Travel Expenses	1	29,045	0	29,045																																																																										
3500 Meeting Expenses																																																																														
4000 Supplies	1	7,081	0	7,081																																																																										
5000 Lease and Rental	1	1,920	0	1,920																																																																										
5500 Communications and Utilities	1	9,800	0	9,800																																																																										
6000 Repairs and Maintenance	1	1,800	0	1,800																																																																										
6500 Contractual Services	1	12,000	0	12,000																																																																										
7000 Special Transactions	1	5,748	226	5,974																																																																										
8000 Public Assistance	1	2,500	0	2,500																																																																										
9000 Capital Outlay																																																																														
9500 Matching Funds																																																																														
9500 Indirect Cost																																																																														
TOTAL		\$ 200,573	\$ 35,356	235,929																																																																										

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	3	1
Total # of Permanently Assigned Vehicles:	2	0

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

[Signature] 7-13-15
 Evelyn Ratz, Department Manager II

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

[Signature] 7-15-15
 Lorenz Curley, Division Director

APPROVED BY: Division Director/Branch Chiefs Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114013

Program Name/Title:

Department of Navajo Veterans Affairs - Chinle Agency

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

Resolution No. GSCMY-04-03 and HSCAP-10-13 1. To identify, assess, and prioritize the special needs of Navajo Veterans, surviving spouses of Navajo Veterans and Gold Star Mothers. 2. To seek and monitor additional funding sources for Veterans in providing services and assistance in areas of health care, employment and educational training, housing assistance program. 3. Monitor Veterans Loan. 4. Support Navajo Nation Chapter Veterans in implementing the Navajo Nation Local Governance Act of 1998. 5. To recommend policies and legislation affecting Navajo Veterans' Services.

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:

Establish Veterans' Housing Program Accounts

Goal Statement:

2		3		5		5	
---	--	---	--	---	--	---	--

Submit reports and record keeping management fifteen (15) homes

2. Program Performance Area:

Establish Veterans' Housing Financial Ledgers

Goal Statement:

4		4		4		3	
---	--	---	--	---	--	---	--

Implement expenditure status reports for fifteen (15) homes

3. Program Performance Area:

Establish Veterans' Housing Program fiscal data

Goal Statement:

4		4		4		3	
---	--	---	--	---	--	---	--

Create funding charts and fiscal statistics for fifteen (15) homes

4. Program Performance Area:

Goal Statement:

--	--	--	--	--	--	--	--

Goal Statement:

--	--	--	--	--	--	--	--

5. Program Performance Area:

Goal Statement:

--	--	--	--	--	--	--	--

Goal Statement:

--	--	--	--	--	--	--	--

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

Edsel Beto, Department Manager II

Program Manager's Printed Name and Signature/Date

7-13-15

Corey Curley, Division Director

Division Director/Branch Chief's Printed Name and Signature / Date

Corey Curley 7-15-15

THE NAVAJO NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veterans Affairs - Chinle Agency

Business Unit No.: 114013

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	2001 PERSONNEL EXPENSES		
	Employee salary and Fringe Benefit		
2110	REGULAR		
	2120 Regular Full Time Status One (1) position per Budget Form 6.		
	Accounts Maintenance Specialist		
	\$ 29,078.40	24,128	35,130
2900	FRINGE BENEFITS		
	Regular Full Time Status \$24,128.00 x 45.60% =		
	\$11,002.37	11,002	
TOTAL		35,130	35,130

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veterans Affairs - Chinle Agency

Business Unit No.: 114013

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
7710	<p>7000 SPECIAL TRANSACTIONS</p> <p>Insurance Premiums: Policy Payment-General Liability and Workers' Comp Premium.</p> <p>INSURANCE PREMIUMS</p> <p>7765 Policy Payment (General Liability) \$35,130 / 100 x .19 = \$ 66.75</p> <p>7767 Workers' Comp Premium (less fringe) \$13,259.75 / 100 x .66 = \$ 159.24</p> <p>226</p>	226	226
TOTAL		226	226

THE NAVAJO NATION

SUMMARY OF CHANGES TO BUDGETED POSITIONS

PART I. PROGRAM INFORMATION:

Program Name/Title: Department of Navajo Veterans Affairs

Business Unit No.: 114013

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)
New	2110		001524	Administrative Maintenance Specialist	Vacant	24,128	11,002	35,130
PAGE TOTAL:						24,128	11,002	35,130



THE NAVAJO NATION PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 114016		Program Title: Department of Navajo Veterans Affairs - Shiprock Agency		Division/Branch: Human Resources/Executive	
Prepared By: Lorraine Bigman, SOS		Phone No.: (505) 368-1014		Email Address: lbigman@navajo-nsn.gov	

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) Add (Column B + A)	
Unmet Needs Budget	10/01/2015-09/30/2016	15,906.00	100%					
				2001 Personnel Expenses	1	199,517	0	199,517
				3000 Travel Expenses	1	13,759	0	13,759
				3500 Meeting Expenses				
				4000 Supplies	1	0	7,000	7,000
				5000 Lease and Rental	1	0	2,016	2,016
				5500 Communications and Utilities	1	1,503	1,500	3,003
				6000 Repairs and Maintenance	1	0	1,890	1,890
				6500 Contractual Services				
				7000 Special Transactions	1	2,730	0	2,730
				8000 Public Assistance	1	0	3,500	3,500
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$217,508.00	15,906.00	233,415

PART IV. POSITIONS AND VEHICLES	
	(D) (E)
Total # of Positions Budgeted:	5
Total # of Permanently Assigned Vehicles:	2

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

[Signature]
Lorraine Bigman, Department Manager II

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

[Signature]
Lorenzo Curley, Division Director

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:																																																									
Business Unit No.: 114016	Program Name/Title: Department of Navajo Veterans Affairs - Shiprock Agency																																																								
PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:																																																									
Resolution No. GSCM-04-03 and HSCAP-10-13. 1. To identify, assess, and prioritize the special needs of Navajo Veterans, surviving spouses of Navajo Veterans and Gold Star Mothers. 2. To seek and monitor additional funding sources for Veterans in providing services and assistance in areas of health care, employment and educational training; housing assistance program. 3. Monitor Veterans Loans. 4. Support Navajo Nation Chapters Veterans in implementing the Navajo Nation Local Governance Act of 1998. 5. To recommend policies and legislation affecting Navajo Veterans' Services.																																																									
PART III. PROGRAM PERFORMANCE CRITERIA:																																																									
<p>1. Program Performance Area: Provide financial assistance to eligible applicants with availability of funds</p> <p>Goal Statement: Financially assist Veterans with traditional ceremony and burial assistance.</p> <p>2. Program Performance Area: Establish and coordinate with State/Federal VA Outreach in filing claims</p> <p>Goal Statement: Sixteen (16) VA claims coordinated and referred during Fiscal Year</p> <p>3. Program Performance Area: Provide benefit workshop for Veterans in conjunction with Federal, State, County, and Navajo Nation</p> <p>Goal Statement: Implement one (1) benefit workshop per quarter</p> <p>4. Program Performance Area: Identify fee reimbursement under VAMC Traditional Healing Ceremonies.</p> <p>Goal Statement: Submit two (2) fee reimbursement claims to VAMC per quarter.</p> <p>5. Program Performance Area: Establish and coordinate resource meeting to provide readjustment and counseling.</p> <p>Goal Statement: One (1) resource meeting per quarter for Veterans counseling.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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> <td>Goal</td> <td>Actual</td> <td>Goal</td> <td>Actual</td> <td>Goal</td> <td>Actual</td> <td>Goal</td> <td>Actual</td> </tr> <tr> <td>6</td> <td></td> <td>6</td> <td></td> <td>6</td> <td></td> <td>6</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>2</td> <td></td> <td>2</td> <td></td> <td>2</td> <td></td> </tr> <tr> <td>1</td> <td></td> <td>1</td> <td></td> <td>1</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>2</td> <td></td> <td>2</td> <td></td> <td>2</td> <td></td> </tr> <tr> <td>1</td> <td></td> <td>1</td> <td></td> <td>1</td> <td></td> <td>1</td> <td></td> </tr> </table>	1st QTR		2nd QTR		3rd QTR		4th QTR		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	6		6		6		6		2		2		2		2		1		1		1		1		2		2		2		2		1		1		1		1	
1st QTR		2nd QTR		3rd QTR		4th QTR																																																			
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual																																																		
6		6		6		6																																																			
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1		1		1		1																																																			
2		2		2		2																																																			
1		1		1		1																																																			
<p>PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.</p> <p>Edsel Pete, Department Manager I <u>7-13-15</u></p> <p>Program Manager Printed Name and Signature/Date</p> <p style="text-align: right;">Lorenzo Curley, Division Director Division Director/Branch Chief's Printed Name and Signature / Date</p>																																																									

THE NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Department of Navajo Veterans Affairs - Shiprock Agency _____

Business Unit No.: _____

114016

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
4000	SUPPLIES Copier paper, pens, writing tablets, binders, staples, computers, office furniture, postage, media supplies, printing, binding, and photocopying		7,000
4120	OFFICE SUPPLIES	3,500	
4130	General Office Supplies		
4410	OPERATING SUPPLIES	3,500	
4420	General Operating Supplies	1,500.00	
4440	Non Cap Computer Software	1,000.00	
4450	Postage, Courier, Shipping	300.00	
4520	Bulk Paper	500.00	
4530	Printing/Binding/Photocopying	200.00	
TOTAL		7,000	7,000

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Department of Navajo Veterans Affairs - Shiprock Agency _____

Business Unit No.: _____

114016

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
5360	5000 LEASE AND RENTAL Annual rental fees for BIZHUB 363 (Records Management Department). EQUIPMENT/SUPPLIES 5370 Equipment Rental BIZHUB 364e Rental \$160.00 x 12 x .05% = \$2,016.00	2,016	2,016
TOTAL		2,016	2,016

THE NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Department of Navajo Veterans Affairs - Shiprock Agency _____	
		Business Unit No.: _____	
		114016	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	5500 COMMUNICATIONS & UTILITIES		
	Basic telephone services & line charges. Install telephone hardware, installation & service charges, for DSL. Internet service/co		1,500
5520	TELEPHONE	200	
	5530 Basic Services		1,500
	5560 Hardware / Install		
5570	INTERNET	300	
	5580 DSL		
	5600 Internet Services		
5710	ENERGY	500	
	5720 Electric		
	5730 Natural Gas		
5750	SERVICES	500	
	5760 Water		
TOTAL		1,500	1,500

THE NAVAJO NATION

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Department of Navajo Veterans Affairs - Shiprock Agency	
		Business Unit No.: 114016	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
6130	6000 REPAIRS AND MAINTENANCE Annual maintenance fees for BIZHUB 363 (Records Management Department). SERVICES 6140 Furn & Equipment R&M Services BIZHUB 363 Rental \$150.00 x 12 x .05% = \$1,890.00	1,890	1,890
TOTAL		1,890	1,890

THE NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Department of Navajo Veterans Affairs - Shiprock Agency _____	
		Business Unit No.: 114016	
PART II. DETAILED BUDGET:			
(A)	(B)	(C) (D)	
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
8020	8000 Assistance Burial assistance for families of deceased Navajo Veterans. Assist Veterans with self-help material. Social 8055 - Burial Assistance \$500 per burial assistance X 7 burial services = \$3,500	3,500	3,500
TOTAL		3,500	3,500



PART I. Business Unit No.: 114018		Program Title:		Office of Background Investigations		Division/Branch: Human Resources/Executive			
Prepared By: Perry Yazzie		Phone No.:		Email Address:		pernyazzie@navajic-nsn.gov			
PART II. FUNDING SOURCE(S)		Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY				
General Fund UNMET NEEDS		10/1/15-9/30/16	758,691.48	100%	Fund Type	NAC Approved	Proposed Budget		
*Funding 7 month deficit & added staff.					Code	Original Budget	Difference (Column B - A)		
					2001 Personnel Expenses	1	327,469	335,404	7,935
					3000 Travel Expenses	1	0	38,512	38,512
					3000 Travel Expenses	8	3,576	0	(3,576)
					3500 Meeting Expenses		0	0	0
					4000 Supplies	1	0	137,889	137,889
					4000 Supplies	8	4,598	0	(4,598)
					5000 Lease and Rental	1	14,900	14,906	6
					5000 Lease and Rental	8	0	0	0
					5500 Communications and Utilities	1	181	7,028	6,847
					5500 Communications and Utilities	8	3,915	0	(3,915)
					6000 Repairs and Maintenance	1	0	2,379	2,379
					6000 Repairs and Maintenance	8	1,285	0	(1,285)
					6500 Contractual Services	1	0	0	0
					7000 Special Transactions	1	3,226	33,297	30,071
					7000 Special Transactions	8	2,126	0	(2,126)
					8000 Public Assistance		0	0	0
					9000 Capital Outlay		0	189,267	189,267
					9500 Matching Funds		0	0	0
					9500 Indirect Cost		0	0	0
TOTAL:			\$758,691.48	100%	TOTAL		361,275	758,691	397,417

PART IV. POSITIONS AND VEHICLES	
Total # of Positions Budgeted:	(D) 6 (E) 12
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: Program Manager's Printed Name and Signature / Date
Perry Yazzie 7/9/15
 Submitted By: Program Manager's Printed Name and Signature / Date

Approved By: Division Director/Branch Chief's Printed Name and Signature / Date
Kenneth Curley 7/13/15
 Approved By: Division Director/Branch Chief's Printed Name and Signature / Date

THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:

Business Unit No.: 114018

Program Name/Title:

Office of Background Investigations

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

The Office of Background Investigations (OBI) is established by Plan of Operations Resolution GSCF-04-10. OBI is established to conduct background investigations for all Navajo Nation employees, volunteers and applicants who occupy a sensitive position to determine suitability of individuals.

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 enhance public and employee background investigation and adjudicator services.

Goal Statement:

Average number of fingerprinting, background checks and adjudication served per quarter.

70		100		150		80	
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2. Program Performance Area:

Provide education, trainings, orientation and awareness of program services offered.

Goal Statement:

Average number of awareness, trainings, orientations, surveys, etc. provided per quarter.

40		60		80		60	
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3. Program Performance Area:

Innovative technological development, service enhancement, connectivity and implementation.

Goal Statement:

Average number of connectivity, development, implementation, enhancement, etc. per quarter.

2		2		2		2	
---	--	---	--	---	--	---	--

4. Program Performance Area:

Improve end-user customer satisfaction by improved services through increased staff capacity.

Goal Statement:

Average number of service improvements, staff trainings, and feedback activities per quarter.

2		2		4		4	
---	--	---	--	---	--	---	--

5. Program Performance Area:

Increase capacity to staffing, customer service, efficient and effective operations.

Goal Statement:

Secure office space building for additional room, safety, public access and increase services.

		2				2	
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.
 Perry Yeazie
 Program Manager's Printed Name and Signature/Date

7/9/15

 Lorenzo Currey, Division Director/DHR
 Division Director/Branch Chiefs' Printed Name and Signature / Date

7/13/15

FY 2015

THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNITS

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WRKSITE CODE	FY 2014 ACTUAL		FY 2015 PROPOSED	
						G/S	SALARY	HOURS	BUDGET

THE NAVAJO NATION
DETAILED LINE ITEM AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title:		Office of Background Investigations	
Business Unit No.:		114018	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
2001 PERSONNEL EXPENSES			335,404
2110	REGULAR		
2120	Six (06) Regular Full-Time positions		
	Principal HR Background Technician AB62A: 16.36 x 2080	= \$	34,028.80
	HR Background Technician AB60A: 13.75 x 2080	= \$	28,600.00
	Principal HR Adjudicator AB68A: \$27.27 x 2080	= \$	56,721.60
	HR Adjudicator AB66A: 22.96 x 2080	= \$	47,756.80
	Principal Information System Tech. AC62A: 18.81 x 2080	= \$	39,124.80
	Office Specialist AB58A: 11.60 x 2080	= \$	24,128.00
	Total \$		230,360.00
2900	FRINGE BENEFITS		
2900	Regular Status: \$230,360 x 45.60%	= \$	105,044.16
	Total \$		105,044.16
3000 TRAVEL EXPENSES			
	Mileage and vehicle rental to travel for certified training, Meal, lodging, fleet directly related for training purposes and field visits. Air flights expenses directly related to training purposes. Budgeted amount needed for <u>seven (7) months</u> funding deficit from the annual operating budget, and for current and additional staff in FY 2016.		38,512
3110	FLEET		
3111	Monthly/Perm	5% Sales Tax	
	.35/mile x 972 miles=\$340.20 X 12 mo.=4,082.40	\$	204.12
3112	Daily/Temp		
	\$34.00 x 19 days=\$646 X 12 mo.=7,752.	\$	387.60
	Total:	\$	12,426.12
3230	PERSONAL TRAVEL		
3240	Per Diem Meals		
	(\$71.00/day x 12 days=\$852.00 x 6 employees=\$5,112.00)+(\$46.00x 6 employees=\$276)=	\$	5,388.00
3250	Lodging		
	\$184 x 12 days=\$2,208.00 x 6 employees=	\$	13,248.00
3260	POV Mileage		
	.575/mile x 6,000 miles	\$	3,450.00
	Total:	\$	22,086.00
3310	AIR		
3320	Commercial	\$	4,000.00
	Total:	\$	4,000.00
TOTAL			373,916
			373,916

THE NAHO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Office of Background Investigations

Business Unit No.: 114018

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
4000 SUPPLIES	Stationary, envelopes, binders, folders, labels, pens and staples/staples. Non-Capital equipment that have a value of less than \$5,000, laptops, monitors, printers, computers, office furniture. Computer software and licenses for the computers, laptops and FBI Channeler. Postage for outgoing business mail. The supplies expense includes budgeted amount needed for <u>seven (7) months</u> funding deficit from the annual operating budget and added funds for current and added funds for additional staff in FY 2016.		137,899
4120	OFFICE SUPPLIES	10,000	
4130 General Office Supplies	\$ 10,000.00		
4200	NON CAPITAL ASSETS	34,520	
4210 Non Cap Furniture & Equipment	\$ 26,400.00		
6 New desk set	\$ 8,120.00		
2 Fireproof File Cabinets	Total \$34,520.00		
4230 Non Cap Computer Equipment	\$ 560.00	24,893	
2 LED Monitors	\$ 15,138.00		
6 Personal Computers	\$ 3,129.00		
2 Laptop	1,000.00		
1 FBI Printer Lexmark	\$ 66.00		
2 Laptop Internal DVD Writer	Total \$ 24,893.00		
FBI Channeler Equipment			
4410	OPERATING SUPPLIES	68,486	
4420 General Operating Supplies	\$ 13,710.00		
4440 Non-Cap Computer Software	\$ 40,000.00		
Sharepoint license @\$5,000x8	\$ 6,000.00		
FBI connectivity	\$ 3,000.00		
Filemaker Server Software Licenses (for new hire)	\$ 2,686.00		
Operating System Software	Total \$ 53,686.00		
60" Flat Screen, HTV	\$ 2,000.00		
4450 Postage, Courier, Shipping 90.00 x 12/mo.	\$ 1,080.00	TOTAL 137,899	137,899

THE NAVAJO NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Office of Background Investigations

Business Unit No.: _____

114018

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	5000 LEASE & RENTAL		14,906
	Lease and rental budgeted amount needed for <u>six (6) months</u> funding deficit from the annual operating budget including office space lease 3% increase and added funds for current and added funds for additional staff in FY 2016.		
5110	BUILDING 5120 Office Space 7,218.25 x 2 quarters=	14,870	
5360	EQUIPMENT/SUPPLIES 5370 Equipment Rental 6.00 x 6 months=	36	
	\$ 36.00		
TOTAL		14,906	14,906

THE NAVALYARD NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Office of Background Investigations

Business Unit No.: _____

114018

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	5500 COMMUNICATIONS AND UTILITIES		7,028
	Communication and utilities budgeted amount needed for <u>seven (7) month's</u> funding deficit from the annual operating budget for basic telephone, internet services and energy and water/sewage services related to leased office space, hardware installation of telephone and internet lines for current and added funds for additional staff in FY 2016.		
5520	TELEPHONE	3,350	
	5530 Basic Services	2,037.00	
	5540 Long Distance		
	5550 Optional Charges	\$ 113.40	
	5560 Hardware Install	\$ 1,200.00	
	Total: \$ 3,350.40		
5570	INTERNET	113	
	5580 DSL	\$ 112.70	
	5590 T-1		
	5600 Internet Services		
5710	ENERGY	3,390	
	5720 Electric	\$ 1,890.00	
	5740 Propane	\$ 1,500.00	
5750	SERVICES	175	
	5760 Water		
	5770 Sewage		
TOTAL		7,028	7,028

THE NAVAJO NATION

DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Office of Background Investigations	
		Business Unit No.: 114018	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	6000 REPAIRS AND MAINTENANCE		2,379
	Repair and maintenance budgeted amount needed for <u>seven (7) months</u> funding deficit from the annual operating budget for furniture, equipment and computer upgrade hardware for current and added funds for additional staff in FY 2016. Parking lot, sidewalk maintenance and sanitation for office leased space and annual fee for office security system.		
6040	SERVICES	930	
	6050 Building R&M Services		
	50.00 x 7 = \$350.00 (Maintenance parking lot & sidewalk)	\$ 350.00	
	\$145.00 x 4 qtrs. = \$580.00 (Security System)	\$ 580.00	
	Total: \$	930.00	
6130	SERVICES	665	
	6140 Furn/Equip R&M Services		
		\$ 665.00	
6200	EXTERNAL CONTRACTORS	784	
	6250 Waste Disposal		
		\$ 784.00	
TOTAL		2,379	2,379

THE NATIONAL DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Office of Background Investigations

Business Unit No.: _____

114018

PART II. DETAILED BUDGET:

(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	7000 SPECIAL TRANSACTIONS Budgeted amount needed for funding deficit from the annual operating budget, and for current and additional staff in FY 2016 for certification employee training and registration fees. Required Insurance premium, policy payment, property tax for leased office space.		33,297
7110	PROGRAMS 7240 Property Tax	497	
	\$ 497.00		
7510	TRAINING AND PROFESSIONAL DUES 7520 Training / Registration Fees: 9 Employees x 300 ea. 8 Employees x 800 ea. 7 Employees x 2,400 ea. 5 Employees x 800 ea. 2 Employee x 200 ea. 2 Employee x 175 ea. Total \$	30,650	
	\$ 2,700.00 (Certification training-Fingerprint training) \$ 6,400.00 (Certification training-40 hrs. Forensic Background Check Investigations Course w/George Walker) \$ 16,800.00 (Certification training-USOPM Training for Adjudication) \$ 4,000.00 (Basic Investigation and Adjudication training) \$ 400.00 (Basic Accounting training) \$ 350.00 (Intro. Excel training) 30,650.00		
7710	INSURANCE PREMIUMS 7765 Policy Payment (General Liability) \$331,119 / 100 x .19 = 7767 Workers Comp (less fringe) \$230,360 / 100 x .66 =	2,150	
	\$ 629.13 \$ 1,520.38		
	9000 CAPITAL OUTLAY Capital purchase of building and equipment over \$5,000. Purchase and modular unit and printing equipment required for current and additional staff office space and related costs.		189,267
9050	Building 9052 Buildings	180,000	
	Modular Unit (Delivery, set-up, connection, etc.)		
	\$ 180,000.00		
9140	Equipment 9142 Equipment	9,267	
	Purchase copier machine (replacement)		
	\$ 9,267.00		
TOTAL		222,564	222,564

THE NAVAJO NATION

SUMMARY OF CHANGES TO BUDGETED POSITIONS

PART I. PROGRAM INFORMATION:	
Program Name/Title:	Office of Background Investigations
Business Unit No.:	114018

PART II. PERSONNEL/POSITION CHANGES:[illegible]