

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

25TH NAVAJO NATION COUNCIL - First Year, 2023

AN ACTION

RELATING TO THE BUDGET AND FINANCE COMMITTEE; ACCEPTING THE
CONTROLLER'S FY2024 GENERAL FUND REVENUE PROJECTIONS; APPROVING
THE FY2024 BUDGET INSTRUCTIONS MANUAL; AND OTHER ACTIONS RELATED
TO THE FY2024 COMPREHENSIVE BUDGET

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Budget and Finance Committee is a standing committee of the Navajo Nation Council, with the authority to make recommendations to the Council regarding the budgeting and appropriation of all funds for the Navajo Nation, including matters related to the Navajo Nation's Comprehensive Budget for each Fiscal Year. 2 N.N.C. § 301(B)(2).
- B. The provisions of the Navajo Nation Appropriations Act, at 12 N.N.C. § 830, state as follows:

(C) Annual Revenue Projection. The Controller shall review and recommend an annual fiscal year revenue projection for all revenue generating sources for all governmental, proprietary and fiduciary funds of the Navajo Nation. The annual fiscal year revenue projection shall be submitted for review by the Budget and Finance Committee of the Navajo Nation Council and will serve as the annual revenue estimate at the beginning of the annual budget process for the next fiscal year.

(D) The Office of Management and Budget shall prepare an estimate of all external funding to be received by the Navajo Nation in the upcoming fiscal year and shall present this information to the Budget and Finance Committee and the Controller by the end of the second quarter of each fiscal year.

- (F) Approval of Revenue Projections. The Budget and Finance Committee shall review the . . . fiscal year revenue projections and may approve them by resolution.

- (H) Budget Instructions and Planning Base Amounts. The Office of Management and Budget shall prepare budget instructions for each fiscal year which shall be approved by the Budget and Finance Committee no later than 30 days after the Controller releases the annual revenue projection as delineated in § 830(C). The budget instructions shall include fiscal, financial, operational, policy guidelines, budget development timelines and planning base amounts for each fiscal year for the Executive Branch, the Judicial Branch, and the Legislative Branch.

- (I) Preparation of the Budget. . . . [E]ach branch, division, department, and program of the Navajo Nation government shall prepare a budget request, which shall be submitted to the Office of Management and Budget pursuant to the time lines established in the annual Budget Instruction Manual. . . .

SECTION TWO. FINDINGS

- A. In accordance with 12 N.N.C. § 830(C), the Acting Controller provided a memorandum dated March 30, 2022, wherein she explains the Fiscal Year 2024 General Fund Revenue Projections. This memorandum shows, for FY2024, \$216,602,000 as the total amount of gross recurring/non-recurring revenues, and \$55,388,000 as the total for statutory set-aside funds, and \$161,214,000 as the net total amount in general fund revenues. **EXHIBIT A-1.**
- B. In addition, the Acting Controller provided a memorandum dated April 11, 2023, wherein she explains the projection for Permanent Fund income available for FY2024 appropriations. See **EXHIBIT A-2.**
- C. Pursuant to Navajo Nation Council Resolution No. CAP-30-21 at Section THREE(B), the Controller has determined that \$40,000,000 from the Permanent Fund is available for FY2024 General Fund expenditures. **EXHIBIT A-2.**

- D. Pursuant to Section THREE(D) of CAP-30-21, the Controller has designated \$21,555,000 as excess income "that shall remain in the Permanent Fund, and shall be available to fund additional needs by Navajo Nation leadership." **EXHIBIT A-2.**
- E. In accordance with 12 N.N.C. § 830(D), the Office of Management and Budget ("OMB") has provided the Indirect Cost Recovery Projection for FY2024 ("FY2024 IDC Projection"). **EXHIBIT B-1.**
- F. OMB has prepared budget instructions and a budget timeline for the FY2024 Comprehensive Budget process. See 12 N.N.C. § 830(H). The FY2024 Budget Instructions Manual ("BIM") is attached hereto as **EXHIBIT B-2** and the FY2024 Budget Calendar is attached as **EXHIBIT B-3.**
- G. The Budget and Finance Committee has reviewed the "Navajo Nation Three Branch Chiefs' Agreement" dated June 28, 2023, attached hereto as **EXHIBIT C** (for reference purposes only). The Branch Chiefs' recommended allocations have been duly considered by the Budget and Finance Committee.
- H. The Budget and Finance Committee has reviewed the "FY 2024 Budget Planning Allocation Options" prepared by OMB on July 11, 2023, attached hereto as **EXHIBIT D-1**. The Budget and Finance Committee has reviewed the "BFC Option" and the General Fund and IDC Allocations for Fixed Costs, also prepared on July 11, 2023 by OMB. **EXHIBIT D-2**. The Committee agrees with the "BFC Option" shown in **EXHIBIT D-1**, and also agrees with the Fixed Costs allocations shown in **EXHIBIT D-2**, and believes said allocations for Fiscal Year 2024 are in the best interest of the Navajo Nation. **EXHIBIT D-2** will be revised in accordance with the Committee's directive at the meeting of July 12, 2023 and a revised **EXHIBIT D-2** will be attached to the final approved Committee Resolution.
- I. The Budget and Finance Committee has received and reviewed the Controller's March 30, 2023 and April 11, 2023 memoranda regarding the FY2024 revenue projections, OMB's FY2024 IDC Projection, the FY2024 BIM, and the FY2024 Budget Calendar, and finds that accepting and approving these documents is critical to the FY2024 Comprehensive Budget process and is therefore in the best interest of the Navajo Nation.

SECTION THREE. APPROVAL AND DIRECTIVES

- A. The Budget and Finance Committee hereby accepts the Controller's Fiscal Year 2024 General Fund Revenue Projections, as shown in **EXHIBIT A-1**.
- B. The Budget and Finance Committee hereby accepts the Controller's projections for Permanent Fund income available for FY2024 appropriations, as shown in **EXHIBIT A-2**.
- C. The Budget and Finance Committee hereby accepts the FY2024 IDC Projection provided by OMB, as shown in **EXHIBIT B-1**. Further, the Budget and Finance Committee directs that Indirect Cost funds be distributed to all eligible entities of the Navajo Nation, in compliance with the current Indirect Cost Negotiation Agreement between the Navajo Nation and the U.S. Department of the Interior, which Agreement was approved by the Naabik'íyáti' Committee in Resolution No. NABIF-02-23.
- D. The Budget and Finance Committee hereby approves the FY2024 BIM provided by OMB, attached as **EXHIBIT B-2**. All Navajo Nation government entities shall use the FY2024 BIM for the preparation of their proposed budgets to be included in the Navajo Nation's Comprehensive Budget for FY2024, as well as for the preparation of any subsequent carryover and supplemental budgets for expenditures during FY2024.
- E. The Budget and Finance Committee hereby approves the FY2024 Budget Calendar provided by OMB, attached as **EXHIBIT B-3**. All Navajo Nation government entities and Oversight Committees should adhere to the timelines established in the FY2024 Budget Calendar, to ensure that all deadlines are met so the Navajo Nation Council has sufficient time to review and approve the FY2024 Comprehensive Budget by the statutory deadline of September 20, 2023 set forth in 12 N.N.C. § 840(B).
- F. The Budget and Finance Committee hereby approves the "BFC Option" for FY2024 Revenue Allocations, as shown in the attached **EXHIBIT D-1**.
- G. The Budget and Finance Committee hereby approves the FY2024 General Fund and IDC Allocations for Fixed Costs, as shown in **EXHIBIT D-2**.
- H. In compliance with 12 N.N.C. § 830(I), each branch division, department, and program of the Navajo Nation government shall prepare a FY2024 budget request and submit it to OMB by the deadlines established in the Budget Calendar.

- I. The Budget and Finance Committee hereby directs OMB to monitor compliance with the deadlines in the FY2024 Budget Calendar, to ensure that all deadlines are met and, if necessary, to recommend any revisions to the established deadlines.
- J. The Budget and Finance Committee hereby requests that the Three Branch Chiefs direct all Navajo Nation government entities operating with external funds to provide to OMB all financial and funding information relevant to such funding, as directed by OMB, for inclusion in the FY2024 Comprehensive Budget.
- K. In accordance with Navajo Nation Council Resolution No. CF-07-11, the Budget and Finance Committee hereby directs that all Navajo Nation government entities shall expend funds from the Personnel Lapse/Savings Fund only for the purpose of administering and maintaining the classification and pay plans established by the Department of Personnel Management.

SECTION FOUR. DIRECTIVE

A final clean version of the Budget Instructions Manual ("BIM") attached as **EXHIBIT B-2**, shall be prepared from the BIM version approved at the Budget and Finance Committee meeting on July 12, 2023. The final clean version shall be prepared before public posting on the OMB website. However, the BIM version approved by the Budget and Committee on July 12, 2023 shall be effective as of July 12, 2023 and shall be used by all Navajo Nation Branches, Programs, and Chapters in preparing their FY2024 budgets for inclusion in the Navajo Nation's FY2024 Comprehensive Budget. When completed, the final clean version of the BIM that is publicly posted on the OMB website shall supersede the July 12, 2023 version approved by the Budget and Finance Committee.

SECTION FIVE. EFFECTIVE DATE

This Action shall become effective in accordance with the 2 N.N.C. § 301(B), 12 N.N.C. § 830, and 2 N.N.C. § 221(C).

SECTION SIX. SAVING CLAUSE

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

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 held at Window Rock, Navajo Nation (Arizona) at which a quorum was present and that the same was passed by a vote of 4 in favor and 0 opposed, this 12th day of July 2023.



Carl R. Slater, Vice Chairperson
Budget and Finance Committee

Motion: Honorable Lomardo Aseret
Second: Honorable Norman M. Begay



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

The Navajo Nation | Yideeskáądi Nitsáhákees

Memorandum

Date: March 30, 2023

To: Honorable Buu Nygren, President
Office of the President/Vice President
Executive Branch

Honorable Crystalyne Curley, Speaker
Legislative Branch

Honorable JoAnne Jayne, Chief Justice
Judicial Branch

From: Elizabeth Begay, Acting Controller
Office of the Controller

A handwritten signature in black ink, appearing to read "Elizabeth Begay", followed by a horizontal line.

Subject: Initial Fiscal Year 2024-General Fund Revenue Projection

Recommended General Fund Revenue for FY 2024 Budget

Below is the Initial Fiscal Year General Fund Revenue Projection for FY 2024. The factors that were considered in calculating the projected revenue were oil and gas pricing, production levels, Russia and Ukraine ongoing war, the Federal Reserve announcement raising rates through 2023, the inflation rate, increased commodity prices and the American Recovery Plan Act grant awarded to the Navajo Nation. The total gross revenue projection (both recurring and non-recurring) is \$216.6 million. After the set asides of \$55.3 million is taken out, the Net Total General Fund Revenue of \$161.2 million is available for FY 2024 budgeting.

<u>(\$1=\$1,000)</u>	<u>Recurring</u>	<u>Total</u>
Total Gross Recurring/Non-recurring Revenue:	\$216,602	\$216,602
TOTAL GROSS REVENUE	\$216,602	\$216,602
Total Set-Aside Subtotal	\$ (55,388)	\$(55,388)
NET TOTAL GENERAL FUND REVENUE	\$161,214	\$161,214

Considering the decline in COVID-19 cases, mask-wearing has waned, most schools are open for in-person learning and government offices have reopened. However, inflation is currently at a 40 year high in the United States, and the economy is expected to slow down due to increased interest rates and the high costs of necessities like energy, food, and rent. Russia's war on Ukraine continues and while price of crude oil has dropped, future crude oil price is uncertain.

The Navajo Nation Minerals Department used the U.S. Energy Information Administration data to project the average oil futures for this revenue projection. Trend analysis was performed over several years; current industry challenges were considered.

The information collected from Navajo Transitional Energy Company (NTEC) contributed to the revenue projection of \$37.3 million for the FY 2024 coal revenue.

The Office of the Navajo Tax Commission took into consideration on their tax revenue projection the American Rescue Plan Act anticipate infrastructure projects and the predicted increase in tourism on the Navajo Nation.

IMPORTANT: The estimates for this projection are based upon the best available information at the time of the report. Because of the volatile nature of oil and gas prices, coal pricing and production, interest rates and market conditions, this revenue projection is subject to change. Also of note is that there was an amount of \$20,000,000 UUFB set aside in the event of revenue reduction. Any other potential material impact on our projection that arises will then be re-evaluated. If there are any questions, please call (928) 871- 6308. Thank you.

Cc: File



THE NAVAJO NATION
INITIAL GENERAL FUND REVENUE FY 2024 BUDGET
(\$1 = \$1,000)

Revenue Source

Actual

Projection of Recurring Revenues

	Year Ended 9/30/2019	Year Ended 9/30/2020	Year Ended 9/30/2021	Year Ended 9/30/2022	Year Ended 9/30/2023	Year Ended 9/30/2024	Year Ended 9/30/2025	Year Ended 9/30/2026
Oil & Gas	\$ 27,667	\$ 19,434	\$ 24,859	\$ 27,919	\$ 43,667	\$ 30,692	\$ 28,944	\$ 28,944
Coal	\$ 61,272	\$ 41,095	\$ 34,151	\$ 28,835	\$ 34,303	\$ 37,328	\$ 37,691	\$ 37,691
Taxes (PIT, BAT, Oil & Gas Sev.)	\$ 58,481	\$ 59,179	\$ 61,838	\$ 55,154	\$ 55,664	\$ 58,114	\$ 58,114	\$ 58,114
Investment Income	\$ 23,397	\$ 20,211	\$ 5,026	\$ 4,000	\$ 4,200	\$ 17,700	\$ 10,000	\$ 10,000
Land Rentals, ROW, Bus. Sites	\$ 63,590	\$ 67,611	\$ 72,122	\$ 70,165	\$ 74,818	\$ 71,568	\$ 71,629	\$ 71,568
Court Fines Fees	\$ 749	\$ 479	\$ 444	\$ 500	\$ 450	\$ 400	\$ 400	\$ 400
Other - Misc. Revenue	\$ 4,873	\$ 218	\$ 1,319	\$ 750	\$ 700	\$ 800	\$ 800	\$ 800
TOTAL GROSS REVENUE RECURRING:	\$ 240,029	\$ 208,227	\$ 199,759	\$ 187,323	\$ 213,803	\$ 216,602	\$ 207,579	\$ 207,517
TOTAL REVENUE -Non RECURRING		\$ 18,133						
TOTAL REVENUES	\$ 240,029	\$ 226,360	\$ 199,759	\$ 187,323	\$ 213,803	\$ 216,602	\$ 207,579	\$ 207,517
Less 12% Permanent Fund	\$ (28,803)	\$ (24,987)	\$ (23,971)	\$ (22,479)	\$ (25,656)	\$ (25,992)	\$ (24,909)	\$ (24,902)
Less 2% Land Acq. Trust Fund	\$ (4,801)	\$ (4,165)	\$ (3,995)	\$ (3,746)	\$ (4,276)	\$ (4,332)	\$ (4,152)	\$ (4,150)
Less: Higher Ed	\$ (12,400)	\$ (12,400)	\$ (12,400)	\$ (12,400)	\$ (12,400)	\$ (12,400)	\$ (12,400)	\$ (12,400)
Less Capital Outlay Match Funding	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)
Less Water Rights Claim Fund	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)
Less Historical Trust Asset Litigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less 4% Veterans Trust Fund	\$ (9,601)	\$ (8,329)	\$ (7,990)	\$ (7,493)	\$ (8,552)	\$ (8,664)	\$ (8,303)	\$ (8,301)
Set-Aside Subtotal	\$ (59,605)	\$ (53,881)	\$ (52,357)	\$ (50,118)	\$ (54,885)	\$ (55,388)	\$ (53,764)	\$ (53,753)
Set Aside Non-Recurring Budgeting		\$ (3,264)						
Total Set Aside		\$ (57,145)						
Net Revenue for Recurring Budgeting	\$ 180,424	\$ 154,346	\$ 147,402	\$ 137,205	\$ 158,918	\$ 161,214	\$ 153,814	\$ 153,764
Net Revenue for Non Recurring Budgeting	\$ -	\$ 14,869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET TOTAL GENERAL FUND REVENUES	\$ 180,424	\$ 169,216	\$ 147,402	\$ 137,205	\$ 158,918	\$ 161,214	\$ 153,814	\$ 153,764



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



The Navajo Nation | Yideeskáądi Nitsáhákees


April 11, 2023

MEMORANDUM

TO : Honorable Dr. Buu Nygren, President
Office of the President/Vice President

Honorable Crystalyne Curley, Speaker
Legislative Branch

Honorable JoAnn Jayne, Chief Justice
Judicial Branch

FROM : 
Elizabeth Begay, Acting Controller
Office of the Controller

SUBJECT : Fiscal Year 2024 Permanent Fund Income Available for General Fund and Expenditure Plan

The Navajo Nation Council in April 2021 passed CAP-30-21, The Navajo Nation Permanent Fund Income Five-Year Expenditure Plan. Within this Plan, a portion of the Permanent Fund is used for the General Fund. Below is the Fiscal Year 2024 Permanent Fund Income Available for the General Fund. After calculating the income available and the uses for Administrative Fees, and Reinvestment Fees the total gross Permanent Fund Income available for the General Fund is as follows:

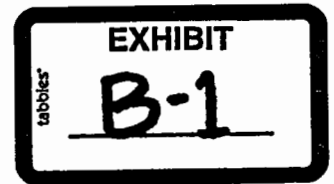
(\$1=\$1,000)	<u>Recurring</u>	<u>Total</u>
Total Income Recurring	<u>\$61,555</u>	<u>\$61,555</u>
TOTAL PFI AVAILABLE FOR GENERAL FUND	\$40,000	<u>\$40,000</u>
NET TOTAL PFI AVAILABLE FOR EXPENDITURE PLAN	\$21,555	<u>\$21,555</u>

If there are any questions, you can call me at tribal extension 6308.



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

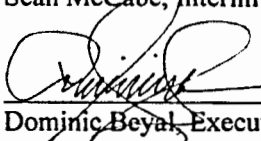
The Navajo Nation | Yideeskáadi Nitsáhákees



May 12, 2023

MEMORANDUM

TO : Sean McCabe, Interim Controller – OOC

FROM : 
Dominic Beyer, Executive Director - OMB

SUBJECT : Projected Recovery of IDC Funds – FY 2024 NN Comprehensive Budget

The FY 2023 NN BIM Appendix L § IX. B., states OMB and OOC shall provide projected recovery of IDC funds for development of the NN Comprehensive Budget. Accordingly, we (OMB) are recommending projected recovery of \$23.5 million for FY 2024, start October 1, 2023 and end September 30, 2024.

The Indirect Cost Rate Proposal (ICRP) on proposed FY 2024 IDC rate of 14.05% was submitted to Interior Business Center / DOI on May 1, 2023 for approval. The projected recovery is based on that IDC rate and the anticipated external grants to be available for FY 2024. The projected recovery for FY 2023 of \$23 million which is based on FY 2023 IDC rate of 12.59% was also considered.

A table on allocation of the projected recovery of IDC for FY 2024 to programs in IDC pool will be prepared by OMB. The amount allocated serve as fund source for budgeting in development of the FY 2024 NN Comprehensive Budget. The allocation will be based on programs that are in the IDC pool of the Nation's latest approved ICRP and executed IDC Negotiation Agreement that set the FY 2023 IDC rate.

Please sign on the space provided below to concur with our recommendation. Thank you for your consideration and prompt response. Contact us at 871-6033 if you have questions.

Concurrence:



5/15/23

Sean McCabe, Interim Controller – OOC

Cc – OMB file

THE NAVAJO NATION
FY 2024 Allocation - \$23.5M Projected Recovery of IDC Funds

A	B	C	D	E	F
No.	Title of Program / Office	BU #	FY '23 IDC NA 2/23/23 NABIF-02-23		Allocation = % (Column E) * 23.5M
			FY 2020 Audited Financials	% (Exp Col D / \$40.8)	
1	Navajo Nation Council	101001	554,421	1.36%	319,282
2	Budget & Finance Committee	101003	13,826	0.03%	7,962
3	NN Labor Commission	101014	45,555	0.11%	26,234
4	Office of the Speaker	101015	456,353	1.12%	262,806
5	Office of Navajo Gov't Development	101016	82,309	0.20%	47,400
6	Office of Legislative Counsel	101017	209,786	0.51%	120,812
7	Office of Legislative Services	101019	321,045	0.79%	184,884
8	Ethics & Rules Office	101020	118,621	0.29%	68,312
9	Office of Auditor General	101024	38,117	0.09%	21,951
10	Health, Education & Human Services Comm.	101030	10,343	0.03%	5,956
11	Resources & Development Committee	101031	12,834	0.03%	7,391
12	Law & Order Committee	101032	7,133	0.02%	4,108
13	Naa'bik'ya'ti Committee	101033	56,320	0.14%	32,434
14	TOTAL LEGISLATIVE BRANCH		1,926,663	4.72%	1,109,533
15	ADM Office of Courts- JUDICIAL	102001	161,807	0.40%	93,182
16	Office of President/Vice President	103001	1,649,496	4.04%	949,917
17	NN Washington Office	103002	479,357	1.17%	276,054
18	Office of Hearings & Appeals	103004	125,923	0.31%	72,517
19	DOJ - Attorney General	104001	3,103,847	7.61%	1,787,453
20	Office of Management & Budget	105001	1,530,831	3.75%	881,580
21	Office of the Controller (OOC)-ADM/FIN SVCS	107022	4,442,523	10.89%	2,558,374
22	OOC: Purchasing Dept	107020	390,231	0.96%	224,727
23	OOC: Property Management Dept (PMD)	107021	524,539	1.29%	302,073
24	Div of Comm. Develop (DCD) - Admin	108001	492,172	1.21%	283,434
25	DCD: Comm Hsg & Infrstr Devlpmt	108004	122,557	0.30%	70,579
26	DCD: Capital Projects Mgmt	108127	439,175	1.08%	252,913
27	Dept of Diné Education (DODE)-Admin	109001	382,678	0.94%	220,378
28	Div of Econ Dev (DED) - Administration	110001	178,491	0.44%	102,790
29	DED: Business Regulatory Dept	110003	195,833	0.48%	112,777
30	DED: Project Development Dept	110004	291,383	0.71%	167,803
31	Navajo EPA: Admin	111001	152,530	0.37%	87,839
32	Div of Gen. Services (DGS) - Admin	112001	298,782	0.73%	172,064
33	DGS: Insurance Services Dept. (ISD)	112003	220,884	0.54%	127,203
34	DGS: Risk Management-Safety Loss Cntrl	112004	51,986	0.13%	29,938

THE NAVAJO NATION
FY 2024 Allocation - \$23.5M Projected Recovery of IDC Funds

A	B	C	D	E	F
No.	Title of Program / Office	BU #	FY '23 IDC NA 2/23/23 NABIF-02-23		Allocation = % (Column E) * 23.5M
			FY 2020 Audited Financials	% (Exp Col D / \$40.8)	
35	DGS: Telecommunication & Utilities Dept	112006	446,212	1.09%	256,966
36	DGS: Facilities Maintenance Dept	112008	1,511,270	3.70%	870,315
37	DGS: Dept of Info Technology	112009	1,524,859	3.74%	878,141
38	Navajo Dept. of Health (NDOH)-Admin	113001	280,605	0.69%	161,596
39	Div of Human Resources (DHR)-Admin	114001	514,035	1.26%	296,024
40	DHR - Office of Broadcase Services	114003	114,769	0.28%	66,094
41	DHR - Office of Navajo Labor Relations	114004	162,157	0.40%	93,383
42	DHR - Staff Development & Training Pgm	114006	263,785	0.65%	151,909
43	DHR - Navajo OSHA	114007	253,757	0.62%	146,134
44	DHR - Dept. of Personnel Management	114009	1,103,017	2.70%	635,209
45	DHR - Office of Background Investigations	114018	322,936	0.79%	185,973
46	Div of Nat'l Resources (DNR) - Admin	115001	431,689	1.06%	248,602
47	Div of Public Safety (DPS)-Admin	116018	275,524	0.68%	158,670
48	DPS- Navajo Police Department Admin	116001	410,061	1.00%	236,147
49	Navajo Div Soc Serv (NDSS)-Admin	117001	504,546	1.24%	290,560
50	Fixed Costs: Annual Audit - Controller	118001	1,066,724	2.61%	614,308
51	Fixed Costs: Insurance Premiums-DGS	118004	4,247,079	10.41%	2,445,821
52	Fixed Costs: Utilities - DGS	118005	5,300,930	12.99%	3,052,716
53	Fixed Costs: Telecommunications - DGS	118007	1,621,521	3.97%	933,807
54	Fixed Costs: Radio Communications - DGS	118008	626,671	1.54%	360,889
55	Fixed Costs: Indirect Cost Plan - OMB	118017	43,788	0.11%	25,217
56	Fixed Costs: FMIS Maintenance Svs	118022	1,772,156	4.34%	1,020,555
57	Fixed Costs: Facility Maint.- DGS	118023	327,569	0.80%	188,641
58	Navajo Div of Transportation	121001	519,542	1.27%	299,195
59	TOTAL EXECUTIVE BRANCH		38,718,420	94.88%	22,297,285
60	TOTAL NAVAJO NATION		40,806,890	100.00%	23,500,000

THE NAVAJO NATION FISCAL YEAR 2024 BUDGET INSTRUCTIONS MANUAL ("BIM")

EXHIBIT
B-2

I. PURPOSE AND AUTHORIZATION SECTION 1. AUTHORITY; PURPOSE.

A. Purpose

~~The Budget Instructions Manual (BIM) primarily provides instructions and information for the development of the annual Navajo Nation comprehensive budget. It also provides instructions for implementation and administration of all Navajo Nation budgets.~~

B. Authority

~~The Navajo Nation Appropriations Act (Appropriations Act), 12 N.N.C. §800 et seq., authorizes the process of developing and implementing the annual Navajo Nation comprehensive budget. The Navajo Nation government has a fiduciary responsibility to:~~

- ~~• Account for public funds; and~~
- ~~• Manage finances wisely; and~~
- ~~• Plan for the adequate funding of services desired by the Navajo People, including the provision and maintenance of public facilities.~~

~~Other Navajo Nation regulations, plans of operations and policies, some of which are referenced in this BIM, provide further information regarding fiscal and budgetary matters. These include: Navajo Nation Office of Management and Budget (OMB) Plan of Operation, Branch Chief Authorities, Budget and Finance Committee (BFC) and other legislative oversight committee authorities, program Plans of Operation, and program Fund Management Plans and Expenditure Plans. Sometimes a conflict will arise between the BIM and these regulations, plans of operations, and policies. When that occurs, please reach out to the Department of Justice for guidance.~~

C. Availability of the Budget Instructions Manual

~~Copies of the BIM are available, for a fee, from the Records Management Department at (505) 371-5113. The BIM can also be downloaded from the OMB website at: www.omb.navajo-nsn.gov. For inquiries regarding the budget development process, OMB can be reached at (928) 871-6570/6470 and via e-mail at: customer_service@omb.navajo-nsn.gov.~~

Pursuant to the Appropriations Act, specifically at 12 N.N.C. §820(M) and §830(H), this BIM provides instructions for the preparation of all Program budgets for the Navajo Nation's Comprehensive Budget for each Fiscal Year ("Comprehensive Budget"). This BIM also includes procedures for funding requests and awards, budget administration and monitoring, Program budget and performance reporting, and other matters related to budgeting and fiscal accountability. Once the BIM for the current Fiscal Year is formally approved, it is posted on the website of the Navajo Nation's Office of Management and Budget ("OMB"), at customer_service@omb.navajo-nsn.gov. A bound copy of this BIM is available for a fee; contact OMB at (928)871-6570/6470.

SECTION 2. DEFINITIONS.

All defined terms in the Appropriations Act, at 12 N.N.C. §810 (see REFERENCE 1 at the end of this BIM), are used in this BIM, in addition to the following:

- (1) **Appropriations Act** means the Navajo Nation Appropriations Act, at 12 N.N.C. §800 - §880.
- (2) **Budget Planning Base Amount or Planning Allocation. Base Planning Amounts** means the "Planning Base Amounts" mentioned in 12 N.N.C. §830(H), which consist of Amount provided to each Branch of the Navajo Nation government to be used for budget development purposes for the respective Branch budget proposals. the amount of funds, shown as three separate dollar figures, allocated to each of the three Branches for use in preparing the budgets for their respective Branches, Programs, and Chapter for the Fiscal Year. In accordance with 12 N.N.C. §830(H), this BIM includes the Base Planning Amounts for each of the three Branches for FY2024.

(3) BFC is the acronym for the Budget and Finance Committee of the Navajo Nation Council.

(4) Branch means:

(4.1) the Navajo Nation's Legislative Branch, including all offices, committees, subcommittees, task forces, organizations, boards, commissions, and the like, established under the Legislative Branch; and

(4.2) the Navajo Nation's Executive Branch, and all Programs, organizations, boards, commissions, and the like, established under the Executive Branch;

(4.3) the Navajo Nation's Judicial Branch, including all courts, offices, task forces, and the like, established under the Judicial Branch.

(5) Business Unit Number, ("BU#") means A an account number assigned and utilized in the Financial Management Information System (FMIS) to identify distinct accounts for Navajo Nation Programs and other entities and which is that identifies the type and dollar amount of funds approved or designated for a particular purpose or project, or for a Branch, Program, Chapter, or other funding recipient. A BU# is used to record keep track of all budget-related activities and financial transactions. The FMIS allows monitoring and reviewing of budgets, financial data and transactions on a regular basis. A Business Unit is the financial account to which a BU# is assigned.

(6) Capital Expenditures, means the spending of money on a CIP. All The operating budget for all capital Capital eExpenditures must have an acquisition project cost of greater than five thousand dollars (\$5,000.00) or more and all CIPs must have provide a service life of more than one (1) year. Non-capital expenditures consist of expenditures having an acquisition cost of less than five thousand dollars (\$5,000.00) and provide a service life of less than one (1) year.

(7) Capital Budget. Documentation of funds appropriated for each capital project for the current year of the Capital Improvement Plan.

(7) Capital Improvement/Capital Project, ("CIP") has the same meaning as the definition in 12 N.N.C. §810(F). A major project undertaken by the Navajo Nation that is generally not recurring and which fits within one or more of the following categories:

- All projects requiring debt obligation or borrowing;
- Any acquisition or lease of land;
- Purchase of major equipment or vehicles, with a life expectancy of five (5) years or more, valued in excess of an amount to be established by the Controller;
- Major building improvements that are not routine maintenance expenses and that substantially enhance the value or extend the useful life of a structure;
- Construction of new buildings or facilities including engineering, design, and other preconstruction costs with an estimated cost in excess of an amount to be determined by the Controller; and/or
- Major equipment or furnishings required to furnish new buildings or other projects, the cost of which is above a certain amount to be established by the Controller.

(8) Capital Improvement Plan. A recurring multi-year plan for capital improvements identifying each capital improvement item or project, the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing these expenditures.

(8) Chapter means any of the 110 Navajo Nation Chapters, and includes Kayenta Township. An "LGA-Certified Chapter" is a Chapter that is governance-certified under the Local Governance Act, at 26 N.N.C. §103. A "Non-LGA Chapter" is not certified under 26 N.N.C. §103.

(9) Chart of Accounts/Object Codes, means a A chart containing showing a four (4) -digit coding system designed to for reporting line-item budget and expenditure information based on using various assigned eObject eCode categories and levels of (budgeting and accounting) detail. LOD.

- (10) **Comprehensive Budget.** ~~An approved financial plan which includes scope, performance criteria, duration and detailed line-item allocations. means the entire series of written statements and schedules showing the Navajo Nation's anticipated incoming funds and outgoing expenditures for Fiscal Year 2024, and the funding appropriations for all Branches, Programs, and Chapters, for FY2024. The Navajo Nation's annual Comprehensive Budget includes individual budgets for all Branches, Programs, and Chapters. Throughout the Comprehensive Budget process, all such individual budgets are considered recommendations only, unless and until such recommendations are formally approved by the Council in the FY2024 Comprehensive Budget and are signed into law by the President.~~
- (11) **Contract Support Costs ("CSC").** ~~means the costs incurred by the Navajo Nation to implement and comply with Public Law 93-638 federal contracts (see "contract support costs" in 25 U.S.C. §5301 et seq. and 25 C.F.R. Part 900 and Part 1000). Navajo Nation contractors receiving federal funds under P.L. 93-638 contracts must be familiar with the parts of P.L. 93-638 and the related C.F.R. provisions that apply to them, with respect to allowable costs and budgeting. The Indian Self-Determination and Education Assistance Act, P.L. 93-638 (25 U.S.C. § 5301 et seq. and 25 CFR parts 900 and 1000), requires BIA awards for contracts and compacts with tribes ("638 agreement") to include CSC, which is the cost incurred by Tribe to ensure compliance with the terms of the contract and prudent management. CSC is the cost of activities either not carried out by the Secretary, or carried out from resources other than those available under the contract to provide for operation of the program. CSC must be reasonable, allowable, and allocable based on federal cost principles, and can include: Pre-Award CSC; Start-Up CSC; Direct CSC; and Indirect CSC. Pre-Award CSC are costs incurred before the start of a 638 agreement. (25 U.S.C. § 5325(a)(6)). Start-Up CSC are costs incurred on a one-time basis during the initial year that the agreement is in effect. (25 U.S.C. § 5325(a)(5)). Direct CSC are costs incurred in connection with direct administration of the 638-funded program. (25 U.S.C. § 5325(a)(3)(A)(i)). Direct CSC equals the current Tribal budgeted salary costs, (not including fringe), of 638 programs multiplied by eighteen percent (18%). Indirect CSC are any additional administrative or other expenses related to the overhead incurred by the Tribal contractor in connection with the operation of the 638-funded program. (25 U.S.C. § 5325(a)(3)(ii)). Indirect CSC equals the current approved IDC Rate multiplied by the total 638 award minus exclusions and pass-through. (See Section XIV, (16) for definitions of Direct and Indirect Costs).~~
- (12) **Council** means the Navajo Nation Council.
- (13) **CPMD** is the acronym for the Navajo Nation's Capital Projects Management Department, under the Division of Community Development.
- ~~(14) **Division/Executive Office.** Major organizational unit within a Branch of the Navajo Nation government authorized and established by the Navajo Nation Council and/or legislative oversight committees.~~
- (14) **DPM** is the acronym for the Navajo Nation's Department of Personnel Management.
- (15) **External Entities.** ~~means any of the Private organizations, businesses, corporations, companies, or individuals that are not part of the Navajo Nation government or part of any of its the 110 Chapters, and are not established or chartered by the Navajo Nation Government or any of its Chapters. including enterprises, authorities, corporations, universities, or colleges that may be affiliated with the Navajo Nation but are not part of the Navajo Nation government.~~
- (16) **External Funds (or "Externally Restricted" Funds)** means funds from a source other than the Navajo Nation. ~~A type of Special Revenue Fund, for which expenditures are legally restricted to specified purposes. Externally restricted funds are funds that the Navajo Nation receives from sources other than the Navajo Nation for which expenditures are restricted by in accordance with legally-binding agreements and applicable laws, and which include Federal, or State, County, and laws and regulations, or the terms and conditions of funding grants, private funds or donated Funds. donations. (12 N.N.C. 810(S)(1)(b)). External Funds are designated as "Special Revenue Fund" monies in the Appropriations Act, at 12 N.N.C. §810(S)(1)(b).~~

- (17) **Fixed Costs:** means All those costs not allocable assigned to a particular Navajo Nation central governmental unit entity. These Fixed eCosts are incurred for the comprehensive and ongoing operation of the overall Navajo Nation government as a whole, and exclude capital-fixed costs. do not include Capital Expenditures. Fixed Costs generally include outlays expenses for insurance, utilities, rent, debt service, and other commitments. Such Fixed eCosts do not include personnel, travel, contributions, etc. and the like, that are not deemed fixed-cost expenses because they are regular Program operating expenses. However, Chapter Officials' stipends for the monthly regular Chapter meetings and Chapter Planning Meetings, referenced in the LGA at 26-NNC § (C)(b), shall be are treated as fFixed eCosts; and Chapter Officials' stipends for the Emergency Chapter Meetings, Special Chapter Meetings, aAgency eCouncil Meetings, dDistrict eCouncil Meetings, and rRegional eCouncil meetings, referenced in the BIM, Appendix L-1 § IV(G)(s), may be treated are treated as Fixed Costs- (see Appendix L-1 at Section IV.G). Likewise, stipends for Grazing Officers, Land Board Members and Farm Board Members are treated as Fixed Costs. Costs for the Navajo Election Administration may also be treated as Fixed Costs.
- (18) **FMIS** is the acronym for "Financial Information Management System" - the Navajo Nation's internal financial, budgeting, and accounting system.
- (19) **Goal Statement**-A means a measurable and planned output or task or outcome used to justify activities or assess the performance of a Program.
- (20) **Grant**, as used in this BIM, means an award of Navajo Nation funds to an External Entity recipient. "Grant" as used herein is distinct from the term "grant" used in 2 N.N.C. §164(B)(1). In 2 N.N.C. §164(B)(1) "grant" means an award of External Funds received by the Navajo Nation. Branches, Programs, and Chapters are not eligible for Grants (consisting of Navajo Nation funds), as that term is used herein, but can receive grants consisting of External Funds.
- (21) **Indirect Cost (IDC)**, is the acronym for "Indirect Cost" which is a cost incurred for common or joint purposes that benefit more than one individual Program, and IDC is not assignable to a single contract or grant. IDC is the Navajo Nation's cost of providing overarching and centralized government support services to all Programs receiving External Funds from federal entities. Such services include accounting and financial management, personnel management, property management, records management, legal services, auditing services, building rent/lease, utilities, janitorial services, repairs and maintenance of facilities, equipment, insurance and bonding, and depreciation. Generally, tThe majority of Navajo Nation externally-funded pPrograms receive funds for Direct Costs and Indirect Costs. Direct costs are costs that are directly chargeable to the Navajo Nation assigned to a particular pProgram because the such costs can be directly identified associated with an External Funds award to the Program or with other internally-funded or externally-funded activities, carried out by the Program, or can be directly assigned to such activities relatively easily with a high degree of accuracy. Indirect costs are costs that are incurred for common or joint purposes, benefit more than one cost objective, and are not readily assignable to contract/grant objectives specifically benefited without effort disproportionate to the results achieved. Indirect costs are the costs of providing centralized governmental support services to all externally funded Programs, including costs for a governing body, accounting and financial management, personnel management, property management, records management, legal services, auditing services, building rent/lease, utilities, janitorial services, repairs and maintenance, equipment, insurance and bonding, and depreciation. All Navajo Nation Branches and Programs receiving eExternal fFunds from federal entities must include IDC in the contract or grant governing the funding award provided that if the funding agency federal entity providing the funds allows for recovery of IDC Recovery.
- (22) **Indirect Cost (IDC) Rate**, Indirect costs are charged to the external funds by the use of an approved Indirect Cost Rate. The IDC Rate is means a tool for determining the proportion of indirect costs IDC each pProgram should bear. It The IDC Rate is expressed as a percentage figure and is the ratio of indirect costs IDC to a Direct Cost Base (also known as an "IDC Rate Base"). On an annual basis, Each year, the Navajo Nation enters into negotiates an IDC Negotiation Agreement with the

Interior Business Center of the U.S. Department of the Interior, which requires approval by the Naa'bi'iyáti' Committee of Council approves the current Fiscal Year IDC Rate via resolution, and the resolution and the Agreement are signed by the Navajo Nation President.

- (23) **Indirect Cost (IDC) Rate Base.** The IDC Rate Base, also known as the Direct Cost Base, is means the accumulation of the Navajo Nation's total direct costs excluding extraordinary or distorting expenditures, such as: Capital Expenditures, pass-through funds, participant support costs, and the portion of subcontracts in excess of twenty-five thousand dollars (\$25,000). When a Program is calculating calculates the amount of IDC in an eExternal fFunds award, the IDC Rate Base equals the total award amount of eExternal fFunds received, less exclusions: funds under certain Object Codes that are excluded. For a complete list of eObject eCodes excluded from the FY2023 IDC Rate Base, in FY2022, see Appendix KL-5 on pages 100 and 101 of the FY2023 BIM. IDC shall not be recovered with respect to on eObject eCodes that are excluded from the IDC Rate Base.
- (24) **Indirect Cost (IDC) Reimbursement or Recovery.** The Navajo Nation allocates recovered means recovered IDC money (federal funds) allocated to Programs specifically included in the Navajo Nation's Indirect Cost IDC Pool, to reimburse them for the cost of providing support services to all externally-funded Navajo Nation Programs. To ensure full recovery of IDC money, allocations of recovered IDC money shall be pursuant to comply with the latest current federal IDC Rate Proposal approved by the Interior Business Center of the U.S. Department of the Interior. If a Program charges service fees to a federally-funded programs entity, that Program it must be excluded from the IDC Cost Pool, unless, However, under certain limited circumstances, it is possible to offset the costs for which fees were collected and thereby reduce the that Program's percentage of participation in the IDC Cost Pool, in order to prevent double recovery of IDC on the same activities carried out by that Program. IDC Recovery money is treated as Fund Type Code 1.
- (25) **In-Kind Match Allowances.** A means a non-cash contribution which can be given assigned a market value. The Such contribution may consist of services, supplies, materials and/or equipment contributed by the funding recipient or by a third party for a project-related costs, when permitted by law. The To be credited to the funding recipient, such contribution must be eligible and necessary for the implementation of the funding recipient's project, and must meet the cost-allowability requirements of the funding agency's entity providing the funding, and must also satisfy the cost principles applicable to the entity receiving the contribution or undertaking the project on behalf of the funding recipient.
- (20) **Lapse Funds.** Lapse Funds means appropriated funds that are not encumbered or spent by the applicable statutory or contractual deadline for the expenditure of the funds, and thus revert to the original source of the funds.
- (21) **Local Government Improvement Projects.** Government improvement projects that include, but are not limited to, house wiring, bathroom additions and projects that address individual or community needs, but which may not meet the requirements for, or definition of, capital improvement/capital projects.
- (22) **Matching Funds.** Navajo Nation General Funds appropriated to meet cash match funds requirements from external funding sources.
- (23) **Memorandum of Agreement.** A binding written agreement between two or more parties to cooperatively work together to resolve an issue of mutual concern, or to accomplish one or more agreed upon projects or one or more mutual purposes. An MOA lays out the ground rules for a positive cooperative effort. It may be used between the tribal government and a private individual or entity, or between the central government and local governance certified chapters or Navajo Nation Township, and is legally enforceable. 2 N.N.C. § 110(N).
- (24) **Memorandum of Understanding.** A non-binding written agreement between two or more parties indicating an intended line of action where the parties agree to act in good faith to comply with the terms. It may be used between the tribal government and a private individual or entity, or between

~~the central government and local governance certified chapters or Navajo Nation Township, and is not legally enforceable. Agreements between tribal divisions, agencies, programs, and non-certified chapters are not MOUs for purposes of 2 N.N.C. §164(B) and may be executed by the appropriate division. 2 N.N.C. §110(O).~~

- (25) **Navajo Nation Entities.** Organizations that are not a part of the Navajo Nation government, but are affiliated with the Navajo Nation.
- (26) **Navajo Nation Funds.** ~~These are funds~~ means money provided and approved ~~authorized for use through appropriation by the Navajo Nation Council, via a duly-certified Council resolution signed into law by the President. Among these are Navajo Nation Funds consist of "Governmental," "Fiduciary," and "Proprietary" fund types, which are as defined under in the Appropriations Act, at 12 N.N.C. §810(S), of the Appropriations Act.~~
- (27) **Navajo Nation.** ~~The three branch government of the Navajo Nation consisting of the executive, legislative, and judicial branches. means, collectively, the three Branches as defined in Section 2.4 of this BIM.~~
- (28) **OMB** is the acronym for the Navajo Nation's Office of Management and Budget.
- (29) **OOO** is the acronym for the Navajo Nation's Office of the Controller.
- (30) **Plan of Operation.** ~~A legislative approved document that authorizes the establishment and existence of an organization unit of means a duly-approved legal instrument that establishes a particular entity within the Navajo Nation government, which instrument and that includes its describes the entity's authorities, purposes, goals, objectives, personnel, organizational chart, and the like, and identifies the oversight authority responsible for the entity, legislative oversight.~~
- (31) **Performance Budgeting.** ~~A means a method of budgeting used by the Navajo Nation that incorporates Program performance criteria (goals and actual results) developed prepared on a quarterly fFiscal yYear basis, to assist with the allocation approval of funds during the budget development Comprehensive Budget process.~~
- (32) **PLF** is the acronym for "Personnel Lapse Fund" which is the "Personnel Lapse account" described in Council Resolution No. CF-07-11. Use of PLF money is governed by CF-07-11.
- (33) **PPM** is the acronym for the Navajo Nation's Personnel Policies Manual issued by DPM.
- (34) **President** as used in this BIM means the President of the Navajo Nation.
- (35) **Program.** ~~A general reference to means an organizational unit of the Navajo Nation government, i.e., a Division, Department, Agency, Office, Chapter, Grantee, Business Unit or Entity. board, commission, committee, subcommittee, task force, or council.~~
- ~~() Program Budget. A financial plan identifying the expected revenues and expenses of a Program.~~
- (37) **Standing or Oversight Committee.** ~~A means a standing committee of the Navajo Nation Council established by authorizing legislation contained in Title 2 of the Navajo Nation Code. with oversight authority over certain Branches, Programs, and Chapters.~~
- (38) **Supplemental Appropriation.** ~~An appropriation of means the approval and providing of funds from the UUFB or other Navajo Nation funds including but not limited to the Sihasin Fund or the Permanent Fund during the fFiscal yYear, outside of the annual Comprehensive Budget, Process. See 12 N.N.C. §820(L).~~
- (39) **Unreserved, Undesignated Fund Balance.** UUFB is the acronym for the Unreserved, Undesignated Fund Balance referenced throughout the Appropriations Act. In governmental accounting, a fund balance is what is left over The UUFB is the money remaining in the Navajo Nation's General Fund after the fund's assets have been General Fund is used to meet its the Navajo Nation's expenses, debts, and liabilities, and fund Such remaining balance must be reported designated as either "reserved" or "unreserved." Unreserved fund balance means the

~~refers to that portion of the fund remaining balance in the General Fund that is not legally limited to being used restricted for spending on a particular project, purpose, or entity, and is unencumbered and unobligated; available for expenditures as determined by the Council. Undesignated means refers to that portion of the remaining balance in the General Fund that the government has not expressed an intention to use the available resources in a particular manner; is not intended for use on a particular project, purpose, or entity, and the Council has not expressed its intent to spend this money in a particular manner. The Unreserved, Undesignated Fund Balance is the portion of the Navajo Nation general funds, which includes funds received in excess of the initial or current revenue projections that have not been reserved or otherwise designated. An amount of ten percent Pursuant to the Appropriations Act, at 12 N.N.C. §820(J), a minimum of {10%} of the gGeneral fFund operating budget for the prior fiscal year, Fiscal Year 2023, excluding FY2023 Capital eExpenditures for capital improvement projects as determined by the Controller, shall be maintained as a reserve during the fiscal year, for Fiscal Year 2024. The Unreserved, Undesignated Fund Balance shall not Pursuant to the Appropriations Act, UUFb money cannot be utilized to fund used for recurring expenditures or operations of the Navajo Nation government, unless this provision is certain provisions are waived by the Navajo Nation Council: (see 12 N.N.C. §820(E), §820(F), and §820(J), and §820(L)).~~

II. SECTION 3. PERFORMANCE BUDGETING AND PERFORMANCE ASSESSMENTS.

A. Performance Budgeting.

The Appropriations Act establishes the use of budget performance measures for the purpose of Program evaluation ~~for the assisting to facilitate~~ positive Program improvement. See 12 N.N.C. §850 (A) – (E). ~~The Navajo Nation Council through the Appropriations Act requires the Office of Management and Budget OMB is required to create a system for performance evaluation and requires that the Office of Management and Budget OMB is required to consult with the branches, divisions, departments, and programs for the creation of Branches and Programs in preparing evaluation standards. The Appropriations Act also requires all branches, divisions, departments, and programs Branches and Programs to develop a detailed annual plan with performance indicators for the ensuing each Fiscal Year.~~

B. Methodology

Two {2} formats for the performance measures can be used. Programs can elect to use either Form 2 or Form 2A depending on which best fits their Program. On Form 2, Program managers will provide quantitative performance measures. Form 2A allows for performance measures to be stated in a narrative format, and is appropriate for either qualitative or quantitative measures. Performance measure statements should be concise and specific. The purpose of the performance measures are is to inform the appropriate Branch Chief so that he/she they may can make recommendations for positive Program improvement. In addition, the performance measures must inform are used to advise the Navajo Nation Council so that it can determine whether a Program warrants continued funding at its current level of budget activity or whether it its budget should be modified to a new level or discontinued altogether. Programs funded with External Funds shall not be required to complete Form 2 or Form 2A.

C. Program Performance Assessments.

At the end of each quarter, the Program managers shall submit to OMB the actual quarterly results for the Budget Form 2 - Goal Statements that have been established and approved for each that Program's budget. OMB will perform quarterly assessments and generate reports based on the goals and actual accomplishments reported by Program managers on the selected Budget Form, 2-

A simple rating method is used to determine Program performance measure scores. Program performance measure scores are based on a comparison the evaluation of performance criteria and goals developed by Program managers during budget development as compared to actual results reported by Program managers on a quarterly basis. OMB program/management analysts

compare Goal Statements to actual results and determine scores for each Goal Statement. Scores range from 0 to 5 using the following scale:

5	-	101%	-	Exceeding
4	-	100%	-	Meeting
3	-	75 - 99%	-	Acceptable
2	-	50 - 74%	-	Minimum
1	-	1 - 49%	-	Failing
0	-	0	-	No Report

~~Navajo Nation~~ On a monthly basis, Chapters shall ~~report actual results~~ provide reports to the Administrative Service Center ("ASC"). Monthly Chapter reports shall show actual Chapter expenditures as compared to their budgets. The ASC shall assess all Chapter performance data each quarter and provide reports to each Chapter, to OMB, and to those designated by OMB as being key Navajo Nation officials for informational purposes.

D. Additional Guidance

OMB may administratively issue additional guidance and/or instructions to Branches, Programs, and Chapters, as may be necessary.

E. Reports required by the Appropriations Act.

In compliance with 12 N.N.C. §850(A) of the Appropriations Act, OMB and the ~~Office of the Controller~~ OOO regularly shall monitor all Programs' budgeted expenses against their actual expenditures against their approved budgets, and shall OMB and OOC provide quarterly reports on such expenditures to the Budget and Finance Committee BFC, and to the Branch Chiefs with regard to their respective Branches. On a quarterly basis, all Programs shall are required to timely provide relevant information to OMB and the ~~Office of the Controller~~, to OOC to assist the ~~two offices~~ in the preparation of the required quarterly reports.

III. SECTION 4. FINANCIAL MANAGEMENT INFORMATION SYSTEM ("FMIS") BUDGETING.

A. Financial Management Information System (FMIS) Budgeting.

~~The Navajo Nation's financial system, FMIS, uses financial software and technology structured for the Navajo Nation's government's organizational and periodic financial reporting requirements. The Navajo Nation Office of the Controller (OOC) is responsible for the administration of the FMIS budget/expenditure data. Generally, the system FMIS maintains budget information on using various budget ledger types, such as ledgers for budget development, final budgets, and budget revisions. Budget ledger types are administered by OMB and are used with other FMIS ledgers to provide budget status and other important financial information, in order to verify the availability of funds or to generate reports.~~

OOO is responsible for the routine administration of the FMIS expenditure data. OMB, at the request of the OOC, assigns ~~business unit (BU) numbers for a BU# to each Navajo Nation Programs, which are is maintained in the FMIS for financial budgeting and accounting purposes. With the exception of job cost Business Units, OMB will assigns the BU#.~~ Budget development and administration in the FMIS are maintained within the assigned BU# number. ~~Navajo Nation Programs may have multiple BU# numbers depending on funding sources. Such Different funding sources may not be comingled or joined together into one Business Unit.~~

~~The Navajo Nation Office of the Controller's OOC's Expenditure Authorization Signature Form authorizes individuals to incur expenses, make changes, and sign documents against Business Units. A new "Expenditure Authorization Signature Form" shall be required whenever: (1) an individual terminates employment or loses their authority, (2) additional individuals are granted authority, (3) changes are made to business units.~~

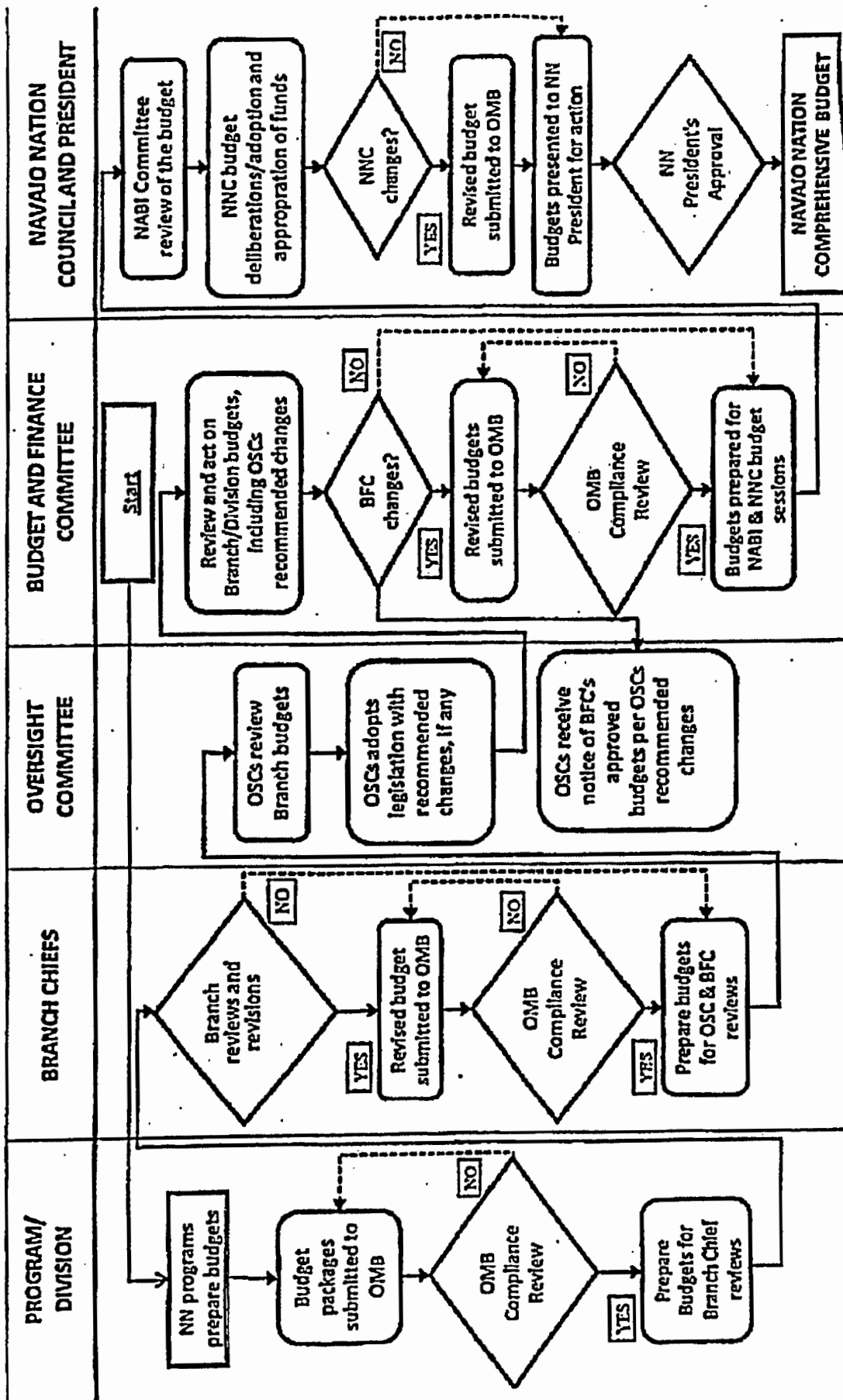
B. Chart of Accounts/Object Codes for Budgeting Purposes and Level of Detail ("LOD").

The official Navajo Nation Chart of Accounts used by the Navajo Nation uses a 4-digit coding system, referred to as (Object Codes), to maintain distinct and correct line-item revenue and expense information in the FMIS. The Chart of Accounts and Level of Detail LOD used for Budgeting Purposes (see Appendix A), shows the various Object Codes to be used in the development of the Navajo Nation budget: preparing the annual Comprehensive Budget.

Each Object Code in the Chart of Accounts is assigned a level of detail (LOD) ranging from 3 to 76. Accounts at LOD 76 are the most detailed and are used for documenting expenditures, while accounts at LOD 3 are the least detailed, and are primarily used for generating reports. ~~These~~ aAccounts at showing a lesser LOD level of detail (LOD 3 to 5) are primarily used for generating budget or financial reports on a sub-totaled basis.

Budget data on the budget ledger are entered at LOD 6, except for personnel fringe benefits, which are budgeted at LOD 5 in using Object Code 2900. OOC processes all procurement and financial accounting of actual expenditures at LOD 76. Budget amounts at LOD 6, if sufficient funds are available, will cover any LOD 6 Object Code. This allows Programs to budget at a greater level of detail LOD and to account for expenditures at LOD 76.

Budget Development Process Chart



Key:

BFC = Budget & Finance Committee

NN = Navajo Nation

OMB = Navajo Nation Office of Management and Budget

OSC = Oversight Committee

NABI = Nabitkivati Committee

NNC = Navajo Nation Council

IV. SECTION 5. BUDGET TIMETABLE AND PROCESS.

A. Budget Development Process, Chart

The flowchart displayed on the previous page shows the annual Navajo Nation budget development Comprehensive Budget process, which starts starting with BFC legislation approving the BIM, OOC's and OMB's revenue and expense projections for Fiscal Year 2024, and Branch Planning allocations. Base Planning Allocations for the Branches. Next, the completed, and detailed individual Program budgets are prepared and submitted to OMB. The prepared budgets, along with other budget-related information, are submitted for review first to the Branch Chiefs, and then to the respective Oversight Committees, including the Budget and Finance Committee, then to BFC and the Naabik'iyáti' Committee, with final legislative approval by the Navajo Nation Council, and signing into law by the President.

B. Annual Budget Calendar.

The Navajo Nation annual Budget Calendar for the Comprehensive Budget process is designed to ensure timely completion of key budget development activities and to identify the responsible parties involved in the budget development process. It also provides the due dates and flow of budget activities at various levels of the Navajo Nation government. The annual budget calendar is shown as an exhibit to the BFC resolution because the annual budget calendar requires approval, by legislation, at the beginning of the annual budget development process.

V. SECTION 6. FUND ALLOCATIONS.

A. General Fund Planning Allocations.

At the beginning of the annual budget preparation Comprehensive Budget process, the three Branch Chiefs recommend to the BFC and the BFC approves the Navajo Nation general fund branch the Base pPlanning aAllocations for the three Branches, based on revenue projections. BFC then decides upon the Base Planning Allocations and approves such figures via Resolution. Upon approval of After the branch Base Planning Allocations are established, each Branch Chief establishes then directs the allocation and budgeting of the General Fund planning amounts for their respective Divisions or Branches and Programs, for the preparation of the Fiscal Year budget.

B. Proprietary, Fiduciary and Special Revenue Fund Budget Allocations.

Amounts for Proprietary Fund, Fiduciary Fund, and Special Revenue Fund allocations for budgeting purposes are based on approved legislation establishing these particular funds. OOC provides the allocation amounts. Recipient Programs shall prepare and submit their budgets to OMB based on these pre-determined funding allocations.

C. Indirect Cost (IDC) Recovery and Allocations.

The allocation of projected recovery of IDC (federal funds) is formula-based. IDC Recovery amounts vary each year according to the current IDC Negotiation Agreement approved by the Naabik'iyáti' Committee and executed by the President. OMB shall allocate projected recovery of IDC funds to eligible Programs in the preparation of their budgets. The amount of IDC will be in addition to the General Funds and other Navajo Nation funds allocated to the such Programs. The combined amount of such funds will serve as the Program's base budget or budget planning amount in submission of when the Program submits its proposed Navajo Nation Fiscal Year budget. Also refer to See Appendix K, Section IX. B. of this BIM.

D. Personnel Savings (Lapse Fund) Account PLF Allocations.

Personnel Savings (Lapse Fund) Account PLF allocations shall be handled in accordance with Navajo Nation Council legislation governing Personnel Savings: Council Resolution No. CF-07-11 concerning the "Personnel Lapse account." OMB, in coordination with Department of Personnel Management (DPM) and OOC, shall provide the lapse fund available PLF amounts, if any, to be used by eligible Programs in the preparation of preparing their budgets.

E. Line-item vetoes.

Funds that are line-item vetoed by the President are handled as follows:

1. General Funds - line-item vetoed General Fund monies become available for Supplemental Appropriations once the revenue projections for FY2024 are met.
2. Personnel Lapse Funds - line-item vetoed PLF monies revert to the UUFB (see Council Resolution No. CF-07-11), unless otherwise determined by the Council.

VI. SECTION 7. PROJECT BUDGETING AND ACCOUNT SET-UP.

A. OMB is responsible for setting up Business Units accounts for all capital (C-accounts) and noncapital (N-accounts) projects in the FMIS. Projects can be funded from any source. Programs shall complete the instructions and Forms (primarily Budget Form 1, page 29; Budget Form 4 on page 37; and, if necessary, Budget Forms 3 and 6 for personnel costs, pages 35 and 44) contained in this BIM, in accordance with the instructions provided. Such Forms must be completed in order to set up budgets in the FMIS. In addition, the Project Process Schedule shown on the page 75, at Appendix I, includes instructions on completing to complete the Form, which shall be completed to replace Budget Form 2 for capital and noncapital projects.

B. Project funding approval and administration may vary and is based on the legislative requirements of laws, regulations, policies, and procedures governing each particular funding source. Contact the appropriate ~~NN Division/Department (i.e., Division of Community Development/Capital Projects Management Department, Division of Economic Development, or Division of Transportation, etc.)~~ Program to obtain specific requirements and instructions for funding projects from that particular that govern the selected funding source. Contact OMB to determine which ~~Division/Department Program~~ can assist with project funding information and requirements.

C. Documentation for project budget setup on each project shall include the following:

1. Budget information on OMB Budget Forms as follows:
 - a. Budget Form 1, Program Budget Summary;
 - b. Project Form, Project Process Schedule (replaces Budget Form 2);
 - c. Budget Form 4, Detailed Budget and Justification;
 - d. If necessary, Budget Form 3, Listing of Positions and Assignments by Business Unit, for listing of positions/personnel to be funded; and
 - e. If necessary, Budget Form 6, External Contract and Grant (Externally Restricted Funds) Funding Information, to provide detailed information about any External Funds (state, federal, or other externally restricted funds) used for the proposed project.
2. The legislation approving the project funding;
3. The funding source for each project;
4. The expected cost of each project with a budget;
5. The expected start date, completion date, and a timeline for each project;
6. The identification of a Project Manager and Department/Division; and
7. Appropriate authorized signatures on the Budget Forms.

D. Most projects will require a written proposal, and the ~~Capital Project Management Department in the Division of Community Development is~~ CPMD and DCD are available to advise on these and other requirements in accordance with the ~~capital projects~~ approved CIP policies and procedures.

VII. SECTION 8. PERSONNEL BUDGETING PROCEDURES

A. Purpose.

These instructions and procedures provide guidance to Branches, Navajo Nation Programs, and Chapters for budgeting personnel to ensure that all funds are spent and managed in accordance with the approved Navajo Nation Comprehensive Budget, and the Appropriations Act, 12-N.N.C. §800 et seq., and other applicable Navajo Nation laws.

B. Respective Personnel Offices.

1. Department of Personnel Management

Division of Human Resources
Navajo Nation Executive & Legislative Branch
Administration Bldg. 1
P.O. Box 2559
Window Rock, AZ. 86515
www.dpm.navajo-nsn.gov

2. Office of Human Resources

Administrative Offices of the Courts
Navajo Nation Judicial Branch
P.O. Box 520
Window Rock, AZ 86515
www.courts.navajo-nsn.gov/HR.htm

C. Salary Schedules.

Salary Schedules are administered by the ~~Department of Personnel Management (DPM)~~ in accordance with the approved Classification & Pay Plan and shall be utilized when budgeting for personnel. During the annual budget Comprehensive Budget process the Navajo Nation Council has the authority to may approve a General Wage Adjustment, ~~for the Navajo Nation~~. If so approved, ~~by the NN Council~~, new salary schedules will be administratively issued by the DPM. To ensure positions are budgeted using the most current salary schedule, please refer to the DPM's website at www.dpm.navajo-nsn.gov should be consulted.

D. Personnel Budgets by Object Code.

This subsection relates exclusively to governs personnel budgeting and shall be used in conjunction with other applicable sections of the this BIM. For additional information pertaining to this subsection, please refer to the Navajo Nation Personnel Policies Manual (NNPPM) or and other applicable policies and procedures should be consulted.

1. 2110 – Regular Personnel.

4. Upon request the Respective appropriate Personnel Office shall provide the necessary position information for budgeting purposes, i.e. listing of positions, classified titles, subaccounts, workstation locations, current employee assignments and pay rates. All budgeted positions (including unclassified and temporary) shall be assigned a ~~six (6)~~ -digit position identification number, ~~by the respective personnel office~~. The position ID number is used for identification purposes to distinguish the classified position title, class code (job type), ~~and~~ the assigned pay grade/step, and the worksite location.

a. Filled/Occupied Positions:

i. Proposed budget amounts shall be calculated by multiplying the incumbent's current hourly rate by 2,088 hours.

b. Vacant positions:

i. Proposed budget amounts shall be calculated by multiplying the entry level hourly rate or Step A of the assigned pay grade by 2,088 hours.

c. Proposed New Positions:

i. A completed Position Classification Questionnaire ("PCQ"), as well as an approved organization chart must be submitted to the respective appropriate Personnel Office to be included in the proposed budget for the upcoming fiscal year.

Upon receipt of the PCQ, the respective appropriate Personnel Office will assign a new position ID number which will be listed on Budget Forms 3 & 5 as an Unclassified Title (0599).

- ii. Proposed budget amounts shall be calculated by multiplying ~~enter the entry-level~~ hourly rate or Step A of ~~the~~ assigned pay rate ~~by~~ 2,088 hours.
 - iii. In the event that the title for the proposed new position is not currently available within the Classification Plan, the proposed budget amount shall be calculated by multiplying ~~the~~ anticipated pay rate by a minimum of at least 80 hours. After the position is officially classified by the ~~respective~~ appropriate Personnel Office, a Budget Revision Request should be submitted to OMB to budget the position for the remainder of the Fiscal Year.
- d. Pro-Rated Positions:
- i. Pro-Rated positions are funded for a portion of the Fiscal Year or for less than 2,088 hours.
 - ii. Proposed budget amounts shall be calculated by multiplying the appropriate hourly rate by the total number of proposed work hours.
 - iii. Pro-Rated positions shall be documented on Budget Form 5. For additional information please refer to the Section ~~XV, on page 37~~ 15 of this manual, BIM.
- e. Cost-Shared Positions:
- i. Cost-Shared positions are funded among multiple sources of funding and shall be distributed by a proportionate percentage for each ~~business-unit-number~~ BU# totaling 100%.
 - ii. Proposed budget amounts shall be calculated by multiplying the appropriate hourly rate by the total number of proposed work hours.
 - iii. Cost-Shared positions shall be documented on Budget Form 5. Each funding source shall be listed with their distributed percentage and corresponding budget amounts. The distribution must total 100%.

2. 2200 – Salary Adjustments.

Personnel actions involving an increase in pay (i.e., reclassification, promotions, transfers, above entry new hires, etc.) that have not been processed prior to the approval of the ~~next~~ Fiscal Year's budget, FY2024 Comprehensive Budget shall be budgeted accordingly in Object Code 2200 - Salary Adjustments. A Budget Revision Request ("BRR") must be submitted to the ~~Office of Management & Budget (OMB)~~ to budget the position for the remainder of the Fiscal Year 2024, ~~supporting documents.~~

a. Performance Step Increases.

- i. Step Increases for General Fund positions shall be paid ~~out of from~~ the Personnel Savings (Lapse Fund) Account PLF, if sufficient funds are available. Positions funded with money other than ~~by non-General Funds~~ are not eligible to utilize the Personnel Savings (Lapse Fund) Account PLF.
- ii. Step Increases shall be calculated as follows:
 - Determine the employee's anniversary date. If this information is not available, please contact the ~~respective~~ appropriate Personnel Office.
 - Calculate the total number of work days from the anniversary date to the end of the Fiscal Year 2024.
 - Multiply the total number of work days by 8 for the total.
 - Calculate the rate difference by subtracting the old hourly rate from the new hourly rate.
 - Multiplying the total number of work hours by the rate difference.
 - The projected cost of the Step Increase shall be budgeted using Object Code 2200 - Salary Adjustments.
- iii. Positions occupied by employees with anniversary dates in the last quarter of the Fiscal Year 2024 and/or whose Step Increase is not ~~been~~ processed by DPM prior to the

approval of the new subsequent Fiscal Year budget Comprehensive Budget shall be budgeted using the employee's current rate of pay.

- iv. After the new subsequent Fiscal Year budget Comprehensive Budget is approved, a BRR must be submitted to OMB to transfer funds from 2200 - Salary Adjustments to 2110 - Regular Personnel.

b. General Wage Adjustment ("GWA").

- i. During the annual budget preparation Comprehensive Budget process, the respective each Personnel Office provides OMB with cost projections for a General Wage Adjustment (GWA) at different percentages. If the a GWA is approved by the NN Council, ~~The cost of the GWA will be covered by the Personnel Savings (Lapse Fund) Account, PLF and/or other funds with approval of the NN as approved by Council.~~ Programs receiving a prior year carryover amount from their unexpended personnel savings are not eligible to utilize the Lapse Fund Account to cover the GWA.
- ii. The GWA for externally-funded Programs shall be based on the availability of funds verified by OMB and OOC and/or shall be contingent upon approval from the funding source, entity providing the funds.

3. **2510 - Overtime Pay.**

~~All Programs that incur employee overtime costs as provided for in the Navajo Nation Personnel Policies Manual, Section VIII, of the PPM~~ shall budget for such expenses to ensure that payments ~~can be~~ are made in a timely manner. Overtime costs shall be budgeted in using Object Code 2510.

4. **2610 - Holiday Pay.**

~~All Programs that normally incur employee holiday pay costs as provided for in the Navajo Nation Personnel Policies Manual, Section VII(H) of the PPM,~~ shall budget for such expenses to ensure that payments are made in a timely manner. Holiday pay costs shall be budgeted under using Object Code 2610.

5. **2710 - Merit Pay Bonuses; and Other Bonuses.**

Merit pay bonuses are subject to approval by the Step Increase and Bonus Review Committee, and are dependent on a finding by the Committee of achieving exceptional progress on the performance measures included in the Program's annual plan. Funds ~~to payout~~ used for paying bonuses shall be budgeted under using Object Code 2710 - Merit & Bonus Pay, and shall be based on funds availability as verified by OOC.

6. **2900 - Fringe Benefits.**

~~Branches and Programs should~~ Use the appropriate rates shown herein to calculate applicable fringe benefits for all budgeted positions and associated salaries. Fringe benefits must be budgeted for all personnel costs such as salaries, overtime, and bonuses, and shall be budgeted in using Object Code 2900 – Fringe Benefits. The fringe rates are shown in Appendix E ~~on page 73 of this BIM.~~ Program Managers are to budget an amount equal to the annual fringe rate attributable to retirement benefits for all vacant positions.

7. **7600 – Employment-Related Expenses— Applicant Background Checks.**

~~All Programs whose budgets include positions designated as sensitive shall incur costs for a pay for required~~ background checks as provided for in the NNPPM, and shall budget for such expenses under Object Code 7600 - Employment Related Expenses.

~~Any change in positions, which will that~~ result in displacing current employees, shall be made ~~in accordance with the applicable personnel policies implemented according to the PPM, or other applicable policies,~~ and shall be reported on Budget Form 5.

E. **Budgeting for personnel salaries on under External Grants.**

~~In addition to complying with the applicable provisions~~ complying with the above procedures, as applicable, the following are additional procedures; requirements:

1. Budgeting for personnel salaries shall be based on the Business Unit assigned to a funding grant that has been authorized for implementation via a Transmittal issued by CCS/OMB, OMB's Contracts & Grants Section.
2. Regarding funding grants on for which the designated budget period is ending, the Program manager shall initiate a Request for Automation for employee assignments no later than (15) calendar days prior to the budget end date, in order to extend employee assignments and/or transition personnel to the new Business Unit of a successor funding grant. The Request for Automation shall be submitted ~~in accordance with~~ to the respective appropriate Personnel Office, and shall be subject to the availability of funds and approval ~~from by~~ by OMB, OOC, and DPM.
 - a. Employees whose continued employment is processed by the effective date of a successor funding grant shall be allowed to report to work.
 - b. Employees occupying a position that is no longer funded shall be provided a notice of layoff prior to the end date of the current funding grant and shall ~~not report to work on~~ stop reporting to work as of the effective date of the successor funding grant.
 - c. Program managers shall consult with the respective appropriate Personnel Office to ensure compliance with ~~the all applicable NN-L laws, regulations, and/or personnel policies.~~
3. The approved GWA, ~~if any,~~ shall be implemented for all eligible employees and shall be effective as of no later than December 31, 2023 January 1, 2024. By January 15, 2024, ~~the each Branch, Program, and Chapter (if applicable), Division Director~~ shall provide a status report to verify full and timely implementation ~~is achieved of the GWA and shall provide a copy of such report to the appropriate Personnel Office, to OMB, and to OOC.~~ The report shall include the number of employee positions budgeted ~~on using the pertinent funding grant,~~ the number of positions occupied, the number of employees who qualify for the GWA, and the number who actually received the GWA. An explanation shall be provided on-as to those employees who have not received the GWA, and a proposed action and timeline that will be taken to achieve for full implementation of the GWA for all eligible employees shall be submitted.
4. Budget Revision Requests ("BRR") shall be submitted to budget for a GWA, Step Increases and other rate increases ~~shall request for require~~ require verification of the employee's current pay information from the respective by the appropriate Personnel Office prior to submission before submitting the BRR to OMB for final processing and entry into the FMIS. BRRs lacking verification ~~will not be processed by OMB and will be returned to the Program without processing.~~
5. A BRR or budget modification to transfer any amount from a budgeted position to other a different Object Code within the same Business Units shall be verified by OOC first prior to submission before submitting the BRR to OMB. BRRs not verified ~~will not be verified by OOC~~ will be returned to the Program and not processed by OMB, without processing.

VIII. SECTION 9. BUDGETING OPERATING EXPENSES

A. Telecommunication Rates,

1. Telecommunication expenses shall be budgeted as follows:

a. Telephone, fax, and data circuit service lines:

The Navajo Nation Telecommunications and Utilities ("NNTU") Department receives an annual Fixed Cost budget allocation to pay for all telephone and fax lines for prefixes 871 and 810 for basic or standard monthly service costs and long-distance service costs. So, it is not necessary for departments Programs using these two prefixes to budget for these costs, if applicable.

All offices Branches, Programs, and Chapters shall budget for telecommunication expenses not included in the above item, including telecommunication line installation, new equipment, and optional services (i.e. line moves, voice mail, programming for telephone

features, service request fees, etc.), if they desire this equipment and these services. This also includes toll-free numbers and data circuit services (DSL, T-1, or Metro Ethernet, etc.) and online meeting services, (Zoom, Google Meet, Microsoft Teams, etc.) inclusive of all installation costs and monthly-recurring service costs.

b. Wireless phone services and equipment:

All-offices Branches, Programs, and Chapters shall budget for all costs associated with wireless (cellular) device services including wireless device equipment, activation, other fees and monthly recurring service costs, if they desire this equipment and these services.

c. Two-way radio communication:

All-offices Branches, Programs, and Chapters shall budget for two-way radio equipment (portable & mobile), and ancillary equipment and supplies for the repair and maintenance of two-way radio equipment, if they desire this equipment. NNTU can no longer budget for supplies expenses under the Fixed Cost - Radio Communication budget allocation.

d. All requests for telecommunication services under (a), (b), and (c) shall be requested submitted to NNTU, ~~department pursuant to the Navajo Nation policies and procedures. These policies and procedures are posted on~~ See the NNTU website at www.nntu.navajo-nsn.gov. All requests maybe emailed to NNTU@navajo-nsn.gov. Applicable telecommunications rates are tariff-driven, and are approved by the applicable state commission, and can be obtained from the designated service provider in your area. Questions regarding the above, ~~please call~~ should be directed to NNTU at (928) 871-7740.

B. Budgeting Insurance Expenses.

1. Criteria for determining vehicle insurance rate and premiums.

All vehicles, regardless of whether they are assigned through the Navajo Nation Fleet Management Department, are purchased directly by the Department/Chapter, a Branch, a Program, or a Chapter, or are vehicles obtained under General Services Administration ("GSA") leases, shall be required to establish an insurance premium must have associated line-item (budget) amounts for auto insurance costs covering physical damage, and if applicable, auto liability coverage if applicable, and a sufficient funds to pay deductibles in the event of a claim. line item (budget) amount. The insurance rates for fleet vehicles are shown in Appendix E-1 of this BIM. ~~For any Questions regarding vehicle insurance, call~~ should be directed to the Risk Management Department at (928) 871-6335.

2. Property.

Each Division, Department, Branch, Program, and Chapter is *required* to budget for property insurance premiums. The rates and deductibles are as follows:

Coverage	Rate	Per Value	Deductible
Contents	\$0.60	\$1,000	\$1,500
Contractor's equipment	\$0.60	\$1,000	\$1,500

Example: Program reports \$50,000 in total insurable values ("TIV") for its property contents and contractor's equipment. Formula: $\$50,000 \text{ TIV} \div \$1,000 = \$50 \times \$0.60 = \$30.00$. Program should then budget \$30.00 for property insurance premium based on the TIV reported.

3. General Liability.

Each Division, Department, Branch, Program, and Chapter is required to budget for general liability coverage. General liability rates are \$0.17 per \$100.00 of payroll including fringe benefits.

Example: Program reports \$500,000 in total payroll (including fringe benefits).

Formula: $\$500,000 \text{ (total payroll)} \div \$100 = \$5,000 \times \$0.17 = \$850.00$. Program should then budget \$850.00 for general liability premium, based on reported total payroll.

4. Exposure Summary Information.

The Navajo Nation Risk Management Program Department has an "Exposure Summary Packet" (UES) for policy year 2024 which will assist each ~~Division, Department, Branch,~~ Program, or and Chapter in determining premium rates to be budgeted. UESs are ~~due to~~ submitted to the Risk Management Department no later than the start of the second quarter of FY2024 (January 1, 2024). ~~Please contact~~ the Risk Management Department at (928) 871-6335 for further information regarding insurance rates, deductibles, or loss/damage to Navajo Nation property.

5. Workers' Compensation Insurance Expenses.

Workers' Compensation Insurance is required by Navajo Nation law and is a necessary expense when performing Navajo Nation business.

Coverage to be budgeted under Workers' Compensation Insurance includes:

- a. regular status employees;
- b. political appointees;
- c. temporary employees, including college interns and youth employees;
- d. Navajo Nation judges;
- e. Council delegates;
- f. Eastern Land Board members, grazing committee members, grazing officers, Farm Board members;
- g. volunteers; and
- h. committees, boards, commissions ~~recognized~~ established by the Navajo Nation;
- i. emergency response volunteer workers; and
- j. all Navajo Nation enterprises.

Ineligibility for Workers' Compensation Insurance coverage includes:

- a. Program for Self-Reliance customers;
- b. court-ordered trustees;
- c. private contractors; or
- d. consultants.

For budgeting purposes, the premium rate approved for Fiscal Year 2024 is set at \$0.74 per \$100 of the gross payroll amount (not including fringe benefits) for all ~~Navajo Nation~~ Programs, including volunteers and firefighters.

Example: Program reports \$250,000 in gross payroll (less fringe benefits). Formula: $\$250,000 \text{ (gross payroll)} \div \$100 = \$2,500 \times \$0.74 = \$1,850$. The Program should then budget \$1,850 for Workers' Compensation insurance premium.

6. Chapters Workers' Compensation Insurance or Expenses.

The premium rate approved for Fiscal Year 2024 for all ~~Navajo Nation~~ Chapters is \$0.75 per \$100 of payroll, not including fringe benefits.

Example: Chapter reports \$100,000 in gross payroll (less fringe benefits).

Formula: $\$100,000 \text{ (gross payroll)} \div \$100 = \$1,000 \times \$0.75 = \$750$. The Chapter should then budget \$530 for Workers' Compensation premium, based on gross payroll.

C. Travel Policies and Rates for Reimbursement Purposes.

For information regarding budgeting for travel, including personal travel, and the most recent Continental United States ("CONUS") per diem rates, supplements and mileage charts, contact OOC at (928) 871- 6308/6433 or www.nnooc.org. The OOC/Accounts Payable Section maintains the official mileage for most travel destinations, as well as the travel reimbursement rates. Rates

are updated annually and become effective January 1st of each year.

Privately-owned vehicle travel reimbursement rates are as follows:

1. \$0.655 per mile (if no Government-Owned Vehicle is available)
2. \$0.22 per mile (if a Government-Owned Vehicle is available)
3. \$0.635 per mile (Motorcycle POV rate)

D. Fleet Management User Rates.

The Fiscal Year 2024 Fleet Management user rates are shown in Appendix E-2. Any questions regarding these rates and the application of these rates should be directed to the Fleet Management Department at (928) 871-6425. The monthly rental, the mileage, and the vehicle type should be budgeted in using the appropriate Object Code. The Navajo Nation Sales Tax is not included in the vehicle user rates and, therefore, ~~Navajo Nation~~ Programs must calculate on a separate line in the fleet Object Codes, the appropriate tax rates in addition to the fleet user rates.

E. Records Management/Duplicating Rates.

The duplicating rates for the various types of services with appropriate descriptions are shown in Appendix F-3. These rates are to be used to budget amounts in the appropriate Object Codes if copying services from the Records Management Department are to be used during the Fiscal Year. For inquiries regarding other types of copying services, contact the Records Management Department at (505) 371- 5113.

F. Air Transportation Rates.

The following rates shall be used to budget for Navajo Nation air transportation flights:

1. King Air C-90: \$1,200 per hour rounded to the nearest dollar plus airport fees depending on destination and applicable taxes.
2. King Air B200: \$1,800 per hour rounded to the nearest dollar plus airport fees depending on destination and applicable taxes.

IX. SECTION 10. PREPARING CHAPTER BUDGETS FOR THE COMPREHENSIVE BUDGET PROCESS

A. Navajo Nation Chapter Budgeting Process.

1. Pursuant to the ~~Navajo Nation Local Governance Act (LGA), 26 N.N.C. § 2003~~, all Navajo Nation Chapters, including LGA-certified Chapters, All LGA-Certified Chapters and Non-LGA Chapters are required to follow the Navajo Nation budget instructions this BIM when formulating the annual Chapter their budgets for FY2024 and when appropriations are coming from Navajo Nation funds. the Chapter applies for, and receives funds, approved by the Council. In accordance with the approved Budget Calendar, all Chapters must submit a proposed budget to the Administrative Service Center ("ASC") of the ~~Division of Community Development (DCD).~~ DCD shall incorporate and submit the each Chapter's budget as part of the overall annual DCD's budget submitted for the annual Comprehensive Budget.
2. In addition to following the Chapter budget process outlined in 26 N.N.C. §2003(C), the Chapters Administration shall work with the ASC. Chapters using the WIND budget application system (www.wind.enavajo.org) shall prepare and submit their budgets in ~~concert~~ cooperation with DCD and the ASC.
3. General Fund amounts budgeted for personnel, travel, and other Chapter administration administrative costs shall be detailed on approved Budget Forms and in using the appropriate Object Codes utilizing under the Navajo Nation Chart of Accounts/Object Codes, upon and after approval of Chapter appropriations or other funding by the Navajo Nation Council. Prior to funds being entered into the FMIS, and being made available for distribution to Chapters, the Chapter budget shall be approved by a Chapter resolution at a duly-called Chapter meeting.

4. Additional Chapter Budget Procedures are provided set forth in Appendix M and the Chapter Budget Policies are in Appendix L-1 of this BIM.

B. Chapter Capital Improvement Projects CIP.

All capital project Chapter CIP funding requests shall be submitted on approved Budget Forms to the Navajo Nation Capital Projects Management Department (CPMD) of DGD in accordance with the Appropriations Act, 12 N.N.C. §800 et seq., and appropriate other written policies and procedures for Capital Improvement Projects CIPs and capital CIP budget development. For further instructions on development of CIP budgets for Capital Improvement Projects, contact CPMD at (928) 871-6211.

C. Chapter Officials' Stipends.

Chapter Officials' stipends for the monthly regular Chapter meetings and Chapter Planning Meetings, referenced in the Local Governance Act, at 26 N.N.C. §1002 (C)(b), shall be treated as Fixed Costs. Chapter Officials' stipends for Emergency Chapter Meetings, Special Chapter Meetings, Agency Council meetings, District Council meetings, and Regional Council meetings, referenced in Appendix L-1 §IV(G)(2) may be are treated as Fixed Costs.

D. Stipends for Grazing Officers, Land Board members, and Farm Board members.

Stipends for Grazing Officers, Land Board members, and Farm Board members are treated as Fixed Costs, and shall be budgeted as such.

X. SECTION 11. NAVAJO NATION FUNDING GRANTS.

A. Purpose.

1. The Navajo Nation Council may award grant funds generally from the Navajo Nation's Unreserved Undesignated Fund Balance (UUFB) of the General Fund, but also from other Navajo Nation Funds including but not limited to such as the Sihasin Fund and Permanent Fund, in the form of a Navajo Nation grant to eligible entities funding Grants to External Entities for projects or purposes consistent with the needs and priorities of the Navajo Nation. Eligible entities are non-Navajo Nation government entities. This includes non-governmental entities created by the Navajo Nation, but may include other private non-profit and for-profit entities when the use of funds is consistent with the needs and priorities of the Navajo Nation. Such grants are referred to as "Navajo Nation Grants". Grants, as such, are not available directly to Branches, Programs, or Chapters, as defined in Section 2 of this BIM.

12. The award of Navajo Nation funds for grant purposes for a funding Grant is generally authorized through an appropriation by the Council in the annual Comprehensive Budget process as part of a recommended branch or division budget, for which the respective oversight committee for the branch or division shall have made an affirmative recommendation on the budget request. See 12 N.N.C. § 820(P). Branches, Programs, and Chapters are free to request funding for proposed Grants to External Entities under their purview, in their proposed budgets submitted in the Comprehensive Budget process.

The appropriation of Navajo Nation funds for grant purposes is less frequently authorized through Less frequently, a Supplemental Appropriation resolution from the UUFB of the General Funds or other Navajo Nation Funds including but not limited to the Sihasin Fund and Permanent Fund pursuant to 12 N.N.C. §820(I), passed by the respective oversight committee and final approval of the Navajo Nation Council. may be approved by the Council, thereby providing a funding Grant to an External Entity, with a Branch or Program providing administrative oversight.

23. Navajo Nation grant funds funding Grants are administered through procedures developed by OMB, pursuant to OMB's authority under 2 N.N.C. § 1203(A)(2) and 1203(B) (1)(a) and (b), and approved by the BFC.

34. All Navajo Nation funding Grants are subject to the availability of funds. 2 N.N.C. §223(B).

5. As provided in the Appropriations Act, at 12 N.N.C. §820(N), approved Grant funds may lapse and revert at the end of the Fiscal Year for which the Grant was approved, or Grant funds may carry over into the subsequent Fiscal Year. Spent or encumbered funds do not lapse and revert.

B. Eligibility Requirements for Grants.

1. ~~Entities eligible to receive Navajo Nation Grants are generally Navajo Nation non-governmental entities created by the Navajo Nation, but may include non-Navajo private non-profit and for-profit entities when the purpose of the grant is consistent with the needs and priorities of the Navajo Nation. Such entities may be referred to as the "Requesting Entity" or "Applicant."~~
2. When the Requesting Entity is a non-governmental entity of the Navajo Nation, the Requesting Entity shall Any External Entity applying for a Grant must have an approved Plan of Operation or similar enabling legislation, approved by the Navajo Council or a Committee of the Navajo Council. 12 N.N.C. § 820(P); or a duly-approved Charter, Articles of Incorporation, Bylaws, business license, or the like, must be in good standing under the Navajo Business and Procurement Act (see 12 N.N.C. §1505), and must be in compliance with all applicable Navajo Nation laws, regulations, and policies.
3. ~~When the Requesting Entity is a non-Navajo private non-profit or for-profit entity, the Requesting Entity shall have current Articles of Incorporation and Bylaws or other organizational documents approved by its governing board, deemed sufficient by the Responsible Branch or Division, defined below.~~
4. ~~The Requesting Entity shall have a federal tax identification number and, if applicable, a Data Universal Numbering System (DUNS) number.~~

C. Process for Initiating a Navajo Nation Applying for a Grant, Application

1. ~~The Requesting Entity shall identify, or be assigned to the Navajo Nation An appropriate Branch or Division Program that will have the responsibility be responsible for overseeing the administration of administering the Grant, and monitoring the External Entity's expenditures of Grant funds. The assignment shall be based on the assigned Branch or Division's areas of responsibility related to the proposed purpose and use of the Navajo Nation funds (hereinafter the "Responsible Branch or Division"). Said Branch or Program is deemed the "Responsible Branch" or "Responsible Program."~~
2. The Requesting External Entity shall initiate the Grant request process by submitting an Grant aApplication to the Responsible Branch or Division. Responsible Program.

D. Grant Application Requirements.

1. ~~The Requesting External Entity (hereinafter "Applicant") shall submit to the Responsible Branch or Division Responsible Program, a completed Navajo Nation Grant Application form ("Grant Application"), shown in Appendix F, plus along with all other attachments and Forms specified in this Section.~~
2. The Applicant shall submit Completed Navajo Nation Budget Forms from (see Section XV 15 in of this BIM), which include Budget Forms 1, 2, 3 (for personnel or position funding) and Budget Form 6 (external grant funding received in addition to Navajo Nation funds, if applicable). If funding is for a CIP capital project, Budget Forms 1 and 4 and a Project Process Schedule (which replaces Budget Form 2) shall be submitted, including a project proposal, as which shall be reviewed and approved by DCD.
3. The Applicant shall submit Aan authorizing resolution of the Applicant's Board requesting Navajo Nation Grant funding, whether an annual in the Comprehensive Budget or in a request for a Supplemental Appropriation, or in a request for other Navajo Nation funds.
4. Signatures of appropriate officials of the Responsible Branch Chief or Division Director or Responsible Program (Branch Chief or Director) are required on Budget Forms 1 and 2.
5. Signatures of appropriate officials of the Responsible Branch Chief or Division Director Responsible Program (Branch Chief or Director) are required on the Navajo Nation Grant Application, form.

6. The Applicant shall submit Aa current copy of the Applicant's Articles of Incorporation and Bylaws approved by its governing board., along with a
7. A listing of the Applicant's current Board of Directors or Committee members, with current addresses.

E. Preliminary Review and Approval of Grant Application, ~~by the Responsible Branch Chief or Division Director and by OMB.~~

1. The Applicant shall submit the Grant Application and all additional relevant attachments and Budget Forms identified in this Section, to the Responsible Branch Chief or Division Director or Responsible Program, for preliminary review.
2. The Responsible Branch Chief or Division Director or Responsible Program shall review the Grant Application and may provide revisions or other recommendations.
3. The Applicant shall submit the Grant Application and all ~~additional attachments and Budget Forms identified in this Section, to OMB in the manner and on the appropriate forms required by this BIM for preliminary review.~~ documents to OMB.
4. OMB shall review the Grant Application and Budget Forms pursuant to ~~OMB's authority in 2 N.N.C. §1203(A)(2) and §1203(B)(1)(a) and (b);~~ and the Applicant shall make any revisions required as instructed by OMB.
5. If the Applicant is seeking grant funds a Grant for construction of a capital project, a CIP the Applicant must consult with the ~~Capital Projects Management Department (CPMD) within the Division of Community Development,~~ and provide evidence verification that all design and engineering is completed and that proper clearances have been obtained and appropriate policies and procedures followed, ~~prior to before~~ submitting the Grant Application. In the alternative, an Applicant may submit a Grant Application solely for the purposes of funding for the planning, design, and engineering costs and for obtaining the necessary clearances. CPMD must will work with the Applicant to ensure that ~~the Applicant has completed all planning, design and engineering work, obtained proper clearances, and complied with appropriate policies and procedures,~~ completion of such tasks prior to the encumbrance of any additional funds for construction.
6. After the Responsible Branch Chief or Division Director or Responsible Program and OMB have approved the Grant Application, the Applicant shall submit the final version of the Grant Application to the Responsible Branch Chief or Division Director or Responsible Program (Branch Chief or Director) to sign the Grant Application, ~~form.~~ Additionally, the Responsible Branch Chief or Division Director for the responsible Branch or Division or Responsible Program shall provide a written statement confirming that if ~~grant funds are~~ the Grant is awarded, that the Branch or Division Program shall be responsible for administering the Grant and monitoring the External Entity's expenditure of Grant funds.

F. Submission of Grant Application to ~~Oversight Committee and Navajo Nation Council for Legislation in the Legislative Process.~~

1. Generally, Tthe appropriation approval of Navajo Nation funds for funding Grants purposes is authorized generally through in the annual Comprehensive Budget, and process as part of a recommended division or branch budget, and less frequently through a Supplemental Appropriation from the UUFB, of the General Fund or other Navajo Nation Funds including but not limited to the Sihasin Fund and Permanent Fund. or in an allocation by the Council from another Navajo Nation funding source.
2. ~~If the Responsible Branch Chief or Division Director deems it appropriate, t~~The Responsible Branch Chief or Division Director or Responsible Program may initiate legislation with their respective Oversight Committee, whether the Grant is a part of the Comprehensive Budget, or is part of a Supplemental Appropriation from the UUFB, of the General Fund or other is an allocation of other Navajo Nation Funds, including but not limited to the ~~Sihasin Fund and Permanent Fund.~~

3. Upon request by a sponsoring Council delegate, The Office of Legislative Counsel ("OLC") shall drafts legislation for approval of the funding Grant, and the Grant Application then enters the legislative process; provided that and the Oversight Committee will consider legislation to approve the Grant of Navajo Nation funds to the Applicant only if the completed and signed Grant Application is included is provided to OLC and can be affixed to the legislation and if there is a written statement from the Responsible Branch or Division confirming Responsible Program accepts and confirms in writing its responsibility for administering the Grant and monitoring the External Entity's expenditure of Grant funds. The oversight committees or Council may make amendments to the proposed legislation, whether a part of the Comprehensive Budget or, a Supplemental Appropriation. Legislation shall not be drafted, introduced, or considered unless there is a written statement from the appropriate Branch Chief or Division Director identifying the responsible Branch or Division for the grant, and there is a completed Grant Application signed by the appropriate Branch Chief or Division Director.
- ~~4. If the appropriation is through a Supplemental Appropriation from the UUFB of the General Funds or other Navajo Nation Funds including but not limited to the Sihasin Fund and Permanent Fund, the oversight committee and the Navajo Nation Council will consider the legislation, may make amendments to the proposed legislation, and a final resolution of the oversight committee and of the Navajo Nation Council is required. The resolution shall designate a Responsible Branch or Division that shall be responsible for the administration of the grant.~~
54. If the grant of Navajo Nation funds Grant is awarded, the next step is for the Applicant to shall then enter into a Grant Agreement with the Navajo Nation, in accordance with subsection HG, below.

G. The Grant Agreement.

1. The Grant Agreement shall govern the administration and implementation of the Grant, subject to all applicable Navajo Nation laws and regulations, and other related matters, and must be approved by OMB, OOC, and the Department of Justice, prior to final execution by the parties.
2. The Responsible Branch or Division Responsible Program is shall be responsible for the administration of the Grant, and shall monitor the Grantee's performance to ensure that the Grant funds are spent in accordance with the terms and conditions of the Grant Agreement, with Navajo Nation laws and policies, and that the scope of work and performance criteria are met.
- ~~3. The grant agreement shall be on the form developed by OMB.~~
- ~~4. The Responsible Branch or Division shall prepare the grant agreement.~~
53. The Grant Agreement shall include, but shall not be limited to, the following provisions:
 - a. The Navajo Nation, upon reasonable notice, has the right to make periodic reviews of all books, records, and documents of the Grantee, which relate to the expenditures incurred by the Grantee.
 - b. If the Grantee does not expend spend and manage Navajo Nation funds according to the approved budgets and in accordance with the Grant Agreement and applicable Navajo Nation laws, the Grant funds will shall be suspended by the Controller and the balance of the unspent funds will be returned to the Navajo Nation. Furthermore, legal action may be taken to recover any Grant funds, that were not spent according to the approved budget or budget revisions or in compliance with the Grant Agreement or Amended Grant Agreement or in accordance with applicable Navajo Nations laws.
 - c. Unless the Navajo Nation Council approves the carryover of Grant funds into the next Fiscal Year, and the Grant Agreement is awarded, any Grant made for a Navajo Nation Fiscal Year will lapse at the end of the that Fiscal Year and the balance shall revert to the original funding source, such as the Navajo Nation General Fund, Sihasin Fund, or Permanent Fund 12 N.N.C. §820(N).
 - dc. Budget modifications or revisions may be requested and handled in the manner, and using on the appropriate Forms, required by as instructed in this BIM.

ed. The Grantee shall submit to the Responsible Branch ~~or Division or Responsible Program~~, and to OMB, a final report within ten (10) working days of the expiration or termination of the Grant Agreement. If the Grantee submits an acceptable written justification for an extension, the Responsible Branch or Division or Responsible Program, with and/or OMB's approval may extend the report's due date by written notice.

fe. Grantees must comply with all Navajo Nation laws, as amended, including the Navajo Nation Appropriations Act, the Navajo Business and Procurement Act, the Navajo Nation Business Opportunity Act, and the Navajo Preference in Employment Act.

H. Administrative Review and Execution of Grant Agreement.

1. The Responsible Branch or ~~Division~~ Responsible Program shall process the Grant Agreement through the ~~Nation's official administrative~~ Section 164 Executive Review Process, or similar process established by the President, and upon final approval ~~through the administrative review process in the Executive Review~~, shall submit the Grant Agreement to the appropriate Branch Chief for execution.
2. The Applicant shall provide the following ~~documentation~~ documents to the Responsible Branch or ~~Division~~ Responsible Program, and the ~~Responsible Branch or Division~~ shall submit this ~~documentation~~ as part of the ~~official administrative~~ Executive Review Process:
 - a. ~~An~~ authorizing Resolution of the Applicant's Board of Directors or Committee, accepting of the funding Grant; of Funds from the Navajo Nation.
 - b. a Statement of Work and Purpose of Funds (corresponding with the approved budget);
 - c. the Grant Agreement;
 - d. ~~the Navajo Nation Council Resolution authorizing the grant appropriation.~~ approving funds for the Grant;
 - e. the approved budget on the appropriate OMB Budget Forms with a detailed justification;
 - f. OMB Budget Modification or Revision Form;
 - g. Quarterly Narrative/Performance Report Form;
 - h. OMB Expenditure and Request Reimbursement Form;
 - i. OMB Expenditure and Liquidation Report Form;
 - j. Grantee's Release of Claims, executed on the OMB approved Form;
 - k. a completed and signed Navajo Nation Certification Regarding Debarment and Suspension Form;
 - l. a completed IRS W-9 Form (Rev. 2017) (See www.irs.gov for form);
 - m. Applicant's Certificate of Liability Insurance;
 - n. a listing of the Applicant's current Board or Committee members with current addresses;
 - o. the Applicant's current Articles of Incorporation and Bylaws or Plan of Operation, approved by its governing board;
 - p. a letter on the Applicant's official letterhead authorizing a person(s) to sign and accept the Navajo Nation Grant check(s);
 - q. a letter on the Applicant's official letterhead requesting a 30% grant advance, if needed; the Grant advance will be limited to 30% of the total Grant allocation.

I. ~~Implementation of Grant Agreement Contract Number.~~

1. Upon proper execution of the Grant Agreement ~~by the appropriate Branch Chief~~, the Responsible Branch or ~~Division-Director~~ Responsible Program shall submit copies of the executed Grant Agreement to OMB and to OOC.
2. OOC shall ~~implement~~ assigns the Grant Agreement contract number and ~~notify~~ notifies the Responsible Branch Chief or ~~Division-Director~~ Responsible Program and OMB of Grant approval.
3. The Responsible Branch Chief or ~~Division-Director~~ Responsible Program shall notify the Grantee (formerly, the "Applicant") of approval ~~of the Grant Agreement.~~ approval.

J. Administration of the Grant Agreement.

1. The Responsible Branch or ~~Division~~ Responsible Program is responsible for the administration of the Grant Agreement and shall monitor the Grantee's performance to ensure that ~~the~~ all Grant funds are spent in accordance with Navajo Nation laws and policies and that the scope of work and performance criteria are being met.
2. The Grantee shall comply with all provisions of the Grant Agreement and shall submit all quarterly and annual documents to the Responsible Branch or ~~Division Director~~ Responsible Program.
3. The Responsible Branch ~~Chief-Division-Director~~ or Responsible Program shall submit all quarterly documents to the OOC and ~~to~~ OMB.
4. If the Grant is covers a multi-year grant, funding period, neither a new Grant Agreement ~~nor a~~ or modification is for each year shall not be required.

XI. SECTION 12. BUDGET REVISION INSTRUCTIONS AND PROCEDURES.

A. Purpose.

1. To provide guidance for the administration and processing of proposed revisions to approved budgets; and
2. To establish effective controls for the accountability and integrity of Navajo Nation budgets and funds, including ~~externally-restricted~~ External Funds and Navajo Nation funds.

B. Scope.

These procedures apply to all fund types (Governmental, Proprietary, Fiduciary and Special Revenue set up as Navajo Nation budgets) as defined in the ~~Navajo Nation~~ Appropriations Act, at 12 N.N.C. §810(S).

C. Types of Budget Revisions.

A budget revision involves a change to an approved budget that deviates from the approved financial plan. The four basic types of budget revisions are:

1. Budget/Object Code Transfer - the transfer of budgeted funds from one Object Code to another within the same Business Unit.
2. Budget Reallocation - the transfer or reallocation of budget funds between Business Units, which shall require Oversight Committee approval before the budget reallocation can be processed. Budget reallocations should be processed on a quarterly basis.
3. Budget Modification - an increase or decrease of ~~fifty thousand dollars (\$50,000)~~ or more to an existing Business Unit budget under a previously approved budget. ~~This shall~~ Such a modification requires Oversight Committee approval before the modification can be processed, ~~unless it is a prior approved carryover of funds.~~ Completed Budget Forms are required for a budget modification. Budget modifications should be processed on a quarterly basis.
4. Reimbursements - ~~there are instances where there may be~~ at times refunds of prior expenses become available; (e.g. FEMA and others). Generally, if ~~it~~ the refund is a reimbursement to a General Fund Business Unit ~~these types of reimbursements~~ the money should go back into the General Fund. ~~If a business unit receives a reimbursement, this type of refund shall require~~ In such cases, Oversight Committee approval is required before ~~the~~ a budget modification can be processed, as because this situation is an appropriation approval of additional funds that the Navajo Nation receives. OOC acknowledgement and ~~Gconcurrence from the Office of the~~ is required for funds refunded money to be deposited.

D. Requirements and Restrictions.

1. The Budget Signature Authorization Form ("BSAF"), available from OMB or its website, must be on file at OMB to verify that the designated signatories are authorized to process the budget

- revision for the Business Unit. OMB will not accept budget revision requests that are signed by unauthorized program personnel. The BSAF shall be renewed and submitted to OMB at the beginning of each Fiscal Year or Grant year, or whenever authorized personnel changes occur.
2. The Budget Revision Request ("BRR") shall include the following: (1) an analysis of the impact to the Object Code ~~the transfer is being made from~~ losing funds, (2) the remaining balance for the funding term, (3) the sufficiency of the amount being transferred, (4) the Object Code ~~the transfer is being made into~~ gaining funds, and (5) the impact to the original intent of the original funding approval or budget funding. For Programs funded by Navajo Nation Funds, impacts on the Program's approved performance criteria must be clearly stated. If the BRR significantly affects or changes the intent of the original appropriation funding approval or budget, ~~it will require appropriate legislative or Oversight Committee approval~~ shall be required before the budget revision BRR can be processed.
 3. If a budget in the Business Unit has deficits in any of its Object Codes, the BRR shall include transfers to clear the deficit.
 4. BRR are for budget transfers between LOD 6 object codes with the exception of fringe benefits at LOD 5.
 5. Each Program or Business Unit shall be limited to one BRR per month, except for special circumstances which the Program shall must explain and justify by in a separate memorandum.
 6. The minimum amount of a BRR shall be one-hundred dollars (\$100), except for special circumstances, as justified in writing by the Program and approved by OMB.
 7. BRRs that are marked up, have changes, and or are illegible will not be processed but returned to the Program for appropriate corrections. ~~preparation.~~
 8. BRRs that are received at OMB more than ~~two (2)~~ weeks after they ~~were signed by~~ BRANCH/DIVISION DIRECTOR the date of the appropriate signature will not be processed but returned to the Program for appropriate updating. ~~updated signatures.~~
 9. For financial propriety, it is not acceptable for the same person to be both the requestor and the approver of the BRR. person requesting the BRR and also the person approving the BRR. The same requirements apply to the Legislative and Judicial Branches. Division Directors Executive Branch Programs shall obtain the signature approval of the Office of the President/Vice-President's approval for the Division's budget revision requests BRRs prior to submission before submitting to OMB. For all BRRs funds, ~~authorized signatories should be in compliance with the BSAF~~ will be checked to verify authorized signatures.
 10. Original documents, such as Personnel Action Forms, Purchase Orders, Request for Direct Payment, etc., should not be attached to the ~~budget revision request~~ BRR Form. However, copies of these documents may be attached for justification purposes.
 11. General Funds cannot be transferred from the following Object Codes:
 - (a) 2001 series: In the 1st, 2nd, and 3rd Quarters, transfers are allowable within the Personnel Expenses 2001 major Object Code series. For example, funds from the Salary Adjustment Object Code (2200) may be transferred into the Merit Pay Object Code (2710). Beginning in the 4th Quarter, personnel expenses cannot be transferred from Personnel Cost (2110), and Fringe Benefits Cost (2900), pursuant to the PLF Personnel Savings (Lapse Fund) Account moratorium established in Navajo Nation Council Resolution CF-07-11, as amended.
 - (b) 8020 series: Direct Services or Public Assistance (except with Oversight Committee approval).
 - (c) 9510 series: Matching Funds (except with Oversight Committee approval).

E. Budget Revision Request Process.

1. For all Navajo Nation Funds and External Funds, Programs must complete and submit a Budget Signature Authorization Form (BSAF) at the beginning of each Fiscal Year and upon change of signatory personnel, before any BRR can be processed.

2. The BRR that is prepared by the Program manager and concurred by the Division Director (or Branch Chief) with appropriate required signatures shall be submitted to OMB for review and consideration for approval 2 weeks prior to date the additional or increased budget amount is needed. ~~All pages must be signed with appropriate signatures and dated accordingly.~~
3. Upon receipt of the BRR, OMB will review the request it for compliance with appropriate policies and procedures, sufficient budget funds availability, the and performance impact, and then recommended action to OMB's Executive Director.
4. The OMB's Executive Director shall approve or disapprove the BRR. Forms will be returned disapproved and will include comments, if significant changes or additional justification or clarification is needed. If the information, amounts, and figures are altered or not legible, a new BRR Form shall be completed and submitted.
5. Upon approval by the OMB's Executive Director, a copy of the completed and approved BRR and a FMIS batch report will be transmitted back to the Program, ~~via the appropriate Division or Branch office.~~
6. For BRRs on ~~externally restricted funds~~ External Funds where funds are reallocated in the Personnel budget (increases or decreases) to and from other LOD 6 line-item budgets, the OOC Contract Accounting shall verify the availability of sufficient budget funds that will be designated for new personnel subaccounts or for transferring of Personnel Lapse PLF savings.

This is applicable when a Program processes a PAF for hiring new employee(s) and all information is verified for accuracy (Business Unit, subaccount code, expiring assignments for dates) related to the new subaccount of the personnel budget.

~~Attached to the BRR should be a~~ A current NN Budget Form 3 should be attached to the BRR to identify which personnel subaccounts are affected by the transfer of funds. A reconciliation must be prepared by the Program in order for the OOC Contract Accounting to ~~sign off on the approval of~~ approve the BRR.

XII. SECTION 13. REQUESTING SUPPLEMENTAL APPROPRIATIONS.

A. Considerations.

~~Due to the limited availability of funds, Navajo Nation leadership should carefully consider all applicable laws, regulations, policies, priorities and any extenuating circumstances before approving a Supplemental Appropriations. Further, the Navajo Nation must consider its obligations regarding court-ordered funding, required matching funds to capture external funds, the health and safety of the general public, emergency situations, unmet needs, and other circumstances.~~

B. Appropriations Act Requirements.

~~All Supplemental Appropriation requests shall adhere to the applicable provisions of the Appropriations Act.~~

In addition to all requirements under the Appropriations Act pertaining to Supplemental Appropriations, the following procedures shall be followed:

CA. Procedures.

~~The following procedures apply to all Supplemental Appropriation requests:~~

1. Required OMB forms. Those seeking a Supplemental Appropriation shall complete Appendix J and Budget Forms 1, 2, and 4, and if applicable Budget Forms 3, 5, and 6; if funds for a ~~capital improvement project~~ CIP are requested Budget Forms 1 and 4 and Appendix I shall be completed. External Entities shall also complete Appendix F. Any incomplete or inaccurate Budget Forms will be returned for corrections. Requesting parties should seek the assistance of OMB in selecting and completing the appropriate Budget Forms.

2. Signatures.
 - a. Budget Forms have signature lines for appropriate Program persons, including Division Directors and/or Branch Chiefs. Completed Budget Forms, showing the signatures of those noted on the Forms, shall be provided to the sponsoring Council delegate before proposed legislation for a Supplemental Appropriation request enters the legislative process.
 - b. During the legislative process, Budget Forms may be revised or replaced by any ~~reviewing~~ standing committee considering the legislation, or by the Council, via an amendment to the ~~supplemental appropriation~~ legislation. In such cases, new signatures on the Budget Forms shall not be required.
3. Controller and OMB review. As required by 12 N.N.C. §820(L) the Controller shall be responsible for designating whether the proposed expenditures are recurring or non-recurring. As required by 12 N.N.C. §820(M) all requests shall be reviewed by OMB, and OMB shall provide a budget impact analysis regarding the impact to the Navajo Nation's overall budget that will result if a the funding request is approved.
 In order for OMB to do a budget impact analysis and to determine other appropriate actions, the Program requesting the Supplemental Appropriation must submit all required Budget Forms to OMB. ~~The Office of Legislative Counsel shall provide an advance copy of the draft legislation to OMB and OGC prior to the introduction of the legislation.~~
 The Controller's and OMB's review statements shall be provided to the sponsoring delegate before proposed legislation for a Supplemental Appropriation request enters the legislative process.
4. Other requirements for Supplemental Appropriation requests.
 - a. Budgets for the request must be prorated so that funding covers only the remaining portion of the current Fiscal Year, i.e., funds appropriated in January must be budgeted for spending from February to the end of the Fiscal Year (eight months) or funds appropriated in April must be budgeted for spending from May to the end of the Fiscal Year (five months).
 - b. If a request is not approved and the requesting party still wishes to pursue the funding, the request must be updated and resubmitted every four (4) months to reflect any changes during the preceding four-month period.
 - c. If the request is not approved in the previous Fiscal Year and but the requesting party still wishes to pursue the funding, the proposal must be revised and resubmitted for the current Fiscal Year.
5. Recommendations. OMB recommends the following:
 - a. Justification.
 The requesting party should, but is not required to, provide an explanation of the reasons a Supplemental Appropriation is being requested outside of the annual fiscal year budget development process: Comprehensive Budget for Fiscal Year 2024.
 - b. Other Funds.
 The requesting party should, but is not required to, provide a list of any other sources of funding that are being considered and would be pursued if the supplemental funding request is not funded: approved.

DB. Capital Improvement Projects.

1. CPMD review.
 All Supplemental Appropriation requests related to ~~any capital improvement projects~~ a CIP shall be submitted to the ~~Capital Projects Management Department (CPMD) within the Division of Community Development~~, in accordance with the Appropriations Act, at 12 N.N.C. §800 ~~et seq., 860,~~ and with written policies and procedures ~~for capital improvement projects and capital budget development related to CIPs.~~ CPMD can be reached at (928) 871-6211.
2. Capital Improvement Plan.
 If any Supplemental Appropriation would result in a modification or amendment affecting an approved Capital Improvement Plan the appropriation funding request must be approved by the

appropriate Oversight Committee prior to before consideration by the Navajo Nation Council. See 12 N.N.C. §860(C)(2).

EC. Legislative Process.

Legislation is required for all Supplemental Appropriation requests. The appropriation request shall be reviewed by the appropriate Oversight Committee, BFC, the Budget and Finance Committee, the Naa'bik'iyáti' Committee, and the Navajo Nation Council, gives final approval.

XIII. SECTION 14. ELECTRONIC SUBMITTAL OF DOCUMENTS FOR OMB PROCESSING.

A. Purpose Emailing documents.

~~To provide an electronic option for submitting d~~Documents may be submitted in electronic format to OMB by allowing for documents to be emailed via email to docs@omb.navajo-nsn.gov in order to reduce travel expenses and improve processing times associated with submitting documents to OMB temporarily located at the Navajo Nation Museum, Window Rock, Arizona. OMB will also accept hand-delivered documents.

B. Scope:

- ~~1. These procedures shall apply to all Navajo Nation Programs by allowing the submittal of documents for OMB processing via email.~~
- ~~2. These procedures shall apply to all documents that require review and processing by OMB.~~

CB. Procedures.

1. For electronic submittals, OMB will only accept scanned and e-mailed PDF copies of signed documents which require requiring OMB review and/or approval. All documents will still require must have proper signatures and adherence submitting parties must adhere to document requirements.
2. Documents must be properly completed and have all the required signatures. Any supporting documents and/or calculations must also be included. Unauthorized and/or incomplete submittals will be returned to the Program for correction.
3. OMB will accept scanned and emailed signed documents from Navajo Nation e-mail domains, such as a *navajo-nsn.gov* address. OMB will not accept documents emailed from non-Navajo email domains such as Hotmail, Yahoo, Gmail, etc. Contact the NN Department of Information Technology to obtain a *navajo-nsn.gov* e-mail address.
4. OMB will only accept scanned and emailed signed documents from the appropriate Program, Department and/or Division Director. One administrative staff member can also be included. Department Directors must inform OMB identify in writing of who the designated administrative staff member will be.
5. Enter the type of document being electronically submitted in the Subject Line of the email. Examples include:
 - Budget Revision Request
 - Proposed FY Budget
 - Navajo Nation Administrative Document Review
 - FMIS Account/Budget Set-Up
 - Budget Form 2 Quarterly Reports (Program Performance Measures)
6. All documents must be emailed to *docs@omb.navajo-nsn.gov*. Do not email documents directly to OMB staff.
7. Certain processes may require the submittal of original signed document(s). OMB will inform the Program on a case-by-case basis.
8. When the document is processed, OMB will e-mail a scanned transmittal back to the initial transmitter along with a scanned and signed copy of the document processed by OMB. OMB

~~providing hardcopy and available for program is not necessary.~~ will not provide paper copies of the emailed documents.

XV. SECTION 15. NAVAJO NATION BUDGET FORMS ("NNBF") AND INSTRUCTIONS.

A. General Rules and Instructions.

The following are general rules and instructions for preparing Budget Forms and packaging the Budget Forms 1 through 6, including other documentation:

Budget Form	Budget Form Title
Budget Form 1	Program Budget Summary
Budget Form 2	Program Performance Measures
Budget Form 2A	Program Performance Measures (narrative method)
Budget Form 3	Listing of Positions and Assignments by Business Unit
Budget Form 4	Detailed Budget and Justification
Budget Form 5	Summary of Changes to Budgeted Positions
Budget Form 6	External Contract and Grant Funding Information
Project Form	Project Process Schedule (replaces Budget Form 2 for capital or other non-operating funds during the Fiscal Year)
Supplemental Form	Supplemental Funding Proposal Summary
Grant Application Form (for External Entities)	Use when requesting funds during the Fiscal Year

1. All budget requests should include appropriate, completed Budget Forms accordance with instructions contained in this BIM.
2. Do not include blank forms with the budget packet submittal.
3. Use the appropriate codes, rates, or scheduled provided in this BIM.
4. All budget amounts shall be rounded to the nearest whole dollar.
5. Number pages on all completed Budget Forms consecutively in the spaces provided.
6. An authorized official's signature and date must be provided on certain Budget Forms.

FY _____

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: _____		Program Title: _____		Division/Branch: _____	
Prepared By: _____		Phone No.: _____		Email Address: _____	
PART II. FUNDING SOURCE(S)	Fiscal Year / Term	Amount	% of Total	PART III. BUDGET SUMMARY	
				Fund Type Code	(A) INC Approved Original Budget
					(B) Proposed Budget
					(C) Difference or Total
				2001 Personnel Expenses	
				3000 Travel Expenses	
				3500 Meeting Expenses	
				4000 Supplies	
				5000 Lease and Rental	
				5500 Communications and Utilities	
				5000 Repairs and Maintenance	
				6500 Contractual Services	
				7000 Special Transactions	
				8000 Public Assistance	
				9000 Capital Outlay	
				9500 Matching Funds	
				9500 Indirect Cost	
				TOTAL	\$0.00
					0.00
					0
				PART IV. POSITIONS AND VEHICLES	
				(D)	
				(E)	
				Total # of Positions Budgeted:	
				Total # of Vehicles Budgeted:	
TOTAL: \$0.00 0%					
PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.					
SUBMITTED BY: _____					
APPROVED BY: _____					
Program Manager's Printed Name _____					
Division Director / Branch Chief's Printed Name _____					
Program Manager's Signature and Date _____					
Division Director / Branch Chief's Signature and Date _____					

Budget Form 1: PROGRAM BUDGET SUMMARY

Purpose:

Serves as identification and overview of general information of a program and its funding source(s) and provides budget information summarized by major object code categories as a comparison of the current fiscal year and the proposed (next) fiscal year.

Instructions:

Part I: Enter in the space provided the business unit number, the Program title and Division or Branch, or enter "NEW" if a business unit is not assigned, enter "NEW". Include the name, telephone number and email address of the Program official to be contacted about the contents of the budget request.

Part II: Provide information on all funding sources (including external, such as federal, state, private, donations, etc.) which the Program expects to request, receive or operate with during the proposed fiscal year. Use additional pages of the same form if more space is needed or attach a separate completed document. In addition, complete Budget Form 6 for each external funding source to provide more detailed information. Complete the columns as follows:

COLUMN	INSTRUCTION
Funding Sources:	List all funding sources to carry out all the proposed activities within the program or project.
Funding Sources FY/Term:	List each funding source's fiscal year/term (MM/DD/YY).
Funding Sources Amount:	Enter the total funding amount to be received or requested from each funding source and enter the overall total funding of all funding sources at bottom of column.
% (Percentage) of Total:	Calculate and enter the percentage of each funding source's amount to the overall total funding amount.

Part III: Budget Summary:

Fund Type code column: Enter the appropriate fund type code, e.g. "1" for General Fund, for each budget amount entered in the various object codes. Refer to Appendix B for listing of appropriate fund type codes.

COLUMN	INSTRUCTION
Column (A)	Enter the original, approved Navajo Nation Council appropriated amounts, if any, for each major object code for the current fiscal year. The appropriate object codes are listed at a Level of Detail (LOD) 4 in the Chart of Accounts/Object Codes (Appendix A).
Column (B)	Enter the Program's proposed budget amounts for the proposed fiscal year for each object code. The program's proposed budget total of this column must equal the overall assigned base funding or allocation amount.
Column (C)	Show the difference of columns (B) minus (A) for comparison purposes. If the budget is submitted for supplemental or additional funding, enter the total for each object code.

Part IV: Enter the total current and proposed budgeted positions and total number of vehicles budgeted in Columns (D) and (E) for the current fiscal year and the proposed fiscal year.

Part V: Program Manager and responsible Branch Chief or Division Director (or Executive Director of the organization external to the Navajo Nation) are encouraged to provide authorized signatures in compliance with the Budget Signature Authorization Form and the dates to indicate that the budget has been reviewed and acknowledged by key officials as to the accuracy and completeness of the budget.

The Chapter budgets are requested to obtain the "SUBMITTED BY" signatures of the Administrative Service Centers and "APPROVED BY" signatures of the Division of Community Development Division Director and the appropriate dates.

THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA

PART I. PROGRAM INFORMATION:											
Business Unit No.:				Program Name/Title:							
PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:											
PART III. PROGRAM PERFORMANCE CRITERIA:											
1st QTR		2nd QTR		3rd QTR		4th QTR					
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1. Goal Statement:											
Program Performance Measure/Objective:											
2. Goal Statement:											
Program Performance Measure/Objective:											
3. Goal Statement:											
Program Performance Measure/Objective:											
4. Goal Statement:											
Program Performance Measure/Objective:											
5. Goal Statement:											
Program Performance Measure/Objective:											
PART IV. THEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.											
Program Manager's Printed Name						Division Director/Branch Chief's Printed Name					
Program Manager's Signature and Date						Division Director/Branch Chief's Signature and Date					

~~41~~ 34

FY_____

[illegible]

NEW FORM

FY _____ Page ____ of ____
BUDGET FORM 2

THE NAVAJO NATION PROGRAM PERFORMANCE MEASURES

PART I. PROGRAM INFORMATION:		1st QTR				2nd QTR				3rd QTR				4th QTR			
Business Unit No.:		Goal				Goal				Goal				Goal			
PART II. PROGRAM PERFORMANCE CRITERIA:																	
1. Program Goal Performance Measure:																	
2. Program Goal Performance Measure:																	
3. Program Goal Performance Measure:																	
4. Program Goal Performance Measure:																	
5. Program Goal Performance Measure:																	
PART III. CONCURRENCE/APPROVAL:																	
Program Manager's Printed Name		Division Director/Branch Chief's Printed Name															
Program Manager's Signature and Date		Division Director/Branch Chief's Signature and Date															

Budget Form 2: PROGRAM PERFORMANCE MEASURES CRITERIA

Purpose:

- A. Performance information indicates Program accomplishments of the Program and what whether results are being achieved.
- B. Performance data helps Program Managers by providing information on how resources should be allocated to ensure program effectiveness and service delivery.
- C. Performance information helps keeps the Program to focused on established Program goals and tracks Program progress.
- D. Performance information is used as an evaluation and monitoring tool by Program management to concentrate keep focused on performance outcomes.
- E. For use for an Operating Budget only. For Capital and Non-Capital projects, use the Project Process Schedule (Appendix J) as the performance criteria.

Instructions:

Part I: Enter appropriate program information in the spaces provided. Enter "NEW" if a business unit is not assigned.

Part II: ~~Enter the enabling legislation or Resolution number that approved the Program's Plan of Operation (or charter, if a Navajo Nation Entity, attach the organization's Articles of Incorporation). Provide a brief statement regarding the primary purpose of the Program as stated in the controlling Plan of Operation or charter.~~

Part III: **Part II:** Identify up to five (5) significant goal statements for Program performance measures/objectives. ~~For each Program goal statement, include a performance measure/objective which the Program will do accomplish with the funds appropriated/budgeted for the fiscal year.~~

Use quantitative (numerical amounts only) on quarterly performance goals measures to be accomplished. ~~Do not use written text or percentages.~~

(With exception of the Navajo Nation Council, its standing committees, and the Navajo Nation Chapters, a Budget Form 2 from a Programs should not which uses "Number of Meetings" or any references to meetings as a performance measure/objective is not acceptable unless it is the purpose of the Program.)

Part II: The authorized Program Manager and responsible Branch Chief or Division Director (or Executive Director of the organization external to the Navajo Nation) ~~are encouraged to provide authorized signatures in compliance with the Budget Signature Authorization Form and the dates to indicate that the budget has been reviewed and acknowledged by key officials should sign the performance form.~~

Budget Form 2A: PROGRAM PERFORMANCE MEASURES

Purpose:

- A. Performance Information indicates Program accomplishments and what results are being achieved.
- B. Performance data helps Program Mangers by providing information on how resources should be allocated to ensure program effectiveness and service delivery.
- C. Performance Information helps the Program to focus on established Program goals and tracks Program progress.
- D. Performance information is used as an evaluation and monitoring tool by Program management to concentrate on performance outcomes.
- E. For use for an Operating Budget only. For Capital and Non-Capital projects, use the Project Process Schedule (Appendix) as the performance criteria
- F. This form is for use by programs to better document qualitative performance measures in a narrative format and not by quarter.

Instructions:

Part I: Enter appropriate program information in the spaces provided. Enter "NEW" if a business unit is not assigned.

Part II: Identify significant goal statements for Program performance measures/objectives. For each Program goal statement, include a performance measures/objectives which the Program will do with the funds appropriated/budgeted for the fiscal year.

Provide a narrative description of qualitative performance measures and Use quantitative (numerical amounts only) quarterly goals to be accomplished.

(With exception of the Navajo Nation Council, its standing committees, and the Navajo Nation Chapters, Programs should not use "Number of Meetings" or any references to meetings as a performance measure/objective unless it is the purpose of the Program.)

Part III: The authorized Program Manager and responsible Branch Chief or Division Director (or Executive Director of the organization external to the Navajo Nation) should sign the performance form.

THE NAVAJO NATION

[Signature] Date 07/02/2022
DPM Certified

DPM SAMPLE COPY

JOB TYPE	POS NO	POSITION TITLE	EMP ID	WORK SITE	FY 2022 ACTUAL			FY 2023 PROPOSED	
					G/S	H/R	SALARY	HOURS	BUDGET PERIOD

100001 - BUSINESS UNIT DESCRIPTION[illegible]

2110-SUBTOTAL: \$ 184,241.00

BUSINESS UNIT TOTAL: \$ 184,241.00

THE NAVAJO NATION

DPM SAMPLE COPY

Shanti S. S. S.
DPS Certified! Date 07/02/2023

[illegible]**100001 - BUSINESS UNIT DESCRIPTION**[illegible]

2110-SUBTOTAL: \$ 164,241.00

164,241.00

BUSINESS UNIT TOTAL:	\$	154,241.00
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164,241.00

Budget Form 3: LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

Purpose:

To obtain position and salary information for proposed positions to be funded.

Instructions:

At the beginning of the annual budget preparation process, the respective Personnel Office will provide each Program with a listing of the current positions and assignments by Business Unit on Budget Form 3 with blank spaces below the current position information. Any changes to be made or updated must be entered in the blank space using a red ink pen, as follows:

1. If the position class code is incorrect or does not appear on the listing, enter the correct class code in the space provided below the incorrect class code (Appendix C).
2. Verify and enter the per annum salary using the approved salary schedule (~~Appendix D~~) for all proposed positions in the space provided below the proposed budget column, if incorrect. Return the Budget Form 3 to the respective Personnel Office once information has been verified and/or all corrections/changes have been made. The respective Personnel Office will update the information in the Human Resources Information System (HRIS) position control and provide a revised Budget Form 3 to the program which is to be submitted along with other budget forms in the proposed budget package.

All other personnel/position related information (fringe benefit amounts, salary adjustments, etc.) not displayed on the completed Budget Form 3 is to be entered with the appropriate object code on Budget Form 4. Any major changes proposed to the existing personnel/positions, including new positions must be reported on Budget Form 5.

Proposed New Positions on Budget Form 3:

Programs will list proposed new positions on the Program's Budget Form 3 issued by the respective Personnel Office on a separate line. Programs must also submit a copy of Budget Form 5 with the new position listed (the original is to be submitted to OMB with other budget forms) and a Position Classification Questionnaire (PCQ), submitted to the respective Personnel Office. This requirement does not apply to programs or entities external to the Navajo Nation.

Budget Form 4: DETAILED BUDGET AND JUSTIFICATION

Purpose:

Provides detailed budget information and justification for all proposed object code cost categories, including those in personnel (2001), travel (3000), meetings (3500), operating (4000), etc. Use the Chart of Accounts (Appendix A) at LOD 6 to provide information on line items to be funded not to exceed the overall allocated amount.

Instructions:

Part I: Program Information:

Enter Program name and business unit number in the appropriate spaces. Enter "NEW" if a business unit number is not assigned.

Part II: Complete the columns as follows:

COLUMN	INSTRUCTION
Column (A)	Enter the appropriate object code at LOD 6 (Level of Detail), except for fringe benefits which is at (LOD 5-2900), for each proposed item to be budgeted starting with the personnel /position total salaries (object code 2110). The appropriate object code for each budgeted item, such as personal travel (object code 3230) and office supplies (object code 4120), is to be entered in this column. Use the object codes that are provided in the Chart of Accounts (Appendix A) for each line item budgeted.
Column (B)	<p>First, enter the appropriate object code title or description for the major LOD 4 object codes group and a brief written justification for each major object code group, starting with the title of the major object code group at object code 2001. For the rest of the major object code groupings, such as "3000 Travel Expenses," "4000 Supplies," "5000 Lease and Rental," etc., enter the appropriate major object code and its title and a brief justification for each major group. For each object code at LOD 6 in column (A) enter the title or description of the object code before entering the next set of object codes. Next, for a more detailed description of the budgeted items or for purposes of how funds at LOD 6 will be spent, enter the appropriate LOD 7 object code, the code description, and cost of each for justification.</p> <p>To calculate the fringe benefit amount, add the total wages and salaries for all personnel costs (including overtime, holiday pay, and salary adjustments) and multiply by the appropriate fringe benefit rate (Appendix E). For travel line items, at LOD 7, Per Diem/Meals can be shown as "\$60/day x 30 days x 5 employees = \$9,000". Similarly, with "Lodging: \$75/day x 20 days x 4 employees = 6,000" and so forth. Use the rates provided by OOC for these costs.</p>
Column (C)	Enter only the budgeted amount rounded to the nearest dollar for only the cost item for LOD 6 object codes.
Column (D)	Enter the total of the budgeted amount at LOD 4 cost group by totaling all the LOD 6 object code in Column (C). These amounts must agree with the major object code group amounts entered on Budget Form 1, Part III, Column (B).
Total	Enter the page total at the bottom of the form in the appropriate space. Each page should display only the page totals (not cumulative).

THE NAVAJO NATION

SUMMARY OF CHANGES TO BUDGETED POSITIONS

FY —

[illegible]

Budget Form 5: SUMMARY OF CHANGES TO BUDGETED POSITIONS**Purpose:**

This form is used to summarize changes to be made to existing position information and to document proposed new position(s) information. The types of changes in the position to be reported are:

Description:	Type of Change:
1. Abolished Vacant Position	ABOLISH
2. Occupied Position Deleted (RIF/Layoff)	LAYOFF
3. Position Transfer in from another Business Unit (Specify BU#)	TRANS IN
4. Position Transfer out to another Business Unit (Specify BU#)	TRANS OUT
5. Cost-Shared Salary	CS
6. New Position	NEW
7. Prorated Salary	PRORATE
8. Proposed Reclassification	RECLASS

Instructions:

Part I: Enter program name and Business Unit number. Enter "NEW" if a Business Unit number is not assigned.

Part II: Complete as follows: (For information provided in this part, DO NOT USE Social Security Numbers.)

COLUMN	INSTRUCTION
Column (A)	Enter the proposed type of change, using the appropriate term listed above.
Column (B)	Enter the (4-digit) sub-account/object code assigned to the position.
Column (C)	Enter the (6-digit) position number assigned by the respective Personnel Office for the position.
Column (D)	Enter the job type/ class code for the position. (Use Appendix C, Classification Titles, Class Code and Assigned Pay Grade).
Column (E)	Enter the appropriate position title and, if a cost-shared position among more than one Business Unit, enter Business Unit number and shared amounts by each Business Unit.
Column (F)	Enter the employee identification number if the position is occupied on a regular status basis. If the position is vacant or temporarily occupied, enter VACANT.
Column (G)	Enter the appropriate salary of the position. If the position is vacant, enter the entry level salary. If the salary is cost-shared between multiple funding sources, enter the amount and percentage of the cost-shared salary by each fund source. If the salary is to be budgeted for part of the fiscal year (prorated), enter only that part of the salary amount.
Column (H)	Calculate the appropriate fringe benefit amount for each position listed or by each code shared amount and enter the amount.
Column (I)	Add the amounts in Columns (G) and (H) and enter total in the column
Page Total	Enter the total amounts for all entries in Columns (G), (H), and (I).

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Contract/Grant No.: _____

Funding Period: _____

K #: _____

Prepared by: _____

PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT

PART III. BUDGET INFORMATION:

(A) Major Object Code and Description		(B) Current Award Fiscal Year	(C) Anticipated Funding Fiscal Year	(D) Difference Columns (C) - (B)
2001	Personnel Expenses			
3000	Travel Expenses			
3500	Meeting Expenses			
4000	Supplies			
5000	Lease and Rental			
5500	Communication and Utilities			
6000	Repairs and Maintenance			
6500	Contractual Services			
7000	Special Transaction			
8000	Assistance			
9000	Capital Outlay			
9510	Matching - Cash			
9610	Matching - In - Kind			
9710	Indirect Cost (Overhead) Allocation			
TOTALS:				

PART IV.

MATCH FUNDS - No. of Positions:	

CONCURRED BY:

MATCH FUNDS - Required GF Cash Match:	Required GF In-Kind Match:	Required GF % Match:

PART V. ACKNOWLEDGEMENT:

Contracting Officer's Signature / Date: _____

Submitted by (print): _____

Signature/Date: _____

Approved by (print): _____

Signature/Date: _____

Budget Form 6: EXTERNAL CONTRACT AND GRANT FUNDING INFORMATION

Purpose

To provide information on contracts and grants funds.

Instructions

Part I: Program Information:

Enter the Program title and information applicable to the latest contract award on which continued funding is anticipated, i.e., Contract or Grant Number, FMIS Company Number and Business Unit Number, and the starting and ending dates of the contract/grant.

Part II: Purpose of Funding:

Provide a summary of the scope of work and expected deliverables with the budget information provided on this form.

Part III: Budget Information:

Complete or enter amounts for only those object codes that apply in the following columns:

COLUMN	INSTRUCTION
Column (A)	The budget amounts shall be reported by major object code (Level of Detail 4) and corresponding description.
Column (B)	Per latest contract/grant award, and provide the applicable fiscal year of the funding and the funding amounts for each major object code.
Column (C)	Enter the anticipated award for each major object code.
Column (D)	Enter the difference of the amount in Columns (C) and (B) to show the amount of change in the budget from the current to proposed fiscal year.
Totals	Enter the totals in the space provided for columns (B) through (D).

Part IV: FTEs/General Fund Match:

Enter the appropriate information on the total number of full time equivalent (FTE) positions budgeted. If applicable, enter the cash match required or the required General Fund cash and percentage the Navajo Nation must contribute.

Part V: Acknowledgement:

The Program Manager and Division/Executive Director shall fill in the spaces provided. The signatures indicate that the document has been reviewed and the information reported is complete and accurate.

APPENDICES

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Obj Acct
3	—Revenues	1000
4	—Royalties	1100
5	—Natural Resources	1110
6	—Oil	1120
7	—Oil Royalties—AZ	1121
7	—Oil Royalties—NM	1122
7	—Oil Royalties—UT	1123
7	—Utah State 37 1/2%	1125
7	—Oper Agrmt 37 1/2%	1126
7	—Oil Royalties—Othr	1129
6	—Gas	1130
7	—Gas Royalties—AZ	1132
7	—Gas Royalties—NM	1134
7	—Gas Royalties—UT	1136
7	—Gas Royalties—Othr	1139
6	—Coal Mining	1150
7	—Peabody Coal No. 1	1151
7	—Peabody Coal No. 2	1152
7	—Pittsburg & Midway Coal	1154
7	—BHP Billiton	1155
7	—Coal Water Usage	1156
7	—Other Coal	1159
6	—Other Mining	1160
7	—Sand & Gravel	1162
7	—Uranium	1164
7	—Other Minerals	1169
6	—Timber	1170
7	—Stumpage	1172

7	—Reforestation	1174
6	—Recoveries	1180
7	—Audit Recovery	1182
4	—Taxes	1200
5	—Retail	1210
6	—Sales Taxes	1220
7	—Sales Tax Current Yr	1221
7	—Sales Tax Pr Year	1222
7	—Sales Tax Penalties	1223
7	—Sales Tax Interest	1224
7	—2% Reserve Sales Tax	1228
6	—Fuel Excise Tax	1230
7	—(FET) Current Yr	1231
7	—(FET) Prior Year	1232
LOD	Description	Obj Acct
7	—(FET) Penalty	1233
7	—(FET) Interest	1234
7	—IGA Payment	1235
7	—2% Reserve FET	1238
6	—Hotel Occupancy Tax	1240
7	—(HOT) Current Yr	1241
7	—(HOT) Prior Year	1242
7	—(HOT) Penalty	1243
7	—(HOT) Interest	1244
7	—(HOT) Other	1245
7	—2% Reserve HOT	1248
6	—Tobacco Products Tax	1250
7	—(TPT) Current Yr	1251
7	—(TPT) Prior Year	1252

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— (TPT) Penalty	1253
7	— (TPT) Interest	1254
7	— (TPT) Other	1255
7	— 2% Reserve TPT	1258
5	— Non Retail	1260
6	— Possessory Interest Tax	1270
7	— (PIT) Current Yr	1271
7	— (PIT) Prior Year	1272
7	— (PIT) Penalty	1273
7	— (PIT) Interest	1274
7	— (PIT) Other	1275
7	— 2% Reserve PIT	1278
6	— Severance Tax	1280
7	— (SEV) Current Yr	1281
7	— (SEV) Prior Year	1282
7	— (SEV) Penalty	1283
7	— (SEV) Interest	1284
7	— (SEV) Other	1285
7	— 2% Reserve SEV	1288
6	— Business Activity Tax	1290
7	— (BAT) Current Yr	1291
7	— (BAT) Prior Year	1292
7	— (BAT) Penalty	1293
7	— (BAT) Interest	1294
7	— (BAT) Other	1295
7	— 2% Reserve BAT	1298
7	— Unclassified Tax Revenues	1299
6	— Alcohol Tax	1300
LOD	Description	Obj Acct

7	— (AT) Current Yr	1301
7	— (AT) Prior Year	1302
7	— (AT) Penalty	1303
7	— (AT) Interest	1304
7	— 3.25% Reserve AT	1305
4	— Rentals & Leasing Revenue	1350
5	— Natural Resources	1351
6	— Land	1352
7	— Right Of Way	1353
7	— Land Lease/Rentals	1354
7	— Grazing	1355
7	— Missions	1356
7	— Home Sites	1357
6	— Business Site Lease	1359
7	— Business Site Lease	1360
7	— Base Rent	1362
7	— Percentage Rent	1364
6	— Oil, Gas & Minerals	1370
7	— Oil Gas Agreement	1372
7	— Solid Mineral Agreement	1374
5	— Other Resources	1390
6	— Building	1391
7	— Rent Buildings	1392
7	— Rent Office Space	1393
6	— Equipment	1395
7	— Rent Equipment	1396
4	— Financial Revenues, net	1400
5	— Investment Income	1410
6	— Interest	1420

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Int Income—CD	1421
7	— Int Inc Mrkt Security	1422
7	— Int Income—Checking	1423
7	— Int Income—Savings	1424
7	— Int Income—Bonds	1425
7	— Int Income—Grants	1426
7	— Int Income—Other	1429
6	— Stock & Bonds	1430
7	— Dividend Income	1431
7	— Annuity Income	1432
7	— Realized Gain/Loss—Sale	1434
7	— Unrealized Gain/Loss	1435
7	— Commission—Recapture	1438
LOD	Description	Obj Acct
6	— Loans	1440
7	— Interest Income—Loans	1442
7	— Int Income—C. Delegate Loans	1443
7	— Loan Process Fees	1444
6	— Other Financial Income	1450
7	— Late Charge Income	1452
7	— Dividend Income	1453
7	— Service Charge Income	1454
7	— Real Estate Income	1455
7	— NSF Check Fees	1456
7	— Deferment Fees	1458
6	— Direct Investment Income	1460
5	— Investment Expenses	1480
6	— Bank Charges	1482
7	— Bank Service Charges	1484

7	— NSF Bank Charge	1486
4	— Fees & Permits	1500
5	— Fees	1510
6	— Fuel	1520
7	— Fees—Fuel Distribution	1521
7	— Fees—Weight & Measure	1522
7	— Fees—Fuel Carrier	1525
7	— Fees—Fuel Retailer	1526
7	— Fees—Fuel Refiner	1527
6	— Land	1530
7	— Fees—Surveying	1532
7	— Prospecting Fees	1534
6	— Minerals	1536
7	— Lease Assignment Fees	1538
6	— Environmental	1540
7	— Tank Fees	1542
7	— Tank Tariff Fees	1543
7	— Monitoring Fees	1545
7	— Hazardous Waste Fee	1546
7	— Penalty Fees	1548
7	— Emission Fees	1549
6	— Business	1550
7	— Fees—Business Filing	1552
7	— Fees—Bus. Lease Assignmt	1554
7	— Fees—Nav Corp Code	1556
7	— Fees—Unif Comm Code	1558
6	— Livestock	1560
LOD	Description	Obj Acct
7	— Livestock Inspect'n Fees	1561

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Impoundment Fees	1562
7	— Sale Impoundment Livestock	1564
7	— Resale Of Livestock	1565
7	— Overstock Penalty Fees-AZ	1567
7	— Overstock Penalty Fees-NM	1568
5	— Permits	1570
6	— Hunting	1572
7	— Deer Hunting Permits	1573
7	— Trapping Permits	1574
7	— Fishing Permits	1575
7	— Other Hunting Permit	1579
6	— Forestry	1580
7	— Tree Cutting Permits	1581
7	— Fuel/Wood Sales Permit	1582
6	— Minerals	1586
7	— Geologic Study Permits	1587
7	— Seismic Permits	1588
7	— Drilling Permits	1589
7	— Exploration Permits	1590
6	— Other Permits	1595
7	— Movie Permits	1596
4	— Fines & Court Fees	1600
5	— Court	1601
6	— District	1610
7	— Dist Court Chinle	1611
7	— Dist Court Crownpoint	1612
7	— Dist Court Kayenta	1613
7	— Dist Court Ramah	1614
7	— Dist Court Shiprock	1615

7	— Dist Court Tuba City	1616
7	— Dist Court Window Rock	1617
7	— Dist Court Dilkon	1618
7	— District Court(See Subsidiary)	1619
6	— Family	1620
7	— Family Court Alamo	1621
7	— Family Court Chinle	1622
7	— Family Court Crownpoint	1623
7	— Family Court Kayenta	1624
7	— Family Court Ramah	1625
7	— Family Court Shiprock	1626
7	— Family Court Tohajiilee	1627
LOD	Description	Obj Acct
7	— Family Court Tuba City	1628
7	— Family Court Window Rock	1629
7	— Family Court Dilkon	1630
7	— Family Court(See Subsidiary)	1631
6	— Circuit	1640
7	— Circuit Court Alamo	1642
7	— Circuit Court Tohajiilee	1644
6	— Supreme	1650
7	— Supreme Court Window Rock	1652
5	— Public Safety Fines	1660
6	— Traffic	1661
7	— Traffic Fines Alamo	1662
7	— Traffic Fines Chinle	1663
7	— Traffic Fines Crownpoint	1664
7	— Traffic Fines Kayenta	1665
7	— Traffic Fines Ramah	1666

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	—Traffic Fines-Shiprock	1667
7	—Traffic Fines-Tohajiilee	1668
7	—Traffic Fines-Tuba-City	1669
7	—Traffic Fines-Window-Rock	1670
7	—Traffic Fines-Dilkon	1671
7	—Traffic Fines(See Subsidiary)	1672
5	—Other Fines	1680
6	—Restitution	1681
7	—Restitution	1682
4	—External C/G Revenue Sources	1700
5	—CG Revenue	1705
6	—Program Revenue	1710
7	—Prg Rev Earned-AZ	1711
7	—Prg Rev Earned-NM	1712
7	—Prg Rev Earned-UT	1713
7	—Prg Rev Earned-Fed-638	1716
7	—Prg Rev Earned-Fed-Non-638	1717
7	—Prg Rev Earned-Other	1719
6	—Prior Year Carryover	1730
7	—Prg Rev PY Earned-AZ	1731
7	—Prg Rev PY Earned-NM	1732
7	—Prg Rev PY Earned-UT	1733
7	—Prg Rev PY Earned-Fed-638	1736
7	—Prg Rev PY Earned-Fed-Non-638	1737
7	—Prg Rev PY Earned-Other	1739
6	—Local Contributions	1760
LOD	Description	Obj Acct
7	—Matching Funds	1762
7	—Disallowed Costs	1763

6	—Services	1780
7	—USDA Meal Reimbursement	1782
7	—Title XIX	1784
7	—Medicaid	1786
7	—Third Party Billings	1788
7	—AHCCCS Provider Payments	1790
4	—Other Revenue Sources	1850
5	—Program Revenue	1851
6	—Fees	1852
7	—Registration Fees	1853
7	—Filing Fees	1854
7	—Document Fees	1855
7	—Child Care Fees	1856
7	—Subsidized Child Care Fees	1857
7	—Park/Camp Fees	1858
7	—Parking Fees	1859
7	—Recreation Fees	1860
7	—Peddler Fees	1861
7	—Membership Fees	1862
7	—Library Fees	1863
7	—Survey Fees	1864
7	—Historic Preservn Project Fees	1865
7	—Food Permit Fees	1866
7	—Sanitation Fees	1867
7	—Otr Permit Fees	1869
7	—Deductible Fees	1870
7	—Application Fee	1871
6	—Sales	1880
7	—Retail Sales	1881

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Sign Shop Revenues	1882
7	— Circulation	1883
7	— Subscription	1884
7	— Classified	1885
7	— Legal Advertising	1886
7	— Display Advertising	1887
7	— Press Revenues	1888
7	— Surplus Vehicle Sales	1889
7	— License Plate Sales	1890
6	— Services	1900
7	— Archaeological Clearances	1901
LOD	Description	Obj Acct
7	— Air Transportation	1902
7	— Scenic Tours Revenue	1903
7	— Bus Fares Regular	1904
7	— Bus Fares Charter	1905
7	— Laundry Services	1906
7	— Photo/Xerox Charge	1907
6	— Rentals	1920
7	— NN Housing	1921
7	— Monthly/Perm Veh Rental	1922
7	— Monthly/Perm Veh Mileage	1923
7	— Daily/Temp Veh Rental	1924
7	— Daily/Temp Veh Mileage	1925
6	— Miscellaneous	1930
7	— Contrib/Donations	1931
7	— Contrib/Donations-Restrctd Use	1932
7	— Contributions-In Kind	1933
7	— Sponsorship	1934

7	— Auto Parts/Supply	1935
7	— Veh Gasoline	1936
7	— Otr Fleet Revenue	1937
7	— Deposit Forfeitures	1938
7	— Otr Recoverable Expense	1939
7	— Cash Overage/Shortage	1940
7	— Cash Discount Taken	1941
7	— Prior Year Carry Over	1942
7	— Equity/Operating Trnfrs-Audit	1943
5	— Self Funded Premiums	1950
6	— Navajo Nation Participants	1951
7	— Navajo Nation	1952
7	— Ramah	1953
7	— Fort Defiance Agency	1954
7	— Chinle Agency	1955
7	— Eastern Agency	1956
7	— Shiprock Agency	1957
7	— Tuba City Agency	1958
6	— NN Enterprise Participants	1965
7	— DPA	1966
7	— NAPI	1967
7	— NACE	1968
7	— CIT	1969
7	— NNOGC	1970
7	— NNSC	1971
LOD	Description	Obj Acct
7	— NTUA	1972
7	— NECA	1973
7	— NNHE	1974

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— DINE College	1975
7	— KTNN	1976
7	— Enterprise Participants	1977
7	— Kayenta Township	1978
7	— NHA	1979
7	— Nahata Dził Chapter	1980
7	— N.A.S.B.A.	1981
7	— Navajo Times-Pub. Co. Inc.	1982
7	— LGA Chapters	1983
7	— Shonto See Obj 1983.03	1984
6	— Other Self Funding	1985
7	— Broker Fees	1986
7	— Insurance Proceeds	1988
7	— Wrkr's Comp TNN	1989
5	— Other Revenues	1990
6	— Overhead Allocation	1991
7	— Indirect Cost Recovery	1992
7	— IDC in Excess FA	1994
7	— Fund Contribution	1995
7	— Allocation	1996
3	— Expenses	2000
4	— Personnel Expenses	2001
5	— Permanent	2100
6	— Regular	2110
7	— Person-Regular-FT	2120
7	— Person-Regular-Part Time	2120
7	— Seasonal	2160
6	— Salary Adj	2200
7	— Salary Adjustment	2220

5	— Temporary	2300
6	— Temporary	2310
7	— Person-Temporary-FT	2320
7	— Person-Temporary-Part-Time	2330
7	— Seasonal	2360
5	— Stipends	2400
6	— Stipends-NNC Council	2410
7	— NNC Regular Meeting	2420
7	— Special Meeting	2422
7	— Committee Meeting	2424
LOD	Description	Obj Acct
7	— Agency Meeting	2426
7	— Chapter Meeting	2428
7	— Orientation/Training	2430
7	— Work Session	2432
7	— Budget Hearing	2434
7	— Sub-Committee Meeting	2436
6	— Stipends-Boards/Comm	2450
7	— Farm Board	2460
7	— Grazing Committee	2462
7	— Eastern Land Board	2464
7	— Commissions/Boards	2466
7	— Insurance Commission	2468
7	— Labor Commission	2470
5	— Overtime	2500
6	— Overtime	2510
7	— Overtime Pay Regular	2520
7	— Overtime Pay Temporary	2530
7	— Overtime Pay Seasonal	2560

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	—Special Duty Pay .5	2565
7	—Hazard Pay .5	2567
7	—Special Duty Pay 1.5	2570
7	—Hazard Pay 1.5	2575
5	—Holiday Pay	2600
6	—Regular	2610
7	—Double Holiday Pay	2620
5	—Merit & Bonus Pay	2700
6	—Regular	2710
7	—Merit Pay	2720
7	—Bonus Pay	2740
7	—Special Duty Pay-EX Lump	2745
7	—Hazard Pay-Lump Sum	2750
5	—Fringe Benefits	2900
6	—FICA	2910
7	—FICA	2912
7	—Medicare	2914
6	—Group Insurance	2920
7	—Medical	2921
7	—Dental	2922
7	—Vision	2923
7	—Life	2926
7	—Short Term Disability	2928
6	—Retirement	2940
LOD	Description	Obj Acct
7	—401K Nihibeeso Saving Plan	2942
7	—NN Retirement	2944
7	—Retirement Judges	2945
7	—Deferred Comp	2946

7	—Retirement Police Officers	2947
7	—Pension Expense	2949
6	—Unemployment Benefits	2950
7	—State Unemployment Tax	2951
7	—SUTA-NM	2952
7	—SUTA-UT	2953
7	—SUTA-CO	2954
7	—SUTA-Washington D.C.	2956
7	—FUTA	2957
6	—Worker's Comp	2960
7	—Worker's Comp Self	2961
6	—Annual Leave	2970
7	—Annual Leave Pay	2971
6	—Payroll Clearing	2990
7	—Gross P/R Clearing Wages	2992
7	—Gross P/R Clearing Taxes	2995
7	—Gross P/R Clearing Fringe	2997
7	—Net Payroll Credit Clearing	2999
4	—Travel Expenses	3000
5	—Vehicle Use	3100
6	—Fleet	3110
7	—Monthly/Perm	3111
7	—Daily/Temp	3112
7	—Mileage	3113
6	—Program	3120
7	—Maintenance	3121
7	—Mileage	3123
6	—External Fleet Rental	3130
7	—Flat Rate	3131

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Mileage	3133
6	— GSA	3140
7	— Flat Rate	3141
7	— Mileage	3143
5	— Personal Travel Expenses	3200
6	— Vehicle Rental (off reserv)	3210
7	— Vehicle Rental (Off-Reserv)	3220
6	— Personal Travel	3230
7	— Per Diem Meals	3240
LOD	Description	Obj Acct
7	— Lodging	3250
7	— POV Mileage	3260
7	— Program Service Mileage	3270
7	— Other Travel Expense	3290
5	— Commercial/Charter Fares	3300
6	— Air	3310
7	— Commercial	3320
7	— Charter Internal	3330
7	— Charter External	3340
6	— Bus	3360
7	— Bus	3362
6	— Train	3380
7	— Train	3382
4	— Meeting Expenses	3500
5	— NN Council Delegates	3501
6	— Regular Meetings	3510
7	— Meals / Lodging	3511
7	— Mileage	3513
6	— Special Meetings	3520

7	— Meals / Lodging	3521
7	— Mileage	3523
6	— Committee Meetings	3530
7	— Meals / Lodging	3531
7	— Mileage	3533
6	— Sub-Committee Meetings	3540
7	— Meals / Lodging	3541
7	— Mileage	3543
6	— Agency Meetings	3550
7	— Meals / Lodging	3551
6	— Chapter Meetings	3560
7	— Meals / Lodging	3561
6	— Orientation/Training	3570
7	— Meals / Lodging	3571
7	— Mileage	3573
6	— Work Sessions	3580
7	— Meals / Lodging	3581
7	— Mileage	3583
6	— Budget Hearings	3590
7	— Meals / Lodging	3591
7	— Mileage	3593
5	— Commissions/Boards	3600
6	— Meetings	3610
LOD	Description	Obj Acct
7	— Stipend	3611
7	— Meals & Lodging	3612
7	— Mileage	3613
5	— Chapter Officials	3700
6	— Meetings	3710

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Stipend	3711
7	— Meals & Lodging	3712
7	— Mileage	3713
5	— Other Non-Employees	3800
6	— Meetings	3810
7	— Stipend	3811
7	— Meals & Lodging	3812
7	— Mileage	3813
4	— Supplies	4000
5	— Office Supplies & Equipment	4100
6	— Office Supplies	4120
7	— General Office Supplies	4130
6	— Non-Capital Assets	4200
7	— Non-Cap Furniture & Equip	4210
7	— Non-Cap Analytical Equip	4220
7	— Non-Cap Computer Equip	4230
5	— Operating Supplies	4400
6	— Operating Supplies	4410
7	— General Operating Supplies	4420
7	— Cost Of Goods Sold-Resale	4430
7	— Non-Cap Computer Software	4440
7	— Postage, Courier, Shipping	4450
7	— Food Supplies	4460
7	— Uniforms	4470
7	— Firearms & Ammunition	4480
7	— Custodial Supplies	4490
7	— Medical Supplies	4500
7	— Veterinarian Supplies	4510
7	— Bulk Paper	4520

7	— Printing/Binding/Photocopying	4530
7	— Document Shredding	4535
7	— Books/Periodicals/Subscription	4540
7	— Media Supplies	4550
5	— Transportation Supplies	4600
6	— Supplies	4610
7	— Parts & Supplies	4620
7	— Tires & Tubes	4630
LOD	Description	Obj Acct
7	— Lubricants	4640
7	— Towing Expense	4650
6	— Fuel	4700
7	— Gasoline	4710
7	— Diesel	4720
7	— Propane	4730
7	— Jet Fuel	4740
4	— Lease & Rental	5000
5	— Lease	5100
6	— Building	5110
7	— Office Space	5120
6	— Land	5130
7	— Land Lease	5140
7	— Leased Property/Land Tax	5150
6	— Equipment	5160
7	— Office Equipment	5170
5	— Rental	5300
6	— Building/Space	5310
7	— Meeting Space	5320
7	— Storage Space	5330

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Booth/Trade Show Rental	5340
7	— Other Space Rental	5350
6	— Equipment/Supplies	5360
7	— Equipment Rental	5370
7	— Supplies Rental	5380
4	— Communications & Utilities	5500
5	— Communications	5510
6	— Telephone	5520
7	— Basic Services	5530
7	— Long Distance	5540
7	— Optional Charges	5550
7	— Hardware/Install	5560
6	— Internet	5570
7	— DSL	5580
7	— T-1	5590
7	— Internet Services	5600
6	— Wireless	5610
7	— Cellular	5620
7	— Two-Way Radio	5630
7	— Satellite	5640
7	— Microwave Access	5650
5	— Utilities	5700
LOD	Description	Obj Acct
6	— Energy	5710
7	— Electric	5720
7	— Natural Gas	5730
7	— Propane	5740
6	— Services	5750
7	— Water	5760

7	— Sewage	5770
4	— Repairs & Maintenance	6000
5	— Building	6010
6	— Supplies	6020
7	— Building R&M Supplies	6030
6	— Services	6040
7	— Building R&M Services	6050
5	— Plant, Property & Equipment	6100
6	— Supplies	6110
7	— Furn & Equip R&M Supplies	6120
6	— Services	6130
7	— Furn & Equip R&M Services	6140
6	— External Contractors	6200
7	— Plumbing	6210
7	— Electrical	6220
7	— HVAC	6230
7	— Pest Control	6240
7	— Waste Disposal	6250
7	— Custodial Services	6260
7	— Landscaping Services	6270
7	— Snow Removal	6280
7	— General Contractors	6290
6	— Technology	6300
7	— Computer Hardware R&M	6310
7	— Software Support	6320
7	— Communication R&M	6330
5	— Transportation	6400
6	— Vehicle R&M— External	6410
7	— Automobile	6420

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	—Specialized Vehicles	6430
7	—Aircraft	6440
7	—Bus	6450
4	—Contractual Services	6500
5	—Professional Services	6510
6	—Consulting	6520
7	—Consulting Fees	6530
LOD	Description	Obj Acct
7	—Consulting Expenses	6540
6	—Audit	6600
7	—Audit Fees	6630
7	—Audit Expenses	6640
6	—Attorneys	6660
7	—Attorney Fees	6670
7	—Attorney Expenses	6680
6	—Financial Services	6700
7	—Investment Managers	6710
7	—Investment Consultant	6720
7	—Financial Custodial/Trustees	6730
7	—Derivatives	6740
6	—Other Professional Services	6770
7	—Notary	6780
5	—Technical Services	6800
6	—Architecture/Design (non-cap)	6810
7	—Arch/Design (NC) Fees	6813
7	—Arch/Design (NC) Expenses	6814
6	—Geo Tech Services (non-cap)	6820
7	—Geo Tech Svcs (NC) Fees	6823
7	—Geo Tech Svcs (NC) Expenses	6824

6	—Other Technical Services	6830
7	—Feasibility Studies	6840
7	—Environ Assessment/Survey	6845
7	—Diagnostics/Testing/Evaluation	6850
7	—Inspection/Appraisal Fees	6855
7	—Restoration Services	6860
7	—Technical Services Expense	6865
5	—Other Contractual Services	6900
6	—Other Contractual Services	6910
7	—Traditional Ceremonies	6912
7	—Transcription & Interpretation	6914
7	—Security Services	6916
7	—Collection Services	6918
7	—Dry Cleaning & Laundry Service	6920
7	—Other Services	6921
7	—Interest Exp Borrowed Funds	6922
7	—Public Safety Transactions	6923
7	—Honor Guard / Color Guard	6930
7	—NNAD Administrative Fee	6931
7	—HPL Incentive Expense	6933
5	—Subcontracted Services	6950
LOD	Description	Obj Acct
6	—Subcontracted Services	6960
7	—Subcontracted Services	6990
4	—Special Transactions	7000
5	—Programs	7100
6	—Programs	7110
7	—Parent Committee Expenses	7120
7	—Promotional Items	7130

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Public Relation/Prgm Outreach	7135
7	— Gifts & Awards	7140
7	— Charitable Contributions	7150
7	— Artistic Services	7160
7	— Student Activities	7170
7	— Catering	7180
7	— Refreshments	7190
7	— Jury & Witness Expense	7200
7	— Poll Officials	7210
7	— Depreciation Expense	7220
7	— Amortization Expense	7230
7	— Property Tax	7240
7	— Grazing Fee Payment	7245
7	— Allocation Clearing Account	7250
7	— Tax Refund	7260
7	— Filing Fee	7265
7	— FMIS Loan Debt Payment	7270
7	— Museum Loan Debt Payment	7271
7	— NN Fair & Rodeo	7275
7	— Fourth of July Fair & Rodeo	7280
7	— NN Fair Powwow	7285
7	— Shiprock Fair	7286
5	— Contingencies & Losses	7300
6	— Contingencies & Losses	7310
7	— Provision For Bad Debt	7320
7	— Bad Debt Write-Off	7330
7	— Provs Judgment/Settlements	7340
7	— Judgments/Settlements	7350
5	— Media	7400

6	— Media	7410
7	— Newspaper Correspondent Fees	7420
7	— Newspaper Carrier Fees	7430
7	— Print Advertising	7440
7	— Radio Advertising	7450
7	— Television Advertising	7460
LOD	Description	Obj Acct
7	— Display Advertising	7470
7	— Webcast/Streaming Services	7480
5	— Employee Special Transactions	7500
6	— Training & Professional Dues	7510
7	— Training/Registration Fees	7520
7	— Training Supplies	7530
7	— Job Placement	7540
7	— Mandatory Professional Dues	7550
6	— Employment Related Expenses	7600
7	— Recruitment Expense	7610
7	— Pre-Employment Testing	7620
7	— Relocation Expense	7620
7	— Extended Training Expenses	7640
7	— Background Check	7650
5	— Insurance & Benefits	7700
6	— Insurance Premiums	7710
7	— Property Contents	7720
7	— Property Contractor Equipment	7730
7	— Vehicle Auto Liability	7740
7	— Vehicle Auto Physical Damage	7750
7	— Student Liability Insurance	7760
7	— Policy Payment	7765

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	— Deductible Expense	7766
7	— Workers' Comp Premium	7767
6	— Insurance Payouts	7770
7	— Claims Disbursements	7780
7	— Loss Claims Reserve	7785
7	— Open Claims	7790
6	— Benefit Payments	7800
7	— Temp Disability Pymt	7810
7	— Medical Payments	7820
7	— Misc Disability Pymt	7830
7	— Death Benefits	7840
7	— Def Comp Payments	7850
7	— Retirement Benefits	7860
7	— 401K Benefits	7870
4	— Assistance	8000
5	— Public	8010
6	— Social	8020
7	— G/A Employables	8025
7	— G/A Unemployables	8030
7	— G/A Initial Grants	8035
LOD	Description	Obj Acct
7	— G/A Back/Bonus Pymts	8040
7	— School Clothing	8045
7	— WIC Payments	8050
7	— Burial Assistance	8055
7	— Emergency Assistance	8060
7	— Energy Assistance	8065
7	— Weatherization Assistance	8070
7	— Basic Child Care	8075

7	— Subsidized Child Care	8080
7	— Client Transport	8085
7	— Kinship Care Assistance	8087
7	— Program Stipend	8090
7	— Other Public Assistance	8095
7	— Adoption Subsidies	8100
7	— Guardianship Stipends	8105
7	— Youth Home	8110
7	— Adult In-Home Care	8115
7	— Elderly Group Home	8120
7	— Foster Care Children	8125
7	— Foster Care Adults	8130
7	— Foster Care Esco Child	8135
7	— Foster Care Esco Adult	8140
7	— Special Needs CWA	8145
7	— Personal Allowance AIG	8150
7	— Personal Allowance YH	8151
7	— Personal Allowance CWA	8155
6	— Participant Training	8300
7	— Classroom Training	8305
7	— Adult Training Costs	8310
7	— Youth Training Costs	8315
7	— On the Job Training	8320
7	— Work Experience (Wages)	8325
7	— Career Job Experience	8330
7	— In-School Work Experience	8335
7	— Winter/College	8340
7	— Internship	8345
7	— Support Cost Personal Allowance	8350

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

7	—Support Cost Transportation	8355
7	—Support Cost Housing	8360
7	—Support Cost Other Allowances	8365
7	—Basic Education	8370
7	—Youth Dev Activities/Curriculum	8375
LOD	Description	Obj Acct
6	—Infrastrure (non-cap)	8500
7	—Home Down Payment Assist	8505
7	—Housing Constructn Materials	8510
7	—Self Help Materials	8515
7	—Weatherization Assistance	8520
7	—Solar System	8525
7	—House Wiring	8530
7	—Bathroom Additions	8535
7	—Power line Extension	8540
7	—Waterline Extension	8545
7	—Water/Wastewater	8550
7	—Chapter Projects	8555
7	—Contingencies Infra "Non-Cap"	8560
5	—Grants	8700
6	—Chapter	8705
7	—PEP	8710
7	—Grant	8715
7	—Entitlement	8720
7	—Housing	8725
7	—LGA	8730
7	—Scholarships	8735
7	—Emergency	8740
7	—Stipend	8745

6	—Entities	8780
7	—Entity Grants	8785
5	—Scholarships	8800
6	—Corporate	8805
7	—Schshp Peabody	8810
7	—Schshp 4 Corners	8815
7	—Schshp AZ Pub Svc	8820
7	—Schshp P & M	8825
7	—Schshp NECA	8830
7	—Schshp Wknex Holt	8835
7	—Schshp Global Min	8840
7	—Schshp Sussman	8845
7	—Schshp Mesa Mining	8850
7	—Schshp Robert L. King	8855
7	—Schshp Serena E. Sharp	8860
7	—Schshp El Paso Natural Gas Co	8865
7	—Schshp NN Oil & Gas Co	8870
6	—Other	8900
7	—Schshp Payments	8905
LOD	Description	Obj Acct
7	—Schshp Special Award	8910
7	—Schshp Supplemental Award	8915
7	—Schshp Chief Manuelito	8920
7	—Schshp Hi Achievement	8925
7	—H/S Summer Enrichment	8930
7	—Chapter Fin Asst Student	8935
7	—High School Preparation	8940
7	—Diné Schshp Annual Fund	8945
7	—Schshp Haskeltzie	8950

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

4	— Capital Outlay	9000
5	— Real Property	9001
6	— Land & Improvements	9010
7	— Land	9012
7	— Land Improvements	9014
6	— Infrastructure	9020
7	— Airports	9022
7	— Roads	9024
7	— Parking Lot/Sidewalk/Streetlgt	9026
7	— Bridges	9028
7	— Dams	9030
7	— Wells	9032
7	— Windmills	9034
7	— Communications	9036
7	— Waterlines	9038
7	— Powerlines	9040
7	— Water/Wastewater	9042
7	— Gas line Extension	9044
7	— Contingencies Infrastructure	9049
6	— Building	9050
7	— Buildings	9052
7	— Bldg Improvements	9054
7	— Leasehold Improvements	9056
7	— Capitalized Lease	9058
7	— Construction In Progress	9060
7	— Contingencies	9062
6	— CAP Pro Tech Services	9070
7	— CAP Consulting	9072
7	— CAP Architecture/Design	9074

7	— CAP Geo-Tech Services	9076
7	— CAP Other Tech Services	9078
5	— Personal Property	9100
6	— Furniture & Fixtures	9110
LOD	Description	Obj Acct
7	— Furniture	9112
7	— Fixtures	9114
6	— Equipment	9140
7	— Equipment	9142
7	— Analytical Equipment	9144
7	— Computers	9146
7	— Capitalized Leases	9148
6	— Vehicles	9160
7	— Automobile	9162
7	— Specialized Vehicles	9164
7	— Buses	9166
7	— Aircraft	9168
6	— Intangible Assets	9180
7	— Intangible Assets	9182
6	— Other Assets	9190
7	— K-9	9192
4	— Other Income and Expense	9300
5	— Other Income	9310
6	— Gain/Loss on Sale of Assets	9320
7	— Proceeds From Asset Disposal	9330
7	— Revenue from Sale of Assets	9331
7	— Nbv Of Assets Disposed	9340
7	— Capitalized Asset Transfer	9345
7	— Cash Proceeds Clearing Account	9350

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

5	—Other Expense	9400
6	—Contributed Capital -NN Enterp	9410
7	—Invest-NTUA	9411
7	—Invest-NHDE	9412
7	—Invest-NAPL	9413
7	—Invest-NECA	9414
7	—Invest-NACE	9415
7	—Invest-DINÉ College	9416
7	—Invest-NNHE	9417
7	—Invest-KTNN	9418
7	—Invest-NNOGC	9419
7	—Invest-Shopping Centers	9420
7	—Invest-LGA Chapters	9421
6	—PCard Exception Expenses	9490

7	—PCard Expenses Holding	9499
4	—Matching & Indirect Cost	9500
5	—Matching Funds	9501
6	—Cash Matching Funds	9510
LOD	Description	Obj Acct
7	—Matching Funds	9520
6	—In-Kind Matching-non-financial	9610
7	—Internal In-Kind	9620
7	—Third Party In-Kind	9630
5	—Indirect Cost (Overhead) Alloc	9700
6	—IDC	9710
7	—Indirect Cost Charged	9720
7	—IDC in Excess FA	9730
7	—Misc Payroll	9999

Fiscal Year 2024₃ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
3	Revenues	1000
4	Royalties	1100
5	Natural Resources	1110
6	Oil	1120
7	Oil Royalties - AZ	1121
7	Oil Royalties - NM	1122
7	Oil Royalties - UT	1123
7	Utah State 37 1/2%	1125
7	Oper Agrmt 37 1/2%	1126
7	Oil Royalties - Othr	1129
6	Gas	1130
7	Gas Royalties - AZ	1132
7	Gas Royalties - NM	1134
7	Gas Royalties - UT	1136
7	Gas Royalties - Othr	1139
6	Coal Mining	1150
7	Peabody Coal No. 1	1151
7	Peabody Coal No. 2	1152
7	Pittsburg & Midway Coal	1154
7	BHP Billiton	1155
7	Coal Water Usage	1156
7	Other-Coal	1159
6	Other Mining	1160
7	Sand & Gravel	1162
7	Uranium	1164
7	Other Minerals	1169
6	Timber	1170
7	Stumpage	1172
7	Reforestation	1174
6	Recoveries	1180
7	Audit Recovery	1182
4	Taxes	1200
5	Retail	1210
6	Sales Taxes	1220
7	Sales Tax-Current Yr	1221
7	Sales Tax-Pr Year	1222
7	Sales Tax-Penalties	1223
7	Sales Tax-Interest	1224
7	2% Reserve-Sales Tax	1228
6	Fuel Excise Tax	1230
7	(FET)-Current Yr	1231

LOD	Description	Object Acct
7	(FET)-Prior Year	1232
7	(FET)-Penalty	1233
7	(FET)-Interest	1234
7	IGA Payment	1235
7	2% Reserve-FET	1238
6	Hotel Occupancy Tax	1240
7	(HOT)-Current Yr	1241
7	(HOT)-Prior Year	1242
7	(HOT)-Penalty	1243
7	(HOT)-Interest	1244
7	(HOT)-Other	1245
7	2% Reserve-HOT	1248
6	Tobacco Products Tax	1250
7	(TPT)-Current Yr	1251
7	(TPT)-Prior Year	1252
7	(TPT)-Penalty	1253
7	(TPT)-Interest	1254
7	(TPT)-Other	1255
7	2% Reserve-TPT	1258
5	Non Retail	1260
6	Possessory Interest Tax	1270
7	(PIT)-Current Yr	1271
7	(PIT)-Prior Year	1272
7	(PIT)-Penalty	1273
7	(PIT)-Interest	1274
7	(PIT)-Other	1275
7	2% Reserve-PIT	1278
6	Severance Tax	1280
7	(SEV)-Current Yr	1281
7	(SEV)-Prior Year	1282
7	(SEV)-Penalty	1283
7	(SEV)-Interest	1284
7	(SEV)-Other	1285
7	2% Reserve-SEV	1288
6	Business Activity Tax	1290
7	(BAT)-Current Yr	1291
7	(BAT)-Prior Year	1292
7	(BAT)-Penalty	1293
7	(BAT)-Interest	1294
7	(BAT)-Other	1295
7	2% Reserve-BAT	1298

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
7	Unclassified Tax Revenues	1299
6	Alcohol Tax	1300
7	(AT)-Current Yr	1301
7	(AT)-Prior Year	1302
7	(AT)-Penalty	1303
7	(AT)-Interest	1304
7	3.25% Reserve-AT	1305
4	Rentals & Leasing Revenue	1350
5	Natural Resources	1351
6	Land	1352
7	Right Of Way	1353
7	Land Lease/Rentals	1354
7	Grazing	1355
7	Missions	1356
7	Home Sites	1357
6	Business Site Lease	1359
7	Business Site Lease	1360
7	Base Rent	1362
7	Percentage Rent	1364
6	Oil, Gas & Minerals	1370
7	Oil-Gas Agreement	1372
7	Solid Mineral Agreement	1374
5	Other Resources	1390
6	Building	1391
7	Rent-Buildings	1392
7	Rent-Office Space	1393
6	Equipment	1395
7	Rent-Equipment	1396
4	Financial Revenues, net	1400
5	Investment Income	1410
6	Interest	1420
7	Int Income - CD	1421
7	Int Inc-Mrkt Security	1422
7	Int Income-Checking	1423
7	Int Income-Savings	1424
7	Int Income-Bonds	1425
7	Int Income-Grants	1426
7	Int Income-Other	1429
6	Stock & Bonds	1430
7	Dividend Income	1431
7	Annuity Income	1432

LOD	Description	Object Acct
7	Realized Gain/Loss Sale	1434
7	Unrealized Gain/Loss	1435
7	Commission Recapture	1438
6	Loans	1440
7	Interest Income - Loans	1442
7	Int Income-C. Delegate Loans	1443
7	Loan Process Fees	1444
6	Other Financial Income	1450
7	Late Charge Income	1452
7	Dividend Income	1453
7	Service Charge Income	1454
7	Real Estate Income	1455
7	NSF Check Fees	1456
7	Deferment Fees	1458
6	Direct Investment Income	1460
5	Investment Expenses	1480
6	Bank Charges	1482
7	Bank Service Charges	1484
7	NSF Bank Charge	1486
4	Fees & Permits	1500
5	Fees	1510
6	Fuel	1520
7	Fees-Fuel Distribution	1521
7	Fees-Weight & Measure	1522
7	Fees-Fuel Carrier	1525
7	Fees-Fuel Retailer	1526
7	Fees-Fuel Refiner	1527
6	Land	1530
7	Fees-Surveying	1532
7	Prospecting Fees	1534
6	Minerals	1536
7	Lease Assignment Fees	1538
6	Environmental	1540
7	Tank Fees	1542
7	Tank Tariff Fees	1543
7	Monitoring Fees	1545
7	Hazardous Waste Fee	1546
7	Penalty Fees	1548
7	Emission Fees	1549
6	Business	1550
7	Fees-Business Filing	1552

Fiscal Year 2024₃ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
7	Fees-Bus. Lease Assignmt	1554
7	Fees-Nav Corp Code	1556
7	Fees-Unif Comm Code	1558
6	Livestock	1560
7	Livestock Inspect'n Fees	1561
7	Impoundment Fees	1562
7	Sale-Impoundment Livestock	1564
7	Resale Of Livestock	1565
7	Overstock Penalty Fees-AZ	1567
7	Overstock Penalty Fees-NM	1568
5	Permits	1570
6	Hunting	1572
7	Deer Hunting Permits	1573
7	Trapping Permits	1574
7	Fishing Permits	1575
7	Other Hunting Permit	1579
6	Forestry	1580
7	Tree Cutting Permits	1581
7	Fuel/Wood Sales Permit	1582
6	Minerals	1586
7	Geologic Study Permits	1587
7	Seismic Permits	1588
7	Drilling Permits	1589
7	Exploration Permits	1590
6	Other Permits	1595
7	Movie Permits	1596
4	Fines & Court Fees	1600
5	Court	1601
6	District	1610
7	Dist Court-Chinle	1611
7	Dist Court-Crownpoint	1612
7	Dist Court-Kayenta	1613
7	Dist Court-Ramah	1614
7	Dist Court-Shiprock	1615
7	Dist Court-Tuba City	1616
7	Dist Court-Window Rock	1617
7	Dist Court-Dilkon	1618
7	District Court (See Subsidiary)	1619
6	Family	1620
7	Family Court-Alamo	1621
7	Family Court-Chinle	1622

LOD	Description	Object Acct
7	Family Court-Crownpoint	1623
7	Family Court-Kayenta	1624
7	Family Court-Ramah	1625
7	Family Court-Shiprock	1626
7	Family Court-Tohajiilee	1627
7	Family Court-Tuba City	1628
7	Family Court-Window Rock	1629
7	Family Court-Dilkon	1630
7	Family Court(See Subsidiary)	1631
6	Circuit	1640
7	Circuit Court-Alamo	1642
7	Circuit Court-Tohajiilee	1644
6	Supreme	1650
7	Supreme Court-Window Rock	1652
5	Public Safety Fines	1660
6	Traffic	1661
7	Traffic Fines-Alamo	1662
7	Traffic Fines-Chinle	1663
7	Traffic Fines-Crownpoint	1664
7	Traffic Fines-Kayenta	1665
7	Traffic Fines-Ramah	1666
7	Traffic Fines-Shiprock	1667
7	Traffic Fines-Tohajiilee	1668
7	Traffic Fines-Tuba City	1669
7	Traffic Fines-Window Rock	1670
7	Traffic Fines-Dilkon	1671
7	Traffic Fines (See Subsidiary)	1672
5	Other Fines	1680
6	Restitution	1681
7	Restitution	1682
4	External C/G Revenue Sources	1700
5	CG Revenue	1705
6	Program Revenue	1710
7	Prg Rev Earned-AZ	1711
7	Prg Rev Earned-NM	1712
7	Prg Rev Earned-UT	1713
7	Prg Rev Earned-Fed 638	1716
7	Prg Rev Earned-Fed Non-638	1717
7	Prg Rev Earned-Other	1719
6	Prior Year Carryover	1730
7	Prg Rev PY Earned-AZ	1731

Fiscal Year 2024³ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
7	Prg Rev PY Earned-NM	1732
7	Prg Rev PY Earned-UT	1733
7	Prg Rev PY Earned-Fed 638	1736
7	Prg Rev PY Earned-Fed Non-638	1737
7	Prg Rev PY Earned-Other	1739
6	Local Contributions	1760
7	Matching Funds	1762
7	Disallowed Costs	1763
6	Services	1780
7	USDA Meal Reimbursement	1782
7	Title XIX	1784
7	Medicaid	1786
7	Third Party Billings	1788
7	AHCCCS Provider Payments	1790
4	Other Revenue Sources	1850
5	Program Revenue	1851
6	Fees	1852
7	Registration Fees	1853
7	Filing Fees	1854
7	Document Fees	1855
7	Child Care Fees	1856
7	Subsidized Child Care Fees	1857
7	Park/Camp Fees	1858
7	Parking Fees	1859
7	Recreation Fees	1860
7	Peddler Fees	1861
7	Membership Fees	1862
7	Library Fees	1863
7	Survey Fees	1864
7	Historic Preservn Project Fees	1865
7	Food Permit Fees	1866
7	Sanitation Fees	1867
7	Otr Permit Fees	1869
7	Deductible Fees	1870
7	Application Fee	1871
6	Sales	1880
7	Retail Sales	1881
7	Sign Shop Revenues	1882
7	Circulation	1883
7	Subscription	1884
7	Classified	1885

LOD	Description	Object Acct
7	Legal Advertising	1886
7	Display Advertising	1887
7	Press Revenues	1888
7	Surplus Vehicle Sales	1889
7	License Plate Sales	1890
6	Services	1900
7	Archaeological Clearances	1901
7	Air Transportation	1902
7	Scenic Tours Revenue	1903
7	Bus Fares-Regular	1904
7	Bus Fares-Charter	1905
7	Laundry Services	1906
7	Photo/Xerox Charge	1907
6	Rentals	1920
7	NN Housing	1921
7	Monthly/Perm Veh Rental	1922
7	Monthly/Perm Veh Mileage	1923
7	Daily/Temp Veh Rental	1924
7	Daily/Temp Veh Mileage	1925
6	Miscellaneous	1930
7	Contrib/Donations	1931
7	Contrib/Donations-Restrctd Use	1932
7	Contributions-In Kind	1933
7	Sponsorship	1934
7	Auto Parts/Supply	1935
7	Veh Gasoline	1936
7	Otr Fleet Revenue	1937
7	Deposit Forfeitures	1938
7	Otr Recoverable Expense	1939
7	Cash Overage/Shortage	1940
7	Cash Discount Taken	1941
7	Prior Year Carry Over	1942
7	Equity/Operating Trnfrs-Audit	1943
5	Self-Funded Premiums	1950
6	Navajo Nation Participants	1951
7	Navajo Nation	1952
7	Ramah	1953
7	Fort Defiance Agency	1954
7	Chinle Agency	1955
7	Eastern Agency	1956
7	Shiprock Agency	1957

Fiscal Year 2024₃ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
7	Tuba City Agency	1958
6	NN Enterprise Participants	1965
7	DPA	1966
7	NAPI	1967
7	NACE	1968
7	CIT	1969
7	NNOGC	1970
7	NNSC	1971
7	NTUA	1972
7	NECA	1973
7	NNHE	1974
7	DINE College	1975
7	KTNN	1976
7	Enterprise Participants	1977
7	Kaventa Township	1978
7	NHA	1979
7	Nahata Dził Chapter	1980
7	N.A.S.B.A.	1981
7	Navajo Times Pub. Co. Inc.	1982
7	LGA - Chapters	1983
7	Shonto-See Obj 1983.03	1984
6	Other Self Funding	1985
7	Broker Fees	1986
7	Insurance Proceeds	1988
7	Wrkr's Comp-TNN	1989
5	Other Revenues	1990
6	Overhead Allocation	1991
7	Indirect Cost Recovery	1992
7	IDC In Excess FA	1994
7	Fund Contribution	1995
7	Allocation	1996
3	Expenses	2000
4	Personnel Expenses	2001
5	Permanent	2100
6	Regular	2110
7	Person-Regular FT	2120
7	Person-Regular Part Time	2130
7	Seasonal	2160
6	Salary Adj	2200
7	Salary Adjustment	2220
5	Temporary	2300

LOD	Description	Object Acct
6	Temporary	2310
7	Person-Temporary FT	2320
7	Person- Temporary Part Time	2330
7	Seasonal	2360
5	Stipends	2400
6	Stipends-NNC Council	2410
7	NNC Regular Meeting	2420
7	Special Meeting	2422
7	Committee Meeting	2424
7	Agency Meeting	2426
7	Chapter Meeting	2428
7	Orientation/Training	2430
7	Work Session	2432
7	Budget Hearing	2434
7	Sub-Committee Meeting	2436
6	Stipends-Boards/Comm	2450
7	Farm Board	2460
7	Grazing Committee	2462
7	Eastern Land Board	2464
7	Commissions/Boards	2466
7	Insurance Commission	2468
7	Labor Commission	2470
5	Overtime	2500
6	Overtime	2510
7	Overtime Pay Regular	2520
7	Overtime Pay Temporary	2530
7	Overtime Pay Seasonal	2560
7	Special Duty Pay-.5	2565
7	Hazard Pay-.5	2567
7	Special Duty Pay-1.5	2570
7	Hazard Pay-1.5	2575
5	Holiday Pay	2600
6	Regular	2610
7	Double Holiday Pay	2620
5	Merit & Bonus Pay	2700
6	Regular	2710
7	Merit Pay	2720
7	Bonus Pay	2740
7	Special Duty Pay-EX Lump	2745
7	Hazard Pay-Lump Sum	2750
5	Fringe Benefits	2900

Fiscal Year 2024³ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
6	FICA	2910
7	FICA	2912
7	Medicare	2914
6	Group Insurance	2920
7	Medical	2921
7	Dental	2922
7	Vision	2923
7	Life	2926
7	Short-Term Disability	2928
6	Retirement	2940
7	401K-Nihibeeso Saving Plan	2942
7	NN Retirement	2944
7	Retirement-Judges	2945
7	Deferred Comp	2946
7	Retirement-Police Officers	2947
7	Pension Expense	2949
6	Unemployment Benefits	2950
7	State Unemployment Tax	2951
7	SUTA-NM	2952
7	SUTA-UT	2953
7	SUTA-CO	2954
7	SUTA-Washington D.C.	2956
7	FUTA	2957
6	Worker's Comp	2960
7	Worker's Comp-Self	2961
6	Annual Leave	2970
7	Annual Leave Pay	2971
4	Travel Expenses	3000
5	Vehicle Use	3100
6	Fleet	3110
7	Monthly/Perm	3111
7	Daily/Temp	3112
7	Mileage	3113
6	Program	3120
7	Maintenance	3121
7	Mileage	3123
6	External Fleet Rental	3130
7	Flat Rate	3131
7	Mileage	3133
6	GSA	3140
7	Flat Rate	3141

LOD	Description	Object Acct
7	Mileage	3143
5	Personal Travel Expenses	3200
6	Vehicle Rental (off reserv)	3210
7	Vehicle Rental (Off Reserv)	3220
6	Personal Travel	3230
7	Per Diem Meals	3240
7	Lodging	3250
7	POV Mileage	3260
7	Program Service Mileage	3270
7	Other Travel Expense	3290
5	Commercial/Charter Fares	3300
6	Air	3310
7	Commercial	3320
7	Charter - Internal	3330
7	Charter - External	3340
6	Bus	3360
7	Bus	3362
6	Train	3380
7	Train	3382
4	Meeting Expenses	3500
5	NN Council Delegates	3501
6	Regular Meetings	3510
7	Meals / Lodging	3511
7	Mileage	3513
6	Special Meetings	3520
7	Meals / Lodging	3521
7	Mileage	3523
6	Committee Meetings	3530
7	Meals / Lodging	3531
7	Mileage	3533
6	Sub-Committee Meetings	3540
7	Meals / Lodging	3541
7	Mileage	3543
6	Agency Meetings	3550
7	Meals / Lodging	3551
6	Chapter Meetings	3560
7	Meals / Lodging	3561
6	Orientation/Training	3570
7	Meals / Lodging	3571
7	Mileage	3573
6	Work Sessions	3580

Fiscal Year 2024³ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

LOD	Description	Object Acct
7	Meals / Lodging	3581
7	Mileage	3583
6	Budget Hearings	3590
7	Meals / Lodging	3591
7	Mileage	3593
5	Commissions/Boards	3600
6	Meetings	3610
7	Stipend	3611
7	Meals & Lodging	3612
7	Mileage	3613
5	Chapter Officials	3700
6	Meetings	3710
7	Stipend	3711
7	Meals & Lodging	3712
7	Mileage	3713
5	Other Non Employees	3800
6	Meetings	3810
7	Stipend	3811
7	Meals & Lodging	3812
7	Mileage	3813
4	Supplies	4000
5	Office Supplies & Equipment	4100
6	Office Supplies	4120
7	General Office Supplies	4130
6	Non Capital Assets	4200
7	Non Cap Furniture & Equip	4210
7	Non Cap Analytical Equip	4220
7	Non Cap Computer Equip	4230
5	Operating Supplies	4400
6	Operating Supplies	4410
7	General Operating Supplies	4420
7	Cost Of Goods Sold-Resale	4430
7	Non Cap Computer Software	4440
7	Postage, Courier, Shipping	4450
7	Food Supplies	4460
7	Uniforms	4470
7	Firearms & Ammunition	4480
7	Custodial Supplies	4490
7	Medical Supplies	4500
7	Veterinarian Supplies	4510
7	Bulk Paper	4520

LOD	Description	Object Acct
7	Printing/Binding/Photocopying	4530
7	Document Shredding	4535
7	Books/Periodicals/Subscription	4540
7	Media Supplies	4550
5	Transportation Supplies	4600
6	Supplies	4610
7	Parts & Supplies	4620
7	Tires & Tubes	4630
7	Lubricants	4640
7	Towing Expense-Fleet Only	4650
6	Fuel	4700
7	Gasoline	4710
7	Diesel	4720
7	Propane	4730
7	Jet Fuel	4740
4	Lease & Rental	5000
5	Lease	5100
6	Building	5110
7	Office Space	5120
6	Land	5130
7	Land Lease	5140
7	Leased Property/Land Tax	5150
6	Equipment	5160
7	Office Equipment	5170
5	Rental	5300
6	Building/Space	5310
7	Meeting Space	5320
7	Storage Space	5330
7	Booth/Trade Show Rental	5340
7	Other Space Rental	5350
6	Equipment/Supplies	5360
7	Equipment Rental	5370
7	Supplies Rental	5380
4	Communications & Utilities	5500
5	Communications	5510
6	Telephone	5520
7	Basic Services	5530
7	Long Distance	5540
7	Optional Charges	5550
7	Hardware/Install	5560
6	Internet	5570

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
7	DSL	5580
7	T-1	5590
7	Internet Services	5600
6	Wireless	5610
7	Cellular	5620
7	Two Way Radio	5630
7	Satellite	5640
7	Microwave Access	5650
5	Utilities	5700
6	Energy	5710
7	Electric	5720
7	Natural Gas	5730
7	Propane	5740
6	Services	5750
7	Water	5760
7	Sewage	5770
4	Repairs & Maintenance	6000
5	Building	6010
6	Supplies	6020
7	Building R&M Supplies	6030
6	Services	6040
7	Building R&M Services	6050
5	Plant, Property & Equipment	6100
6	Supplies	6110
7	Furn & Equip R&M Supplies	6120
6	Services	6130
7	Furn & Equip R&M Services	6140
6	External Contractors	6200
7	Plumbing	6210
7	Electrical	6220
7	HVAC	6230
7	Pest Control	6240
7	Waste Disposal	6250
7	Custodial Services	6260
7	Landscaping Services	6270
7	Snow Removal	6280
7	General Contractors	6290
6	Technology	6300
7	Computer Hardware R&M	6310
7	Software Support	6320
7	Communication R&M	6330

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
5	Transportation	6400
6	Vehicle R&M - External	6410
7	Automobile	6420
7	Specialized Vehicles	6430
7	Aircraft	6440
7	Bus	6450
4	Contractual Services	6500
5	Professional Services	6510
6	Consulting	6520
7	Consulting-Fees	6530
7	Consulting-Expenses	6540
6	Audit	6600
7	Audit-Fees	6630
7	Audit-Expenses	6640
6	Attorneys	6660
7	Attorney-Fees	6670
7	Attorney-Expenses	6680
6	Financial Services	6700
7	Investment Managers	6710
7	Investment Consultant	6720
7	Financial Custodial/Trustees	6730
7	Derivatives	6740
6	Other Professional Services	6770
7	Notary	6780
5	Technical Services	6800
6	Architecture/Design (non cap)	6810
7	Arch/Design (NC)-Fees	6813
7	Arch/Design (NC)-Expenses	6814
6	Geo Tech Services (non cap)	6820
7	Geo Tech Svcs (NC)-Fees	6823
7	Geo Tech Svcs (NC)-Expenses	6824
6	Other Technical Services	6830
7	Feasibility Studies	6840
7	Environ Assessment/Survey	6845
7	Diagnostics/Testing/Evaluation	6850
7	Inspection/Appraisal Fees	6855
7	Restoration Services	6860
7	Technical Services Expense	6865
5	Other Contractual Services	6900
6	Other Contractual Services	6910
7	Traditional Ceremonies	6912

Fiscal Year 2024₃ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
7	Transcription & Interpretation	6914
7	Security Services	6916
7	Collection Services	6918
7	Dry Cleaning & Laundry Service	6920
7	Other Services	6921
7	Interest Exp-Borrowed Funds	6922
7	Public Safety Transactions	6923
7	Honor Guard / Color Guard	6930
7	NNAD Administrative Fee	6931
7	HPL Incentive Expense	6933
5	Subcontracted Services	6950
6	Subcontracted Services	6960
7	Subcontracted Services	6990
4	Special Transactions	7000
5	Programs	7100
6	Programs	7110
7	Parent Committee Expenses	7120
7	Promotional Items	7130
7	Public Relation/Prgm Outreach	7135
7	Gifts & Awards	7140
7	Charitable Contributions	7150
7	Artistic Services	7160
7	Student Activities	7170
7	Catering	7180
7	Refreshments	7190
7	Jury & Witness Expense	7200
7	Poll Officials	7210
7	Depreciation Expense	7220
7	Amortization Expense	7230
7	Property Tax	7240
7	Grazing Fee Payment	7245
7	Allocation Clearing Account	7250
7	Tax Refund	7260
7	Filing Fee	7265
7	FMIS Loan Debt Payment	7270
7	Museum Loan Debt Payment	7271
7	NN Fair & Rodeo	7275
7	Fourth of July Fair & Rodeo	7280
7	NN Fair - Powwow	7285
7	Shiprock Fair	7286
5	Contingencies & Losses	7300

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
6	Contingencies & Losses	7310
7	Provision For Bad Debt	7320
7	Bad Debt Write-Off	7330
7	Provns-Judgment/Settlements	7340
7	Judgments/Settlements	7350
5	Media	7400
6	Media	7410
7	Newspaper Correspondent Fees	7420
7	Newspaper Carrier Fees	7430
7	Print Advertising	7440
7	Radio Advertising	7450
7	Television Advertising	7460
7	Display Advertising	7470
7	Webcast/Streaming Services	7480
5	Employee Special Transactions	7500
6	Training & Professional Dues	7510
7	Training/Registration Fees	7520
7	Training Supplies	7530
7	Job Placement	7540
7	Mandatory Professional Dues	7550
6	Employment Related Expenses	7600
7	Recruitment Expense	7610
7	Pre-Employment Testing	7620
7	Relocation Expense	7630
7	Extended Training Expenses	7640
7	Background Check	7650
5	Insurance & Benefits	7700
6	Insurance Premiums	7710
7	Property - Contents	7720
7	Property-Contractor Equipment	7730
7	Vehicle - Auto Liability	7740
7	Vehicle - Auto Physical Damage	7750
7	Student Liability Insurance	7760
7	Policy Payment	7765
7	Deductible Expense	7766
7	Workers' Comp Premium	7767
6	Insurance Payouts	7770
7	Claims Disbursements	7780
7	Loss Claims Reserve	7785
7	Open Claims	7790
6	Benefit Payments	7800

Fiscal Year 2024₃ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
2	Temp Disability Pymt	7810
2	Medical Payments	7820
2	Misc Disability Pymt	7830
2	Death Benefits	7840
2	Def Comp Payments	7850
2	Retirement Benefits	7860
2	401K Benefits	7870
4	Assistance	8000
5	Public	8010
6	Social	8020
2	G/A Employables	8025
2	G/A Unemployables	8030
2	G/A Initial Grants	8035
2	G/A Back/Bonus Pymts	8040
2	School Clothing	8045
2	WIC Payments	8050
2	Burial Assistance	8055
2	Emergency Assistance	8060
2	Energy Assistance	8065
2	Weatherization Assistance	8070
2	Basic Child Care	8075
2	Subsidized Child Care	8080
2	Client Transport	8085
2	Kinship Care Assistance	8087
2	Program Stipend	8090
2	Other Public Assistance	8095
2	Adoption Subsidies	8100
2	Guardianship Stipends	8105
2	Youth Home	8110
2	Adult In-Home Care	8115
2	Elderly Group Home	8120
2	Foster Care-Children	8125
2	Foster Care-Adults	8130
2	Foster Care Esco-Child	8135
2	Foster Care Esco-Adult	8140
2	Special Needs - CWA	8145
2	Personal Allowance-AIC	8150
2	Personal Allowance YH	8151
2	Personal Allowance-CWA	8155
6	Participant Training	8300
2	Classroom Training	8305

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
2	Adult Training Costs	8310
2	Youth Training Costs	8315
2	On the Job Training	8320
2	Work Experience (Wages)	8325
2	Career Job Experience	8330
2	In-School Work Experience	8335
2	Winter/College	8340
2	Internship	8345
2	Support Cost-Personal Allowanc	8350
2	Support Cost-Transportation	8355
2	Support Cost-Housing	8360
2	Support Cost-Other Allowances	8365
2	Basic Education	8370
2	Youth Dev Activities/Curriculum	8375
6	Infrastrure (non cap)	8500
2	Home Down Payment Asslst	8505
2	Housing Constructn Materials	8510
2	Self-Help Materials	8515
2	Weatherization Assistance	8520
2	Solar System	8525
2	House Wiring	8530
2	Bathroom Additions	8535
2	Power line Extension	8540
2	Waterline Extension	8545
2	Water/Wastewater	8550
2	Chapter Projects	8555
2	Contingencies Infra "Non-Cap"	8560
5	Grants	8700
6	Chapter	8705
2	PEP	8710
2	Grant	8715
2	Entitlement	8720
2	Housing	8725
2	LGA	8730
2	Scholarships	8735
2	Emergency	8740
2	Stipend	8745
6	Entities	8780
2	Entity Grants	8785
5	Scholarships	8800
6	Corporate	8805

Fiscal Year 20243 Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
7	Schshp-Peabody	8810
7	Schshp-4 Corners	8815
7	Schshp-AZ Pub Svc	8820
7	Schshp-P & M	8825
7	Schshp-NECA	8830
7	Schshp-Wknox Holt	8835
7	Schshp-Global Min	8840
7	Schshp-Sussman	8845
7	Schshp-Mesa Mining	8850
7	Schshp-Robert L. King	8855
7	Schshp-Serena E. Sharp	8860
7	Schshp-El Paso Natural Gas Co	8865
7	Schshp-NN Oil & Gas Co	8870
6	Other	8900
7	Schshp-Payments	8905
7	Schshp-Special Award	8910
7	Schshp-Supplemental Award	8915
7	Schshp-Chief Manuelito	8920
7	Schshp-Hi Achievement	8925
7	H/S Summer Enrichment	8930
7	Chapter Fin Asst-Student	8935
7	High School Preparation	8940
7	Dine Schshp Annual Fund	8945
7	Schshp-Haskelstle	8950
4	Capital Outlay	9000
5	Real Property	9001
6	Land & Improvements	9010
7	Land	9012
7	Land Improvements	9014
6	Infrastructure	9020
7	Airports	9022
7	Roads	9024
7	Parking Lot/Sidewalk/Streetlgt	9026
7	Bridges	9028
7	Dams	9030
7	Wells	9032
7	Windmills	9034
7	Communications	9036
7	Waterlines	9038
7	Powerlines	9040
7	Water/Wastewater	9042

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
7	Gas line Extension	9044
7	Contingencies Infrastructure	9049
6	Building	9050
7	Buildings	9052
7	Bldg Improvements	9054
7	Leasehold Improvements	9056
7	Capitalized Lease	9058
7	Construction In Progress	9060
7	Contingencies	9062
6	CAP-Pro Tech Services	9070
7	CAP-Consulting	9072
7	CAP-Architecture/Design	9074
7	CAP-Geo Tech Services	9076
7	CAP-Other Tech Services	9078
5	Personal Property	9100
6	Furniture & Fixtures	9110
7	Furniture	9112
7	Fixtures	9114
6	Equipment	9140
7	Equipment	9142
7	Analytical Equipment	9144
7	Computers	9146
7	Capitalized Leases	9148
6	Vehicles	9160
7	Automobile	9162
7	Specialized Vehicles	9164
7	Buses	9166
7	Aircraft	9168
6	Intangible Assets	9180
7	Intangible Assets	9182
6	Other Assets	9190
7	K-9	9192
4	Other Income and Expense	9300
5	Other Income	9310
6	Gain/Loss on Sale of Assets	9320
7	Proceeds From Asset Disposal	9330
7	Revenue from Sale of Assets	9331
7	Nbv Of Assets Disposed	9340
7	Capitalized Asset Transfer	9345
7	Cash Proceeds Clearing Account	9350
5	Other Expense	9400

Fiscal Year 2024³ Chart of Accounts/Object Codes and Level of Detail (LOD) for Budgeting Purposes

<u>LOD</u>	<u>Description</u>	<u>Object Acct</u>
<u>6</u>	<u>Contributed Capital- NN Enterp</u>	<u>9410</u>
<u>7</u>	<u>Invest-NTUA</u>	<u>9411</u>
<u>7</u>	<u>Invest-NHDE</u>	<u>9412</u>
<u>7</u>	<u>Invest-NAPI</u>	<u>9413</u>
<u>7</u>	<u>Invest-NECA</u>	<u>9414</u>
<u>7</u>	<u>Invest-NACE</u>	<u>9415</u>
<u>7</u>	<u>Invest-DINE College</u>	<u>9416</u>
<u>7</u>	<u>Invest-NNHE</u>	<u>9417</u>
<u>7</u>	<u>Invest-KTNN</u>	<u>9418</u>
<u>7</u>	<u>Invest-NNOGC</u>	<u>9419</u>
<u>7</u>	<u>Invest-Shopping Centers</u>	<u>9420</u>
<u>7</u>	<u>Invest-LGA Chapters</u>	<u>9421</u>
<u>6</u>	<u>PCard Exception Expenses</u>	<u>9490</u>
<u>7</u>	<u>PCard Expenses Holding</u>	<u>9499</u>
<u>4</u>	<u>Matching & Indirect Cost</u>	<u>9500</u>
<u>5</u>	<u>Matching Funds</u>	<u>9501</u>
<u>6</u>	<u>Cash Matching Funds</u>	<u>9510</u>
<u>7</u>	<u>Matching Funds</u>	<u>9520</u>
<u>6</u>	<u>In-Kind Matching-non financial</u>	<u>9610</u>
<u>7</u>	<u>Internal In-Kind</u>	<u>9620</u>
<u>7</u>	<u>Third Party In-Kind</u>	<u>9630</u>
<u>5</u>	<u>Indirect Cost (Overhead) Alloc</u>	<u>9700</u>
<u>6</u>	<u>IDC</u>	<u>9710</u>
<u>7</u>	<u>Indirect Cost Charged</u>	<u>9720</u>
<u>7</u>	<u>IDC In Excess FA</u>	<u>9730</u>
	<u>Misc Payroll</u>	<u>9999</u>

AGENCY CODES AND FUND TYPE/CODES

Agency Codes	
Code	Description
1	WINDOW ROCK/CENTRAL OFFICE
2	CHINLE/CENTRAL NAVAJO
3	CROWNPOINT/EASTERN NAVAJO
4	FORT DEFIANCE
5	SHIPROCK/NORTHERN NAVAJO
6	WESTERN NAVAJO
7	MULTIPLE AGENCIES

Fund Type Codes		
Code	Fund Type	Description
1	GENERAL FUND	General operating fund of the Navajo Nation government. Used to account for all financial resources, except those required to be accounted for in another fund.
2	CAPITAL OUTLAY FUND	Used to account for the financial resources and expenditures for the acquisition or construction of capital improvements. Capital improvement means a major project, such as purchase of major equipment or motor vehicles (with a life expectancy of five years or more, valued in excess of an amount established by the Controller), undertaken that is generally not recurring on an annual basis.
3	DEBT SERVICE FUND	Funds acquired and used to accomplish a Capital Improvement Plan.
4	PERMANENT FUND	Fund, established to accumulate over a set period of time, to be used in accordance with legislated purposes
5	SPECIAL REVENUE FUND/ INTERNAL	A special revenue source legally restricted to be used for a specified purpose.
6	SPECIAL REVENUE FUND/ EXTERNAL	Funds received by the Navajo Nation government from external sources for a specified purpose
7	FIDUCIARY FUND	Funds held by the Navajo Nation in a trustee capacity or as an agent for individuals, private organizations, or other governmental units. These funds include non-expendable trust funds and pension trust funds. Expendable trust funds are accounted for in a manner similar to governmental funds. Non-expendable trust funds and pension trust funds are accounted for in a manner similar to proprietary funds.
8	PROPRIETARY FUND/INTERNAL SERVICE	This fund is used for financing of goods and services provided intra-governmentally and inter-governmentally on a cost reimbursement basis.
9	PROPRIETARY FUND/ENTERPRISE	This fund is used for Navajo Nation operations that are financed and operated in a manner similar to a private business enterprise where goods and services are provided and recovered through user charges.

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
2258	911-Dispatcher	61	2007	Associate-Statistical-Research Analyst	63
1519	Accountant	63	2146	Attorney	68
1360	Accounting-Clerk	56	2142	Attorney-Candidate	67
1510	Accounting-Manager	69	0303	Attorney-General	76
1522	Accounting-Supervisor	67	2055	Audio-Visual-Technician	59
1525	Accounting-Technician	57	1654	Auditor	65
1523	Accounting-Technician (Cashier)	58	0304	Auditor-General	72
1524	Accounts-Maintenance-Specialist	58	4049	Auto-Body-Repairer	59
1534	Accounts-Maintenance-Specialist (AP/PCard)	59	4048	Auto-Body-Shop-Supervisor	62
1533	Accounts-Payable-Specialist	60	4042	Auto-Parts-Supervisor	60
3745	Adaptive-Education-Teacher	66	4044	Auto-Parts-Technician	57
1260	Administrative-Assistant	62	4053	Automotive-Service-Writer	61
1202	Administrative-Legal-Secretary	63	4046	Automotive-Technician	61
1211	Administrative-Services-Officer	64	2245	Background-Adjudicator (DPS)	65
3314	Air-Quality-Engineer	66	1435	Background-Investigations-Manager	68
1212	Air-Transportation-Director	70	2246	Background-Investigator (DPS)	61
4003	Aircraft-Maintenance-Technician/Pilot	68	3756	Behavioral-Health-Director	71
4002	Aircraft-Mechanic	61	1422	Benefits-Clerk	56
4090	Aircraft-Pilot	68	3735	Benefit-Coordinator	67
4094	Airport-Maintenance-Coordinator	62	3245	Biologist	65
0506	AmeriCorp-Participant		3246	Botanist	65
3185	Animal-Control-Officer	59	2068	Broadcast-Engineering-Technician	64
1854	Application-Systems-Programmer	66	2072	Broadcast-Technician	62
3411	Appraiser	62	1683	Budget-Analyst	64
3610	Archaeological-Aide	56	1680	Budget-Officer	68
3618	Archaeological-Technician	57	4080	Building-Maintenance-Supervisor	62
3616	Archaeologist	64	4082	Building-Maintenance-Worker	58
3610	Archaeologist (Program-Manager)	69	3405	Business-Analyst	67
0401	Assistant-Attorney-General	74	4004	Buyer	61
1233	Assistant-Department-Manager	68	4171	Cabinet-Maker	61
3678	Assistant-Superintendent	71	3711	Caregiver-Resource-Specialist	64
1531	Associate-Accountant	62	4173	Carpenter	60
2140	Associate-Attorney	66	3764	Case-Assistant	56
1655	Associate-Auditor	63	3761	Case-Management-Specialist	64
3312	Associate-Civil-Engineer	65	3763	Case-Worker	57
2019	Associate-Contract-Analyst	62	3760	Caseworker-Supervisor	64
3318	Associate-Environmental-Engineer	63	1529	Cashier-Services-Supervisor	66
3043	Associate-Environmental-Specialist	64	0502	CBP-DOL-Employee	
3342	Associate-Geologist	64	1530	Chapter-Accounting-Technician	59
1418	Associate-Human-Resources-Analyst	63	0507	Chapter-Employee	
3363	Associate-Hydrologist	64	0507	Chapter-Youth-Employee	
2164	Associate-Juvenile-Protecting-Officer	62	3247	Chemist	65
1983	Associate-Management-Analyst	62	1515	Chief-Financial-Officer	71
1660	Associate-Minerals-Auditor	63	3350	Chief-Geologist (Minerals)	73
3345	Associate-Mining-Engineer	63	2150	Chief-Hearing-Officer	69
3846	Associate-Nutrition-Worker	54	0211	Chief-Legislative-Counsel	76
3851	Associate-Nutritionist	62	2361	Chief-Medical-Investigator	69
3348	Associate-Petroleum-Engineer	63	2176	Chief-of-Police	73
2042	Associate-Public-Information-Officer	62	0201	Chief-of-Staff	71
3038	Associate-Reclamation-Specialist	64	0206	Chief-Operating-Officer	72

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

Class Code	Position Classification-Title	Salary Grade	Class Code	Position Classification-Title	Salary Grade
2155	Chief Prosecutor	74	4085	Custodian	56
3632	Child Development Aide	55	4230	Department Manager-I	68
3634	Child Development Worker	59	4234	Department Manager-II	69
2472	Child Support Case Management Specialist	63	4232	Department Manager-III	70
2470	Child Support Enforcement Officer	60	0400	Deputy Attorney General	75
2474	Child Support Regional Manager	65	2179	Deputy Chief of Police	72
3314	Civil Engineer	67	2156	Deputy Chief Prosecutor	72
3754	Clinical Director	69	2023	Deputy Contracting Officer	68
3804	Clinical Family Therapist	68	4184	Deputy Division Director	70
3753	Clinical Psychologist	69	4182	Deputy Executive Director	70
3702	Clinical Social Worker	68	2346	Deputy Fire Chief	67
3750	Clinical Specialist	67	4142	Derrick Operator	68
3755	Clinical Specialist-Intern	66	3697	Developmental Specialist	64
3433	Collection Clerk	56	2244	Digital Evidence Technician	64
3432	Collection Officer	60	3693	Director of Administrative Services	69
3820	Community Center Supervisor	64	2178	Director of Corrections	72
3708	Community Health Environmental Research Tech	62	2177	Director of Criminal Investigations	74
3792	Community Health Nurse	66	0414	Director of Ethics and Rules	70
3790	Community Health Nurse-Director	69	3699	Director of Financial Services	69
3794	Community Health Nurse-Supervisor	67	4840	Director of Information Technology	70
3795	Community Health Worker	62	0304	Division Director	74
3799	Community Health Worker-Intern	60	4140	Driller	60
3793	Community Health Worker-Supervisor	64	4141	Driller Helper	56
3824	Community Involvement Specialist	62	4144	Driver	67
3737	Community Library Manager	68	3655	Early Head Start Teacher	60
3830	Community Resource Coordinator	68	3403	Economic Development Specialist	63
3834	Community Services Coordinator	62	3408	Economist	70
4843	Computer Operations Manager	68	3676	Education Administrator	70
4892	Computer Operator	56	4859	Education Data Network Specialist	65
2022	Construction Employment Analyst	59	3688	Education Data Specialist	63
3545	Construction Inspector	63	3677	Education Program Manager	68
3504	Construction Supervisor	62	3762	Education Specialist	64
2048	Contract Analyst	63	3546	Electrical Inspector	63
2020	Contract Compliance Officer	64	4475	Electrician	64
2045	Contracting Officer	70	2065	Electronic Technician	62
0402	Controller	74	3744	Eligibility Technician	58
3849	Cook	57	2288	Emergency Management Director	68
3850	Cook's Aide	54	2287	Emergency Medical Responder	59
2264	Corrections Captain	69	2284	Emergency Medical Technician-Basic	60
2265	Corrections Lieutenant	67	2283	Emergency Medical Technician-Intermediate	64
2267	Corrections Officer	63	2285	Emergency Medical Technician-Intern	67
2268	Corrections Officer-Trainee	64	2286	Emergency Medical Technician-Recruit	67
2266	Corrections Sergeant	65	2284	Emergency Medical Technician-Instructor/Coordinator	62
3802	Counselor	62	2280	Emergency Medical Technician-Supervisor	64
3430	Credit Manager	66	2290	Emergency Services Coordinator	66
2354	Criminal Information System Specialist	64	2294	Emergency Services Liaison	59
2207	Criminal Investigations Supervisor	70	4213	Employee Housing Specialist	67
2209	Criminal Investigator	67	4423	Employee Insurance Representative	59
0504	CSE-DOL Employee		3673	Employment Assistance Officer	59
4083	Custodial Supervisor	68	3696	Employment Development Specialist	64

**NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
4669	Energy Financial Analyst	66	3050	Forestry Department Manager	69
3326	Engineering Aide	66	3458	Gaming Agent	64
3325	Engineering Technician	68	3452	Gaming Audit Manager	68
3030	Environmental Department Manager	69	3457	Gaming Auditor	65
3347	Environmental Engineer	65	3454	Gaming Enforcement Manager	68
2488	Environmental Law Enforcement Officer	63	3454	Gaming Licence Adjudicator	66
2489	Environmental Law Enforcement Recruit	64	3454	Gaming Licence Technician	64
2486	Environmental Law Enforcement Sergeant	66	3453	Gaming Regulatory Investigator	63
3040	Environmental Program Manager	68	3450	Gaming Regulatory Investigator & Licensing Manager	68
3034	Environmental Program Supervisor	67	3459	Gaming Surveillance Manager	68
3033	Environmental Specialist	65	3460	Gaming Surveillance Observer	62
3035	Environmental Technician	67	3464	Gaming Surveillance Technician	62
3944	Epidemiologist	68	4864	Geographic Information Systems Analyst	65
4052	Equipment Mechanic	64	4860	Geographic Information Systems Supervisor	68
4060	Equipment Mechanic Supervisor	63	4862	Geographic Information Systems Technician	62
4448	Equipment Operator	69	3344	Geologist	66
2469	Ethics Investigator	64	4024	Government & Legislative Affairs Associate	68
2460	Ethics Presenting Officer	66	4022	Government & Legislative Communications Officer	67
2260	Evidence Technician	64	2059	Graphic Designer	67
0302	Executive Director	74	4086	Grounds Keeper	65
0203	Executive Staff Assistant	67	4445	Head Start Bus Driver	69
3072	Extension Agent	69	3659	Head Start Classroom Teacher	64
4073	Facilities Maintenance Technician	64	3649	Head Start ERSEA & Family Engagement Liaison	63
4249	Facility Manager	67	3665	Head Start ERSEA Specialist	65
3803	Family Therapist	67	3637	Head Start Fiscal Manager	69
3264	Fee Collector	66	3648	Head Start Health & Nutrition Liaison	63
3260	Fee Collector Supervisor	69	3666	Head Start Health & Nutrition Specialist	65
3502	Field Supervisor	69	3664	Head Start Human Resources Assistant	69
2074	Film Liaison	64	3636	Head Start Human Resources Manager	69
2073	Film Production Assistant	68	3638	Head Start Information Systems Manager	68
3686	Financial Aid Counselor	63	3667	Head Start Mental Health & Disabilities Specialist	65
4543	Financial Analyst	68	3639	Head Start Quality Assurance Manager	68
2330	Fire Captain	63	3658	Head Start School Readiness Coach	66
2346	Fire Chief	67	3663	Head Start Support Services Manager	68
2332	Firefighter	69	3640	Head Start Teacher	64
2323	Firefighter Recruit	67	3725	Health & Wellness Coordinator	65
3254	Fish Biologist	65	3723	Health Education Technician	69
3483	Fish Culturist	69	3724	Health Educator	63
3724	Fitness Specialist	62	3248	Health Physicist	65
4044	Fleet Coordinator	69	4494	Health Services Administrator	74
4040	Fleet Service Manager	66	3860	Health Services Administrator (ALTC)	74
4856	FMIS Application Specialist	66	3767	Health Services Administrator (BMH)	74
4846	FMIS Project Manager	69	3870	Health Services Administrator (PHS)	74
4454	Food Distribution Truck Driver	69	3736	Healthy School Coordinator	65
3848	Food Service Coordinator	68	2454	Hearing Officer	67
3058	Forest Maintenance Worker	67	4460	Heavy Equipment Operator	64
3052	Forest Service Officer	69	3626	Historic Preservation Program Manager	67
3057	Forest Technician	67	3625	Historic Preservation Specialist	66
3054	Forester	64	3774	Home Care Worker	65
3059	Forestry Aide	64	3446	Homosite Agent	69

**NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
3424	Housing Specialist	64	4143	Laborer	55
4426	HR Background Check Technician	60	3442	Land Agent	63
4407	HR IT Manager	67	3444	Land Support Agent	60
4411	HR Position Control Analyst	65	3770	Laundry Worker	55
4431	HR Records Supervisor	62	2154	Law Clerk—Intern	63
4408	HR Recruitment Manager	67	2251	Lead Police Records Clerk	58
4432	HR Support Services Specialist	66	3443	Leasing Agent	63
4433	HR Technical Specialist	65	0202	Legal Counsel	70
4430	HR/IT Support Technician	62	4291	Legal Secretary	59
3675	HS Admin Regional Mgr.	64	4017	Legislative Accounts Maintenance Specialist	60
3664	HS Community Partnership Mgr.	67	4014	Legislative Advisor-I	65
3660	HS Director of Educational Svcs	70	4013	Legislative Advisor-II	67
3683	HS Employee Relations Spec	65	4010	Legislative Analyst	66
3633	HS Facilities & Safety Officer	64	4015	Legislative Assistant	60
3679	HS Mental Health & Disabilities Liaison	63	4011	Legislative Associate	66
3668	HS Paraprofessional	60	0210	Legislative Chief of Staff	70
3634	HS Prof Dev & Planning Spec	67	4207	Legislative Clerk Supervisor	63
3684	HS Regional Partnership Coordinator	64	4016	Legislative District Assistant	65
3687	HS School Readiness & Lang Immersion	67	4002	Legislative Financial Adviser	68
3689	HS Student Data Specialist	63	4005	Legislative Financial Manager	69
3669	HS Student Trans Supervisor	64	4012	Legislative Liaison	60
4427	Human Resource Adjudicator	66	4004	Legislative Manager	69
4417	Human Resources Analyst	64	4295	Legislative Reporter	59
4405	Human Resources Classification and Pay Manager	67	4296	Legislative Reporter Supervisor	65
4401	Human Resources Director	70	4298	Legislative Secretary-I	58
4410	Human Resources Employee Relations Specialist	66	4299	Legislative Secretary-II	59
4412	Human Resources Information Systems Supervisor	65	4300	Legislative Secretary-III	60
4413	Human Resources Operations & Development Mgr.	68	4003	Legislative Staff Assistant	68
4424	Human Resources Records Clerk	58	4307	Legislative Transcriptionist	60
4428	Human Resources Specialist (Behavioral Health)	64	4355	Library Assistant	56
4403	Human Resources Systems Manager	67	3738	Library Services Coordinator	64
4419	Human Resources Technician	60	3431	Loan Officer	63
2166	Human Rights Investigator	64	3434	Loan Processor	58
3364	Hydrologic Technician	58	2350	Local Agency Security Officer	64
3362	Hydrologist	65	4176	Locksmith	62
3404	Industrial Development Specialist	67	4362	Mail Clerk	56
4877	Information Security Officer	68	4076	Maintenance Mechanic	58
4872	Information Systems Technician	60	4077	Maintenance Technician	60
4470	Insurance Claims Analyst	64	4082	Management Analyst	64
4471	Insurance Claims Examiner	60	3407	Marketing Specialist	66
0504	Intern	56	2057	Media Production Specialist	65
2206	Internal Affairs Investigator	65	2070	Media Production Technician	62
2205	Internal Affairs Supervisor	68	2056	Media Representative	64
4668	Internal Auditor	68	2360	Medical Examiner	74
2236	Investigator	63	2362	Medical Investigator	64
4541	Investment Manager	71	4028	Mine Safety Officer	67
4070	Irrigation Supervisor	60	3002	Mineral Assessment Specialist	63
2163	Juvenile Presenting Officer	64	3355	Minerals & Royalty Management Director	73
3188	Kennel Officer	56	4664	Minerals Audit Manager	70
2024	Labor Compliance Officer	64	4661	Minerals Auditor	65

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
4659	Minerals Royalty and Audit Manager	74	2485	Police Recruit	63
3344	Mining Engineer	67	2482	Police Sergeant	67
3003	Mining Financial Analyst	66	4980	Policy Analyst	65
0504	Misc Navajo Nation	64	3486	Predator Control Agent	64
4447	Motor Coach Driver	69	3740	Prevention Specialist	63
3294	Museum Curator	66	4547	Principal Accountant	67
3290	Museum Director	68	3644	Principal Archaeologist	67
3295	Museum Exhibit Technician	58	3642	Principal Archaeologist (Contract Specialist)	67
3297	Museum Facilities Representative	58	2444	Principal Attorney	72
3469	Natural Resource Enforcement Mgr.	70	4652	Principal Auditor	69
3823	Navajo Cultural Specialist	62	4684	Principal Budget Analyst	67
4228	Navajo Nation Fair Manager	66	3765	Principal Case Worker	64
4844	Network Manager	66	3309	Principal Civil Engineer	74
4848	Network Specialist	64	2046	Principal Contract Analyst	67
3847	Nutrition Education Technician	69	3404	Principal Economic Development Specialist	68
3845	Nutrition Worker	67	3670	Principal Education Specialist	68
3842	Nutritionist	63	3323	Principal Engineering Technician	63
3806	Occupational Therapist	68	3070	Principal Extension Agent	66
4367	Office Aide	64	4074	Principal Facilities Maint Tech	65
4364	Office Assistant	56	3055	Principal Forest Technician	62
4366	Office Specialist	58	3339	Principal Geologist	74
3704	Ombudsman	65	3360	Principal Hydrologist	68
4478	Painter	60	4870	Principal Information Systems Technician	62
2282	Paramedic	63	4663	Principal Minerals Auditor	68
3698	Parent Educator	59	3354	Principal Mining Engineer	74
3695	Parent Training Coordinator	59	3843	Principal Nutrition Worker	60
4248	Park Manager	64	3840	Principal Nutritionist	67
3274	Parks Maintenance Worker	67	3349	Principal Petroleum Engineer	74
4626	Payroll Supervisor	65	4960	Principal Planner	67
4628	Payroll Technician	60	4990	Principal Program Analyst	67
3852	Peer Counselor (Breastfeeding)	67	4854	Principal Programmer Analyst	66
0596	PER Project Supervisor		3346	Principal Remediation Engineer	74
3347	Petroleum Engineer	66	3706	Principal Social Service Representative	62
3009	Petroleum Technician	63	3703	Principal Social Worker	67
3040	Petroleum Technician—Trainee	64	4005	Principal Stores Clerk	69
3699	Physical Therapist	68	3730	Principal Substance Abuse Counselor	65
3723	Physical Wellness Coordinator	62	3338	Principal Superfund Geologist	74
4963	Planner	63	4665	Principal Tax Auditor	68
4962	Planner (Health)	66	2465	Principal Tribal Court Advocate	68
3327	Planner/Estimator	65	3742	Principal Victim Witness Advocate	66
4964	Planning Aide	55	2069	Production Coordinator	65
4480	Plumber	60	4992	Program Analyst	64
2480	Police Captain	70	4993	Program Evaluation Manager	68
2490	Police Commander	74	4235	Program Manager-I	67
2253	Police Dispatcher	67	4236	Program Manager-II	68
2255	Police Identification Technician	67	4237	Program Manager-III	69
2484	Police Lieutenant	68	4246	Program Supervisor-I	64
2484	Police Officer	65	4247	Program Supervisor-II	65
2240	Police Property Clerk	56	4248	Program Supervisor-III	66
2252	Police Records Clerk	67	4853	Programmer Analyst	64

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Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
4850	Programmer-Analyst-Supervisor	68	3184	Senior-Animal-Control-Officer	64
4262	Programs-and-Projects-Specialist	63	3440	Senior-Appraiser	64
3503	Project-Manager	64	3617	Senior-Archaeological-Technician	68
4017	Property-Clerk	66	3615	Senior-Archaeologist	66
4016	Property-Supervisor	64	3613	Senior-Archaeologist-(Contract-Representative)	66
4965	Proposal-Writer	65	2145	Senior-Attorney	70
2158	Prosecutor	65	4653	Senior-Auditor	67
0305	Public-Defender-Director	74	4043	Senior-Auto-Parts-Technician	60
2041	Public-Information-Officer	63	4046	Senior-Automotive-Technician	62
2269	Public-Safety-Answering-Point-Supervisor	65	4682	Senior-Budget-Analyst	65
2267	Public-Safety-Telecommunications-Operator	60	4081	Senior-Building-Maintenance-Worker	60
0503	Public-Works-Employee		4472	Senior-Carpenter	62
4030	Radio-Technician	60	3762	Senior-Caseworker	60
4249	Ranch-General-Manager	60	3824	Senior-Center-Supervisor	64
3179	Ranch-Hand	64	3630	Senior-Child-Development-Worker	60
3174	Range-Conservationist	64	3310	Senior-Civil-Engineer	69
3172	Ranger	60	3704	Senior-Community-Health-Worker	62
3175	Ranger-Dispatcher	65	4801	Senior-Computer-Operator	60
3170	Ranger-Lieutenant	66	2017	Senior-Contract-Analyst	65
3173	Ranger-Recruit	66	3500	Senior-Construction-Supervisor	63
3171	Ranger-Sergeant	64	3801	Senior-Counselor	65
3037	Reclamation-Specialist	66	2208	Senior-Criminal-Investigator	68
4306	Records-Clerk	66	4084	Senior-Custodian	68
3682	Recreation-Aide	65	3402	Senior-Economic-Development-Specialist	66
3684	Recreation-Coordinator	64	3674	Senior-Education-Specialist	66
3680	Recreation-Specialist	62	4174	Senior-Electrician	62
3510	Registered-Architect	60	3324	Senior-Engineering-Technician	60
3328	Registered-Land-Surveyor	67	3316	Senior-Environmental-Engineer	68
3780	Registered-Nurse	60	2187	Senior-Environmental-Law-Enforcement-Officer	65
3324	Registered-Surveyor	67	3032	Senior-Environmental-Specialist	66
3744	Rehabilitation-Services-Technician	60	3034	Senior-Environmental-Technician	68
3734	Reimbursement-Specialist	64	3940	Senior-Epidemiologist	69
3044	Remedial-Project-Manager	66	4064	Senior-Equipment-Mechanic	62
2006	Research-Assistant	66	3071	Senior-Extension-Agent	64
3766	Residential-Caseworker	60	4072	Senior-Facilities-Maint-Tech	63
3774	Residential-Guidance-Technician	67	3685	Senior-Financial-Aid-Counselor	65
3775	Residential-Supervisor	60	2331	Senior-Firefighter	64
4416	Retirement-Officer	60	3056	Senior-Forest-Technician	68
4404	Retirement-Plan-Administrator	67	3053	Senior-Forester	66
4672	Revenue-Data-Specialist	62	3462	Senior-Gaming-Surveillance-Observer	64
3448	Right-Of-Way-Agent	60	3340	Senior-Geologist	68
4863	Rural-Addressing/GIS-Coordinator	65	3720	Senior-Health-Educator	65
4864	Rural-Addressing/GIS-Technician	62	4449	Senior-Heavy-Equipment-Operator	62
4025	Safety-Officer	67	3416	Senior-Homesite-Agent	62
4027	Safety-Technician	60	3420	Senior-Housing-Specialist	65
4368	Sales-Clerk	66	4416	Senior-Human-Resources-Analyst	66
3039	Sanitarian	66	4429	Senior-Human-Resources-Technician	62
2340	Security-Guard	66	3364	Senior-Hydrologist	67
3767	Self-Reliance-Site-Manager	67	4871	Senior-Information-Systems-Technician	64
4548	Senior-Accountant	65	2235	Senior-Investigator	65

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TITLES, CLASS CODES AND ASSIGNED PAY GRADES

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Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
4290	Senior Legal Secretary	64	2002	Statistical Research Analyst	66
4076	Senior Maintenance Mechanic	60	2003	Statistical Technician	67
4684	Senior Management Analyst	66	2004	Statistician/Demographer	68
3004	Senior Mineral Assessment Specialist	66	4007	Stores Clerk	55
4662	Senior Minerals Auditor	67	3732	Substance Abuse Counselor	66
3343	Senior Mining Engineer	68	3733	Substance Abuse Health Educator	63
4847	Senior Network Specialist	66	0403	Superintendent of Schools	73
3844	Senior Nutrition Worker	69	3611	Supervisory Archaeologist	68
3841	Senior Nutritionist	66	3320	Supervisory Land Surveyor	66
4365	Senior Office Specialist	60	4841	Systems and Programming Manager	69
4177	Senior Painter	62	2148	Tax Attorney	68
3270	Senior Parks Maintenance Worker	59	4657	Tax Auditor	66
4527	Senior Payroll Technician	64	4674	Tax Compliance Officer	63
3346	Senior Petroleum Engineer	69	3178	Telecommunications Supervisor	63
3008	Senior Petroleum Technician	65	0500	Temporary Employee	
4864	Senior Planner	66	4170	Trades Helper	66
4170	Senior Plumber	62	3814	Traditional Counselor	60
2183	Senior Police Officer	65	3810	Traditional Practitioner	62
4891	Senior Program Analyst	65	0505	Trainee	
4852	Senior Programmer Analyst	65	4444	Training & Development Supervisor	66
4254	Senior Programs and Projects Specialist	67	4443	Training Instructor	64
4046	Senior Property Clerk	59	4441	Training Manager	67
2167	Senior Prosecutor	67	4032	Transit Dispatcher	59
2040	Senior Public Information Officer	64	4250	Transit Manager	70
3036	Senior Reclamation Specialist	68	4866	Transit Planner	64
3042	Senior Remedial Project Manager	68	3743	Treatment Coordinator	64
3410	Senior Right Of Way Agent	62	2162	Tribal Court Advocate	64
4026	Senior Safety Technician	62	3797	Tuberculosis Control Technician	59
3707	Senior Social Service Representative	60	4842	User Services Manager	68
3704	Senior Social Worker	65	4047	Vehicle Service Worker	56
2004	Senior Statistical Research Analyst	66	3820	Veterans Claims Examiner	64
4006	Senior Stores Clerk	57	3825	Veterans Service Officer	64
3731	Senior Substance Abuse Counselor	60	3073	Veterinarian	69
3365	Senior Superfund Hydrogeologist	68	3075	Veterinary Aide	55
2147	Senior Tax Attorney	70	3710	Victim and Witness Advocate	62
4656	Senior Tax Auditor	67	4220	Vital Statistics Manager	65
4670	Senior Tax Compliance Officer	65	2005	Vital Statistics Technician	58
2164	Senior Tribal Court Advocate	66	3692	Vocational Rehabilitation Counselor	64
3709	Senior Victim and Witness Advocate	64	3826	Volunteer Services Coordinator	60
3694	Senior Vocational Rehabilitation Counselor	66	4078	Voter Machine Technician	58
4002	Senior Warehouse Worker	58	3835	Voter Registration Specialist	62
3285	Senior Zookeeper	61	4004	Warehouse Supervisor	64
3456	Slot Compliance Assistant	64	4003	Warehouse Worker	56
3455	Slot Compliance Manager	68	3025	Water Code Compliance Officer	64
3706	Social Hygiene Technician	58	3024	Water Development Technician	62
3708	Social Service Representative	58	4849	Web Developer	66
3705	Social Worker	63	3007	Weights and Measures Inspector	60
3807	Speech Language Pathologist	69	4184	Welder	60
0205	Staff Assistant	64	3180	Wildlife Biologist	65
4442	Staff Training Coordinator	64	3184	Wildlife Conservation Officer	65

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Class Code	Position Classification Title	Salary Grade
400	Wildlife Conservation Recruit	64
487	Wildlife Law Enforcement Manager	66
488	Wildlife Manager	68
482	Wildlife Technician	68
502	Youth Employee	
280	Zoo Curator	64
284	Zookeeper	60
240	Zoologist	65

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TITLES, CLASS CODES AND ASSIGNED PAY GRADES

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<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
2258	911 Dispatcher	61
2260	911 Operator	63
1519	Accountant	63
1360	Accounting Clerk	56
1510	Accounting Manager	69
1522	Accounting Supervisor	67
1525	Accounting Technician	57
1523	Accounting Technician (Cashier)	58
1524	Accounts Maintenance Specialist	58
1534	Accounts Maintenance Specialist (AP/Pcard)	59
1533	Accounts Payable Specialist	60
3745	Adaptive Education Teacher	66
1260	Administrative Assistant	62
1292	Administrative Legal Secretary	63
1211	Administrative Services Officer	64
3314	Air Quality Engineer	66
1212	Air Transportation Director	70
4093	Aircraft Maintenance Technician / Pilot	68
4092	Aircraft Mechanic	61
4090	Aircraft Pilot	68
4094	Airport Maintenance Coordinator	62
0506	Americorp Participant	-
3185	Animal Control Officer	59
3602	Anthropologist	67
1854	Application Systems Programmer	66
3411	Appraiser	62
3619	Archaeological Aide	56
3618	Archaeological Technician	57
3616	Archaeologist	64
3610	Archaeologist (Program Manager)	69
0401	Assistant Attorney General	74
1233	Assistant Department Manager	68
3678	Assistant Superintendent	71
1531	Associate Accountant	62
2149	Associate Attorney	66
1655	Associate Auditor	63
3312	Associate Civil Engineer	65
2019	Associate Contract Analyst	62
3318	Associate Environmental Engineer	63
3043	Associate Environmental Specialist	64
3814	Associate Family Therapist	65
3342	Associate Geologist	64
1418	Associate Human Resources Analyst	63
3363	Associate Hydrologist	64
2164	Associate Juvenile Presenting Officer	62
1983	Associate Management Analyst	62
1660	Associate Minerals Auditor	63
3345	Associate Mining Engineer	63
3846	Associate Nutrition Worker	54

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3851	Associate Nutritionist	62
3348	Associate Petroleum Engineer	63
2042	Associate Public Information Officer	62
3038	Associate Reclamation Specialist	64
2007	Associate Statistical Research Analyst	63
2146	Attorney	68
2142	Attorney Candidate	67
0303	Attorney General	76
2055	Audio-Visual Technician	59
1654	Auditor	65
0304	Auditor General	72
4049	Auto Body Repairer	59
4048	Auto Body Shop Supervisor	62
4042	Auto Parts Supervisor	60
4044	Auto Parts Technician	57
4053	Automotive Service Writer	61
4046	Automotive Technician	61
2245	Background Adjudicator (DPS)	65
1435	Background Investigations Manager	68
2246	Background Investigator (DPS)	61
3756	Behavioral Health Director	71
1422	Benefits Clerk	56
3735	Benefits Coordinator	67
3245	Biologist	65
3246	Botanist	65
2068	Broadcast Engineering Technician	64
2072	Broadcast Technician	63
1683	Budget Analyst	64
1680	Budget Officer	68
4080	Building Maintenance Supervisor	62
4082	Building Maintenance Worker	58
3405	Business Analyst	67
4004	Buyer	61
3711	Caregiver Resource Specialist	64
4173	Carpenter	60
3764	Case Assistant	56
3761	Case Management Specialist	64
3763	Case Worker	57
3760	Caseworker Supervisor	64
1529	Cashier Services Supervisor	65
0592	CBP-DOL Employee	-
1530	Chapter Accounting Technician	59
0597	Chapter Employee	-
0507	Chapter Youth Employee	-
3247	Chemist	65
1515	Chief Financial Officer	70
3350	Chief Geologist (Minerals)	73
2150	Chief Hearing Officer	69
0211	Chief Legislative Counsel	76

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<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
2361	Chief Medical Investigator	69
2176	Chief of Police	73
0201	Chief of Staff	71
0206	Chief Operating Officer	72
2155	Chief Prosecutor	74
3632	Child Development Aide	55
3631	Child Development Worker	59
2172	Child Support Case Management Specialist	63
2170	Child Support Enforcement Officer	60
2171	Child Support Regional Manager	65
3311	Civil Engineer	67
3754	Clinical Director	69
3804	Clinical Family Therapist	68
3753	Clinical Psychologist	69
3702	Clinical Social Worker	68
3750	Clinical Specialist	67
3755	Clinical Specialist - Intern	66
3433	Collection Clerk	56
3432	Collection Officer	60
3820	Community Center Supervisor	61
3798	Community Health Environmental Research Tech	62
3792	Community Health Nurse	66
3790	Community Health Nurse Director	69
3791	Community Health Nurse Supervisor	67
3795	Community Health Worker	62
3799	Community Health Worker Intern	60
3793	Community Health Worker Supervisor	64
3821	Community Involvement Specialist	62
3737	Community Library Manager	68
3830	Community Resource Coordinator	58
3831	Community Services Coordinator	62
1843	Computer Operations Manager	68
1892	Computer Operator	56
2022	Construction Employment Analyst	59
3515	Construction Inspector	63
3501	Construction Supervisor	62
2018	Contract Analyst	63
2020	Contract Compliance Officer	64
2015	Contracting Officer	70
0402	Controller	74
3849	Cook	57
3850	Cook's Aide	54
2264	Corrections Captain	69
2265	Corrections Lieutenant	67
2267	Corrections Officer	63
2268	Corrections Officer Trainee	61
2266	Corrections Sergeant	65
3802	Counselor	62

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3430	Credit Manager	69
2351	Criminal Information System Specialist	64
2207	Criminal Investigations Supervisor	70
2209	Criminal Investigator	67
0591	CSE-DOL Employee	
4083	Custodial Supervisor	58
4085	Custodian	56
1230	Department Manager I	68
1231	Department Manager II	69
1232	Department Manager III	70
0400	Deputy Attorney General	75
2179	Deputy Chief of Police	72
2156	Deputy Chief Prosecutor	72
2023	Deputy Contracting Officer	68
1191	Deputy Division Director	70
1192	Deputy Executive Director	70
2316	Deputy Fire Chief	67
4142	Derrick Operator	58
3697	Developmental Specialist	64
2241	Digital Evidence Technician	64
3693	Director of Administrative Services	69
2178	Director of Corrections	72
2177	Director of Criminal Investigations	71
0411	Director of Ethics and Rules	70
3699	Director of Financial Services	69
1840	Director of Information Technology	70
0301	Division Director	71
4140	Driller	60
4141	Driller Helper	56
4144	Driver	57
3655	Early Head Start Teacher	60
3403	Economic Development Specialist	63
3408	Economist	70
3676	Education Administrator	70
1859	Education Data Network Specialist	65
3688	Education Data Specialist	63
3677	Education Program Manager	68
3762	Education Specialist	64
3516	Electrical Inspector	63
4175	Electrician	61
2065	Electronic Technician	62
3741	Eligibility Technician	58
2288	Emergency Management Director	68
2287	Emergency Medical Responder	61
2284	Emergency Medical Technician - Basic	63
2283	Emergency Medical Technician - Intermediate	64
2285	Emergency Medical Technician - Intern	57
2286	Emergency Medical Technician - Recruit	60

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<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
2281	Emergency Medical Technician Instructor/Coordinator	65
2280	Emergency Medical Technician Supervisor	66
2290	Emergency Services Coordinator	66
2291	Emergency Services Liaison	59
1213	Employee Housing Specialist	67
1423	Employee Insurance Representative	59
3673	Employment Assistance Officer	59
3696	Employment Development Specialist	64
1669	Energy Financial Analyst	66
3326	Engineering Aide	56
3325	Engineering Technician	58
3030	Environmental Department Manager	69
3317	Environmental Engineer	65
2188	Environmental Law Enforcement Officer	63
2189	Environmental Law Enforcement Recruit	61
2186	Environmental Law Enforcement Sergeant	66
3040	Environmental Program Manager	68
3031	Environmental Program Supervisor	67
3033	Environmental Specialist	65
3035	Environmental Technician	57
3911	Epidemiologist	68
4052	Equipment Mechanic	61
4050	Equipment Mechanic Supervisor	63
4148	Equipment Operator	59
2159	Ethics Investigator	64
2160	Ethics Presenting Officer	66
2250	Evidence Technician	61
0302	Executive Director	71
0421	Executive Protection Agent	66
0420	Executive Protection Agent Supervisor	67
0203	Executive Staff Assistant	67
3072	Extension Agent	59
4073	Facilities Maintenance Technician	61
1249	Facility Manager	67
3803	Family Therapist	67
3261	Fee Collector	56
3260	Fee Collector Supervisor	59
2289	Field Operations Manager	68
3502	Field Supervisor	60
2071	Film Liaison	63
2073	Film Production Assistant	58
3686	Financial Aid Counselor	63
1513	Financial Analyst	68
2330	Fire Captain	65
2315	Fire Chief	69
2332	Firefighter	61
2333	Firefighter Recruit	59
3251	Fish Biologist	65

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3183	Fish Culturist	59
3724	Fitness Specialist	62
4041	Fleet Coordinator	60
4040	Fleet Service Manager	66
1855	FMIS Application Specialist	66
1845	FMIS Project Manager	69
4151	Food Distribution Truck Driver	59
3848	Food Service Coordinator	58
3058	Forest Maintenance Worker	57
3052	Forest Service Officer	60
3057	Forest Technician	57
3054	Forester	64
3059	Forestry Aide	54
3050	Forestry Department Manager	69
3458	Gaming Agent	64
3452	Gaming Audit Manager	68
3457	Gaming Auditor	65
3451	Gaming Enforcement Manager	68
3464	Gaming License Adjudicator	66
3454	Gaming License Technician	61
3453	Gaming Regulatory Investigator	63
3450	Gaming Regulatory Investigator & Licensing Manager	68
3459	Gaming Surveillance Manager	68
3460	Gaming Surveillance Observer	62
3461	Gaming Surveillance Technician	62
1861	Geographic Information Systems Analyst	65
1860	Geographic Information Systems Supervisor	68
1862	Geographic Information Systems Technician	62
3341	Geologist	66
1021	Government & Legislative Affairs Associate	68
1022	Government & Legislative Communications Officer	68
2059	Graphic Designer	57
4086	Grounds Keeper	55
4145	Head Start Bus Driver	59
3659	Head Start Classroom Teacher	64
3649	Head Start ERSEA & Family Engagement Liaison	63
3665	Head Start ERSEA Specialist	65
3637	Head Start Fiscal Manager	69
3648	Head Start Health & Nutrition Liaison	63
3666	Head Start Health & Nutrition Specialist	65
3661	Head Start Human Resources Assistant	60
3636	Head Start Human Resources Manager	69
3638	Head Start Information Systems Manager	68
3667	Head Start Mental Health & Disabilities Specialist	65
3639	Head Start Quality Assurance Manager	68
3658	Head Start School Readiness Coach	66

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Appendix C

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3663	Head Start Support Services Manager	68
3640	Head Start Teacher	61
3725	Health & Wellness Coordinator	65
3722	Health Education Technician	59
3721	Health Educator	63
3248	Health Physicist	65
1194	Health Services Administrator	71
3860	Health Services Administrator (ALTC)	71
3757	Health Services Administrator (BMH)	71
3870	Health Services Administrator (PHS)	71
3736	Healthy School Coordinator	65
2151	Hearing Officer	67
4150	Heavy Equipment Operator	61
3626	Historic Preservation Program Manager	67
3771	Home Care Worker	55
3416	Homesite Agent	60
3192	Horticulturist	64
3421	Housing Specialist	64
1426	HR Background Check Technician	60
1407	HR IT Manager	67
1411	HR Position Control Analyst	65
1431	HR Records Supervisor	62
1408	HR Recruitment Manager	67
1432	HR Support Services Specialist	66
1433	HR Technical Specialist	65
1430	HR/IT Support Technician	62
3675	HS Admin Regional Mgr	64
3664	HS Community Partnership Mgr	67
3629	HS Dine Culture & Language Specialist	64
3660	HS Director of Educational Sys	70
3683	HS Employee Relations Spec	65
3633	HS Facilities & Safety Officer	64
3679	HS Mental Health & Disab Liaison	63
3668	HS Paraprofessional	60
3634	HS Prof Dev & Planning Spec	67
3684	HS Regional Partnership Coordinator	64
3687	HS School Readiness & Lang Immersion	67
3689	HS Student Data Specialist	63
3669	HS Student Trans Supervisor	64
1427	Human Resource Adjudicator	66
1417	Human Resources Analyst	64
1405	Human Resources Classification and Pay Manager	67
1401	Human Resources Director	70
1410	Human Resources Employee Relations Specialist	66
1412	Human Resources Information Systems Supervisor	65
1413	Human Resources Operations & Development Mgr	68

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
1424	Human Resources Records Clerk	58
1428	Human Resources Specialist (Behavioral Health)	64
1403	Human Resources Systems Manager	67
1419	Human Resources Technician	60
2166	Human Rights Investigator	64
3364	Hydrologic Technician	58
3362	Hydrologist	65
3404	Industrial Development Specialist	67
1877	Information Security Officer	68
1872	Information Systems Technician	60
1470	Insurance Claims Analyst	64
1471	Insurance Claims Examiner	60
0504	Intern	56
2206	Internal Affairs Investigator	65
2205	Internal Affairs Supervisor	68
1668	Internal Auditor	68
2236	Investigator	63
1511	Investment Manager	69
4070	Irrigation Supervisor	60
2183	Juvenile Presenting Officer	64
3189	Kennel Officer	56
2021	Labor Compliance Officer	61
4143	Laborer	55
3412	Land Agent	63
3414	Land Support Agent	60
3770	Laundry Worker	55
2154	Law Clerk - Intern	63
2251	Lead Police Records Clerk	58
3747	Lead Reimbursement Specialist	62
3413	Leasing Agent	63
0202	Legal Counsel	70
1291	Legal Secretary	59
1017	Legislative Accounts Maintenance Specialist	60
1014	Legislative Advisor I	65
1013	Legislative Advisor II	67
1010	Legislative Analyst	66
1015	Legislative Assistant	60
1011	Legislative Associate	66
0210	Legislative Chief of Staff	70
1297	Legislative Clerk Supervisor	63
1016	Legislative District Assistant	65
1002	Legislative Financial Advisor	68
1005	Legislative Financial Manager	69
1012	Legislative Liaison	60
1004	Legislative Manager	69
1295	Legislative Reporter	59
1296	Legislative Reporter Supervisor	65
1298	Legislative Secretary I	58

**NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
1299	<u>Legislative Secretary II</u>	59
1300	<u>Legislative Secretary III</u>	60
1003	<u>Legislative Staff Assistant</u>	68
1307	<u>Legislative Transcriptionist</u>	60
1355	<u>Library Assistant</u>	56
3738	<u>Library Services Coordinator</u>	64
3431	<u>Loan Officer</u>	63
3434	<u>Loan Processor</u>	58
2350	<u>Local Agency Security Officer</u>	64
4176	<u>Locksmith</u>	62
1362	<u>Mall Clerk</u>	56
4076	<u>Maintenance Mechanic</u>	58
4077	<u>Maintenance Technician</u>	60
1982	<u>Management Analyst</u>	64
3407	<u>Marketing Specialist</u>	66
2057	<u>Media Production Specialist</u>	65
2070	<u>Media Production Technician</u>	62
2056	<u>Media Representative</u>	64
2360	<u>Medical Examiner</u>	74
2362	<u>Medical Investigator</u>	64
4028	<u>Mine Safety Officer</u>	67
3002	<u>Mineral Assessment Specialist</u>	63
3355	<u>Minerals & Royalty Management Director</u>	73
1664	<u>Minerals Audit Manager</u>	70
1661	<u>Minerals Auditor</u>	65
1659	<u>Minerals Royalty and Audit Manager</u>	73
3344	<u>Mining Engineer</u>	67
3003	<u>Mining Financial Analyst</u>	66
0501	<u>Miss Navajo Nation</u>	61
4147	<u>Motor Coach Driver</u>	59
3291	<u>Museum Curator</u>	66
3290	<u>Museum Director</u>	68
3295	<u>Museum Exhibit Technician</u>	58
3297	<u>Museum Facilities Representative</u>	58
3168	<u>Natural Resource Enforcement Lieutenant</u>	68
3169	<u>Natural Resource Enforcement Mgr</u>	70
3166	<u>Natural Resource Enforcement Officer</u>	65
3165	<u>Natural Resource Enforcement Recruit</u>	63
3167	<u>Natural Resource Enforcement Sergeant</u>	67
3823	<u>Navajo Cultural Specialist</u>	62
1228	<u>Navajo Nation Fair Manager</u>	66
1844	<u>Network Manager</u>	66
1848	<u>Network Specialist</u>	64
3847	<u>Nutrition Education Technician</u>	59
3845	<u>Nutrition Worker</u>	57
3842	<u>Nutritionist</u>	63
3806	<u>Occupational Therapist</u>	68
1367	<u>Office Aide</u>	54
1364	<u>Office Assistant</u>	56

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
1366	<u>Office Specialist</u>	58
3701	<u>Ombudsman</u>	65
4178	<u>Painter</u>	60
2282	<u>Paramedic</u>	65
3698	<u>Parent Educator</u>	59
3695	<u>Parent Training Coordinator</u>	59
1218	<u>Park Manager</u>	64
3271	<u>Parks Maintenance Worker</u>	57
1526	<u>Payroll Supervisor</u>	65
1528	<u>Payroll Technician</u>	60
3852	<u>Peer Counselor (Breastfeeding)</u>	57
0596	<u>PEP Project Supervisor</u>	-
3347	<u>Petroleum Engineer</u>	66
3009	<u>Petroleum Technician</u>	63
3010	<u>Petroleum Technician - Trainee</u>	61
3808	<u>Physical Therapist</u>	68
3723	<u>Physical Wellness Coordinator</u>	62
1963	<u>Planner</u>	63
1962	<u>Planner (Health)</u>	66
3327	<u>Planner/Estimator</u>	65
1964	<u>Planning Aide</u>	55
4180	<u>Plumber</u>	60
2180	<u>Police Captain</u>	70
2190	<u>Police Commander</u>	71
2253	<u>Police Dispatcher</u>	57
2255	<u>Police Identification Technician</u>	57
2181	<u>Police Lieutenant</u>	68
2184	<u>Police Officer</u>	65
2240	<u>Police Property Clerk</u>	56
2252	<u>Police Records Clerk</u>	57
2185	<u>Police Recruit</u>	63
2182	<u>Police Sergeant</u>	67
1980	<u>Policy Analyst</u>	65
3186	<u>Predator Control Agent</u>	61
3740	<u>Prevention Specialist</u>	63
1517	<u>Principal Accountant</u>	67
3614	<u>Principal Archaeologist</u>	67
3612	<u>Principal Archaeologist (Contract Specialist)</u>	67
2144	<u>Principal Attorney</u>	72
1652	<u>Principal Auditor</u>	69
1681	<u>Principal Budget Analyst</u>	67
3765	<u>Principal Case Worker</u>	64
3309	<u>Principal Civil Engineer</u>	71
2016	<u>Principal Contract Analyst</u>	67
3401	<u>Principal Economic Development Specialist</u>	68
3670	<u>Principal Education Specialist</u>	68
3323	<u>Principal Engineering Technician</u>	63
3070	<u>Principal Extension Agent</u>	66
3055	<u>Principal Forest Technician</u>	62

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Appendix C

Class Code	Position Classification Title	Salary Grade
3339	Principal Geologist	71
3360	Principal Hydrologist	68
1870	Principal Information Systems Technician	62
1663	Principal Minerals Auditor	68
3351	Principal Mining Engineer	71
3843	Principal Nutrition Worker	60
3840	Principal Nutritionist	67
3349	Principal Petroleum Engineer	71
1960	Principal Planner	67
1990	Principal Program Analyst	67
1851	Principal Programmer Analyst	66
3315	Principal Remediation Engineer	71
3706	Principal Social Service Representative	62
3703	Principal Social Worker	67
4005	Principal Stores Clerk	59
3730	Principal Substance Abuse Counselor	65
3338	Principal Superfund Geologist	71
1665	Principal Tax Auditor	68
2165	Principal Tribal Court Advocate	68
3712	Principal Victim Witness Advocate	66
2069	Production Coordinator	63
1992	Program Analyst	64
1993	Program Evaluation Manager	68
1235	Program Manager I	67
1236	Program Manager II	68
1237	Program Manager III	69
1246	Program Supervisor I	64
1247	Program Supervisor II	65
1248	Program Supervisor III	66
1853	Programmer Analyst	64
1850	Programmer Analyst Supervisor	68
1252	Programs and Projects Specialist	63
3503	Project Manager	64
4017	Property Clerk	56
4015	Property Supervisor	61
1965	Proposal Writer	65
2158	Prosecutor	65
0305	Public Defender Director	74
2041	Public Information Officer	63
2259	Public Safety Answering Point Supervisor	65
2257	Public Safety Telecommunications Operator	59
0503	Public Works Employee	-
4030	Radio Technician	60
1219	Ranch General Manager	69
3179	Ranch Hand	61
3174	Range Conservationist	64
3172	Ranger	59
3175	Ranger Dispatcher	56
3170	Ranger Lieutenant	66

Class Code	Position Classification Title	Salary Grade
3173	Ranger Recruit	56
3171	Ranger Sergeant	64
3037	Reclamation Specialist	66
1306	Records Clerk	56
3682	Recreation Aide	55
3681	Recreation Coordinator	61
3680	Recreation Specialist	62
3510	Registered Architect	69
3328	Registered Land Surveyor	67
3780	Registered Nurse	69
3321	Registered Surveyor	67
3744	Rehabilitation Services Technician	60
3734	Reimbursement Specialist	61
3041	Remedial Project Manager	66
2006	Research Assistant	56
3766	Residential Caseworker	60
3774	Residential Guidance Technician	57
3775	Residential Supervisor	60
1415	Retirement Officer	60
1404	Retirement Plan Administrator	67
1672	Revenue Data Specialist	62
3418	Right-Of-Way Agent	60
1863	Rural Addressing/GIS Coordinator	65
1864	Rural Addressing/GIS Technician	62
4025	Safety Officer	67
4027	Safety Technician	59
1368	Sales Clerk	56
3039	Sanitarian	66
2340	Security Guard	56
3767	Self Reliance Site Manager	67
1518	Senior Accountant	65
3184	Senior Animal Control Officer	61
3410	Senior Appraiser	64
3617	Senior Archaeological Technician	58
3615	Senior Archaeologist	66
3613	Senior Archaeologist (Contract Representative)	66
2145	Senior Attorney	70
1653	Senior Auditor	67
4043	Senior Auto Parts Technician	59
4045	Senior Automotive Technician	62
1682	Senior Budget Analyst	65
4081	Senior Building Maintenance Worker	60
4172	Senior Carpenter	62
3762	Senior Caseworker	60
3824	Senior Center Supervisor	61
3630	Senior Child Development Worker	60
3310	Senior Civil Engineer	69
3794	Senior Community Health Worker	62
1891	Senior Computer Operator	59

**NAVAJO NATION LISTING OF CLASIFICATION
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Appendix C

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3500	Senior Construction Supervisor	63
2017	Senior Contract Analyst	65
3801	Senior Counselor	65
2208	Senior Criminal Investigator	68
4084	Senior Custodian	58
3402	Senior Economic Development Specialist	66
3671	Senior Education Specialist	66
4174	Senior Electrician	62
3324	Senior Engineering Technician	60
3316	Senior Environmental Engineer	68
2187	Senior Environmental Law Enforcement Officer	65
3032	Senior Environmental Specialist	66
3034	Senior Environmental Technician	58
3910	Senior Epidemiologist	69
4051	Senior Equipment Mechanic	62
3071	Senior Extension Agent	61
3685	Senior Financial Aid Counselor	65
2331	Senior Firefighter	63
3056	Senior Forest Technician	58
3053	Senior Forester	66
3462	Senior Gaming Surveillance Observer	64
3340	Senior Geologist	68
3720	Senior Health Educator	65
4149	Senior Heavy Equipment Operator	62
3415	Senior Homesite Agent	62
3420	Senior Housing Specialist	65
1416	Senior Human Resources Analyst	66
1429	Senior Human Resources Technician	62
3361	Senior Hydrologist	67
1871	Senior Information Systems Technician	61
2235	Senior Investigator	65
1290	Senior Legal Secretary	61
4075	Senior Maintenance Mechanic	60
1981	Senior Management Analyst	66
3001	Senior Mineral Assessment Specialist	65
1662	Senior Minerals Auditor	67
3343	Senior Mining Engineer	68
1847	Senior Network Specialist	65
3844	Senior Nutrition Worker	59
3841	Senior Nutritionist	65
1365	Senior Office Specialist	60
4177	Senior Painter	62
3270	Senior Parks Maintenance Worker	59
1527	Senior Payroll Technician	61
3346	Senior Petroleum Engineer	69
3008	Senior Petroleum Technician	65
1961	Senior Planner	65
4179	Senior Plumber	62
2183	Senior Police Officer	65

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
1991	Senior Program Analyst	65
1852	Senior Programmer Analyst	65
1251	Senior Programs and Projects Specialist	67
4016	Senior Property Clerk	59
2157	Senior Prosecutor	67
2040	Senior Public Information Officer	64
3036	Senior Reclamation Specialist	68
3042	Senior Remedial Project Manager	68
3419	Senior Right-Of-Way Agent	62
4026	Senior Safety Technician	62
3707	Senior Social Service Representative	60
3704	Senior Social Worker	65
2001	Senior Statistical Research Analyst	66
4006	Senior Stores Clerk	57
3731	Senior Substance Abuse Counselor	60
3365	Senior Superfund Hydrogeologist	68
2147	Senior Tax Attorney	70
1656	Senior Tax Auditor	67
1670	Senior Tax Compliance Officer	65
2161	Senior Tribal Court Advocate	66
3709	Senior Victim and Witness Advocate	64
3691	Senior Vocational Rehabilitation Counselor	65
4002	Senior Warehouse Worker	58
3285	Senior Zookeeper	61
3456	Slot Compliance Assistant	64
3455	Slot Compliance Manager	68
3796	Social Hygiene Technician	59
3708	Social Service Representative	58
3705	Social Worker	63
2295	Special Operations Coordinator	67
3807	Speech Language Pathologist	69
0205	Staff Assistant	64
1442	Staff Training Coordinator	64
2002	Statistical Research Analyst	65
2003	Statistical Technician	57
2004	Statistician/Demographer	68
4007	Stores Clerk	55
3732	Substance Abuse Counselor	56
3733	Substance Abuse Health Educator	63
0403	Superintendent of Schools	73
3611	Supervisory Archaeologist	68
3320	Supervisory Land Surveyor	66
1841	Systems and Programming Manager	69
2148	Tax Attorney	68
1657	Tax Auditor	65
1671	Tax Compliance Officer	63
3178	Telecommunications Supervisor	63
0500	Temporary Employee	
4170	Trades Helper	56

**NAVAJO NATION LISTING OF CLASSIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES**

Appendix C

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3811	Traditional Counselor	60
3810	Traditional Practitioner	62
0505	Trainee	
1444	Training & Development Supervisor	66
1443	Training Instructor	64
1441	Training Manager	67
4032	Transit Dispatcher	59
1250	Transit Manager	70
1966	Transit Planner	64
3743	Treatment Coordinator	64
2162	Tribal Court Advocate	64

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
3797	Tuberculosis Control Technician	59
1842	User Services Manager	68
4047	Vehicle Service Worker	56
3829	Veterans Claims Examiner	64
3825	Veterans Service Officer	61
3073	Veterinarian	69
3075	Veterinary Aide	55
3078	Veterinary Medical Officer	73
3079	Veterinary Mixed Practice	72
3710	Victim and Witness Advocate	62
1229	Vital Statistics Manager	65

*** JUDICIAL BRANCH LISTING OF CLASSIFICATION TITLE AND ASSIGNED GRADES**

<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>	<u>Class Code</u>	<u>Position Classification Title</u>	<u>Salary Grade</u>
9116	Administrative Director of the Courts*	70	9246	Grants Administrator*	67
9149	Administrative Services Officer*	64	9160	Health & Safety Advisor*	68
2149	Associate Attorney*	68	9158	Human Resources Specialist*	63
9012	Associate Justice*	71	9147	Information Data Technician*	60
9142	Automation Info. Services Spec.*	62	9301	JB Custodian*	55
9141	Automation Info. Technology Mgr.*	69	9030	JB Hearing Officer *	66
9244	Bailiff*	60	9150	Judicial Staff Assistant*	65
9175	BI-Culture Training Specialist*	66	9023	Judicial Clerk*	67
9221	Care Coordinator*	64	9219	Access to Justice Coordinator*	64
9165	Carpenter*	62	9157	Office Technician*	60
9011	Chief Justice*	74	9024	Paralegal*	65
9125	Chief Probation Officer*	68	9171	Peacemaking Program-Coordinator*	67
9148	Computer Operations Analyst*	65	9138	Programmer Support Specialist*	66
9162	Construction Project Manager*	68	9248	Report Writer*	62
9124	Court Administrator*	68	9235	Resource Coordinator*	64
9020	Court Solicitor*	70	9139	Senior Budget Analyst*	66
9120	Director of Human Resources*	70	9163	Senior Building Maintenance Worker*	60
9128	Director of Special Project*	69	9140	Senior Contract Analyst*	66
9113	District Court Clerk*	60	9240	Senior Probation Officer*	67
9013	District Court Judge*	69	9022	Staff Attorney*	68
9241	District Court Probation Officer*	62	9111	Supreme Court Clerk*	61
9154	Document Technician*	58	9021	Supreme Court Law Clerk*	70
9164	Facilities Maintenance Technician*	61	9146	Systems & Program Manager*	69
9118	Financial Services Manager*	68	9173	Traditional Diné Researcher*	63
9133	Financial Technician*	62	9234	Traditional Program Specialist*	61
9129	Government Relations Officer*	68	9119	Training Manager*	67

Appendix K

PROCEDURE AND INSTRUCTIONS ON BUDGETING FOR EXTERNAL FUNDS AND AUTHORIZATION TO EXPEND BUDGET ON GRANT AWARD AND FUNDS RECEIVED

I. PURPOSE OF THIS APPENDIX. The purpose of this Appendix is to explain how to apply for external funding, to accept grants issued with or without a Notice of Award, to authorize expending budget, to request for a new Business Unit for External Funds, and to amend External Fund documentation to increase or decrease the external funding amount. OMB recognizes the purpose of External Funds is to provide governmental services.

- prepare, fill out grant application/funding proposal hereinafter referred to as application/proposal,
- review application/proposal as authorization by the Nation first prior to submission to funding agency
- accept grant award on application/proposal submitted and authorized by the Navajo Nation,
- accept grant award on application/proposal that did not obtain authorization by the Navajo Nation or funds received without the Navajo Nation submitting application/proposal including donations,
- amend existing contract or agreement to increase or decrease amount of funding and other changes and
- OMB enter budget on award, funds received or additional funding in FMIS and authorize expending budget via Transmittal;
 - Budget on new award or funding is assigned new FMIS Business Unit.
 - Budget on additional funding on existing award is entered in existing FMIS Business Unit.

II. GOVERNING RULES AND AUTHORITY OVER EXTERNAL FUNDS. External funding is governed by the external funding agency's laws, regulations, policies, and rules and by Navajo Nation laws, regulations, and policies. Program managers responsible for managing external funding must understand the laws, regulations, policies, and rules governing the External Funds.

III. DOCUMENT REVIEW ON GRANT APPLICATION, GRANT AWARD/FUNDS RECEIVED AND MODIFICATION OF GRANT AGREEMENT.

A. OMB's enabling statute at 2 N.N.C. §§1201 *et seq.* provides that OMB's Contracts and Grants Section has the responsibility and authority to review and approve grant applications and agreements prior to submission to the external funding agencies. Section 2 N.N.C. §1203(A)(2) of Navajo Nation Title 2 states that OMB is authorized to "[d]irect and coordinate the submission of proposed budgets, contract and grant applications, and any other related agreements to ensure compliance with appropriate laws, regulations and guidelines." Pursuant to 2 N.N.C. §§1203(B)(1)(a), (b), and (g), the Contracting Officer has the explicit authority to: (a) Ensure all applications, proposals and related funding requests comply with applicable laws, regulations, and guidelines; (b) Review original applications and/or proposals to ensure proper approval prior to submission to the external funding source; [and] (g) Recommend approval or disapproval of any application and/or proposal[.]"

B. Document Review on Grant Application / Funding Proposal:

- i) P.L. 93-638 Contracts: (Contract Renewal) – BIA/IHS. These proposed contracts are considered intergovernmental agreements under 2 N.N.C. §164(A) and therefore are submitted to the appropriate Committees of the Council for approval.

- ii) P.L. 93-638 Contracts. Proposed Successor of Annual Funding Agreements ([S]AFA) on existing P.L. 93-638 contracts are submitted for review as contracts under the ~~2-N.N.C. § 164 (B)~~ Section 164 Executive Review process.
- iii) Non-Initial P.L. 93-638 Contracts. All grant applications/funding proposals for non-638 Contract funding are submitted through, and shall obtain, appropriate Administrative Review.
- iv) OMB is authorized to submit all applications for External Funds. When any of the documents listed above in III (B) (i), (ii), and (iii) are to be submitted in electronic format online and there is no requirement for a hard copy/paper submission, OMB Contracts and Grants Section may delegate authority to a Program Manager who has been properly trained in submitting such documents.

Below are forms and procedures used for External Funds. These forms are fillable and are available on the OMB website.

- NNBF 1: Program Budget Summary
- ~~NNDF 2: Program Performance Criteria~~
- NNBF 3: Listing of Positions and Assignment by Business Unit (If Applicable)
- NNBF 4: Detailed Budget and Justification
- NNBF 5: Summary of Changes to Budgeted Positions (If Applicable)
- NNBF 6: External Contract and Grant Funding Information
- ERFF A: Summary of Changes on External Grant Budget - Appendix L-1 (if applicable)
- ERFF B: Request for NN General Funds Appropriation for Required Cash Match - Appendix L-2 (If Applicable)
- ERFF C: Request for Modification of Grant Agreement - Appendix L-3 (If Applicable)
- ERFF D: Check sheet on Calculating Budget on IDC Recovery - Appendix L-4 (If Applicable) ERFF E: List of Object Codes Eligible for Exclusion / Pass Through on IDC - Appendix L-5.
- ERFF E: List of Object Codes Eligible for Exclusion/Pass ~~Through~~ on IDC - Appendix ~~KL-5~~

Budget on change (increase or decrease) to award on annual funding that is approved by funding agency shall be submitted on ERFF A Appendix L-1 and shall be supported by NNBF 4 and, if applicable NNBF 3.

OMB will return forms that are filled out incompletely or incorrectly. OMB will provide instructions on how to correct the forms. If the Program manager does not understand the instructions, then the Program should schedule a meeting with OMB to seek technical assistance, ~~and discuss their questions.~~

- C. The budget shall be developed and forms filled out in accordance with the instructions provided on each form and shall further address the following:
 - 1. The applicable fees and rates must be correct.
 - 2. Budgeting for personnel must be correct. Salary schedules are found on the ~~Department of Personnel Management~~ DPM website.
 - 3. Budget on fringe benefits shall be at Level of Detail 5 and the rest of object codes shall be at Level of Detail 6.
 - 4. The costs that are budgeted shall be necessary, reasonable, and allocable to the applicable External Funds grant and each cost type (Object Code) on NNBF6 shall address the following:

- a) provide specific and precise written justification that explains why the budget is required;
- b) provide calculations or formulas that support how the budget amount was determined and is sufficient for proposed expenditure; the amount of the budget should be sufficient to fund specific activities for the duration of the budget period of the External Funds grant.

IV. REQUIRED DOCUMENTS AND INFORMATION FOR GRANT APPLICATIONS AND AWARDS.

A. The grant application/funding proposal submitted to the funding agency shall be filled out completely and accurately and include or be supported by the following:

- 1. completed grant agreement, if any, with terms and conditions; sometimes the grant application or proposal is the grant agreement (e.g. [S]AFA on 638 Contracts).
- 2. a scope of work ~~that is~~ specific to the purpose of the funding;
- 3. a budget submitted on funding agency forms and NNBFs 1, 3, 4, and 5, ~~shall~~ addressing the following:
 - a. NNBF 3 shall be supported by a Listing of Employee Assignment and Position by Business Unit;
 - b. a budget for ~~recovery of IDC~~ Recovery funds (cost code 9710) using the approved IDC Rate; ~~included in the latest IDC Negotiation Agreement executed between Interior Business Center (IBC) and the Nation;~~ proposed use of an IDC Rate different from the approved IDC rate shall be handled pursuant to 2 N.N.C. §701(A)(10); the budget for ~~recovery of IDC~~ Recovery shall be supported by a completed ~~completing~~ form ERFF D, Check Sheet on Calculating Budget for IDC Recovery (Appendix L-4);
 - c. if applicable, report the need for Cost Sharing Contribution on NNBF 6;
 - d. each subcontract shall be budgeted separately.
- 4. External Funding from Federal Government Agencies.
 - a. A Catalog of Federal Domestic Assistance ("CFDA") number shall be provided on federal funds. The CFDA number is a unique number that follows the funding agency and Program throughout the assistance lifecycle, enabling data and funding transparency including single audit data pursuant to 2 CFR Part 200, Uniform Guidance.
 - b. Use the Navajo Nation's Unique Identification Entity (UEI) Number, KEBVZNK93W87, on federal grants per System for Award Management (SAM). SAM is combining federal procurement systems and the CFDA into one system to verify the Navajo Nation is in compliance with requirements ~~on~~ governing federal funds including grant award, bank information, certifications, etc.

V. EXPEDITED DOCUMENT REVIEW ON GRANT APPLICATION, GRANT AWARD OR AGREEMENT, AND MODIFICATION OF GRANT AGREEMENT TO MEET FUNDING DEADLINES.

When a Program is facing a funding deadline, the grant application, award, agreement, or modification may be processed through expedited review by OMB, and will ~~be~~ forwarded to the appropriate Branch Chief when the Branch Chief's signature is required. In such instances, the Program must explain the imminent funding deadline and the need for the expedited review.

- A. When expediting processing of a grant application, ~~NN~~ the Program must ensure that the grant application continues through the appropriate Administrative Review process for OOC and NNDOJ review.

- B. When expediting processing of a grant award, ~~NN~~ the Program must submit through the Section 164 (B) Executive Review process and OMB CGS Contracts and Grants Section will provide guidance.

VI. ACCEPTANCE OF GRANT AWARD OR FUNDS RECEIVED, OMB CREATION OF A BUSINESS UNIT IN THE FINANCIAL-MANAGEMENT-INFORMATION-SYSTEM (FMIS), AND AUTHORIZATION TO EXPEND BUDGET.

The quickest manner in which a Program can access its External Funds is to ensure that the grant application or request for renewal is processed appropriately through the review process and deemed sufficient. Following are the conditions or processes under which OMB will authorize expenditure or create a FMIS business unit;

- A. When an application/proposal is reviewed in the Administrative Review process prior to submission to funding agency and the External Funds award is consistent with the application/proposal, the program will submit the Notice of Award ("NOA") supported by the previously reviewed application/proposal to OMB. If the Branch Chief signature is required for the award, OMB will coordinate with the Program to obtain the signature and thereafter enter the budget in FMIS. If the Branch Chief signature is not necessary, OMB will create the Business Unit in FMIS.
- B. When an application is reviewed by OMB through the Administrative Review process and the grant award is not consistent with the application, the applicable correction or modification shall be made by the Program to match the award and NOA, and supporting documents shall be submitted to OMB. OMB will determine if the packet needs to be reviewed through the Administrative Review process ~~first prior to OMB entering~~ before OMB enters the budget in FMIS and authorizing expenditure.
- C. ~~If the program did not submit an application/proposal~~ was not processed through ~~for completion of the Administrative Review Process prior to submission~~ before submitting to the funding agency, when the grant award is received, the Program will be required to submit the application and NOA or grant award agreement through the Administrative Review process for acceptance by the Navajo Nation and thereafter OMB will enter the budget into the FMIS and authorize expenditures.
- D. Successor year (annual) grants on multi-year contracts or agreements that are awarded automatically by the funding agency without the Navajo Nation submitting a grant application shall obtain Administrative Review for acceptance by the Nation first, and thereafter OMB will enter the budget into FMIS and authorize expenditures.
- E. ~~On~~ For grants that operate on a fee-for-services type, the budget shall be set up at the (annual) amount provided by the funding agency and ~~shall be adjusted~~ at the end of the grant year to shall be adjusted for actual fees earned and reimbursed. The expenditure on these accounts shall be monitored by the Program to ensure such expenditures do ~~does not~~ exceed the actual fees generated and collected.
- F. Subject to recommendation by OMB and approval by OCC ~~the Navajo Nation Controller~~, applications pending award, and awards pending execution on recurring grants on which effective date of the budget period has commenced, may be implemented on a restricted-budget-use basis. Expenditures shall be strictly limited to essential costs related to the life, health, and safety of the public. The Program manager ~~that administers~~ responsible for administering the External Funds shall ensure the award is secured and executed promptly so the restriction is lifted by OMB and the grant funds are available for unrestricted budget use. OMB may recommend, and ~~the Controller~~ OOC may approve, such restricted expenditures based on satisfaction of the following criteria:

1. Generally, only recurring grants shall be considered for restricted expenditures on an application pending award and a grant award pending execution. Non-recurring grants may be considered on a case-by-case basis at the discretion of OMB and the Controller.
2. The grant application must ~~have been~~ be deemed sufficient by OMB and authorized through Navajo Nation's Administrative review process ~~prior to~~ before being submitted to the funding agency.
3. There must be statutory language or written authorization provided by the funding agency that specifies the amount authorized, the funding period authorized, and the funding agency must attest that all costs incurred on the grant shall be reimbursed to the Navajo Nation.
4. The budget should be for the entire grant year but the total amount shall not exceed the latest enacted budget for the year. The personnel action forms ("PAF") to continue employment of personnel from the existing current funding year to successor subsequent year(s) grant shall be processed accordingly.
5. The respective Division Director shall request, in writing to OMB and OOC, authorization for restricted use of the budget and shall explain the reason(s) the grant award has not been executed and the actions that will be taken to resolve the issue.

VII. ~~INDIRECT COST (IDC)~~ REQUIREMENTS ON BUDGETING.

- A. All matters regarding budgeting for ~~recovery of~~ IDC funds Recovery and allocation of projected IDC funds shall be in accordance with 2 CFR Part 200 (Uniform Guidance) or other federal regulations applicable to the funding agency, and with applicable Navajo Nation laws, and budget policies, and procedures.
- B. Allocation of IDC Funding for the NN Comprehensive Budget.
 1. ~~Projection on recovery of IDC funds~~ Projected IDC Recovery for ~~use as operating source for development of the NN for allocations in the Comprehensive Budget~~ shall be provided by OMB and OOC for approval by ~~Budget and Finance Committee~~ BFC.
 2. ~~The projected recovery of IDC funds~~ Projected IDC Recovery accepted by the NN Navajo Nation and excess IDC funds recovered beyond the projection shall be allocated only to those Programs that are in the IDC Pool and shall be based on the Programs' percentages in the IDC Pool, as established in the latest approved IDC Rate proposal.
 3. ~~The amount of IDC funds allocated~~ IDC Recovery allocations shall be in addition to the General Funds and other NN funds. Navajo Nation Funds. The cumulative amount of NN Navajo Nation Funds and IDC funds will serve as the Programs' base budget or budget planning amount ~~in submission of~~ when submitting their requested Fiscal Year budgets.
- C. ~~Budgeting for Recovery of IDC Funds.~~ IDC Recovery.
 1. Budget for ~~recovery of IDC funds~~ IDC Recovery shall be included in all applications for federal funds and awards pursuant to 2 N.N.C. §701(A)(10), if the funding agency allows for IDC Recovery. Budgets for ~~recovery of IDC~~ IDC Recovery shall be included in all applications and awards for state, county, and local government funding agencies provided that if the funding agency allows for IDC recovery. ~~It is not required for A Program to need not~~ seek a waiver of the IDC Rate under 2 N.N.C. §701(A)(10) if the non-federal funding agency does not allow the Program to apply the current IDC rate under the latest approved IDC Negotiation Agreement.
 2. The IDC Rate in the latest executed IDC Negotiation Agreement between the Interior Business Center/DOI and the Navajo Nation shall be used to budget for ~~recovery of IDC funds.~~ IDC Recovery.

3. ~~The recovery of IDC funds that is~~ IDC Recovery in the grant application and award by the funding agency shall be a specific budget line item in the grant agreement.
 4. Proposed use of an IDC Rate on a federal funding award that is different from the latest approved IDC Rate requires ~~approval of a waiver by the Naa'bik'iyáti' Committee pursuant to 2 N.N.C. §701(A)(10). The Program requesting the~~ such ~~waiver of the approved IDC rate must commit its NN General Funds to offset the loss of indirect costs~~ lack of IDC Recovery (see 2 N.N.C. §701(A)(10)(b)). Chapters requesting a waiver are not subject to administrative costs assessed by the central Navajo Nation government (see 2 N.N.C. §701(A)(10)(c)).
 5. If a funding agency has a statutory cap on administrative costs but the funding agency allows the Navajo Nation Program to use the current ~~negotiated~~ IDC Rate to recover IDC, the Program ~~is not required to~~ need not seek a waiver of the IDC Rate from the Naa'bik'iyáti' Committee, even if the administrative cost cap has the effect of reducing overall IDC Recovery.
 6. When an External Funds grant covers multiple Fiscal Years or the grant's funds are carried over from the current Fiscal Year to the ~~successor~~ subsequent Fiscal Year, the approved IDC Rate in place at the time the funds are expended shall be used ~~to recover~~ IDC Recovery.
- D. Calculating the Budget for Recovery of IDC Recovery.
1. The formula to calculate the budget for ~~recovery of~~ IDC Recovery is as follows. Use Form ERFF D – Appendix L-4 to calculate the budget amount ~~for on recovery of~~ IDC Recovery and submit it with the budget ~~on for~~ grant applications and grant awards.
 - a. Budget for IDC Recovery = IDC Base - [IDC Base / (1 + IDC Rate)].
 - b. IDC Base = total grant award less exclusion and pass-through funds. A list of accounts (Object Codes) that are eligible for exclusion and pass-through is ~~on page 400–404,~~ in Appendix L-5.
 2. Example ~~on calculating the Budget for Recovery of~~ for IDC Recovery:

total grant award is \$150,000.

 - budget for equipment is \$50,000.
 - IDC Base is \$100,000 = (\$150,000 award - \$50,000 exclusion).
 - FY 2023 IDC Rate is 12.59%.
 - budget ~~on recovery of~~ IDC Recovery is \$11,182 = \$100,000 - (\$100,000/1.1259).

VIII. REQUESTS FOR MODIFICATION OF GRANT AGREEMENTS ~~BY THE NATION~~

- A. The types of modifications ~~of to~~ External Funds grant agreements, ~~as~~ requested by the Navajo Nation, include: extension of the end date of the grant period; carryover of ~~unexpended award funds~~ from ~~the~~ current year to ~~successor~~ a subsequent year Business Unit; revisions to the scope of work and/or the budget; etc.
- B. Completed (filled out) Form ERFF C, Request for Modification of Grant Agreement (Appendix L-3) shall be submitted by the Division Director to OMB for document review no later than 30 calendar days ~~prior to~~ before the effective date the ~~change is required.~~ modification is needed. If ~~the~~ funding agency's approval is required, ~~NN the~~ Program will need to obtain Funding Agency such approval.
- C. The request for extension on the ending date shall not exceed one year ~~of from~~ the current ending date. Approval of the extension ~~of the ending date~~ shall be obtained before the current ending date expires.

- D. Proposed revisions to the scope of work ("SOW") shall address the following:
- The proposed changes shall be redlined with new language underscored and deletions stricken through;
 - the redlined and clean versions of the revised SOW shall be submitted with the request;
- E. required approvals ~~on extension of~~ for extending the ending date of multi-year contracts or annual funding agreements is as follows: the carryover funds on P.L. 93-638 contracts or Annual Funding Agreements ("AFAs") will remain in the existing business unit for expenditure.
1. Multi-Year Contracts or Agreements:
 - a. on P.L. 93-638 BIA/IHS Contracts, approval of extensions of the ending date of the Contract rests with the Navajo Nation;
 - b. on non P.L. 93-638 Contracts, requests for extensions shall be handled based on the terms and conditions of the Contract or Agreement.
 2. Annual Contract or Funding Agreement ("AFA"):
 - a. on P.L. 93-638 BIA/IHS Contracts, approval of extensions of the ending date of the AFA rests with the Navajo Nation;
 - b. on non-P.L. 93-638 Contracts, requests for extensions of the ending date shall be handled based on the terms and conditions of the Contract or AFA.

IX. ADDRESSING REQUIRED CASH MATCHES. ~~REQUIRED BY FUNDING REGULATION.~~

- A. Cost sharing contributions required by the funding agency shall be accounted for in the budget. Form ERFF B, Request for NN Navajo Nation General Funds Appropriation for Required Cash Match Form (Appendix L-2) shall be ~~filled-out~~ completed to provide the details on required match and shall supplement ~~NNBFs~~. Navajo Nation Budget Forms. Cost sharing contributions includes the following:
1. Cash Match - cost type 9510.
 2. In-kind Contribution - cost type 9610.
 3. Cost Sharing or leverage funding to secure increased rating on competitive grants.
- B. 100% of the cost sharing contribution shall be secured before OMB creates a Business Unit, thereby authorizing implementation of the grant award.
- C. The amount of the required match on the grant award shall be accounted for ~~on~~ in the budget as follows:
1. The cash match ~~by the Nation~~ will be recorded via adjusting journal entries in the FMIS;
 2. The cash match by any third party will be assigned a Business Unit and set up in the FMIS; or
 3. The in-kind match is not set up ~~on~~ in the FMIS; rather, it is reported and accounted for separately by the Program and ~~the Office of the Controller (OOC).~~
- D. Requests for NN Navajo Nation Funds to fund required Cash Matches.
- a. ~~NN Navajo Nation Funds~~ may be requested as a cash match only if ~~cash match~~ such is required ~~on~~ for the grant by the funding agency. NN Navajo Nation funds shall not be requested as a cash match if ~~cash match~~ such is not required by the funding agency or ~~when~~ if P.L. 93-638 funds can be used. The following must be submitted as supporting documents ~~on~~ for the cash match request:

- i. NNBF 1: Program Budget Summary.
 - ii. NNBF 6: External Contract and Grant Funding Information.
 - iii. A copy of the funding agency regulation that cites the requirement ~~on~~ for a cash match.
 - iv. ERFF B: Request for ~~NN Navajo Nation~~ General Funds Appropriation on Required Cash Match Form (Appendix L-2).
- E. Upon verification of ~~required the~~ cash match ~~requirement~~, the OMB Contracting Officer shall sign ~~NNBF Budget Form 6~~ in the space provided to certify ~~the~~ cash match ~~is required requirement~~, and the amount of cash needed, and ~~that the~~ related budget is correct. Signature by the Contracting Officer does not guarantee appropriation of ~~NN Navajo Nation Funds for the cash match, by the Navajo Nation Council.~~
- F. Pursuant to the Indian Self-Determination and Education Assistance Act, P.L. 93-638 funds are eligible for use as matching funds. Programs that operate with P.L. 93-638 funds shall use such funds as a cash match.
- G. Unless use of P.L. 93-638 funds is clearly indicated, the amount indicated as cash match on ~~NNBF Budget Form 6~~ shall serve as a request by the Program for appropriation of cash match funds by ~~Navajo Nation the~~ Council.
- H. If a required match includes a third party, that shall be indicated on form ERFF B and on ~~NNBF Budget Form 6~~.

X. EXPENDING CARRYOVER FUNDS (UNEXPENDED AWARD) ON GRANT AGREEMENTS THAT HAVE ENDED.

- A. If an unexpended award will be carried over from the current year Business Unit to the ~~successor~~ a subsequent year Business Unit, ~~two (2)~~ forms ERFF A, Summary of Change on External Grant Budget, shall be submitted. The first form ERFF A is to reduce the funding award by the amount of the carryover in the current Business Unit, and the second form ERFF A is to budget the carryover amount for set up in the ~~successor~~ subsequent year's Business Unit.
- B. In a ~~NN budget~~ Fiscal Year, if a Program operates with more than one grant due to carryover funds ~~on the from a~~ prior year grant, the earliest award shall be fully expended first and the ~~next successor~~ subsequent grant award shall follow in the order of the grant year. This is commonly referred to as the "First In, First Out" ("FIFO") expenditure method.
- C. Unexpended awards that continue to be carried over beyond the initial year ~~one~~ extension is a performance issue. The Division Director shall monitor ~~that~~ Program performance and shall take all actions necessary to resolve the issue and avoid further carryover.
- D. Excess Receipts on Fees for Service Grants and Unexpended Third Party Reimbursement. Awards or fees collected that are not expended at the end of the budget period which is allowable as carryover funds from the current budget period to ~~successor~~ a subsequent budget period or current budget period to ~~successor~~ a subsequent Business Unit for expenditure shall be handled pursuant to Section IX.B, IX.C, and IX.D above.

Appendix L-1

CHAPTER BUDGET POLICIES OF THE NAVAJO NATION

I. Section 1. Purpose and scope.

- A. ~~These Chapter Budget Policies (CBP) of the Navajo Nation~~ are established to ensure all funds appropriated by the Navajo Nation are managed and expended spent in accordance with applicable Navajo Nation laws, regulations, policies, fund management plans, and the Chapter's Five Management System ("FMS") where applicable.
- B. ~~The CBP applies~~ These Policies apply to all Chapter administrative staff and Chapter Officials for all 110 Chapters, ~~governments as defined in the Local Governance Act (LGA), 26 N.N.C. §§1 et. seq.~~
- C. ~~This CBP~~ These Policies shall be interpreted in a manner consistent with the ~~Chapter Budget Procedures (Appendix L of this BIM) and the ASC Plan of Operation, as amended.~~

II. Section 2. Budget Policies Applying to All for all Chapter funds.

- A. Chapters shall adopt fund management plans for all other Chapter fund accounts except where ~~there are specific budgets policies showing allowable and disallowable expenditures in Section IV herein. as provided in Section 4 of these Policies.~~
- B. All Chapters shall maintain a file containing all of the laws, regulations, policies, fund management plans, and plans of operations ~~referenced in this CBP.~~ as required by these Policies.
- C. Chapter Budget Changes.
 - 1. As a general rule, all Chapter fund accounts are considered "restricted funds" for use strictly on the designated projects or purposes. ~~its intended purpose.~~ As such, funds appropriated approved by the Navajo Nation Council (NNC) ~~are to must~~ be maintained in separate budgets or accounts and these funds cannot be comingled. For example, if the Navajo Nation Council appropriates approves funds for "stipends" those funds can only be used for that purpose. This includes Chapter funds that carry over budgets into the subsequent Fiscal Year unless the NNC expressly authorizes its use for a different purpose. Council, or applicable Navajo Nation law or policy, provides otherwise.
 - 2. Unless authorized, Chapters are prohibited from reallocating funds. A budget reallocation means redesignating appropriated funds from one fund account into another fund account (or placing into a newly-created account).
 - 3. Chapters may transfer funds within the same fund account after:
 - a. the ~~S/T or CM/CSC~~ Chapter's authorized employee presents a budget transfer request to the Chapter membership for approval; and
 - b. the budget transfer is approved by a duly-approved Chapter resolution at a Chapter meeting.
- D. ~~All Chapters are responsible for implementing any Conditions of Appropriations (COA) approved by the Navajo Nation Council and signed into law by the Navajo Nation President.~~
- E. Investments of Chapter funds are prohibited.
 - 1. The Navajo Nation's Master Investment Policy (See Resolution No. BFJN-17-15, as amended) governs the investment of all Navajo Nation Funds and ~~empowers~~ gives the Navajo Nation Investment Committee with certain delegated authorities. Chapters have not been delegated any authority to invest funds.

2. Any ~~planning of investing~~ Chapter proposal to invest funds shall must be presented to and reviewed and approved by the Navajo Nation Investment Committee and the ~~Budget and Finance Committee of the Navajo Nation Council~~. BFC (see Under 2 N.N.C. §300(C)), the ~~Budget and Finance Committee of the Navajo Nation Council~~ has oversight over investments.
- F. ~~As provided for under Pursuant to 26 N.N.C. §103(G), no~~ Chapter funds cannot be used to grant for monetary loans or provide per capita distributions to the Chapter Membership or others.
- G. LGA-Certified Chapters may receive funds directly from the Controller OOO without having to go going through the ASC or DCD by submitting their own request for funds, except for:
 1. Fiscal Year budgets allocations; and
 2. when expressly provided in a NNC Council or Standing Committee resolution.

III. Section 3. Administrative Expenses.

- A. All ~~non-governance-certified~~ Non-LGA Chapters and those Governance LGA-Certified Chapters that have not adopted their own policies shall abide by the following Navajo Nation Policies:
 1. ~~The~~ rates, schedules, and other policies for personnel, salary, fringe, and payroll taxes as provided on the ~~Navajo Nation Department of Personnel Management's~~ DPM's website: <http://www.dpm.navajo-nsn.gov/home.html>
 2. Navajo Nation Travel Policies and Procedures, see <http://www.nnooc.org/TravelInfo.html>
 3. Insurance Services policies, see <http://www.isd.navajo-nsn.gov/index.html>
 4. Workers' Compensation policies, see <http://www.isd.wcp.navajo-nsn.gov/>
 5. Navajo Nation Motor Vehicle Operator's Handbook, see https://www.fleet.navajo-nsn.gov/pdfs/MVOH%20061720_opt.pdf
- B. ~~As required in Pursuant to 26 N.N.C. §2004(D), all 440 Chapters shall participate in the Navajo Nation's Insurance and Employee Benefit programs. In the event that~~ If a Chapter elects not to participate, the Chapter shall obtain equivalent coverage from a separate carrier.

IV. Section 4. Expenditure by Fund Types.

A. Chapter Activities General Fund (Fund 01).

1. ~~A Chapters shall have in place an approved fund management plan shall express the general uses of this fund for General Fund account expenditures, and~~
2. All allowable all such expenditures shall must be for a governmental purpose.

B. Chapter Personnel Fund (Fund 02).

1. Only governance-certified LGA-Certified Chapters shall receive the full allocation of personnel funds.
2. Personnel funds for ~~non-governance-certified~~ Non-LGA Chapters will be are administered by the ~~Division of Community Development~~ DCD because the ~~GSC and AMS are Navajo Nation Executive Branch employees within the organization of the ASC consists of Executive Branch employees.~~

C. 1982 Chapter Claims Trust Fund (Fund 03).

1. ~~Per Pursuant to 12 N.N.C. §1143, the accrued interest from this Trust Fund is distributed to Chapters annually.~~
2. ~~Per Pursuant to 12 N.N.C. §1144, each Chapter may determines the most appropriate how to use of this its Trust Fund allocation, but such uses must be for the common benefit of the Chapter membership and local community, and for general Chapter economic development.~~

3. Allowable expenditures are as follows:

- a. supplies such as office/operating supplies, office equipment, and office furniture;
- b. utility expenses such as electricity, water, sewage, solid waste, natural gas or propane, and telecommunication (telephone, cellular, internet) for established Chapter accounts;
- c. construction, repair, and maintenance of Chapter and community facilities;
- d. capital outlay projects and matching funds, such as ~~Examples include~~ community roads, electrification, water development, dam/reservoir projects, land development, conservation, landscaping, solar, and other related infrastructure projects;
- e. heavy equipment such as industrial machines, tractors, graders, backhoes, vehicles, large/small machinery, and tools, and operator training; Chapters shall develop policies and maintenance plans for such equipment;
- f. livestock-related expenses such as vaccinations, veterinary supplies, branding, livestock equipment, animal care activities, training, and husbandry, and agricultural and irrigation restoration;
- g. community events such as community dinners, catering services, entertainment, recreational development, health and wellness events, recreation-related activities and projects, and arts and crafts projects;
- h. fees and expenses for Professional Service Contracts justifiable under 12 N.N.C. §1144. The Navajo Department of Justice has developed prepared contracts for use by governance-certified LGA-Certified Chapters and non-governance-certified Non-LGA Chapters. ~~Non-governance-certified Non-LGA~~ Chapters cannot execute a contract on their own and must work with the ASC to process a contract through the Section 164 Executive Review Process, or similar review process approved by the President, for execution by the Navajo Nation which contract is executed on behalf of the Chapter by the President. See also <http://www.nndoj.org/FRS.aspx> or contact the Department of Justice for assistance at (928) 871-6347.

4. Prohibited expenditures are as follows:

- a. personal expenses such as personal purchases, personal loans, individual community member projects, individual assistance, welfare, travel, gifts, gratuity, and individual promotional expenses;
- b. Chapter Standing committee expenses such as trainings, stipends, travel, and consultant expenses;
- c. tribal vehicle rentals;
- d. political expenses such as ~~campaigning and~~ political contributions and campaign-related events and expenses;
- e. payments for penalties such as fees and fines;
- f. Chapter personnel expenses such as wages, fringe benefits, and taxes.

D. Summer Youth Employment Fund (Fund 08),

- 1. ~~Through In Resolution No. TCDCMY-43-01, the former Transportation and Community Development Committee ("TCDC") created a standard policy and procedure for Chapters to administer summer youth employment programs. This resolution TCDCMY-43-01 is used if the a Chapters lacks its own policies and procedures, of their own. Chapters shall consult with DOJ the Department of Justice when developing their own policy if the Chapter policy will deviate from the TCDC template policy in any way from the standard policy approved in TCDCMY-43-01.~~

2. This Chapter fund may also be used for internships and educational enrichment activities for students in middle school or junior high school, middle/high school, college or university, vocational and school, technical programs, or training/certification programs.
3. Generally, this Chapter fund is replenished by an approved Supplemental Appropriation, ~~approved by the Navajo Nation Council and the Navajo Nation President.~~

E. Housing Discretionary Grant Fund (Fund 09).

1. Historically, these funds were administered by DCD but as recognized in the ~~TCDG~~ Resolution No. TCDGMA-20-01, Chapters began administering this fund in 1998. A copy of the ~~TCDG resolution~~ TCDGMA-20-01 can be obtained from the ASC or ~~DOJ, the Department of Justice.~~
2. The ~~TCDG Resolution~~ TCDGMA-20-01 approved a template Housing Discretionary Fund Policy and Procedure and also allowed Chapters to adopt their own policy.
3. Chapters lacking their own policy shall follow TCDGMA-20-01. Chapters shall consult with ~~DOJ~~ the Department of Justice when developing their own policy if the Chapter policy will deviate in any way from the TCDG template policy in any way. policy approved in TCDGMA-20-01.

F. LGA Local Governance Grant Fund (Fund 10).

1. This Chapter fund is for the ~~development and implementation of FMS policies and procedures for a Chapter's Five Management System,~~ and development of community-based land use plans.
2. Allowable Expenditures are as follows:
 - a. payments for specialized consultant services such as accountants and land use planners;
 - b. expenditures for training, travel, equipment, supplies and purchase of governmental accounting software;
 - c. stipends for Community Land Use Planning Committee members, not to exceed \$125.00 per meeting; Federal tax withholdings will be deducted using Internal Revenue Service (IRS) Form W-4;
 - d. audit service'.
 - e. pre-LGA certification and post-LGA certification activities.

G. Chapter Official's Stipend Fund (Fund 12).

1. Upon receiving notification of the annual base allocation for this Chapter fund, the Chapter shall allocate sufficient funding ~~for~~ to pay stipends ~~of~~ for the Chapter President, Chapter Vice-President, and Chapter Secretary/Treasurer for ~~twelve-(12)~~ regular Chapter meetings and ~~twelve-(12)~~ Chapter planning meetings, during the Fiscal Year. ~~which are to be~~ Such stipends are budgeted as Fixed Costs.
2. ~~The~~ If sufficient funds are available, Chapters may allocate stipends, ~~subject to funds availability,~~ may be budgeted (budgeting them as Fixed Costs), for other meetings, in the following order of priority:
 - a. Emergency Chapter Meetings;
 - b. Special Chapter Meetings;
 - c. Agency Council Meetings;
 - d. Regional Council Meetings;
 - e. Grazing Committee Meetings;
 - f. Farm Board Meetings;
 - g. Land Board Meetings;

3. The Chapters may also allocate stipends, subject to funds availability, for Chapter committee members in accordance with the Chapter committee's plans of operation.
4. The Chapter is required to plan for applicable insurance premiums including workers' compensation.
5. Chapter Officials shall be compensated in strict compliance with 26 N.N.C. §1002.

H. Student Scholarship Fund (Funds 13 and 14).

1. The FY'99 Comprehensive Budget Resolution No. (CS-79-98) for Fiscal Year 1999 provided an independent grant of authority to allow all Chapters to administer certain Navajo Nation Funds provided to them. Subsequently, the ~~Budget and Finance Committee~~ passed BFC approved Resolution No. BFO-140-98 which ~~that~~, among other things, allowed all Chapters to administer Chapter Scholarships. Under Section 5(C) of Exhibit A attached to CS-79-98, Chapters were are obligated to manage and expend such funds in accordance with the applicable policies and procedures of the Office of Navajo Nation Scholarship and Financial Assistance Program, ~~Chapters One and Two, and Chapter Three, Subchapter Two, Article 24.~~
2. Notwithstanding, Chapters may develop their own scholarship policies but ~~shall consult with DOJ.~~ such Chapter policies must be approved by the Department of Justice.

I. Public Employment Project ("PEP") Fund (Fund 15).

1. After Chapters began administering the Navajo Nation Public Employment Project Funds, the former Transportation and Community Development Committee (TCDC) ~~passed~~ approved Resolution No. TCD-111-00 which ~~that~~ approved a standard policy and ~~procedures~~ for use by all Chapters. A copy of this Resolution No. TCD-111-00 can be obtained from the ASC or ~~DOJ.~~ the Department of Justice.
2. ~~Under section I~~ Section 1 of the standard policy in TCD-111-00 provides that any Chapter may develop their own PEP Policies, and Procedures. ~~Chapters shall consult with DOJ when developing their own policy if the Chapter policy will deviate from the TCDC template policy in any way.~~ but such Chapter policies must be approved by the Department of Justice.

J. Emergency Fund (Fund 17).

1. This Chapter fund may be used for:
 - a. ~~expenditures in developing~~ expenses in preparing an Emergency Management Plan; or
 - b. ~~Expenditures after expenses resulting from~~ an emergency declaration has been made issued by the Navajo Nation Department of Emergency Management and the Navajo Nation President, which declaration directly affects for the Chapter community.
2. Emergency Planning:
 - a. In 2017, the Resources and Development Committee passed approved Resolution RDCMY-47-17 which ~~that~~ requested and directed all Chapters to ~~develop~~ prepare an Emergency Management Plan.
 - b. This Chapter fund may be used to ~~develop~~ prepare a comprehensive Emergency Management Plan that ~~takes into consideration elements of~~ includes mitigation activities, ~~priority of expenditure~~ spending priorities, emergency response actions including steps to immediately address high-risk medical situations, road closures, food and water supplies, livestock feed, fuel for heating and cooking, and the establishment of emergency shelters.
 - c. An emergency declaration is not required for a Chapter to complete its emergency planning.
3. Declarations of the State of Emergency:
 - a. ~~Under~~ Pursuant to 2 N.N.C. §884(B)(1), the Navajo Nation Commission on Emergency

Management, with ~~concurrence from the Navajo Nation~~ the President's concurrence, has exclusive authority to declare all states of emergency affecting the Navajo Nation or ~~any section thereof~~. Any Chapter requesting such declarations shall work with the ~~Division of Community Development DCD~~ and the Commission on Emergency Management.

- b. Once an emergency declaration has been issued for the affected Chapter, the Chapter does not need to issue a separate emergency declaration as the Chapter is not legally authorized to do so.
- c. Once an emergency declaration has been issued for the affected Chapter, the Chapter may use the emergency procurement procedures to purchase goods and/or services necessary to address the emergency situation.

K. Sales Tax Revenue Fund (Fund 23).

1. In 2002, ~~the Budget and Finance Committee passed~~ BFC approved Resolution No. BFD-191-02 ~~which that~~ created the "Navajo Nation Sales Tax Trust Fund Plan of Operation for Distributing Funds." This Fund was subsequently amended in 2017 ~~through BFC~~ Resolution No. BFMY-19-17.
2. This Fund is for infrastructure, economic development, and other governmental purposes, as described in this subsection K.
 - a. ~~Infrastructure is defined as~~ means facilities, structures, and equipment a system needed to service needed for the geographic region served by each Chapter, ~~including. This includes facilities and interconnected systems needed to support the local economy and includes such as~~ roads, bridges, tunnels, water supply, sewers, electrical systems, telecommunications systems, and fixed structures such as buildings.
 - b. ~~Economic development is defined as efforts which~~ means activities that lead to increased well-being and an improved quality of life for a Chapter and community members through job creation and job retention as well as expanding the local tax base to generate revenue. ~~in the local community.~~
 - c. ~~Governmental purposes are defined as~~ means purposes projects, services, or activities that advance address the needs of the Chapter and local community, ~~by providing services or benefits to the community as a whole. Benefits or services to~~ Generally, projects, services, or activities that benefit individual community members do not meet the definition of a governmental purpose, except for payments of approved stipends for Chapter officials. Under this definition stipends or meeting attendance fees are disallowed. However, stipends for the Community Land Use Planning Committee (CLUPC) are allowed since the nature of the stipend is that the work done by the CLUPC members are for the benefit of the entire community. Additionally, ~~the p~~Purchases of agricultural products, as well as motor vehicles and heavy equipment, ~~is allowable provided the use are considered purchases for governmental purposes if such products, vehicles, and equipment will be for the community as a whole and not for the benefit of an individual community member or a specific class of community members. are used for the benefit of community members and families on an equal basis for feeding of livestock in emergency or drought conditions, plowing for agricultural purposes, road grading, burials, and the like.~~
3. Allowable uses of this Chapter fund also include:
 - a. strategic planning for infrastructure, economic development, or other governmental purposes;
 - b. infrastructure planning and development, such as soil testing, land clearances, and land surveys;
 - c. community cleanup and beautification;

- d. ~~Capital improvement plan~~ CIP planning, development and administering capital improvement projects; administration;
 - e. Community Land Use Plan development such as open space plan development; community facilities plan development; and thoroughfare plan development;
 - f. payment of stipends for the Community Land Use Planning Committee ("CLUPC") members;
 - g. costs associated with administering and managing land use, including ordinance preparation, zoning, administering home and business site leasing authority, land withdrawals, eminent domain, taxing, bonding, and regulating;
 - h. purchases of agricultural products;
 - i. purchases of motor vehicles and heavy equipment; and
 - j. travel expenses associated with ~~carrying out the~~ allowable expenditures.
4. Prohibited uses of this Chapter fund:
- a. training and instructional-related expenses;
 - b. stipends other than those allowed for CLUPC members;
 - c. gifts, gratuities, and promotional items;
 - d. payment of any penalty including late fees arising from bills or IRS taxes.

L. Capital Outlay (Funds 24, 25, 27, 28).

- 1. ~~Allocations from the Capital Outlay Match Special Revenue Fund shall be~~ are restricted for use ~~for Chapter Capital Expenses. on Chapter CIPs.~~
- 2. Examples of allowable expenditures include materials, construction costs, fees, clearances, design, workforce expenses, and related costs.

M. Local Governance Trust Fund (Fund 29).

- 1. ~~Under Pursuant to~~ 12 N.N.C. §1161 *et. seq.*, this Fund ~~is provides~~ a one-time allocation of one-hundred and sixty-thousand dollars (\$160,000.00) ~~when to a Chapter when it becomes governance-certified. an LGA-Certified Chapter.~~
- 2. ~~Under~~ 12 N.N.C. §1166(A), allows LGA-Certified Chapters to each governance-certified Chapter ~~shall determine the most appropriate its use of these funds except that these funds this money cannot be used for:~~
 - a. per-capita distributions;
 - b. purchases of agricultural products if such products will be used for distribution or resale to Chapter members;
 - c. training or instructional-related expenses or any related travel;
 - d. stipends;
 - e. travel expenses; and
 - f. purchases of any motor vehicles.

N. Unhealthy Food and Beverage Tax Fund (UFBT) (Fund 40), as above:

- 1. The Healthy Diné Nation Act was ~~initially passed~~ approved in November 2014 and in December 2020 it was subsequently reauthorized and renamed as the "Unhealthy Food and Beverage Tax." ~~in December 2020 (CD-96-20). Under section 1116, the n~~Net revenue from this Tax, after certain other allocations, is deposited into the "Community Wellness Development Project Fund"

which ~~that~~ is disbursed pursuant to a fund management plan approved by the ~~Budget & Finance Committee BFC~~ and administered by the ~~Division of Community Development DCD~~.

2. Unless otherwise amended, the Community Wellness Development Project Guideline and Distribution Policy as approved by ~~BFC the Budget & Finance Committee in Resolution No. BFJN-14-16~~ will ~~shall~~ continue to be effective. ~~in effect~~. Under that Policy, the purpose of this fund is to ~~This Distribution Policy provide gives~~ Chapters with seed money for leverage to initiate, match funding, and/or improve ~~Community Wellness Projects implement projects, activities, and purposes related to community wellness~~. Such projects Funds must be used to improve the physical and social environment of the community, and to improve health and prevent and reduce the incidence of obesity, diabetes, and other health conditions. Projects may include:

a. Instruction:

- i. fitness classes (i.e. Zumba, aerobic, core training, indoor cycling);
- ii. traditional, intergenerational, and contemporary wellness workshops (i.e. Navajo philosophical and education teachings, Tai-Chi, Yoga);
- iii. health coaching (i.e. healthy eating education, goal-setting, self-care management);
- iv. Navajo traditional craft classes (i.e. jewelry making, beading, weaving);
- v. traditional and non-traditional healthy food preparation workshops (i.e. making chiiłchin, making blue corn mush, cleaning and prepping corn, pinion preparation, prepping Navajo tea, butchering, cleaning, and preparation of animals for human consumption, safe food handling and safe food storage training);
- vi. healthy food processing workshops (i.e. canning, food safety).

b. Equipment purchases:

- i. wellness and exercise equipment;
- ii. supplies;
- iii. storage facilities;
- iv. maintenance, conservation, or improvement of any of these projects;
- v. farm equipment.

c. ~~Built Recreational-related Environment:~~ Facilities:

- i. walking trails, running trails, biking trails;
- ii. skate parks, community parks;
- iii. picnic grounds;
- iv. playgrounds;
- v. basketball and volleyball courts;
- vi. baseball and softball fields;
- vii. swimming pools;
- viii. maintenance, conservation, or improvement of any of these projects.

d. Social Setting: Activities:

- i. recreational, health, youth clubs (i.e. Senior Citizen events, walking club);
- ii. equine therapy (i.e. activities and interaction with horses, trail rides, introduction to horses, saddling, training);
- iii. maintenance, conservation, or improvement of any of these ~~projects~~ activities.

e. Education:

- i. health education materials;
- ii. presentations;
- iii. establishment of library- libraries.

f. Community Food and Water Initiatives:

- i. healthy food initiatives;
- ii. community food cooperatives;
- iii. farming and vegetable gardens;

- iv. greenhouses;
 - v. farmers' markets;
 - vi. clean water initiatives;
 - vii. clean community initiatives (i.e. community trash pick-up day);
 - viii. recycling initiatives;
 - ix. healthy store improvements (i.e. posting signs for taxable unhealthy foods and tax-exempt healthy foods);
 - x. agricultural projects (i.e. 4-H activities)
 - xi. maintenance, conservation, or improvements of any of these projects.
- g. Health Emergency Preparedness:
- i. training in first-aid, cardiopulmonary resuscitation ("CPR"), use of Automated External Defibrillator ("AED"), certifications related to such training, etc.
- h. Any Providing matching funds for a project by federal, state, or county, or public entities, for community needs or problems that have not been addressed by the Navajo Nation or other Tribal budgeting, programming.

O. Gaming Revenue.

- 1. The Navajo Nation Gaming Distribution Plan is codified at 12 N.N.C. §§2201 *et. seq.* ~~The Budget and Finance Committee BFC~~ approved the Navajo Nation Gaming Revenues Management Plan (see BFF-03-10, as amended by BFF-05-13 and BFAP-05-16). All revenue allocations and expenditures must comply with the federal Indian Gaming Regulatory Act.
- 2. ~~Any host gaming~~ Chapter receiving gaming revenue shall prepare quarterly reports and submit them to OMB, OOC, and the Office of the Auditor General.

P. External Funds.

- 1. Under 26 N.N.C. §103(D)(6), only LGA-Certified Chapters and certain Non-LGA ~~certified~~ Chapters can are eligible to receive External Funds.
- 2. External Funds requiring a funding agreement shall be pre-approved by the Naa'bik'iyáti Committee.
- 3. The Chapter receiving External Funds shall strictly follow all requirements and conditions within the authorized funding agreements.

V. Section 5. Performance Budgeting.

- A. Chapters shall utilize performance budgeting as a factor when making budget decisions, and development as mandated by the ~~Navajo Nation's~~ Appropriations Act. Measurable Chapter performance criteria are required for each Chapter budget using Budget Form 2. Performance results shall be reported by the ASC on a quarterly basis to the Chapter Officials and to DCD.
- B. Chapter performance assessments shall be conducted by the ASC on a quarterly basis utilizing information reported on Budget Form 2 that compares the planned program performance criteria and the actual quarterly results. Chapter performance will be based on the performance criteria scores ranging from 0 to 3 using the following scale:
 - 1. Score 3 - Exceeded goal. Indicates the Chapter exceeding their overall goals.
 - 2. Score 2 - Goal Met. Indicates the Chapter meeting their overall goals.
 - 3. Score 1 - Goal Not Met. Indicates the Chapter not meeting their overall goals.
 - 4. Score 0 - Not Reporting. Indicates the Chapter did not report actual results.

VI. Section 6. Chapter Reporting.

- A. All monthly financial reports shall be approved by a Chapter resolution.
- B. The Chapter Manager ("CM") or Community Service Coordinator ("CSC") shall reconcile the Chapter fund balance for each type of Chapter fund, shall update the online web-based system, and shall perform month-end closing activities in the Chapter fund accounting system.
- C. At the monthly Chapter planning meeting, the CM or CSC shall present the Chapter's monthly financial reports, including but not limited to, the balance sheet, revenue and expenditures, and the budget-to-actual expenditure report, ~~for the Chapter Officials' review~~ by Chapter officials, ASC review, and community approval. Chapter officials shall prepare the monthly compliance review form during the planning meeting.
- D. The CM or CSC shall submit monthly and quarterly financial reports and reconciled accounting reports to the respective ASC and shall provide fund accounting back-up records to the Office of the Auditor General.
- E. All financial and accounting reports are mandatory ~~submittals~~ and must be submitted on a monthly basis to ensure the Chapter's fiscal compliance and performance.

VII. Section 7. Monitoring, Reporting of Violations, Audits, and Corrective Action Plans.

- A. Monitoring by the ASC is authorized under the ASC's Plan of Operation and is provided for further recognized under section IV of the Chapter Budget Procedures. under Section 4 of these Chapter Policies.
- B. Any person, including Chapter Members, Officials, Employees, or ASC Personnel, shall report any ~~financially-related~~ fiscal or fund-related violations to the appropriate authorities. Appropriate authorities may include: ASC, the Navajo Nation Department of Justice, the Office of the Prosecutor, the White Collar Crime Unit, Navajo Nation Department of Law Enforcement, Ethics and Rules Office, and the Office of the Auditor General.
- C. The Office of the Auditor General is authorized under Title 12 of the Navajo Nation Code to audit any Chapter of the Navajo Nation.
 - 1. Chapters shall respond in writing to an Audit Report within the specified time, which deadline may be extended upon the Chapter's request and approval by the Office of the Auditor General.
 - 2. For any audit finding the Chapter ~~agrees to~~ accepts or acknowledges, the Chapter shall develop a Corrective Action Plan.
 - 3. The Auditor General has the authority to issue sanctions for a Chapter's failure to timely implement an approved Corrective Action Plan.
- D. ~~Chapters may seek assistance from~~ The ASC shall assist an audited Chapter in ~~for any audit-related matters such as preparing~~ audit responses and development of drafting a Corrective Action Plan to address the audit findings.

END OF BIM

**12 N.N.C. §800 - §880
NAVAJO NATION APPROPRIATIONS ACT**

§810. PURPOSE.

The Navajo Nation Government has a fiduciary responsibility to account for public funds, to manage finances wisely, and to plan for the adequate funding of services desired by the Navajo People, including the provision and maintenance of public facilities. This Act is designed to establish the policies and procedures for the preparation, adoption and implementation of the annual Navajo Nation Comprehensive Budget. In order to achieve this purpose, this Act has the following objectives for the Comprehensive Budget's performance:

To fully protect the Navajo Nation Government's policy making ability by ensuring that important policy decisions are made in a manner consistent with rational planning.

- (A) To provide sound principles to guide the important fiscal decisions of the Navajo Nation, including the adoption of Generally Accepted Accounting Principles.
- (B) To set forth principles to efficiently fund the cost of government within available resources, to the extent consistent with services desired by the public or mandated by Navajo law, and which minimize financial risk.
- (C) To employ policies which distribute the costs of government services between the branches, divisions, departments, and programs and which provide available funds to operate desired programs.
- (D) To provide for essential public facilities and provide for the maintenance of the Navajo Nation's existing public facilities.

§810. DEFINITIONS.

For the purposes of this Act and sections of this Act, the following definitions shall apply:

- (A) "Appropriation" means the legislative act of designating funds, excluding externally restricted funds, for a specific purpose in accordance with the applicable budgeting principles, policies and procedures contained in this Chapter.
- (B) "Branch Chief" means the President, Speaker, and Chief Justice of the Navajo Nation.
- (C) "Budget Impact Analysis" means an assessment by the Office of Management and Budget of the fiscal consequences of funding or failing to fund a particular branch, division, department, program, office, entity or activity.
- (D) "Budget Reallocation" means the redesignation of appropriated or budgeted funds from one account to another account or to a newly-created account for a different use or purpose.
- (E) "Capital Budget" means the amounts appropriated for the current year of the Capital Improvement Plan.
- (F) "Capital Improvement" means a major project undertaken by the Navajo Nation that is generally not recurring on an annual basis and which fits within one or more of the following categories:
 - 1. All projects requiring debt obligation or borrowing;
 - 2. Any acquisition or lease of land;
 - 3. Purchase of major equipment or vehicles, with a life expectancy of five years or more, valued in excess of an amount to be established by the Controller;
 - 4. Major building improvements that are not routine maintenance expenses and that substantially enhance the value or extend the useful life of a structure;

5. Construction of new buildings or facilities including engineering, design, and other preconstruction costs with an estimated cost in excess of an amount to be determined by the Controller; and/or
 6. Major equipment or furnishings required to furnish new buildings or other projects, the cost of which is above a certain amount to be established by the Controller.
- (G) "Capital Improvement Plan" means a recurring multi-year plan for capital improvements identifying each capital improvement project, the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.
- (H) "Comprehensive Budget" means a budget which includes a Capital and an Operating Budget covering all governmental proprietary and fiduciary funds for each annual fiscal year.
- (I) "Condition of Appropriation" means a condition, placed on an appropriation or expenditure by the Navajo Nation Council at the time the appropriation or expenditure is made, which requires performance of specific tasks by a program within a specific time period within the fiscal year. The condition may require that failure to perform the specific tasks within the time period set out by the Navajo Nation Council will result in restrictions on future expenditure of the funds until the condition is met.
- (J) "Financing" means the act of identifying and acquiring the funds necessary to accomplish the Capital Improvement Plan. It shall include, among other things, lease/purchase arrangements, multi-year purchase contracts, bond issuance and grants.
- (K) "Fiscal Year" means the fiscal year of the Navajo Nation as established by the Navajo Nation Council.
- (L) "Governmental Unit" means any subdivision of the Navajo Nation government, including Chapters or other local units of government.
- (M) "Legislative Concern" means a comment, directive or recommendation made by the Navajo Nation Council, by virtue of its legislative oversight authority and pursuant to its authority as the governing body of the Navajo Nation, raising an issue of concern with respect to the internal functioning of the three Branches. Such concerns are advisory in nature, but do not create legal conditions precedent to the expenditure of appropriated funds. In order for a particular legislative concern to be appended to a budget resolution, it must be voted upon and adopted by a majority of the Navajo Nation Council. Legislative concerns which are not voted upon, will not be appended to the budget resolution, but will be referred to the appropriate Branch Chief in memorandum form by the Speaker of the Navajo Nation Council.
- (N) "Local Government Projects" means government improvement projects that include, but are not limited to, house wiring, bathroom additions and projects that address individual or community needs but which may not meet the requirements for, or definition of, capital improvement projects.
- (O) "Object Code Transfer" means the transfer of appropriated funds from one object code to another object code within the same account while still maintaining the original intent of the appropriation account.
- (P) "Operating Budget" means a plan of financial operation embodying an estimate of proposed expenditures for a fiscal year and the proposed means of financing them (i.e., revenue estimates).
- (Q) "Program Budget" means an account, designated by the Office of Management and Budget, or series of accounts, related to a specific function, objective, or purpose.
- (R) "Spending Authority" means the legislative act by the Navajo Nation Council of authorizing the expenditure of appropriated funds which have been accepted by the Navajo Nation through the appropriate approval process.
- (S) All funds of the Navajo Nation Government shall be classified and defined as follows:
1. "Government Fund Types." Governmental funds are those groups of accounts which account for most governmental functions of the Navajo Nation. The acquisition, use and balances of the Navajo Nation's expendable financial resources and the related liabilities (except those accounted for in proprietary funds and the long-term obligations account group) are accounted

for through governmental funds. The measurement focus is based upon determination of changes in financial position, rather than upon net income determination. The following are the Navajo Nation's governmental fund types:

- a. "General Fund." This Fund is the general operating fund of the Navajo Nation. It is used to account for all financial resources except those required to be accounted for in another fund.
 - b. "Special Revenue Fund." This Fund is used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. This fund includes Externally Restricted Funds which is defined as Funds received by the Navajo Nation from sources other than the Navajo Nation for a specific purpose.
 - c. "Capital Projects Fund." This Fund is used to account for the financial resources and expenditure for the acquisition or construction of those capital improvements defined in Subsection (F) above (other than those financed by proprietary funds and fiduciary funds).
2. "Proprietary Fund Types." Proprietary funds are used to account for the Navajo Nation's ongoing organizations and activities which are similar to business operations in the private sector. The measurement focus is upon determination of net income and capital maintenance.

The following are the Navajo Nation's proprietary fund types:

- a. "Enterprise Fund." This Fund is used to account for Navajo Nation operations that are financed and operated in a manner similar to private business enterprises - where the intent is that the costs of providing goods or services to the public be financed or recovered primarily through user charges: or where a periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for accountability purposes.
 - b. "Internal Service Fund." This Fund is used to account for the financing of goods or services provided (inter and intergovernmental) on a cost-reimbursement basis.
3. "Fiduciary Fund Types." Fiduciary funds are used to account for assets held by the Navajo Nation in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These funds include but are not limited to expendable and nonexpendable trust funds, and pension trust funds, etc. Expendable trust funds are accounted for in a manner similar to governmental funds. Nonexpendable trust funds and pension trust funds are accounted for in a manner similar to proprietary funds.
4. The foregoing definitions concerning fund types shall not be deemed to create any exceptions to the Navajo Nation Sovereign Immunity Act.

§820. OVERALL BUDGET POLICIES.

- (A) Comprehensive Budget. The Navajo Nation government shall operate pursuant to a Comprehensive Budget.
- (B) Budget Impact Analysis. All requests for appropriation of Navajo Nation funds shall be subject to budget impact analysis, which shall include, but not be limited to, needs and costs evaluations, based on objective criteria.
- (C) Long Term Fiscal Viability. The Navajo Nation shall prepare each annual budget to ensure the long-term ability to provide services at levels set by the Navajo Nation government.
- (D) Balanced Budget. The Navajo Nation budget shall balance revenues and expenditures. Appropriations may not exceed available revenues.
- (E) Recurring Operating Costs Paid from Recurring Revenues. The Nation shall budget all recurring operating expenses, including maintenance of capital facilities, from recurring revenues. Long-term debt shall not be used to finance recurring operating expenses.
- (F) Non-Recurring Revenues. The Nation shall restrict non-recurring revenues to budget nonrecurring expenditures. In addition, non-recurring revenues will be budgeted only after an examination by the Controller to determine whether or not the revenues are subsidizing an imbalance between recurring

revenues and expenditures, and expenditures may be authorized only if a long-term (three-to-five year) forecast shows that the operating deficit will not continue. Otherwise, non-recurring revenues will be added to the Unreserved, Undesignated Fund Balance. This provision may be amended or waived only by a two-thirds (2/3) vote of the full Council.

- (G) Matching Requirements. Funds appropriated to match funds from external sources shall be maintained in separate accounts administered by the Controller. If matching funds are not obtained from the external sources, the appropriated funds shall revert to the Unreserved, Undesignated Fund balance.
- (H) Long-Term Debt. Annual debt service for long-term debt shall not exceed eight percent (8%) of annual recurring revenue and long-term debt shall not be authorized until the impact of annual debt service on the annual operating budget, including sinking fund contributions, has been analyzed and a determination has been made that debt service payments are in compliance with this Section
- (I) Capital Budget. Development of the Capital Budget shall be coordinated with development of the Operating Budget. All budget requests for capital improvements shall be in compliance with an adopted Capital Improvement Plan and shall not be approved unless in compliance with the Plan
- (J) Establishment of Reserves. For the General Fund, the Minimum Fund balance for Unreserved, Undesignated Fund balance shall be maintained at not less than ten percent (10%) of the Navajo Nation's General Fund Operating Budget for the prior fiscal year, excluding expenditures for Capital Improvement projects as determined by the Controller. The Minimum Fund Balance may be amended only by two-thirds (2/3) vote of the full membership of the Navajo Nation Council. The Controller shall keep the Office of the President, the Office of the Speaker and the Budget and Finance Committee of the Navajo Nation Council advised at least quarterly as to the status of the Minimum Fund balance for Unreserved, Undesignated Fund Balance. Further, Unreserved, Undesignated Fund Balance shall not be utilized for funding recurring expenditures or operations of the Navajo Nation government.
- (K) Receipt of Additional Revenues. Funds received in excess of the initial or current revenue projections shall be deposited into the General Fund Unreserved, Undesignated Fund balance unless otherwise designated by the Navajo Nation Council.
- (L) Supplemental Appropriations. The Navajo Nation Council may adopt and approve supplemental appropriations to the Annual Comprehensive Budget during the fiscal year. Supplemental appropriations of General Funds within the current fiscal year are permitted, (1) if and when additional sources of revenues above and beyond the initial or current revenue projections are projected and which are also in excess of the reserve amount set forth at § 820 (J), or (2) when the Unreserved, Undesignated Fund balance is in excess of the reserve amount set forth at § 820 (J). Upon notification from the Controller of additional projected funds or when the Unreserved, Undesignated Fund balance is in excess of the reserve amount set forth at § 820 (J), the Budget and Finance Committee may convene budget hearings for the purpose of hearing and considering requests for supplemental appropriations. Supplemental appropriations to programs or activities with approved fiscal year operating budgets must be supported by additional recurring revenues for the same fiscal year. The Budget and Finance Committee, at the recommendation of the respective oversight standing committee(s), may recommend supplemental appropriations to the Navajo Nation Council. Supplemental appropriations made from non-recurring revenues shall only be made for non-recurring operations or purposes, as set forth at § 820 (F). The Controller of the Navajo Nation shall be responsible for designating recurring and non-recurring revenues and purposes.
- (M) Office of Management and Budget. The Office of Management and Budget, as authorized by its Plan of Operation as amended, shall be responsible for consolidation and preparation of all phases of the Navajo Nation budget. The Office shall coordinate the overall preparation, adoption and implementation of both the annual operating and capital budgets of the Navajo Nation. All requests for annual operating funds and supplemental funds shall be submitted to the Office of Management and Budget for budget impact analysis and other appropriate action.
- (N) Certain Appropriations Shall Lapse and Revert.
 - 1. Regardless of purpose, except for that portion of funds expended or encumbered by the end for the fiscal year for which such funds are appropriated, the following funds shall lapse at the end of the fiscal year and revert to their original source:

- a. all funds from the General Fund that are appropriated in the Comprehensive Budget Resolution approved by the Council for each fiscal year; and
 - b. all funds from the Unreserved, Undesignated Fund Balance ("UUFB") that are appropriated by the Council in a Supplemental Appropriation.
2. Notwithstanding §820(N)(1), all funds from the General Fund appropriated to any Chapter in the Comprehensive Budget, and all UUFB funds appropriated to a Chapter in a Supplemental Appropriation shall never lapse or revert, so long as such funds are properly budgeted each fiscal year and the Chapter continues to use such funds for the purpose(s) described in the original appropriation.
 3. The lapse and reversion of all funds appropriated outside of the Comprehensive Budget Resolution, and all non-UUFB funds appropriated in s Supplemental Appropriation, shall be governed by the particular statute governing such funds or by the Council Resolution Approving such funds.
 4. No part of this 12 N.N.C. § 820(N) shall be amended or waived except by a 7/8 approval vote among all Council delegates.
- (O) Distributions to Chapter. 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 of the date of the appropriation, except that appropriations for chapter official stipends shall be equally divided among all the chapters regardless of the percentage of registered voters in the chapter.
- (P) Navajo Nation Grants. Any entity of the Navajo Nation requesting a grant from the Navajo Nation through the submission of a budget request shall first meet the following requirements:
1. The program receiving the grant shall have an approved plan of operation;
 2. The budget request shall be a part of a recommended division or branch budget;
 3. The respective oversight committee for the division or branch shall have made an affirmative recommendation on the request.
- (Q) Local Government Funds are used to address the improvement needs of the local governments that may consist of, but are not limited to, house wiring and bathroom additions. An amount equal to the actual cost of proposed projects but not to exceed twenty-five percent (25%) of that year's capital improvement appropriation will be appropriated into the Local Government Funds for these projects. Additional amounts may be appropriated from time-to-time or may be obtained from other sources.
- (R) Condition of Appropriation.
1. The Navajo Nation Council may include one or more Condition of Appropriation in a resolution approving the comprehensive budget.
 2. A Condition of Appropriation will only be directed to the specific program having direct responsibility to fulfill the required task or tasks, and not to a general branch or division.
 3. A condition may require a freeze on the expenditure of travel funds of the program, or a withholding of up to ten percent (10%) of the gross salary of the program director of the program tasked with fulfilling the condition, if the condition is not performed within a specified time period within the fiscal year. The restriction on expenditures will continue until the condition is fulfilled, as found by the Budget and Finance Committee pursuant to Subsection 5. A program director's salary cannot be withheld if his or her salary is already being withheld for failure of the program to fulfill another Condition of Appropriation, or for failure to implement a corrective action plan issued by the Auditor General pursuant to 12 N.N.C. § 9(C). The withholding of salary shall not apply to a program director hired after the Budget and Finance Committee has imposed salary withholding on the prior program director's salary unless, after consultation with the new program director, the Office of the Controller, and the Office of Management and Budget, and upon

recommendation of the appropriate Council committee with oversight over the program, the Budget and Finance Committee, by resolution, votes to impose such withholding. The director may grieve that action by filing a complaint with the Office of Hearings and Appeals within ten (10) working days of the Budget and Finance Committee's action. The decision of the Office of Hearings and Appeals will be final, and there shall be no right of appeal to any court.

4. Prior to the approval of a Condition of Appropriation, the Navajo Nation Council shall consult with the director of the program required to fulfill the condition, as well as the Office of the Controller, and the Office of Management and Budget. The consultation shall include a discussion of the feasibility of the program fulfilling the Condition, including within the time period proposed by the Council, and any alternatives to the proposed Condition.
5. If a Condition of Appropriation is not fulfilled within the time period required, the Budget and Finance Committee, after consultation with the program director, the Office of the Controller, and the Office of Management and Budget, and upon the recommendation of the appropriate Council committee with oversight over the program, may, by resolution, vote to (1) implement the restriction on the program's expenditures authorized by Subsection 3, (2) extend the time period for the program to fulfill the condition, or (3) vacate the condition if it is infeasible for the program to fulfill. If the Budget and Finance Committee requires the withholding of the program director's salary, the withholding shall be effective only after the Committee's action, and cannot be applied retroactively to withhold salary already earned by the program director.
6. If, pursuant to Subsection 3, the Budget and Finance Committee approves the withholding of the program director's salary, the director may grieve that action by filing a complaint with the Office of Hearings and Appeals within ten (10) working days of the Budget and Finance Committee's action. The decision of the Office of Hearings and Appeals will be final, and there shall be no right of appeal to any court.
7. If, after imposition of a restriction authorized by Subsection 3, the program believes it has fulfilled the Condition of Appropriation, it shall present evidence of fulfillment of the condition to the Budget and Finance Committee through presentation of a report. If, after consultation with the Office of the Controller and the Office of Management and Budget, the evidence provided shows fulfillment of the condition, the Budget and Finance Committee shall, by resolution, vote to declare the condition fulfilled, and lift the restriction. Any accrued amount of salary withheld from the program director will then be returned to the director. If the Budget and Finance Committee decides the condition is not fulfilled, it shall make such finding and, by resolution, vote to continue or lift the restriction. If the Budget and Finance Committee votes to continue any withholding of a program director's salary, the director may grieve that action by filing a complaint with the Office of Hearings and Appeals within ten (10) working days of the Budget and Finance Committee's action. The decision of the Office of Hearings and Appeals will be final, and there shall be no right of appeal to any court.
8. If, at the end of the fiscal year, the condition has not been met, any salary withheld from the program director shall be forfeited. There shall be no challenge to any forfeiture.

§830. BUDGET PLANNING AND PREPARATION.

- (A) Budget Format. Prior to initiation of the annual budget process, the Office of Management and Budget shall identify a budget format (i.e., Line-item, Performance, Program, Zero-base, etc.) that will assist the Navajo Nation in correlating budget costs to alternative services levels and alternative policies that will affect those service levels. The budget format identified shall also include quantitative performance measures (i.e., demand, workload, efficiency and effectiveness).
- (B) Long Term Revenue Projections. The Controller shall prepare an annual long term revenue projection for use by the Navajo Nation government. This long term revenue projection shall include all sources of funds and revenues available for use by the Navajo Nation government within at least the next three fiscal years. The annual long term revenue projection shall be submitted by the Controller to and be reviewed by the Budget and Finance Committee. The Budget and Finance Committee will present the same to the Branch Chiefs by the end of the second quarter of each

fiscal year. A written narrative describing the methodology utilized to estimate revenues and a discussion of key variables affecting the actual revenue, including assumptions made, shall be included in the report. If deemed necessary by the Controller, the long term revenue projection may be changed as economic circumstances require. Changes to the long- term revenue projection shall be reported in the manner set forth in this Paragraph.

- (C) Annual Revenue Projection. The Controller shall review and recommend an annual fiscal year revenue projection for all revenue generating sources for all governmental, proprietary and fiduciary funds of the Navajo Nation. The annual fiscal year revenue projection shall be submitted for review by the Budget and Finance Committee of the Navajo Nation Council, and will serve as the official revenue estimate at the beginning of the annual budget process for the next fiscal year. The Budget and Finance Committee will present the annual fiscal year revenue projection to the Branch Chiefs by the end of the second quarter of each fiscal year. A written narrative describing the methodology utilized to estimate revenues and discussion of key variables affecting the actual revenue, including assumptions made, shall be included in the report.
- (D) External Funding Projection. The Office of Management and Budget shall prepare an estimate of all external funding to be received by the Navajo Nation in the upcoming fiscal year and shall present this information to the Budget and Finance Committee and the Controller by the end of the second quarter of each fiscal year.
- (E) Long Term Expense Projection. The Office of Management and Budget shall prepare an annual long term expense projection which includes all projected expenditures for at least the next three fiscal years for operations, programs, projects and transfer payment to the Navajo people or to outside non-Navajo Nation government entities. Such report shall be presented to the Branch Chiefs and the Budget and Finance Committee by the end of the second quarter of each fiscal year. This report, along with the long term revenue projection and the annual General Fund revenue projections and the external funding projection is intended to provide guidance to the Branches of the Navajo Nation government in preparation and adoption of the Navajo Nation budget for the next fiscal year.
- (F) Approval of Revenue Projections. The Budget and Finance Committee shall review the long-term and the fiscal year revenue projections and may approve them by resolution.
- (G) President's Budget Preparation Message. The President may prepare an annual budget preparation message. This budget preparation message may include the President's vision of expected goals and objectives and broad priorities for the fiscal year Navajo Nation Comprehensive Budget. This Section does not amend, nor is it in addition to, any powers granted to the President pursuant to 2 N.N.C. §1005.
- (H) Budget Instructions and Planning Base Amounts. The Office of Management and Budget shall prepare budget instructions for each fiscal year which shall be approved by the Budget and Finance Committee no later than 30 days after the Controller releases the annual revenue projection as delineated at §830 (C). The budget instructions shall include fiscal, operational, policy guidelines, budget development timelines and planning base amounts for each fiscal year for the Executive Branch, the Judicial Branch and the Legislative Branch.
- (I) Preparation of the Budget. Based upon the priorities and budget ceilings established by the method described in Subsection (H), each branch, division, department, and program of the Navajo Nation government shall prepare a budget request, which shall be submitted to the Office of Management and Budget pursuant to the time lines established in the annual Budget Instructions Manual. Each division, department and program director shall provide training on the budget process for their program field staff and involve said staff in the development of the budget request upon actual needs and identification of unmet needs. This proposed budget shall state the overall goals and objectives and broad priorities for the entire Navajo Nation budget.

§840. BUDGET APPROVAL, ADOPTION, AND CERTIFICATION.

- (A) Oversight Committee and Budget and Finance Committee Review and Approval. Each oversight committee shall review and make recommendations to the Budget and Finance Committee concerning the budget in accordance with the annual budget instructions. The oversight committees

may hold public hearings at each agency with programs under their oversight and take testimony on the budget. The oversight committees shall make recommendations concerning the budget and pass resolutions recommending appropriations and conditions of appropriations for activities within their respective areas of oversight to the Budget and Finance Committee pursuant to the time-lines established in the Budget Instructions Manual. Oversight committee recommendations shall not exceed the planning base amounts set pursuant to § 830 (H). The Budget and Finance Committee shall consult and negotiate with the respective oversight committees if any changes are to be made before making final recommendations to the Navajo Nation Council. Changes made pursuant to this consultation and negotiation process shall neither increase nor decrease the planning base amount set for the Executive Branch divisions, the Judicial Branch and Legislative Branch, but shall be limited to internal reallocations of the planning base amounts for the entities. The Budget and Finance Committee shall review and make recommendations concerning the budget according to the annual budget instructions. The Budget and Finance Committee shall make recommendations concerning the budget and submit it to the Navajo Nation Council pursuant to the time lines established in the Budget Instructions Manual.

- (B) Navajo Nation Council Budget Deliberations and Adoption. The Speaker of the Navajo Nation Council shall convene a special budget session each year for the purpose of adopting a comprehensive budget for the next fiscal year and approving the Capital Improvement Plan. The Speaker of the Navajo Nation Council, on behalf of the Navajo Nation Council, is authorized to request the attendance of Navajo Nation government officials to provide information to assist the Navajo Nation Council in its deliberations and may exercise subpoena power in the manner prescribed in 2 N.N.C. §185. Prior to Navajo Nation Council deliberation of the proposed comprehensive budget, the latest external audit of the combined financial statements of the Navajo Nation will be presented to the Navajo Nation Council by the external auditors. The adoption of the annual Navajo Nation comprehensive budget and any other findings, recommendations, mandates, policies and procedures of the Navajo Nation Council shall be enacted by a formal resolution of the Navajo Nation Council. The Navajo Nation Council shall adopt the comprehensive Budget no less than twenty (20) days prior to the expiration of each fiscal year.
- (C) Budget Certification. The Speaker of the Navajo Nation Council shall certify the resolution of the Navajo Nation Council adopting and approving the annual Navajo Nation comprehensive budget, and shall forward the certified resolution and exhibits to the Navajo Nation President for consideration, pursuant to 2 N.N.C. § 1005(C)(10).

§850. BUDGET IMPLEMENTATION, MONITORING, AND CONTROL.

- (A) Budgetary Monitoring and Expenditure Controls. The Controller and Office of Management and Budget shall monitor actual expenditures versus budgeted expenditures and report to the Budget and Finance Committee with respect to the overall budget status of the Navajo Nation; and to the Branch Chiefs with regard to their respective branches. Such reports shall be made on a quarterly basis. The Controller, with the approval of the Navajo Nation Council, may restrict expenditures by selected expense codes or line items in the event that actual revenues fall significantly behind the projected revenues.
- (B) Budget Performance Measures. The Office of Management and Budget shall be responsible for developing a system for evaluating whether requirements have been met for all of Navajo Nation branches, divisions, departments, and programs. Evaluation standards will be developed in consultation with the relevant branch, division, department, and program. The Office of Management and Budget shall include the projected performance measures for each branch, division, department and program in the compilation of the annual budget for submission to the Budget and Finance Committee and the Navajo Nation Council.
- (C) Program Evaluation: The purpose of a program evaluation is to determine and recommend to the appropriate Branch Chief the recommendations for positive program improvement and whether a program warrants continuation at its current level of activity or modified to a new level or should be discontinued. All Navajo Nation branches, divisions, departments, and programs shall be required to develop a detailed annual plan with performance indicators for each ensuing fiscal year.

- (D) The Branch Chiefs shall establish a system for periodic policy review and evaluation of program performance within their respective branches.
- (E) All recipients of Navajo Nation funds shall provide, upon request, any information or data necessary to conduct program performance review and evaluation.

§860. CAPITAL IMPROVEMENT PROCESS.

(A) Administrative Framework

1. The Capital Improvement Office within the Division of Community Development under the Executive Branch shall be responsible for the administration, coordination and development of the Capital Improvement Plan as defined herein. The Controller and the Office of Management and Budget shall assist the Capital Improvement Office with methods of financing the Capital Improvement Plan.
2. All Capital Improvement funding requests shall be submitted to the Capital Improvement Office, which shall evaluate all requests in accordance with objective criteria approved by the Transportation and Community Development Committee of the Navajo Nation Council.

(B) Development of Capital Improvement Plan

1. The proposed Capital Improvement Plan shall consist of a multi-year plan for capital expenditures, including a detailed one-year capital improvement budget. The proposed Capital Improvement Plan shall include a listing of projects in order of priority and proposed year of construction or acquisition. Data on each project shall include:
 - a. The anticipated capital cost of each project;
 - b. The anticipated source of capital funds for each project;
 - c. The estimated annual operating cost or savings for each project;
 - d. The estimated completion data of each project;
 - e. The adopted plan or policy, if any, which each project would help to implement;
 - f. The viable alternatives that were considered for each project with the reasons the proposed project is the most cost-effective and practical alternative for meeting the stated objective; and
 - g. The project's ranking in whatever sequencing/priority setting system is used as a basis for evaluation of capital improvement project proposals.
2. The Capital Improvement Office shall be responsible for the development of a priority ranking system which takes into consideration factors such as project cost, feasibility, project value and benefit to the community as a whole, which shall be presented to the Transportation and Community Development Committee for approval.

(C) Approval of the Capital Improvement Plan

1. The Capital Improvement Plan, as developed by the Capital Improvement Office, is subject to the approval of the Navajo Nation Council upon recommendation of the Transportation and Community Development Committee.
2. The appropriation portion of the Capital Improvement Plan is subject to approval of the Navajo Nation Council upon recommendation of the Budget and Finance Committee. Any modification or amendment affecting the approved Capital Improvement Plan is subject to review and concurrence by the Transportation and Community Development Committee prior to consideration by the Navajo Nation Council.
3. The Transportation and Community Development Committee is authorized to and may convene public hearings for the purpose of obtaining public input with respect to the proposed Capital Improvement Plan. A formal report containing all public comments shall be compiled by the appropriate legislative advisors and made available to the Budget and Finance Committee of the Navajo Nation Council during its deliberations concerning the Capital Improvement Plan.

(D) Capital Budget Preparation Calendar.

The Capital Improvement Plan and Capital Budget will be developed in accordance with the following chronological sequence of activities:

1. Establish a process for gathering chapter needs to produce a needs base budget that truly reflects the chapter needs.
2. By ten (10) months prior to the beginning of the fiscal year, the Capital Improvement Office shall prepare an inventory list of existing tribally owned facilities for the purpose of determining need for renewal, replacement, expansion, or retirement of the same facilities.
3. By nine (9) months prior to the beginning of the fiscal year, the Capital Improvement Office shall prepare a report for all affected Officials on the current status of previously approved capital improvement projects. The report shall contain information on which projects are to be continued, the amount of funds required to continue or complete affected projects, determining the amount of remaining funds from projects completed or discontinued, and summaries as to the progress of previously approved capital improvement projects.
4. By eight (8) months prior to the beginning of the fiscal year, the Capital Improvement Office, Office of Management and Budget, and the Controller shall perform financial analysis and financial programming for the purpose of determining the level of capital expenditures the Navajo Nation can safely afford over the term of the Capital Improvement Plan and to determine the selection and scheduling of funding sources to be designated for the Capital Improvement Plan.
5. By seven (7) months prior to the beginning of the fiscal year, the Capital Improvement Office shall compile and objectively evaluate all capital improvement funding requests. In addition to other eligibility requirements provided in the objective criteria, all requests for capital improvement shall include a statement of need and justification for the project, net effect on the Navajo Nation's operating budget, and its proposed scheduling during the term of the Capital Improvement Plan. The Capital Improvement Office shall place emphasis on relative need and cost in evaluating each capital improvement funding request in conjunction with the priority rating system approved by the Transportation and Community Development Committee.
6. By six (6) months prior to the beginning of the fiscal year, the Capital Improvement Office shall have finalized a six (6) year Capital Improvement Plan for consideration and approval by the Transportation and Community Development Committee. Upon review and approval by the Transportation and Community Development Committee, the Capital Improvement Plan will be submitted to the Office of Management and Budget to be incorporated in the recommended capital budget which shall be made a part of the comprehensive budget for purposes of recommending the Capital Improvement Plan to the Navajo Nation Council.
7. By five (5) months prior to the beginning of the fiscal year, the Office of Management and Budget shall submit the appropriation portion of the capital budget to the Budget and Finance Committee for recommendation to the Navajo Nation Council within the recommended comprehensive budget. Any recommended amendments affecting the Capital Improvement Plan shall be reviewed and concurred by the Transportation and Community Development Committee.

(E) Capital Budget Monitoring.

1. The Capital Improvement Office shall maintain a current record on all projects within the recommended Capital Improvement Plan for information purposes.
2. The Office shall submit quarterly progress reports on the capital budget to the Transportation and Community Development Committee and the Budget and Finance Committee.

§870. LOCAL GOVERNMENT IMPROVEMENT FUNDS.

- (A) The Local Government Improvement Funds shall be distributed pursuant to rules and regulations adopted and promulgated by the Transportation and Community Development Committee of the Navajo Nation Council. No fund distribution shall occur until 60 days after adoption of these rules and regulations.

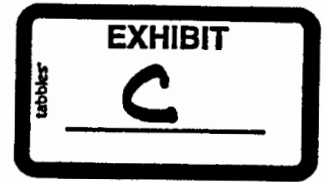
- (B) The rules and regulations to be promulgated under Subsection (A) of this Section must include a provision that funds allocated to a local improvement project must be based on a total projected cost of the project, including, but not limited to, materials, construction costs, fees, clearances, designs and the like.
- (C) This fund is not subject to the requirements set forth in 12 N.N.C. § 860 for Capital Improvement Projects.

§880. AMENDMENTS.

- (A) This Appropriations Act may be amended from time to time by the Navajo Nation Council upon the recommendation of the Budget and Finance Committee of the Navajo Nation Council; provided that amendments to those sections of this Act related to either the Capital Improvement Process or the Local Government Improvement Fund shall be upon the recommendation of the Transportation and Community Development Committee of the Navajo Nation Council.

Navajo Nation Fiscal Year 2024 Budget Preparation Calendar

DUE DATES		KEY ACTIVITY	PERFORMED BY
1	July 12, 2023	Approve budget development legislation including revenue projections, Branch planning allocations, budget calendar, and the Budget Instructions Manual (BIM).	Budget and Finance Committee
2	July 13-14, 2023	Establish and issue Branches/Divisions budget planning allocations for preparation of program budgets.	Branch Chiefs
3	July 14, 2023	Conduct budget preparation orientation and issue Budget Instructions Manual (BIM) to Branches and Divisions.	OMB
4	July 14 - 21, 2023	Begin preparation of program budgets and submittal due date.	NN Programs/NN Branch Chiefs, Divisions/Programs
5	July 17 - 21, 2023	<i>Navajo Nation Council Summer Session</i>	NNC
6	July 24 - 25, 2023	Prepare budget forms and related information for Branch Chiefs' budget hearings.	OMB, Divisions/Programs
7	July 26 - 28, 2023	Branch budget hearings; review and approve proposed Branch/Division/Program budgets.	NN Branch Chiefs, Divisions/Programs
8	July 29 – August 02, 2023	Prepare Branches/Divisions budget forms and related information for Oversight Committees' budget hearings.	NN Branch Chiefs, Divisions/Programs
9	August 3 - 4, 2023	Issue Oversight Committees' proposed budget legislations for five-day public comment.	Legislative Counsel
10	August 7 - 11, 2023	Conduct budget hearings; approve legislation recommending the Branch/Division budgets to the BFC.	NNC Oversight Committees
11	August 14 -15, 2023	Prepare budget forms and related information for the Budget and Finance Committee budget hearings.	OMB, Branches/Divisions
12	August 16 - 24, 2023	Conduct budget hearings; review and approve Branch Chiefs' budgets and the Oversight Committees budget recommendations and act on and issue the NN Council proposed legislation for the NN comprehensive budget.	Budget and Finance Committee
13	August 25 - 29, 2023	Prepare the budget for the Naabik'iyati' Committee and NN Council, including the NN comprehensive budget book.	OMB
14	August 31 – September 1, 2023	Naabik'iyati' Committee budget session; review the NN comprehensive budget and forward the budget and proposed legislation to the NN Council with changes, if any.	Naabik'iyati' Committee
15	September 5 – 8, 2023	NN Council budget session; deliberate and approve the NN comprehensive budget; adopt budget legislation.	Navajo Nation Council
16	September 30, 2023	Deadline to act on the NNC approved NN comprehensive budget and legislation.	NN President



THE NAVAJO NATION

NAVAJO NATION THREE BRANCH CHIEFS' AGREEMENT

Fiscal Year 2024 Comprehensive Budget

June 28, 2023

The Branch Chiefs of the Navajo Nation government considered the Fiscal Year 2024 General Fund Revenue Projection, Permanent Fund Income, and related budget matters and hereby provide the following recommendation to the Budget and Finance Committee of the Navajo Nation Council:

1. General Fund Allocations:

Fixed Costs	\$ 26,297,968	13.07%
External Funds Cash Match	\$ 4,500,000	2.24%
Executive Branch	\$ 120,390,202	59.83%
Legislative Branch	\$ 18,056,491	8.97%
Judicial Branch	\$ 18,094,114	8.99%
Chapters-Non Administrative	\$ 13,875,225	6.90%
TOTAL:	\$ 201,214,000	100%

The fund sources for the \$201,214,000 are as follows:

A. General Fund Revenue Projection:	\$ 161,214,000
B. Permanent Fund Interest:	\$ 40,000,000

2. Personnel Lapse/Savings Fund:

The Branch Chiefs recommend the following:


- \$5,478,564 in actual budgeted FY 2023 GWA be allocated for the three Branches to cover the GWA costs.
- \$5,000,000 be allocated to partially cover costs for the Retirement Plan, BU# 118018 for cost increases.
- A General Wage Adjustment in FY 2024 of up to 5% for increasing inflationary costs.

3. Permanent Fund Income Excess:


On the \$21,555,000 in Permanent Fund income above the \$40,000,000 designated for the General Fund budget, pursuant to Navajo Nation Council resolution CAP-30-21, the Permanent Fund Five Year Expenditure Plan for FY 2022-2026, the Branch Chiefs recommend the following priorities: (a) Senior Programs; (b) Grazing, Farm Board and Land Board Officials; (c) Road Investment; (d) Youth Investment; (e) Outdoor Market Improvements.

4. Undesignated Unreserved Fund Balance (UUFB): \$20,000,000

The FY 2023 budget resolution CS-42-22, Section Two, J, sets aside \$20,000,000 from the UUFB for the FY 2024 budget due to impending projected revenue reductions. The revenue projections above do not show a revenue reduction; therefore, it is recommended the \$20,000,000 be set aside for the FY 2025 budget.


Dr. Buu Nygren, President
EXECUTIVE BRANCH


Crystalyne Curley, Speaker
LEGISLATIVE BRANCH


JoAnn Jayne, Chief Justice
JUDICIAL BRANCH

FY 2024 Budget Planning Allocation Options

FY 2023 GENERAL FUND BASE BUDGET ALLOCATION (For Information Only) BFJN-20-22		
BRANCH	FY 2023 Revenue Allocation	PERCENTAGE
Fixed Costs	\$23,311,908	11.72%
External Funds Cash Match	\$5,000,000	2.51%
Chapter Officials Stipends	\$4,158,000	2.09%
Executive Branch	\$118,092,986	59.36%
Legislative Branch	\$17,221,488	8.66%
Judicial Branch	\$17,258,393	8.68%
Chapter (Non-Administrative	\$13,875,225	6.98%
Total	\$198,918,000	100.00%

Branch Chiefs Agreement Recommendation		
BRANCH	FY 2024 Revenue Allocation	PERCENTAGE
Fixed Cost	\$26,297,968	13.07%
External Funds Cash Match	\$4,500,000	2.24%
Executive Branch	\$120,390,202	59.83%
Legislative Branch	\$18,056,491	8.97%
Judicial Branch	\$18,094,114	8.99%
Chapter (Non-Administrative Costs)	\$13,875,225	6.90%
Total	\$201,214,000	100.00%

BFC Option - Fixed Cost \$29,360,791 (\$3,062,823 from Executive Branch/DNR for Grazing Committees, Land & Farm Boards); External Funds Cash Match \$4,500,000; Chapter Non-Administrative \$13,875,225		
BRANCH	FY 2024 Revenue Allocation	PERCENTAGE
Fixed Cost	\$29,360,791	14.59%
External Funds Cash Match	\$4,500,000	2.24%
Executive Branch	\$117,327,379	58.31%
Legislative Branch	\$18,056,491	8.97%
Judicial Branch	\$18,094,114	8.99%
Chapter (Non-Administrative Costs)	\$13,875,225	6.90%
Total	\$201,214,000	100.00%

BFC Option

Fixed Cost Programs
FY 2024 General Fund and IDC Allocations



A	B	C	D	E
BU #	Program	FY 24 GF Allocation	FY 24 IDC Allocation	TOTAL C + D
118001	Annual Audit - OOC	1,385,692	614,308	2,000,000
118004	Insurance Premiums - DGS	2,335,377	2,445,821	4,781,198
118005	Utilities - DGS	3,574,895	3,052,716	6,627,611
118007	Telecommunications - DGS	347,289	933,807	1,281,096
118008	Radio Communications - DGS	102,743	360,889	463,632
118013	Hopi Partitioned Land Rental - NHL	134,000		134,000
118017	Indirect Cost Plan - OMB		25,217	25,217
118018	Retirement Plan Account - DHR *	1,983,220		1,983,220
118019	NN Integrated Justice - JB	350,000		350,000
118020	Investment Fees - OOC	395,000		395,000
118022	FMIS Maintenance - OOC	993,710	1,020,555	2,014,265
118023	Facility Maintenance - DGS	2,162,157	188,641	2,350,798
118026	Information Technology - DGS	1,350,509		1,350,509
118027	NGS Transmission Costs - DNR	1,370,100		1,370,100
118028	Office Rental - ONTC	87,811		87,811
118029	Office Rental - NNHRC	30,481		30,481
118030	Office Rental - Navajo Utah	15,153		15,153
118031	Office Rental - DED	191,831		191,831
N01000	Fixed Cost Litigation - DOJ	5,000,000		5,000,000
108XXX	Chapter Officials Stipends - DCD	4,158,000		4,158,000
New	Navajo Nation Election - LB	300,000		300,000
New	Agr - District Grazing Committee	1,797,726		1,797,726
New	Agr - Eastern Navajo Land Board	448,519		448,519
New	Agr - Farm Board	816,578		816,578
New	Office Rental - Eastern Navajo Land Comm	30,000		30,000
Totals:		29,360,791	8,641,954	38,002,745

* BU# 118018 Retirement Plan: \$1,938,220 + \$5,000,000 (Personnel Lapse)

BUDGET AND FINANCE COMMITTEE

July 12, 2023

Special Meeting

VOTE TALLY SHEET:

Legislation No. 0142-23: An Action Relating to the Budget and Finance Committee; Accepting the Controller's FY2024 General Fund Revenue Projections; Approving the FY2024 Budget Instructions Manual and other Actions Related to the FY2024 Comprehensive Budget

Sponsor: Shaandiin Parrish, Council Delegate

Motion: Lomardo Aseret

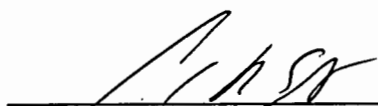
Second: Norman M. Begay

Vote: 4-0, Vice Chairperson not voting, with 1 amendment

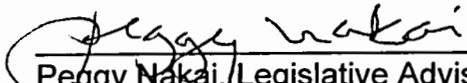
Final Vote Tally:

Lomardo Aseret	yea	
Norman M. Begay	yea	
Amber K. Crotty	yea	
Seth A. Damon		
Shaandiin Parrish	yea	
Carl R. Slater		

Absent: Seth A. Damon



Carl R. Slater, Vice Chairperson
Budget & Finance Committee



Peggy Nakai, Legislative Advisor
Budget & Finance Committee