

THE NAVAJO NATION
PROGRAM BUDGET SUMMARY

PART I. Business Unit No.: 1XXXXX		Program Title: Program/Department Title		Division/Branch: _____		Division Name/Branch Name _____	
Prepared By: _____		Individual's Name _____		Phone No.: 928.871.6000		Email Address: abc@navajo-nsn.gov	

PART II. FUNDING SOURCE(S)	Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY			
General Funds	10/01/16-9/30/17	391,450.00	81%	Fund Type Code	NNC Approved Original Budget	Proposed Budget	
External Funds	10/01/16-9/30/17	90,821.00	19%				
				2001 Personnel Expenses	204,750	157,235	(47,515)
				3000 Travel Expenses	15,000	20,030	5,030
				3500 Meeting Expenses	5,000	7,000	2,000
				4000 Supplies	10,000	9,900	(100)
				5000 Lease and Rental	10,000	16,200	6,200
				5500 Communications and Utilities	3,000	6,800	3,800
				6000 Repairs and Maintenance	8,000	5,200	(2,800)
				6500 Contractual Services	30,000	64,000	34,000
				7000 Special Transactions	3,000	45,811	42,811
				8000 Public Assistance	10,000	13,000	3,000
				9000 Capital Outlay	54,000	16,000	(38,000)
				9500 Matching Funds	29,684	30,274	590
				9500 Indirect Cost			0
				TOTAL	\$382,434.00	391,450.00	9,016

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		4	3
Total # of Permanently Assigned Vehicles:		1	1

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

/S/ Program/Department Manager's Signature 6/30/2016 SUBMITTED BY: Program Manager's Printed Name and Signature / Date	/S/ Division Director/Branch Chief 6/30/2016 APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date
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PART I. PROGRAM INFORMATION:																									
Business Unit No.: 1XXXXX	Program Name/Title: _____																								
Program/Department Title (Per Plan of Operation) _____																									
PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE:																									
Per XX NNC, Program/Dept is responsible for providing services to the Navajo people.																									
PART III. PROGRAM PERFORMANCE CRITERIA:																									
1. Program Performance Area: <u>Client Services</u>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">1st QTR</th> <th colspan="2">2nd QTR</th> <th colspan="2">3rd QTR</th> <th colspan="2">4th QTR</th> </tr> <tr> <th>Goal</th> <th>Actual</th> <th>Goal</th> <th>Actual</th> <th>Goal</th> <th>Actual</th> <th>Goal</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>50</td> <td></td> <td>75</td> <td></td> <td>75</td> <td></td> <td>50</td> <td></td> </tr> </tbody> </table>	1st QTR		2nd QTR		3rd QTR		4th QTR		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	50		75		75		50	
1st QTR		2nd QTR		3rd QTR		4th QTR																			
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual																		
50		75		75		50																			
Goal Statement: Number of clients served each quarter.																									
2. Program Performance Area: <u>Case Management</u>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>10</td> <td></td> <td>15</td> <td></td> <td>20</td> <td></td> <td>10</td> <td></td> </tr> </tbody> </table>	10		15		20		10																	
10		15		20		10																			
Goal Statement: Number of case files closed each quarter.																									
3. Program Performance Area: <u>Promoting Program Services.</u>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>3</td> <td></td> <td>3</td> <td></td> <td>3</td> <td></td> <td>3</td> <td></td> </tr> </tbody> </table>	3		3		3		3																	
3		3		3		3																			
Goal Statement: Conduct 3 program orientation per quarter.																									
4. Program Performance Area: <u>Providing road maintenance.</u>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>500</td> <td></td> <td>300</td> <td></td> <td>1,000</td> <td></td> <td>1,000</td> <td></td> </tr> </tbody> </table>	500		300		1,000		1,000																	
500		300		1,000		1,000																			
Goal Statement: Number of miles of road maintained per quarter.																									
5. Program Performance Area: <u>Enhancing employment opportunities.</u>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td>10</td> <td></td> <td>10</td> <td></td> <td>10</td> <td></td> <td>10</td> <td></td> </tr> </tbody> </table>	10		10		10		10																	
10		10		10		10																			
Goal Statement: Number of new jobs created per quarter.																									
PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.																									
_____ /S/ Program/Department Manager's Signature 6/30/2016 Program/Department Director's Printed Name and Signature / Date	_____ /S/ Division Director / Branch Chief Signature 6/30/2016 Division Director/Branch Chief's Printed Name and Signature / Date																								

FY 2017

The Navajo Nation
 Listing of Positions and Assignments by Business Unit

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WKSITE CODE	FY 2016 ACTUAL G/S	SALARY	HOURS	FY 2017 PROPOSED			
									BUDGET PERIOD	BUDGET		
11111			NAVAJO NATION BUDGET OFFICE									
1001	134567	1872	INFORMATION SYSTEMS TECHNICIAN	VACANT	WIN	AB60A	28,600.00	2,080	10/01/16	09/30/17	28,600.00	
1002	145678	1230	DEPARTMENT MGR I	VACANT	WIN	AB68A	56,721.60	2,080	10/01/16	09/30/17	56,722.00	
1003	156789	1364	OFFICE ASSISTANT	VACANT	SRN	AB56A	20,300.80	2,080	10/01/16	09/30/17	20,301.00	
								4,040	10/01/16	03/31/17	10,150.00	
SUBTOTAL:							105,622.40				-105,623.00-	
BUSINESS UNIT TOTAL:							105,622.40				95,472	-105,623.00-

1200

TEMPORARY EMPLOYEE

SRN

520

8736.00

FY 2017

**The Navajo Nation
Listing of Positions and Assignments by Business Unit**

DPM Verification Date

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WKSITE CODE	FY 2016 ACTUAL		HOURS	FY 2017 PROPOSED			
						G/S	SALARY		BUDGET PERIOD	BUDGET		
111111			NAVAJO NATION BUDGET OFFICE									
1001	134567	1872	INFORMATION SYSTEMS TECHNICIAN	VACANT	WIN	AB60A	28,600.00	2,080	10/01/16	09/30/17	28,600.00	
1002	145678	1230	DEPARTMENT MGR I	VACANT	WIN	AB66A	56,721.60	2,080	10/01/16	09/30/17	56,722.00	
1003	156789	1364	OFFICE ASSISTANT	VACANT	SRN	AB56A	20,300.80	1,040	10/01/16	03/31/17	10,150.00	
								SUBTOTAL:	105,622.40			95,472.00
1200	201482	0500	TEMPORARY EMPLOYEE	VACANT	SRN			520			8,736.00	
								SUBTOTAL:				8,736.00
								BUSINESS UNIT TOTAL:	105,622.40			104,208.00

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.:	
Program Name/Title:		1XXXXX	
Program/Department Title:			
PART II. DETAILED BUDGET:		(C)	(D)
(A)	(B)	Total by DETAILED Object Code	Total by MAJOR Object Code
2001 PERSONNEL EXPENSES	Object Code Description and Justification		157,235
2110	Employee Salary, Fringe benefits, Salary adjustments, and Merit payment for eligible personnel. Regular .2120 Three (03) Regular Full-Time positions per Budget Form 3.	95,472	
2200	Salary Adjustment .2220 Step Increases for eligible employees. Information Systems Technician AB60A - AB60B = 41 x 2080 hrs = \$853 Department Manager I AB68A - AB68B = .82 x 2080 = \$1,706 (CS) Office Assistant AB56A - AB56B = .29 x 1040 = \$302	2,861	
2310	Temporary .2320 Temporary/Full Time. \$16.80 x 520 hours = \$8,736	8,736	
2710	Merit Bonus .2720 Merit Bonus for eligible employees.	1,000	
2900	Fringe Benefits .2900 Regular \$95,472 x 48.70% = \$46,494.86 .2900 Salary Adjustment \$2,861 x 48.70% = \$1,393.31 .2900 Temporary \$8,736 x 9.05% = \$790.61 .2900 Merit Bonus \$1,000 x 48.70% = \$487.00 Fringe overall total: \$46,082.09	49,166	
TOTAL		157,235	157,235

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Program/Department Title		Business Unit No.:		
Program Name/Title:		1XXXXX		XXXXXX		
PART II. DETAILED BUDGET:		(B)		(C)		(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code			
3000	TRAVEL EXPENSES		20,030			
	Monthly mileage and fleet rental. Meals, lodging and air fare directly related to program business and other miscellaneous travel expenses.					
	Fleet					
.3110	.3111 Monthly/Perm: (Group A, Class XIII Sedan) 432 x 12 mos. =	\$5,184.00				
	.3113 Mileage: (Group A, Class XIII Sedan) 1,000 mi. x .21 x 12 mos. =	\$2,520.00				
			8,089			
	Vehicle Rental					
.3210	.3220 Vehicle Rental (off reservation)	\$500.00	500			
	Travel Expenses (CONUS rates are available Jan 1st)					
.3240	.3240 \$64/Daily Per Diem x 2 days/week x 10 weeks for 3 staff	\$3,840.00				
.3250	.3250 \$89/Night Per Diem x 1 night/week x 10 weeks for 3 staff	\$2,670.00				
.3260	.3260 POV @ 2,650 miles x .575	\$1,431.00				
.3290	.3290 Other Incidental Travel Expense	\$1,500.00				
3310	Air		2,000			
.3320	.3320 Commercial Air	\$1,000.00				
.3330	.3330 Charter/Internal	\$1,000.00				
TOTAL			20,030			20,030

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.: 1XXXXX	
Program Name/Title:		Program/Department Title	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
3500	MEETING EXPENSES		7,000
	For meetings and travel expenses for Insurance Commission.		
3610	Meetings (Commissions/Boards)		
	.3611 Stipend		
	.3613 Mileage	3,500	
3810	Meetings (Other Non Employees)		
	.3811 Stipend		
	.3813 Mileage	3,500	
TOTAL		7,000	7,000

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.: 1XXXXX	
Program Name/Title:		Program/Department Title	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
4000 SUPPLIES	Desktop supplies, folders, envelopes, pens, pencils. Power Point projector, laptops and partitions. Computer/Xerox toner cartridges. Printing of manuals, brochures, binding, photocopying and publication subscription. Purchase vehicle parts (tires, tubes, etc.).		9,900
4120	Office Supplies .4130 General Office Supplies \$3,000.00	3,000	
4200	Non-Capital Assets .4210 Non-Cap Furniture & Equipment \$900.00 Three (3) scanners @300 each	900	
4410	Operating Supplies .4420 General Operating Supplies \$2,480.00 .4440 Non-Cap Computer Software \$600.00 .4450 Postage, Courier Shipping: \$25 per quarter \$100.00 .4450 Postage, Courier Shipping: \$120 annual box rental \$120.00 .4530 Printing/Binding/Photocopying \$500.00 .4540 Books/Periodicals/Subscriptions: 2 @ 100/year \$200.00	4,000	
4610	Supplies .4630 Tires & Tubes \$2,000.00	2,000	
TOTAL		9,900	9,900

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.:	
Program Name/Title:		1XXXXX	
Program/Department Title:			
PART II. DETAILED BUDGET:		(B)	(C)
(A)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	5000 LEASE & RENTAL		16,200
	Office space lease for 12 months. Rental of meeting room and media equipment for committee, work sessions and special meetings. Rental of booth space for the NN Fair.		
5110	Building (Lease) .5120 Office Space: Lease with XYZ Center @ \$1,000/mo x 12 mos. \$12,000.00	12,000	
5310	Building/Space (Rental) .5320 Meeting Space: Quarterly meetings @ \$100 per quarter \$400.00 .5330 Storage Space: \$75 per month x 12 months \$900.00 .5340 Both/Trade Show Rental \$1,000.00	2,300	
5360	Equipment/Supplies .5370 Equipment Rental: 1 Xerox Copier Rental (BIZHUB C35) x \$75.00/mo x 12 mos. \$ 900.00 .5370 Equipment Rental: Rent backhoe equipment, etc. \$ 1,000.00	1,900	
TOTAL		16,200	16,200

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.: 1XXXXX	
Program Name/Title:		Program/Department Title	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	5500 COMMUNICATION & UTILITIES		6,800
	Basic telephone services and line charges. Install telephone hardware. Installation & service charges for DSL line. Internet service charges for DSL line. Internet services/connectivity.		
5520	Telephone		
.5530	Basic Services: \$30/month x 2 locations x 12 months	5,000	
.5540	Long Distance Service: \$150/mo x 2 locations x 12 months		
.5560	Hardware/Install: One time service		
5570	Internet		
.5580	DSL: \$75/ mo x 12 months	1,800	
.5600	Internet Services \$75/mo x 12 months		
TOTAL		6,800	6,800

THE NAVAJO NATION
 DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION: Program Name/Title: _____ Business Unit No.: 1XXXXX			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
6000	REPAIRS & MAINTENANCE		5,200
	Annual repair & maintenance fees for furniture, equipment and computer upgrade hardware.		
6110	Supplies .6120 Furniture & Equipment R&M Supplies \$2,000.00	2,000	
6130	Services .6140 Furniture & Equipment R&M SERVICES \$1,200.00 1 XEROX Copier Maintenance (BIZHUB C35) x \$100/mo x 12 mos.	1,200	
6300	Technology .6310 Computer Hardware R & M \$2,000.00	2,000	
		5,200	5,200

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.:	
Program Name/Title:		1XXXXX	
Program/Department Title:			
PART II. DETAILED BUDGET:		(C)	(D)
(A)	(B)	Total by DETAILED Object Code	Total by MAJOR Object Code
6500	CONTRACTUAL SERVICES Professional Services for various program initiatives. Contractual services for specialized services.		64,000
6520	Consulting Fees: \$80 per hour x 187,50 hrs \$15,000.00 Expenses: Estimated. \$5,000.00	20,000	
6660	Attorneys Fees: Specialized Service Fees x \$8,000/quarter x 4 quarters \$32,000.00 Expenses: Estimated at \$3,000 per quarter x 4 quarters. \$12,000.00	44,000	
TOTAL		64,000	64,000

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.: 1XXXXX	
Program Name/Title:		Program/Department Title	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
7000	SPECIAL TRANSACTIONS		45,811
	Promote and advertise program's initiative. Gifts and awards to be presented to employees. Catering and refreshments for dept special events. Depreciation.		
	Print advertising and employee training fees. Required insurance premiums.		
7110	Programs	41,850	
	.7130 Promotional Items \$250.00		
	.7140 Gifts & Awards \$1,000.00		
	.7180 Catering \$500.00		
	.7190 Refreshments \$100.00		
	.7220 Depreciation Expense (for proprietary fund) \$40,000.00		
7410	Media	1,000	
	.7440 Print Advertising: Annual Advertised, estimated: \$1,000.00		
7510	Training and Professional Dues	1,140	
	.7520 Training/Registration: 3 Registration Fees X 250 ea \$750.00		
	.7550 Mandatory Professional Dues: 3 Dues x \$130 annually \$390.00		
7710	Insurance Premiums	1,821	
	.7720 Property - Contents \$50,000 / 1,000 x 1.10 = \$55.00		
	.7730 Property - Contractors Equip \$25,000 / 1,000 x 1.10 = \$27.50		
	.7740 Vehicle - Auto Liability \$110.98		
	.7750 Vehicle - Auto Physical Damage (under 1 ton) = \$132.07		
	.7765 Policy Payment (General Liability) \$157235 / 100 x .20 = \$314.47		
	.7767 Workers Comp (less fringe) \$108,069 / 100 x .63 = \$680.83		
	.7766 Deductible: Vehicle under 1 ton \$500.00		
	Total: \$1,820.85		
TOTAL		45,811	45,811

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.: 1XXXXX		
Program Name/Title:		Program/Department Title		
PART II. DETAILED BUDGET:		(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code	
8000	8000 ASSISTANCE For Housing Assistance to eligible clients, and other chapter projects.		13,000	13,000
	Infrastructure			
	.8510 Housing Construction Materials			
	.8555 Chapter Projects			
			\$8,000.00	
			\$5,000.00	
TOTAL			13,000	13,000

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:		Business Unit No.: 1XXXXX											
Program Name/Title:		Program/Department Title											
PART II. DETAILED BUDGET:													
(A)	(B)	(C)	(D)										
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code										
9140	9000 CAPITAL OUTLAY Equipment .9142 Equipment - Purchase copier machine. \$16,000.00	16,000	16,000										
9510	9500 MATCHING & INDIRECT COST Cash Matching Funds External funding agency require a cash matching for external contract, BU# K XXXXX for the term, 10/01/2015 - 9/30/2016 .9520 Matching Funds \$30,274.00	30,274	30,274										
Note: Also, complete Budget Form 6 and Appendix L - 2.													
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"><u>Matching Item</u></td> <td style="width: 20%;"><u>External</u></td> <td style="width: 20%;"><u>General Fund</u></td> <td style="width: 20%;"><u>Total</u></td> <td style="width: 10%;"><u>Ratio</u></td> </tr> <tr> <td>Overall Budget</td> <td>\$90,821</td> <td>\$ 30,274.00</td> <td>\$ 121,095.00</td> <td>75/25</td> </tr> </table>		<u>Matching Item</u>	<u>External</u>	<u>General Fund</u>	<u>Total</u>	<u>Ratio</u>	Overall Budget	\$90,821	\$ 30,274.00	\$ 121,095.00	75/25		
<u>Matching Item</u>	<u>External</u>	<u>General Fund</u>	<u>Total</u>	<u>Ratio</u>									
Overall Budget	\$90,821	\$ 30,274.00	\$ 121,095.00	75/25									
TOTAL		46,274	46,274										

THE NAVAJO NATION
SUMMARY OF CHANGES TO BUDGETED POSITIONS

PART I. PROGRAM INFORMATION:										
Program Name/Title:		Program/Department Title			Business Unit No.: 1XXXXX					
PART II. PERSONNEL/POSITION CHANGES:										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)		
Type of Change	Sub Acct Object Code	Position Number	Job Type / Class Code	Position Title	Employee ID No. or Vacant	Salary	Fringe Benefit	Total (Col. G + H)		
Cost Share	1003	156789	1364	Office Assistant	Vacant	10,150	4,628	14,778		
				Cost Shared @ 1040 Hours (50%) with KXXXXXX						
RIF	1004	657843	1961	Senior Planner	999999	44,054	20,089	64,143		
PAGE TOTAL:						54,204	24,717	78,921		

EXTERNAL CONTRACT AND GRANT FUNDING INFORMATION

PART I. PROGRAM INFORMATION: Funding Period: _____
 Program Name/Title: _____ K #: 1XXXXXX/KXXXXXX
 Contract/Grant No.: CXXXXXX Prepared by: _____ Individual's Name _____

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	112,085	113,442	1,357.00
3000 Travel Expenses	14,180	6,208	(7,972.00)
3500 Meeting Expenses			-
4000 Supplies	5,128	497	(4,631.00)
5000 Lease and Rental			-
5500 Communication and Utilities			-
6000 Repairs and Maintenance			-
6500 Contractual Services			-
7000 Special Transaction	3,946	948	(2,998.00)
8000 Assistance			-
9000 Capital Outlay			-
9510 Matching - Cash	(29,684)	(30,274)	(590.00)
9610 Matching - In - Kind			
9710 Indirect Cost (Overhead) Allocation			-
TOTALS:	105,655	90,821	(14,834.00)

PART IV. FTEs/MATCH FUNDS:

No. of Positions/ FTEs:	Required GF Cash Match:	Required GF In - Kind Match:	Required GF % Match:
2	29,684	4,151	28%
2	30,274		25%
-			
590.00			
(4,151.00)			
-0.030			

MATCHING FUND REQUIRED:
 /S/ Contracting Officer's Signature 7/11/2016
 Contracting Officer's Signature / Date:

PART V. ACKNOWLEDGEMENT:

Submitted by (print): _____ Individual's Name _____ /S/ _____
 Approved by (print): _____ Approver's Name _____
 Signature/Date: _____ /S/ _____