

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

23RD NAVAJO NATION COUNCIL - Second Year, 2016

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING
BUDGET MODIFICATION IN THE AMOUNT OF \$100,000 FOR EMPLOYEE HOUSING
PROGRAM, PROPRIETARY FUND, BUSINESS UNIT NO. 912001

BE IT ENACTED:

Section One. Authority

- A. The Health, Education and Human Services (HEHS) Committee is the oversight committee of the Division of General Services. 2 N.N.C. § 401(C)(1).
- B. The Health, Education and Human Services Committee purposes are to promulgate regulations, promote accountability to policies, and provide legislative oversight on matters involving general government services.
2 N.N.C. § 400 (C)(1).
- C. References in the Navajo Nation Code and other official documents to the Government Services and Intergovernmental Relations Committee shall mean the Naabik'iyati Committee *unless the amendments enacted herein or the context of previous law indicates otherwise.* Emphasis added. CO-45-12, Section 5. The Employee Housing Program is within the Division of General Services, previously under the oversight of the Government Services Committee, is now under the oversight of the Health, Education and Human Services Committee.

Section Two. Findings

- A. The purpose of the Employee Housing Program is to: (1) provide housing for Navajo Nation employees under a fiscally self-sufficient operation; (2) control activities related to administering the Navajo Employee Housing Program; (3) insure a comprehensive quality maintenance program for all Employee Housing units; (4) provide additional rental housing units as fund become available; and (5) establish annual housing rental rates consistent with costs related to adequate maintenance. See Employee Housing Program Plan of Operation, Approved September 1995, GSCS-70-95, Attached as Exhibit A.
- B. There is established the Employee Housing Program Revolving Account the purpose of which is to provide a source of funds to finance the annual recurring maintenance needs of the housing units so that the

housing units are maintained at an adequate living standard and the Revolving Account shall be used for the operation, maintenance, upgrade, equipment, materials repairs, contracts for pest control services, refuse disposal, and roof renovation of the existing housing units and shall also be used to seek additional housing when funds are available. See Employee Housing Program Revolving Account Fund Management Plan, Approved December 1995, BEF-139-95, Attach as Exhibit B.

- C. The Employee Housing Program, Division of General Services, is requesting a budget modification of \$100,000 from the Program's Proprietary Enterprise Fund for general housing services. See Budget forms attached as Exhibit C.
- D. The Office of the Controller has verified sufficient funds are available within the Employee Housing Program's Proprietary Enterprise Fund. See Office of the Controller Memorandum, Dated October 2015. Attach as Exhibit D.
- E. It is in the best interest of the Navajo Nation to approve this budget modification in the amount of \$100,000 for the Employee Housing Program.

Section Three. Amendments

The Navajo Nation Health, Education and Human Services Committee hereby approves the budget modification in the amount of \$100,000 for the Navajo Nation Employee Housing Program from its Proprietary Enterprise Fund, to Business Unit 912001, as set forth in the budget documents hereto attached as Exhibit C.

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 (Arizona), at which a quorum was present and that the same was passed by a vote of 5 in favor and 0 opposed and 0 abstained, this 9th day of May 2016.



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

Main Motion

Motioned: Honorable Nathaniel Brown
 Seconded: Honorable Amber Kanazbah Crotty
 Vice-Chairperson not voting

GSCS-70-95

RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

Adopting the Plan of Operation For the Employee
Housing Program Under Division Of General Services

WHEREAS:

1. Pursuant to 2 N.T.C. §341(a), the Government Services Committee is established and continued as a standing committee of the Navajo Nation Council; and

2. Pursuant to 2 N.T.C. §343(b)(2), the Government Services Committee of the Navajo Nation Council is empowered to create any division or department of the Executive Branch of the Navajo Nation government by adoption of its Plan of Operation and may amend or rescind that Plan of Operation; and

3. In 1978, the Department of General Services was a branch of the former Division of Administration and Finance; and

4. Pursuant to numerous budget directives and Advisory Committee resolutions, the Division of Administration and Finance's duties were reorganized and the Division of General Services and Division of Finance were established; and

5. The Employee Housing Program was established as a program within the Division of General Services; and

6. It is in the best interest of the Navajo Nation that the Employee Housing Program's Plan of Operation be adopted.

NOW THEREFORE BE IT RESOLVED THAT:

The Government Services Committee of the Navajo Nation Council hereby adopts the Plan of Operation for the Employee Housing Program as provided in Exhibit "A", attached hereto and incorporated herein by this reference.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 6 in favor, 0 opposed and 0 abstained, this 18th day of September 1995.



Ervin M. Keeswood, Sr., Vice Chairperson
Government Services Committee

Motion: Lenora Fulton
Second: Bennie Chapo

**EMPLOYEE HOUSING PROGRAM
PLAN OF OPERATION**

I. ESTABLISHMENT

There is hereby established the Employee Housing Program within the Division of General Services of the Navajo Nation Government Executive Branch..

II. PURPOSE

The purpose of the Employee Housing Program is to: (1) provide housing for Navajo Nation employees under a fiscally self-sufficient operation; (2) control activities related to administering the Navajo Employee Housing Program; (3) insure a comprehensive quality maintenance program for all Employee Housing units; (4) provide additional rental housing units as funds become available; and (5) establish annual housing rental rates consistent with costs related to adequate maintenance.

III. STAFFING AND ORGANIZATION

A. STAFFING

1. There is established the position of Director of Employee Housing Program. The Director of Employee Housing Program shall be under the direct supervision of the Executive Director of General Services. The Department Director shall be authorized to recommend additional technical and clerical positions as needed to carry out the Employee Housing Program organizational purposes as stated herein.
2. Additional positions shall be acquired in accordance with applicable Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.

All personnel will be employed and compensated pursuant to Personnel Policies and Procedures of the Navajo Nation and shall in no way influence or pressure staff members on any political matters.

B. ORGANIZATION

- 1. The Organizational Chart of the Employee Housing Program is displayed as exhibit "A".**
- 2. There is hereby established a Navajo Nation Housing Committee that provides assistance in the planning and implementation of housing rules and administration of the Employee Housing Program.**

IV. RESPONSIBILITY AND AUTHORITY

The Department Director and staff of Employee Housing Program is hereby authorized and responsible to:

- 1. Institute and maintain principles of sound management.**
- 2. Perform periodic inspections of housing units to ensure no abuse or damages by tenants has occurred.**
- 3. Collect rental fees, receipts, damage deposits and other funds and to ensure such revenue is deposited into the Navajo Nation Housing Revolving Fund Account.**
- 4. Promptly inform tenants of changes in occupancy status, rental rates, housing rules and regulations and other actions affecting tenants.**
- 5. Assess costs to cover repair expenses for damages and/or misuse of property by tenants.**
- 6. Work directly with Navajo Nation Housing Committee in maintaining the policies established by the Committee. The Committee has established rules and regulations for all tenants and the Program shall enforce these rules and regulations.**
- 7. Work directly with Navajo Nation Housing Committee to determine the required rental rates to maintain the housing units.**
- 8. Coordinate Navajo Nation Housing Committee meetings which shall be held monthly.**

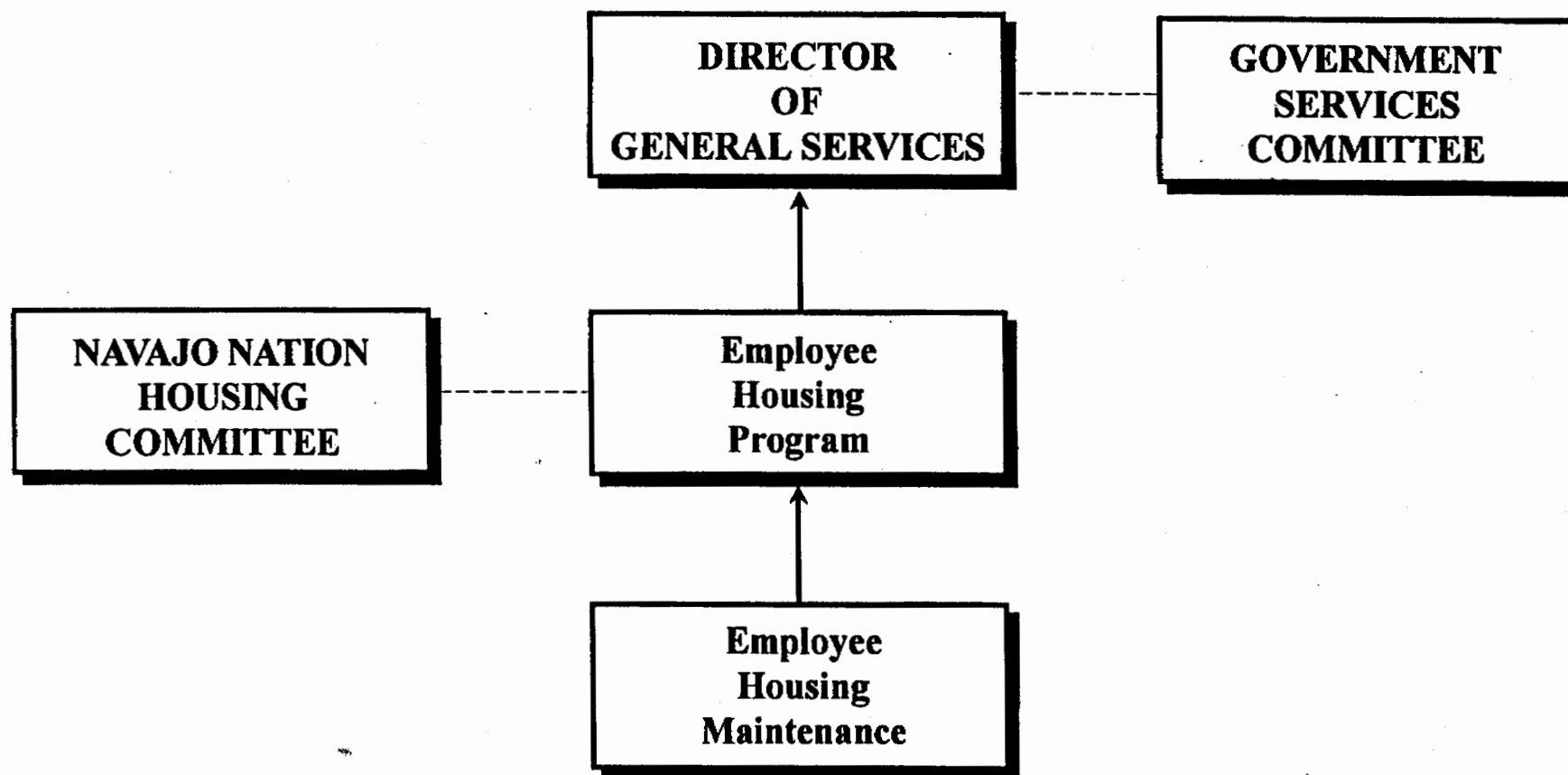
V. LEGISLATIVE OVERSIGHT

The Government Services Committee of the Navajo Nation Council shall provide legislative oversight.

VI. AMENDMENTS

This Plan of Operation may be amended by the Government Services Committee of the Navajo Nation Council as deemed appropriate.

NAVAJO NATION





**RESOLUTION OF THE
BUDGET AND FINANCE COMMITTEE
OF THE NAVAJO NATION COUNCIL**

**Approving the Fund Management Plan for the
Employee Housing Program Revolving Account 3-86415**

WHEREAS:

1. Pursuant to 2 N.T.C. §371 (1), the Budget and Finance Committee of the Navajo Nation Council is hereby established and continued as a standing committee of the Navajo Nation Council; and

2. Pursuant to 2 N.T.C. §374 (b)(2), the Budget and Finance Committee of the Navajo Nation Council is to review the use of all Navajo Nation funds; and

3. Pursuant to Resolution CAP-16-95, Exhibit "G", Conditions and Appropriation of Expenditure No. B, 4: "All revolving accounts for approved Navajo Nation Branches, Departments and Programs shall operate pursuant to fund management plans recommended by the appropriate oversight Committee and approved by the Budget and Finance Committee of the Navajo Nation Council; and

4. Pursuant to Resolution GSCS-70-95, the Employee Housing Program's Plan of Operation was approved; and

5. The Employee Housing Program established its revolving account to ensure the Program's financial self-sufficiency. All rental payments and any forfeited security deposits will be deposited into the revolving account which will pay for all renovations, maintenance repairs and possible acquisition of additional housing units; and

6. Pursuant to 12 N.T.C. §801 (3), all security deposits and rental revenues will be credited to expenditures with the year-end balance carrying over to the following year without further action; and

7. Pursuant to instructions published by the Division of Finance on August 16, 1994, the Employee Housing Program, has developed the Fund Management Plan, included as Exhibit "A", and the required budget, included as Exhibit "B", for this revolving account; and

8. The Government Services Committee of the Navajo Nation Council Resolution GSCO-87-95, recommended approval to the Budget and Finance Committee of the Navajo Nation Council, of the Fund Management Plan for the Employee Housing Program Revolving Account 3-86415.

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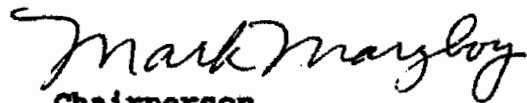
NOW THEREFORE BE IT RESOLVED THAT:

1. The Budget and Finance Committee of the Navajo Nation Council hereby approves the Fund Management Plan for the Employee Housing Program Revolving Account 3-86415, as set forth in Exhibit "A".

2. The Budget and Finance Committee of the Navajo Nation Council hereby approves the implementation of the new rate of the housing units to be effective April 01, 1996.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 5 in favor, 0 opposed and 0 abstained this 5th day of December, 1995.



Chairperson
Budget and Finance Committee

Motion: John Perry, Jr.
Second: Victor Joe, Jr.

**EMPLOYEE HOUSING PROGRAM
REVOLVING ACCOUNT FUND MANAGEMENT PLAN**

I. ESTABLISHMENT:

There is hereby established the Employee Housing Program Revolving Account, #3-86415, for use by the Employee Housing Program within the Division of General Services and the Government Services Committee of the Navajo Nation Council shall provide legislative oversight.

II. PURPOSE (and OBJECTIVES)

The purpose of the Navajo Nation Employee Housing Program Revolving Account is to provide a source of funds to finance the annual recurring maintenance needs of the housing units so that the housing units are maintained at an adequate living standard.

The revolving account shall be used for the operation, maintenance, upgrade, equipment, materials, repairs, contracts for pest control services, refuse disposal, and roof renovation of the existing housing units and shall also be used to seek additional housing when funds are available.

III. ADMINISTRATION:

A. FUNDING SOURCE:

The revenue to be generated for this account shall be through the collection of rental fees of the housing units, security/damage deposits, and charges for excessive damage.

B. RATE-SETTING MECHANISM

The annual rental rate per housing unit is calculated under the general theory that all annual operating expenses for maintenance services plus a small reserve for contingencies will be reimbursed via charging a prorated rental rate based upon total square footage of housing units.

- a. The Employee Housing Revolving Account is not intended to be a profit making program. The objective is to equate revenues with expenditures with a small reserve for contingencies.

COPY

Therefore, the rental rate per pay period per housing unit will be calculated as follows:

Estimated Annual Operating Expenses + Total Square Footage of all Units x (Square Footage of each unit) + 26 Pay Periods = Rental Rate per Pay Period for the unit.

- b. **Security Deposit/Damage deposit shall be equal to one month's rent. The entire deposit will be refunded if the housing unit is clean and there is no damage when vacated. The cost of damage or cleaning that exceeds the deposit shall be collected from the tenant.**

C. EXPENDITURE OF FUNDS

The collected rental fees will be utilized for operation, renovation, maintenance repairs, and any required outside contract services of employee housing units. The Employee Housing Program shall maintain full responsibility for record keeping to ensure maintenance and financial accountability with respect to expenditures within the guidelines and policies set forth for revolving accounts.

The Employee Housing Program will prepare and submit an operating budget and process any expenditures through the Navajo Nation's budgeting procedures to document the use of the funds for proper fiscal management.

All fiscal transactions will be administered by the Financial Services Department of Division of Finance.

The balance in the amount shall carry over into the following year without further action, pursuant to 12 N.T.C. §801(3), since the Employee Housing Program must continue its operations.

D. PERIODIC REVIEW

All fees, charges and revenue projections shall be reviewed the last quarter of the Navajo Nation budget year. The review will include the participation of the Navajo Nation Housing Committee and the Controller to review the fees, charges and projected revenue.

Handwritten signature/initials

IV. AMENDMENTS

Section I through VI may be amended from time to time by the Budget and Finance Committee of the Navajo Nation Council upon the recommendation of the Government Services Committee of the Navajo Nation Council as deemed appropriate.

FY 2016

THE NAVAJO NATION PROGRAM BUDGET SUMMARY

EXHIBIT

C

Page 1 of 5

PART I. Business Unit No.: 912001 Program Title: Employee Housing Program Division/Branch: General Services/Executive

Prepared By: L. Mescal/O. Jim Phone No.: x7684 Email Address: employeehousing@frontiernet.net

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 Modification	(C) Revised Budget
Proprietary Enterprise Fund	10/1/15-9/30/16	100,000	100%	2001 Personnel Expenses	9	485,589	10,536	496,125
				3000 Travel Expenses	9	42,589	6,000	48,589
				3500 Meeting Expenses				0
				4000 Supplies	9	80,300	15,000	95,300
				5000 Lease and Rental	9	1,200	0	1,200
				5500 Communications and Utilities	9	48,450	4,750	53,200
				6000 Repairs and Maintenance	9	158,304	62,180	220,484
				6500 Contractual Services	9	3,000	1,500	4,500
				7000 Special Transactions	9	30,568	35	30,603
				8000 Public Assistance				0
				9000 Capital Outlay				0
				9500 Matching Funds				0
				9500 Indirect Cost				0
				TOTAL		\$850,000	100,000	\$950,000
				PART IV. POSITIONS AND VEHICLES				
				Total # of Positions Budgeted:	(D)	10	(E)	
				Total # of Permanently Assigned Vehicles:		5		
TOTAL:		100,000	100%					

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

Lindsey Mescal, Program Supervisor

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

Virgil Brown, Jr., 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.: 912001Program Name/Title: Employee Housing Program**PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:**

Resolution Number: GSCS-70-95. The purpose of the Employee Housing Program is to: (1) provide housing for Navajo Nation employees under a fiscally self-sufficient operation; (2) control activities related to administering the Navajo Employee Housing Program; (3) insure a comprehensive quality maintenance program for all employee housing units; (4) provide additional rental housing units as funds become available; and (5) establish annual housing rental rates consistent with costs related to adequate maintenance.

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:									
Housing Renovation - Interior									
Goal Statement:									
Renovation of unit includes upgrades to plumbing, electrical, storm windows, interior.		5		5		5		5	
2. Program Performance Area:									
Housing Renovation - Appliance Upgrade/Renovation Replacement									
Goal Statement:									
Replace of refrigerator, stove, exhaust fan, water heater, and/or furnace		6		6		6		6	
3. Program Performance Area:									
Housing Tenant Interaction									
Goal Statement:									
Conduct a housing inspection on 37/38 units per quarter, totaling 150 units.		1		1		1		1	
4. Program Performance Area:									
Workforce Development									
Goal Statement:									
Safety Training, Housing Related Conferences/Workshops, Maintenance related Training		2		2		2		2	
5. Program Performance Area:									
Program Revenue									
Goal Statement:									
Generate \$950,000		234,000		241,000		234,000		241,000	

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

Lindsey Mescal, Program Supervisor
 Program Manager's Printed Name and Signature/Date

Lindsey Mescal 3-28-16

Virgil Brown, Jr., Division Director
 Division Director/Branch Chief's Printed Name and Signature / Date

Virgil Brown, Jr. 3-28-16

THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:Program Name/Title: Employee Housing ProgramBusiness Unit No.: 912001**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
1850 OTHER REVENUE			(950,000)
1920	Rentals - NN Housing	(950,000)	
	1921 - Revenue		
	Rental (includes 5% NN Tax)		
	16 units at 476/month x 12 months = 91,392		
	2 units at 525/month x 12 months = 12,600		
	11 units at 501/month x 12 months = 66,132		
	47 units at 526/month x 12 months = 296,664		
	3 units at 577/month x 12 months = 20,772		
	49 units at 549/month x 12 months = 322,812		
	18 units at 573/month x 12 months = 123,768		
	1 unit (P) at 819/month x 12 months = 9,828		
	1 unit (VP) at 700/month x 12 months = 8,400		
	1 unit (S) at 730/month x 12 months = 8,760		
	1 unit (CJ) at 730/month x 12 months = 8,760		
	1 unit (MNN) at 501/month x 12 months = 6,012		
	151 Units Total (RP146) 975,900		
	Less Vacancy Factor <u>-25,900</u>		
	<u>Total Rentals Revenue 950,000</u>		
		TOTAL	(950,000)
			(950,000)

PART I. PROGRAM INFORMATION:

Program Name/Title: Employee Housing Program

Business Unit No.: 912001

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		10,536
2310	<u>Temporary/Full Time</u> 2320: Temporary/Full Time: $\$8.95 \times 1,080 \text{ hours (13 PPEs)} = \$9,666.00$	9,666	
2900	<u>Fringe Benefits</u> $9,666.00 \times 9.00\% \text{ (Temporary Full Time)} = 869.94$ $869.94 \text{ (rounded down)}$	870	
	3000 TRAVEL EXPENSES		6,000
3230	Used by Employee Housing personnel during training, recertification, etc, and program related functions. Meals and lodging expenses directly related to program related business. <u>Personal Travel</u> 3240: Per Diem Meals 2,000 3250: Lodging 4,000	6,000	
	4000 SUPPLIES		15,000
4120	Replacement of appliances and small equipment and upgrade to technology and meeting equipment, etc. <u>Office Supplies</u> Xerox paper, pens, tablets, etc. 4130: General Office Supplies 1,000	1,000	
4410	<u>Operating Supplies</u> Supplies for operations of program. Uniforms for ID purposes, custodial supplies for renovation and program building use, and copier usage supplies and charges. 4420: General Operating Supplies 12,500 4470: Uniforms 1,500	14,000	
	TOTAL	31,536	31,536

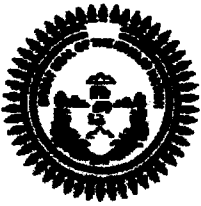
THE NAVAJO NATION
DETAILED LINE ITEM BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:

Program Name/Title: Employee Housing Program Business Unit No.: 912001

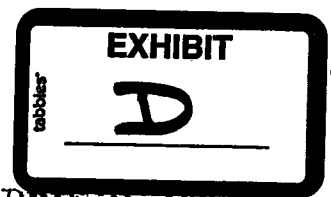
PART II. DETAILED BUDGET:

(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		4,750
	Utility payment for Window Rock Efficiency Apartments. (master metered)		
5710	<u>Energy</u>	4,750	
	5720: Electric 1,750		
	5730: Natural Gas 3,000		
	6000 REPAIRS & MAINTENANCE		62,180
	Costs for repairs, maintenance, renovation of tribal housing facilities. Materials and supplies for plumbing, carpentry, cabinetry, painting, plumbing, roof renovation, patio, and driveway renovation.		
6020	<u>R & M - Supplies</u>	62,180	
	6030: Building Repairs & Maintenance 62,180		
	6500 CONTRACTUAL SERVICES		1,500
	Professional services for maintenance uniforms		
6910	<u>Other Contractual Services</u>	1,500	
	6920: Dry Cleaning 1,500		
	7000 SPECIAL TRANSACTIONS		35
	Motivational gifts & rewards, program events for employees. Update on National Codes, safety training. Training supplies of books, charts, handouts, etc. Insurance Premiums' for personnel		
7710	<u>Insurance Premiums</u>	35	
	7765: Insurance Premiums (General Liability) 29 (rounded down)		
	\$15,000 / 100 x 0.19 = 28.50		
	7767: Workers' Compensation (less fringe) 7 (rounded down)		
	\$1,000 / 100 x 0.66 = 6.60		
TOTAL		68,465	68,465



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT



MEMORANDUM

TO: Dominic Beyer, Director
Office of Management and Budget

DATE: October 15, 2015

FROM: Robert Willie
Robert Willie, Acting Controller
OFFICE OF THE CONTROLLER

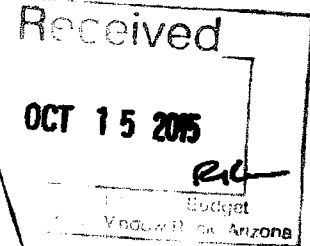
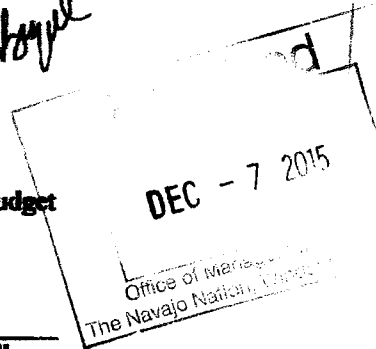
SUBJECT: Fiscal Year 2016 Revised: Recommended for Budget Levels

Attached is the revised Fiscal Year 2016 Revenue Budget Recommendation for Proprietary Funds. Business Units 912001, Employee Housing Program, has been revised and the new total for FY 2016 is \$950,000. Business unit 915008, Fish & Wildlife, has a new total of \$825,000. Livestock Custody Fund, 915009, has been revised to \$110,000. Navajo Nation Museum, 115017, has a new total of \$224,000. Finally, Hazardous Substance fund, 511007, has been revised for a new total of \$2,647,849.

There is a new fund, 106001, Office of the Navajo Tax Commission that has a budget of \$40,700.

Should there be any questions, call me at tribal extension 6125.

Shogul - 10/16/15



Employee Housing Program
OCT 29 2015



The Navajo Nation
Office of the Controller

REVISED: REVENUE BUDGET RECOMMENDATION FOR FISCAL YEAR 2016

Account Number	Program/Title		FY2016 RECOMM. LIMITS
901001	New Nation Code Enterprise Fnd	EF	10,000
907001	Home Loan Program	EF	500,000
907002	Personal Loan Program	EF	440,000
910005	Karigan Professional Office	EF	290,000
913991	Employee Housing Program	EF	968,988 ✓
914001	Veterans Loan Program	EF	12,000
915001	Park and Recreation	EF	5,000,000
915002	Archaeology	EF	-
915003	Tribal Ranch Program	EF	600,000
915008	Fish & Wildlife Enterprise	EF	825,000
915009	Livestock Custody Fund	EF	110,000
915010	Treaty Days Celebration	EF	100,000
915011	Annual Navajo Nation Fair Fund	EF	650,000
807001	Office Supply Center	ISF	200,000
812002	Air Transportation	ISF	825,000
812003	Fleet Management	ISF	18,500,000
812004	Duplicating Services	ISF	700,000
812009	Property & Casualty/RM ...	ISF	9,134,615
812016	Employee Benefit Program	ISF	670,000
812017	Group Health Self-Insurance	ISF	18,000,000
812018	Navajo Transit System	ISF	-
109001	Off of the Navajo Tax Commission	GF	40,799
109021	Tuba City Laundry Project	GF	45,000
112002	Transit-Charter Program	GF	-
114003	Broadcast Services	GF	20,000
114018	Office of Background Investigation	GF	15,500
115014	Fair Office	GF	-
115017	HPD-NN Museum	GF	224,000
115019	Veterinary Clinic	GF	270,000
117010	Day Care-Chinle	GF	55,000
117011	Day Care-Ft. Defiance	GF	70,000
117012	Day Care-Shiprock	GF	15,000
120001	Nav Nation Gaming Regulatory	GF	200,000
121002	Nav Dept. Of Highway Safety	GF	45,000
N01307	NN Fire and Rescue-Twin Arrows	GF	75,500
503043	Nav-Hopi Land Commission	SRF	12,225
507010	DPS-Special Revenue Gaming	SRF	432,000
509010	Sales Tax Scholarship Dist	SRF	2,800,000
911007	Hazardous Substance Fund	SRF	2,847,949
703001	Nav-Hopi Escrow Bennett Freeze	SRF	157

GRAND TOTAL: 62,284,546

EF- ENTERPRISE FUND
ISF- INTERNAL SERVICE FUND
SRF - SPECIAL REVENUE FUND
GF- GENERAL FUND
* Based on submittal of premiums from Depts.
** General Fund expenses transferred to
Proprietary Fund per GAAP.

Prepared by:

Natasha Damon
Natasha Damon, Senior Accountant

Approved by:

Robert Willie 10-15-15
Robert Willie, Supervisor

DATE: 10-15-15

10/16/2015
10:02 AM

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SECTION 164 REVIEW FORMTitle of Document: 100k Funding Increase Contact Name: JIM, ORLANDOProgram/Division: DIVISION OF GENERAL SERVICESEmail: ojjim2000@frontiernet.net Phone Number: 871-7684Division Director Approval for 164A: 

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

Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council☐ **Statement of Policy or Positive Law:** Sufficient Insufficient1. OAG: _____ Date: _____ ☐ ☐**IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)**

1. OMB:	<u>DBryant</u>	Date:	<u>12-16-15</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. OOC:	<u>GRW</u>	Date:	<u>12-21-15</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. OAG:	<u>[Signature]</u>	Date:	<u>12/21/15</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 164(B) Final approval rests with the President of the Navajo Nation☐ **Grant/Funding Agreement or amendment:**

1. Division:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. OMB:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. OOC:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. OAG:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>

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

1. Division:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. BRD:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. OMB:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. OOC:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. OAG:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:**

1. Division:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. OAG:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>

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

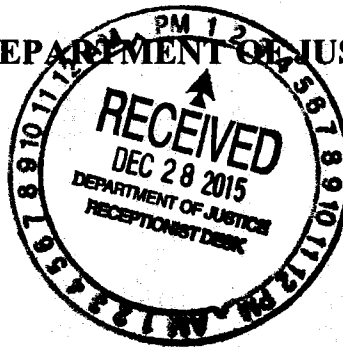
1. Division:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. OMB:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. OOC:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. OAG:	_____	Date:	_____	<input type="checkbox"/>	<input type="checkbox"/>



☐ RESUBMITTAL

NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



DOJ	
12/28/15 147pm	
DATE / TIME	
<input checked="" type="checkbox"/> 7 Day Deadline	
DOC #	005094
SAS #:	
UNIT:	Hsqn

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

CLIENT TO COMPLETE			
DATE OF REQUEST: 12/28/15		ENTITY/DIVISION: DGS	
CONTACT NAME: Lindsey Mesca		DEPARTMENT: HZ Employee Housing	
PHONE NUMBER: (928) 871-7684		E-MAIL: lmesca@frontier.net	
TITLE OF DOCUMENT: #164 packet 100K Funding Increase			
DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 12/28/15		REVIEWING ATTORNEY/ADVOCATE: Cherie	
DATE/TIME OUT OF UNIT: 1/4 @ 9:48		LS	
DOJ ATTORNEY / ADVOCATE COMMENTS			
legally sufficient - requires resolution			
REVIEWED BY: (PRINT) Cherie Espinosa		DATE / TIME 12/30/15 852m	
SURNAMED BY: (PRINT) Kandis Martine		DATE / TIME 12/31/15 11:45am	
DOJ Secretary Called: Orlando		for Document Pick Up on 1/4 at 9:48 By: Smith	
PICKED UP BY: (PRINT)		DATE / TIME:	