



THE NAVAJO NATION

FISCAL YEAR 2023

Budget Orientation



June 24, 2022

By: Office of Management and Budget

Presentation Overview

- The Appropriations Act
- FY '23 Revenue Projections
- Planning Allocations of General Funds and PTF
- Significant Changes in the FY '23 Budget Instructions Manual (BIM)
- Budget Calendar – Key Dates
- The Navajo Nation Budget Development Process
- Budget Preparation Using Various Budget Forms
- Other(s)
 - Chapter Budgeting
 - Navajo Nation Grants

The Appropriations Act

- Appropriations Act is Title 12, Chapter 7, Fiscal Matters, of the Navajo Nation Code and is included as Reference 1 in the FY'23 BIM.
- The basis for the annual preparation of the NN Comprehensive Budget and provides for the following:
 - Budget planning and preparation.
 - Budget approval, adoption and certification.
 - Budget implementation, monitoring and control.
- States that the NN government has a fiduciary responsibility:
 - To account for public funds.
 - To manage finances wisely.
 - To plan for the adequate funding of services desired by the Navajo people, including the provision and maintenance of public facilities.

FY '23 Revenue Projections

- By Resolution BFJN-20-22 on June 21, the BFC approved a total revenue projection and allocation for the FY'23 NN budgeting purposes at \$198,918,000 which is an increase of \$21,713,000 from the FY 2022 allocation of \$177,205,000.
- The \$198,918,000 is a result of the combination of \$158,918,000 in general fund projected revenue and \$40,000,000 in revenue from the Permanent Fund interest for FY'23.
- Programs eligible for funds from the Indirect Cost (IDC) will also have these to budget along with their general funds. The IDC Recovery is at \$23,000,000, down from FY'22 \$25,000,000.
- Programs receiving funds from external sources (primarily Federal and State agencies) will provide information on anticipated and current unexpended budget balance for FY'23 funding to be included in the Navajo Nation Comprehensive Budget.
- General Wage Adjustment – a total of \$3,020,946 from expected Personnel Lapse Saving funds will be allocated to General Fund programs who incurred FY'22 GWA expenses and must be budgeted in the personnel object codes.

Planning Allocations of General and Permanent Trust Fund

- The Budget and Finance Committee approved the FY 2023 General Fund and Permanent Trust Fund planning allocations for the three branches and others as follows:

Fixed Cost	\$ 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	<u>\$ 13,875,225</u>	<u>6.98%</u>
Total:	\$ 198,918,000	100.00%

Allocations of Other NN Funds

- Other Navajo Nation funds which are allocated for budgeting purposes through the Office of the Controller and Office of Management and Budget are as follows:

• Indirect Cost Recovery Funds	\$ 23,000,000
• Fiduciary Funds	\$ 107,817,106
• Enterprise Funds	\$ 12,344,000
• Internal Service Funds	\$ 76,591,606
• Proprietary Funds	\$ 4,722,757
• Special Revenue Funds	\$ <u>37,947,490</u>

Total: \$ 262,422,959

Significant Changes in the FY 23 BIM

- The fringe rate increased from 43.38% to 52.06% for Regular Employees. For other types of employees, the rates also have changed. The new rates can be found in the Appendix E in the FY'23 BIM.
- The general liability insurance rate has changed from \$0.25 to 0.17 (decrease) per \$100 of payroll (including the fringe benefit amount).
- The property insurance rate has changed from \$0.71 to \$0.72 (increase) per \$1,000 value of the property to be insured. Contact the Risk Management program to determine how to insure program property. An Exposure Summary Packet issued by Risk Management will need to be completed and submitted to Risk Management for program property to be insured.
- Workers Comp insurance will be assessed \$0.70 per \$100 of payroll (not including fringe benefits) for regular status employees. Chapter employees will be assessed \$0.53 per \$100 of payroll
- Some of the other rates have changed and the revised rates are in the FY'23 BIM. The respective offices who have responsibility for these rates can be contacted for more information, if necessary.

Significant Changes-External Grants-FY 23 BIM

- Sec. VII. C. 18., Budgeting for Personnel Salaries on External Grants.
 - 45 calendar days prior to budget end date of grant, initiate request for continued employment of personnel under successor grant.
 - Approved GWA shall be implemented by Dec 31, 2022. By Jan 15, 2023, Div Dtr provide status report on implementation of GWA.
- Appendix L Sec. VI. 2 NNC § 164(A) or (B) REVIEW ON GRANT APPL., AWARD/AGREEMENT, MODIFICATION OF GRANT AGREEMENT

Budget Calendar –Key Dates

DATES	ACTIVITY	PERFORMED BY
June 21	Approve the FY 2023 BIM, the budget calendar, revenue projections and Branch planning allocations.	BFC
June 24	Conduct budget orientation for NN Branches, Divisions and Programs.	NN - OMB
June 23	Issue Division/Program planning allocations for program budget preparation.	Branch Chiefs and Division Directors
June 23	Begin budget preparation per the approved FY 23 BIM.	NN Programs
July 5	Deadline to submit completed budget packages to OMB.	NN Programs
July 11 -13	Branch Chiefs' budget hearings; review and approve proposed Branch/Division/Program budgets.	NNOMB Programs/Divs

Budget Calendar – Key Dates

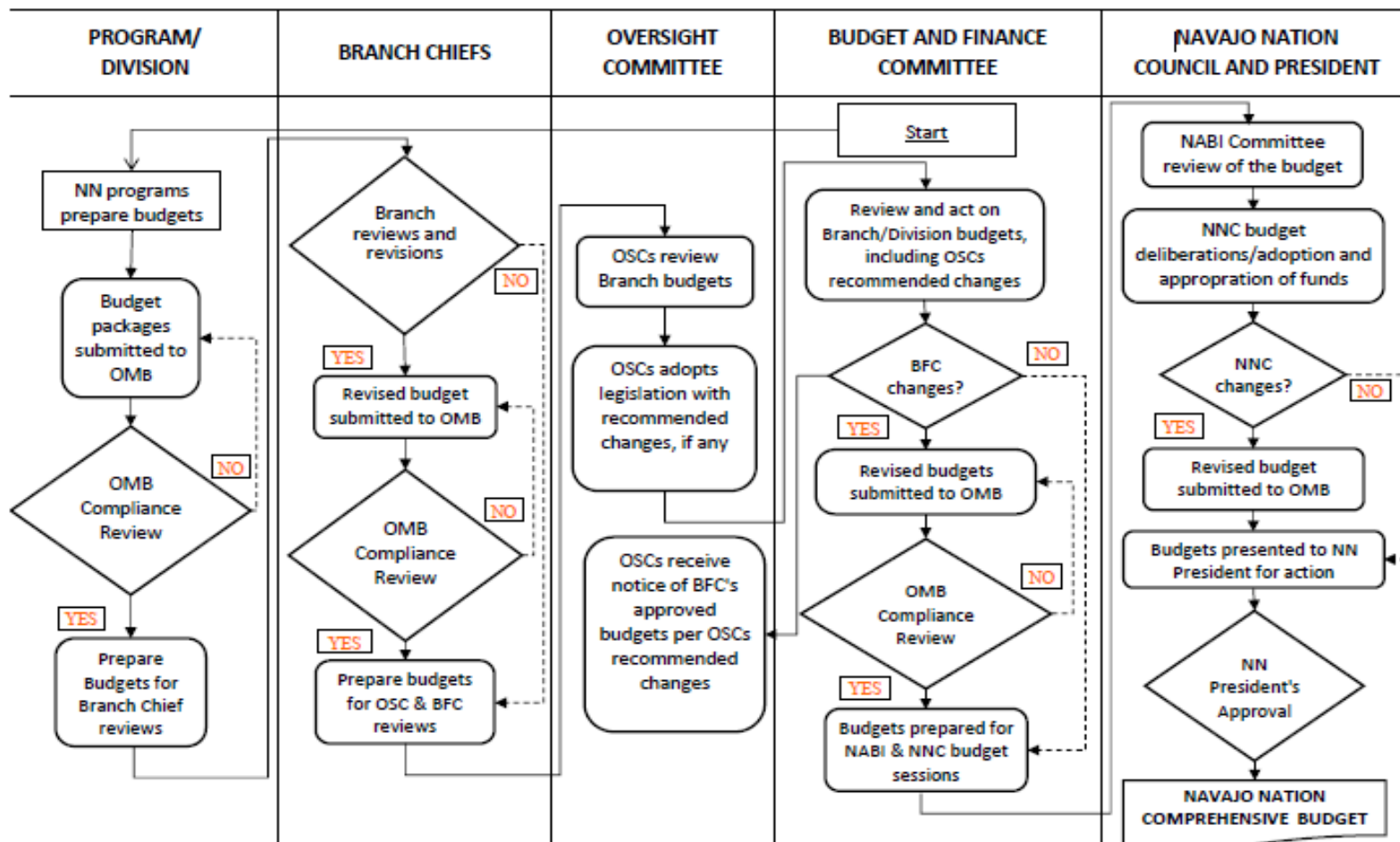
DATES	ACTIVITY	PERFORMED BY
July 25-29	Conduct budget hearings and approve legislation recommending budget changes, if any.	NNC Oversight Committees
August 8-19	Budget hearings for review of Branch/Division budgets and Oversight Committees' recommendations; BFC approves proposed legislation recommending the budget to the NN Council.	BFC
August 31-Sept 1	Review of Branch/Division budgets and forward the budget to NNC.	NABI
September 6-9	Conduct budget deliberations, approve the FY 23 NN Comprehensive Budget and adopt legislation.	NN Council
September 29	Act on NNC approved NN Comprehensive Budget and legislation.	NN President

Budget Development Process

- The development of the NN comprehensive budget goes through several steps before it becomes an official budget of the Navajo Nation. These steps are shown on the next slide.
- The official starting point is with the BFC approving the revenue projection, determining the Branch general fund allocations, approving a budget calendar and approving the Budget Instructions Manual.
- The prepared budgets goes through several reviews starting with the Branch Chiefs, then the oversight committees, and finally the BFC and Nabikiiyati Committee before it goes to the NNC for final approval.
- The NNC approved budget is subject to final action by the NN President where he can veto all or some of the budget items. If he vetoes the whole budget, it can go back to the NNC for an override. If he vetoes certain items in the budget, the NNC cannot override those.

Budget Development Process Chart

Budget Development Process Chart



Key:

BFC = Budget & Finance Committee

NN = Navajo Nation

OMB = Navajo Nation Office of Management and Budget

OSC = Oversight Committee

NABI = Nabikiyati Committee

NNC = Navajo Nation Council

Budget Forms

- The following budget forms are used to prepare and submit program budgets:
 - Budget Form 1 – Program Budget Summary.
 - Budget Form 2 – Program Performance Criteria.
 - Budget Form 3 – Listing of Positions and Assignments by Business Units.
 - 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.

Budget Forms – General Rules

- Sample completed forms are provided by OMB for programs to use as a guide in preparing their budgets.
- Written instructions are included with each budget form in the BIM for use in completing each form.
- Use appropriate codes, rates, or schedules which are in the FY'23 BIM.
- If no budget data or information is on a budget form, do not include it with the budget package that will be submitted to OMB.
- All budget amounts are to be entered in object codes at Level of Detail (LOD) 6, except for fringe benefits, which is at LOD 5. Other amounts are entered at LOD 4 and LOD 7 for other purposes which is shown on the sample budget forms.
- Budget amounts must be rounded to the nearest whole dollar.
- Enter consecutive page numbers on each and all budget forms completed in the spaces provided: ____ of _____. This helps reviewers to identify which form to look at when it is being reviewed.

Preparing a Budget

- Before any of the NN programs can start preparing budgets, the Branch Chiefs and the Division Directors will need to provide program planning allocations.
- In addition, programs will need to pick up Budget Form 3 from their respective DPM which lists the current positions that are funded for FY'23. Spaces are provided for revisions, if needed, to this form
- Branches, Division and Programs must submit completed budgets on July 5 to the OMB this year.
- OMB instructions in this power point presentation focuses primarily on how to prepare a budget using sample, completed budget forms.

Budget Form 3

Listing of Positions and Assignments by Business Unit

- Used for position and salary information for proposed positions to be funded, including new and temporary.
- The respective Personnel Office will provide a draft Budget Form 3 showing the current position listing with data taken from the HRIS and with blank spaces below each entry.
- Budget Form 3 issued by the Personnel is to be used to correct or change any personnel/position data in the blank spaces in red ink. New positions budgeted should be added with the appropriate information for the position using the BIM.
- Budget Form 3, with corrected information (if any), is to be returned to the Personnel Office for updating in the HRIS and issuance of a revised Budget Form 3 which will not have blank spaces.
- The revised Budget Form 3 with updated information must be included with the rest of the completed FY 23 budget forms to be submitted to OMB.

Budget Form 5

Summary of Changes to Budgeted Positions

- Used to summarize changes to be made to existing personnel/position information such as Abolish, Layoff, Trans In, Trans Out, Cost Share, New, Prorate, and Reclassification.
- Parts I: Is for entry of Program Information.
- Part II: Is for entry of data or information in the columns using the written instructions for this form in the FY'23 BIM.
- Any position/personnel which is cost shared with another program or business unit must provide information in the spaces on the position/personnel and also indicate which program or business unit the personnel cost is shared with and the amounts or percentage that are shared.

(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)
RIF	1004	657843	1961	Senior Planner	62735	49,319	25,675	74,994
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
PAGE TOTAL:						49,319	25,675	74,994

Budget Form 4

Detailed Budget and Justification

- Budget Form 4 is used for displaying the proposed, detailed budget with justifications, including calculations for certain budgeted items.
- Each proposed budgeted item at LOD 4, LOD 5 (fringe only), LOD 6 and LOD 7 (for justification and expenditure information) will be entered on this form. Use the Chart of Accounts in the BIM to enter budget amounts by object codes in the various columns on the form.
- Use appropriate rates, codes and schedules to calculate certain costs such as fringe benefits, fleet user rates, personal travel, insurance premiums, etc.
- To budget for assigned vehicles; list type of vehicle, class and appropriate use rate, including calculating the appropriate tax rate (6% for FY'23).
- Column (A) is used to enter the LOD 6 object code number for each budgeted item with the object code description entered in Column (B).

Budget Form 4

Detailed Budget and Justification

- In Column (B), on the first line for each major object code group, enter the appropriate LOD 4 object code with its description and with a brief written justification. On the next line, under each LOD 4 entry, the LOD 6 object code description should be entered that corresponds to the object code number entered in Column (A).
- On the third line, enter all the appropriate LOD 7 object code(s) and its description(s) which are part of the LOD 6 object code group previously entered. Entries at LOD 7 are amounts that the program will spend for each LOD 6 budget entry amount. For example, LOD 6 object code 3230 Personal Travel will have LOD 7 object codes 3240 for Per Diem, 3250 for Lodging, and 3260 for POV Mileage as well as the calculated expense for each.
- Column (C) will show the amount only for each LOD 6 object code shown in Column (A). These LOD 6 amounts are entered into the FMIS to set up the account for each business unit or program.
- Column (D) will show the sum or total of the LOD 6 object codes groups in Column (C) at the LOD 4 major object code series. These amounts will also be entered on Budget Form 1, Part III, Column (B). If these amounts do not agree, something is wrong and needs to be corrected.

FY 2023

**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: _____ 1XXXXX
PART II. DETAILED BUDGET:				
(A)	(B)	(C)	(D)	
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)	
	2001 PERSONNEL EXPENSES			396,687
2110	Employee salary, Farm board stipend, fringe benefits, salary adjustments and merit payment for eligible personnel			
	Regular			
	.2120 Four (4) Regular positions Full-Time/Cost Shared positions 164,241	164,241		
2200	Salary Adjustment			
	.2220	2,757		
	Step Increases for eligible employees			
	1001 Program Manager I = .81 x 1,264 = 1,024			
	1002 Administrative Assistant = 0.63 x 2088 = 1,315			
	1003 Sr. Office Specialist = 0.40 x 1044 = 418			
2450	Stipend-Boards, Committees			
	.2460	129,000		
	Chinle: 6 Farm board members x \$250 x 12 = 18,000			
	Ft. Defiance: 15 Farm board members x \$250 x 12 = 45,000			
	Northern: 13 Farm board members x \$250 x 12 = 39,000			
	Western: 9 Farm board members x \$250 x 12 = 27,000			
2710	Merit Bonus			
	.2720 Merit Bonus 1,000	1,000		
2900	Fringe Benefits			
	.2900 Regular 164,241 x 52.06% 85,504	99,689		
	.2900 Salary Adjustment 2,757 x 52.06% 1,435			
	.2900 Boards/Committee 129,000 x 9.48% 12,229			
	.2900 Merit Bonus 1,000 x 52.06% 521			
TOTAL		396,687		396,687

**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Program/Department Title _____	Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	3000 TRAVEL EXPENSES		22,023
	Monthly mileage and fleet rental. Meals, lodging and air fare directly related to program business and other miscellaneous travel expenses.		
3110	Fleet	10,011	
	6% Sales Tax		
	Total:		
.3111	Monthly/Perm: (Group A, Class XIII Sedan) 457 x 12 mos. = \$5,484	5,813	
.3113	Mileage: (Group A, Class XIII Sedan) 1,000 mi. x .33 x 12 mos. = \$3,960	4,198	
3210	Vehicle Rental	422	
.3220	Vehicle Rental (off reservation) \$422.00		
3230	Travel Expenses (CONUS rates are available Jan 1st)	9,590	
.3240	Meals: \$61/Day x 2 days/week x 10 weeks for 3 staff \$3,660.00		
.3250	Lodging: \$96/Night x 1 night/week x 10 weeks for 3 staff \$2,880.00		
.3260	POV Mileage: @ 2,650 miles x 0.585 \$1,550.25		
.3290	Other Incidental Travel Expense \$1,500.00		
3310	Air	2,000	
.3320	Commercial Air \$1,000.00		
.3330	Charter/Internal \$1,000.00		
	3500 MEETING EXPENSES		103,200
	Navajo Nation Farm Board to be paid \$100 twice a month for mileage		
3810	Meetings	103,200	
.3813	Chinle: 6 Farm board members x \$100 x 24= \$14,400		
	Ft. Defiance: 15 Farm board members x \$100 x 24 = \$36,000		
	Northern: 13 Farm board members x \$100 x 24= \$31,200		
	Western: 9 Farm board members x \$100 x 24= \$21,600		
TOTAL		125,223	125,223

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:				
(A)	(B)		(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)		Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	4000 SUPPLIES			9,900
	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.).			
4120	Office Supplies		3,000	
.4130	General Office Supplies	\$3,000.00		
4200	Non Capital Assets		900	
.4210	Non-Cap Furniture & Equipment	\$900.00		
	Three (3) scanners @300 each			
4410	Operating Supplies		4,000	
.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		
4610	Supplies		2,000	
.4630	Tires & Tubes	\$2,000.00		
	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)		12,000	
.5120	Office Space: Lease with XYZ Center @ \$1,000/mo x 12 mos.	\$12,000.00		
TOTAL			21,900	26,100

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:				
(A)	(B)		(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)		Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	5000 LEASE & RENTAL (con't)			
5310	Building/Space (Rental)		2,300	
	.5320	Meeting Space: Quarterly meetings @ \$100 per quarter \$400.00		
	.5330	Storage Space: \$75 per month x 12 months \$900.00		
	.5340	Booth/Trade Show Rental \$1,000.00		
5360	Equipment/Supplies		1,900	
	.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		
	6000 REPAIRS & MAINTENANCE			4,200
	Annual repair & maintenance fees for furniture, equipment and computer upgrade hardware.			
6110	Supplies		2,000	
	.6120	Furniture & Equipment R&M Supplies \$2,000.00		
6130	Services		1,200	
	.6140	Furniture & Equipment R&M SERVICES \$1,200.00		
		1 XEROX Copier Maintenance (BIZHUB C35) x \$100/mo x 12 mos.		
6300	Technology		1,000	
	.6320	Software Support 4 employees x \$250 \$1,000.00		
	6500 CONTRACTUAL SERVICES			64,000
	Professional Services for various program initiatives. Contractual services for specialized services.			
6520	Consulting		20,000	
	.6530	Fees: \$80 per hour x 187.50 hrs. \$15,000.00		
	.6540	Expenses: Estimated. \$5,000.00		
TOTAL			28,400	68,200

THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Program/Department Title _____	Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
6500 CONTRACTUAL SERVICES (con't)			
6660	Attorneys	44,000	
.6670	Fees: Specialized Service Fees x \$8,000/quarter x 4 quarters \$32,000.00		
.6680	Expenses: Estimated at \$3,000 per quarter x 4 quarters. \$12,000.00		
7000 SPECIAL TRANSACTIONS			7,590
Promote and advertise program's initiative. Gifts and awards to be presented to employees. Catering and refreshments for dept. special events. Print advertising and employee training fees. Required insurance premiums.			
7110	Programs	1,850	
.7130	Promotional Items \$250.00		
.7140	Gifts & Awards \$1,000.00		
.7180	Catering \$500.00		
.7190	Refreshments \$100.00		
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		
TOTAL		47,990	7,590

**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

PART I. PROGRAM INFORMATION:			
Program Name/Title: _____		Program/Department Title _____	Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	7000 SPECIAL TRANSACTIONS (con't)		
7710	Insurance Premiums	3,600	
	.7720 Property - Contents \$50,000 / 1,000 x 0.72 = \$36.00		
	.7730 Property - Contractors Equip \$25,000 / 1,000 x 0.72 = \$18.00		
	.7740 Vehicle - Auto Liability \$129.01		
	.7750 Vehicle - Auto Physical Damage (under 1 ton) = \$163.28		
	.7765 Policy Payment (General Liability) \$396,687 / 100 x 0.17 = \$674.37		
	.7766 Deductible: Vehicle under 1 ton \$500.00		
	.7767 Workers Comp (less fringe) \$296,998/ 100 x 0.70 = \$2,078.99		
	Total: \$3,600.00		
	8000 ASSISTANCE		13,000
	For Housing Assistance to eligible clients, and other chapter projects.		
8500	Infrastructure	13,000	
	.8510 Housing Construction Materials \$8,000.00		
	.8555 Chapter Projects \$5,000.00		
	9000 CAPITAL OUTLAY		16,000
9140	Equipment	16,000	
	.9142 Equipment - Purchase copier machine. \$16,000.00		
TOTAL		32,600	29,000

Budget Form 1

Program Budget Summary

- This form should be completed after the overall budget is completed on Budget Form 4 (and Budget Form 6) as this form is a summary of what has been budgeted as well as other related information.
- This form serves as an overview of information about the program, the funding sources, budget summarizes by major object codes and to compare the current year's budget (as approved by the Navajo Nation Council) to the proposed year's budget, including the number of positions and number of assigned vehicles that are funded.
- In Part V, appropriate names and titles of the responsible persons are to be entered for the Program Manager and the Division Director or Branch Chief (or an appropriate, official representative). Program Managers are responsible for preparing the budget (without errors and omissions) and the Branch Chief or Division Director should primarily be aware of what is in the budget to evaluate periodically the progress of the programs for performance and spending levels during the fiscal year.

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BUDGET FORM 1

PART I. Business Unit No.: 1XXXXX		Program Title: _____		Program/Department Title _____		Division/Branch: _____		Division Name/Branch _____	
Prepared By: _____		Individual's Name _____		Phone No.: (928) 871-XXXX		Email Address: (928) 871-XXXX			
PART II. FUNDING SOURCE(S)		Fiscal Year /Term		Amount		% of Total		PART III. BUDGET SUMMARY	
General Funds		10/1/21 - 9/30/22		498,336		69%		Fund Type Code	
Indirect Cost Recovery		10/1/21 - 9/30/22		124,000		17%		(A) NNC Approved Original Budget	
External Funds		10/1/21 - 9/30/22		90,821		13%		(B) Proposed Budget	
Personnel Lapse Allocation		10/1/21 - 9/30/22		7,468		1%		(C) Difference or Total	
								2001 Personnel Expenses	
								3000 Travel Expenses	
								3500 Meeting Expenses	
								4000 Supplies	
								5000 Lease and Rental	
								5500 Communications and Utilities	
								6000 Repairs and Maintenance	
								6500 Contractual Services	
								7000 Special Transactions	
								8000 Public Assistance	
								9000 Capital Outlay	
								9500 Matching Funds	
								9500 Indirect Cost	
								TOTAL	
								(D)	
								(E)	
								Total # of Positions Budgeted:	
								Total # of Vehicles Budgeted:	
								TOTAL	
								659,242	
								652,800	
								(6,442)	
								4	
								2	
								1	
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 2

Program Performance Criteria

- Performance budgeting is used as a factor in making budget decisions, including determining the funding level for a program, as well as to monitor program performance periodically.
- Performance criteria information include goal statements for services provided primarily by NN programs. The results of these goal statements are reported to OMB each quarter to assess program performance and issue an overall performance report to the Branch Chiefs and Division Directors for their information.
- Program performance scores are arrived at using a rating scale of 0 to 5, to indicate No report (0); Unsatisfactory (1); Needs Improvement (2); Meets Expectations (3); Exceeds Expectations (4); Outstanding (5).

**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

PART I. PROGRAM INFORMATION:

Business Unit No.: 1XXXXX

Program Name/Title: (Per Plan of Operation)

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

NABIJY-39-14 - The purpose of the Office of Navajo Tax Commission shall be to provide professional management, training, technical expertise, supervisory and administrative support in the administration of all Navajo Nation taxes.

PART III. PROGRAM PERFORMANCE CRITERIA:

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

1. Goal Statement:

ACCOUNTING: Administer and collect tax revenue generated by the nine Navajo taxes.

Program Performance Measure/Objective:

Meet the FY 2022 tax revenue projection of \$108 million.

\$34 M		\$20 M		\$34 M		\$20 M	
--------	--	--------	--	--------	--	--------	--

2. Goal Statement:

COMPLIANCE: Perform 2,500 desk audits per quarter for (9) types of taxes.

Program Performance Measure/Objective:

To enforce the Uniform Tax Administration Statute, Sections 101-141.

2,500		2,500		2,500		2,500	
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3. Goal Statement:

AUDIT: Perform extensive field audit on (16) taxpayers.

Program Performance Measure/Objective:

To enforce the Uniform Tax Administration Statute, Sections 101-141.

3		5		5		3	
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4. Goal Statement:

LEGAL: Continue to work with taxpayers in opening, hearing and closing appeals.

Program Performance Measure/Objective:

To consistently apply and practice a fair tax appeals process.

15		15		15		15	
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5. Goal Statement:

VALUATION: To value oil and gas leases, coal leases, rights of way and business site leases.

Program Performance Measure/Objective:

To properly administer and determine lease value applicable to the Possessory Interest Tax.

10		21		287		316	
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PART IV. I HEREBY 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

Budget Form 6

External Contract & Grant Funding Information

- Provides information on recurring and anticipated contracts and grants and, in some cases, on NN general funds for cash matching funds.
- Part I – Shows Program information: Program Title, Contract/Grant No., funding period, K account # and name of person completing form.
- Part II – Purpose of Funding: SOW (deliverable); justify match fund request.
- Part III – Budget information: By major cost items, amounts to compare budget on current and anticipated award(s) and difference.
- Part IV – Information on FTEs and match fund (\$/non\$): CGS Contracting Officer must concur on match funding required.
- Part V – Acknowledgement: preparer and approving official signs indicating information is complete and accurate.

THE NAVAJO NATION
EXTERNAL CONTRACT AND GRANT FUNDING INFORMATION

PART I. PROGRAM INFORMATION:		Funding Period: _____	
Program Name/Title: _____ Programs/Department Title		K #: _____ 1XXXXX/KXXXXX	
Contract/Grant No.: _____ CXXXXXX		Prepared by: _____ Program Contact Person re: Budget	

PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT				
Brief statement of the purpose for which funds are received and, if matching, what the funds match requirements are.				

PART III. BUDGET INFORMATION:				
(A)		(B)	(C)	(D)
Major Object Code and Description		Current Award Fiscal Year 2022	Anticipated Funding Fiscal Year 2023	Difference Columns (C) - (B)
2001	Personnel Expenses	112,085	101,152	(10,933.00)
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		12,290	12,290.00
TOTALS:		105,655	90,821	(14,834.00)

PART IV.		MATCH FUNDS - No. of Positions:	2	1	(1.0)
		MATCH FUNDS - Required GF Cash Match:	29,684	30,274	590.00
CONCURRED BY:		Required GF In-Kind Match:	4,151		(4,151.00)
Contracting Officer's Signature / Date:		Required GF % Match:	28%	25%	(0.03)

PART V. ACKNOWLEDGEMENT:			
Submitted by (print): _____ Program Manager		Approved by (print): _____ Division Director	
Signature/Date: _____ /S/		Signature/Date: _____ /S/	

**Contracts and Grants Section / OMB
Request for NN General Fund Appropriation
for Required Cash Match on Contract / Grant**

Appendix L-2

6/11/2018

Date

I. Information on the Program:

A. <u>NN Office of XXX</u>	B. <u>Mr. Smith</u>
Title of Program / Division	Name of Program Manager
C. <u>(928) 871-6000</u>	D. <u>xsmith@navajo-nsn.gov</u>
Phone No. of Program Manager	Email of Program Manager

II. Information on the Contract / Grant:

A. <u>NN Better Business</u>	B. <u>CXCM5198</u>
Title of Contract / Grant	Contract / Grant No.
C. <u>\$ 121,095</u>	D. <u>6/01/2018 - 5/31/2020</u>
Total Funding of All Sources:	Annual Funding Period, Begin & End

E. If contract is on multiple year, indicate the term Begin / End - mm/dd/yy

F. Does next award overlap award funding year? Yes ☐ NO ☒

G. Is Unexpended Award carried over at the end of funding year? ☒ ☐

III. Information on Funding Need and Cost Contributions:

A. Total Cost of the Project or Activity:		\$ <u>121,095</u>
<u>Entity Contributors</u>	<u>Percent</u>	<u>Amount</u>
B. Grantor / Funding Agency Share:	<u>0.75</u>	\$ <u>90,821</u>
C. Grantee / Recipient Share:		
1. Cash Match - Required	<u>0.25</u>	<u>30,274</u>
2. In-kind Match - Required	<u> </u>	<u>-</u>
3. Cost Sharing - Leverage	<u> </u>	<u>-</u>
D. Third Party Contributions:		
1. NTUA	<u> </u>	<u>-</u>
2. IHS	<u> </u>	<u>-</u>
3. Other	<u> </u>	<u> </u>
Total Source Contribution:	<u>100%</u>	\$ <u>121,095</u>

IV. Justification and Certification:

Justification on Request for Appropriation. 1) Cite section of regulation on required matching & attach copy of the same;
2) Explain why it is crucial cash match be appropriated and 3) explain impact if cash match is not appropriated. Attach
additional page if more space is required.

Regulation CR xx - 5678

We, the undersigned below, certify that the information provided in this document is complete and accurate:

PREPARED BY: Program Manager-Print, Sign & Date APPROVED BY: Division Director-Print, Sign & Date

FOR CONTRACTS AND GRANTS SECTION/OMB USE ONLY - Comments & Recommendations:

CONCURRED BY: Contracting Officer, Signature / Date:

Chapter Budgeting

- The Administrative Service Centers of the DCD has budgetary responsibilities for assisting Navajo Nation chapters in preparing budgets, including financial monitoring, reporting, and performance.
- Budget planning allocations each chapter is issued by DCD and Chapters prepare detailed budgets using the WIND application system which is in conformance with the Navajo Nation budget preparation instructions. All Chapters follow the same forms and instructions contained in the FY'23 BIM.
- OMB also receives the allocation amounts from DCD and enters them into the FMIS during budget preparation.
- Completed Chapter budgets are submitted to the ASCs and then to DCD for compiling the overall Division's budget for review by the Division Director, Branch Chief and the legislative oversight committee(s).

Chapter Budgeting

- Upon processing the Chapter budgets along with the Division's overall budget through the Executive Branch and Legislative Branch reviews, the budgets are first presented to the NABI Committee and then to the NNC for approval.
- Upon approval of the overall NN comprehensive budget which includes the DCD overall budget and the Chapter budgets, the Chapters submit a finalized, detailed Chapter approved budget with a resolution to DCD and OMB.
- Chapter are required to adhere to the appropriate budget policies, including those in Title 26 and the Five Management Systems.

Navajo Nation Grants

- Grant funds are allocated to certain non-NN government entities in the form of general funds which are made available for a specific purpose.
- The grants are subject to availability of funds.
- The grants must meet requirements of the Appropriations Act at 12 NNC Section 810 (Q), 820 (F), (L), (M), (N), and (P); 850 (A), (B), (C) and (E).
- Prospective grantees must follow the FY'23 BIM, including preparing and submitting budgets on budget forms and using the chart of accounts.
- Upon approval of the budget by the Navajo Nation Council, a grant agreement is executed by the Nation before funds are released to the non-NN entity.
- The Appropriations Act is in the FY'23 BIM under the Reference section for information purposes.

BIM Appendices Information

- The appendices to the FY 23 BIM has various useful information for budgeting purposes such as:
 - Chart of Accounts and Level of Detail (LOD) in Appendix A.
 - Listing of Classification Titles/Class Code/Assigned Pay Grade in Appendix C.
 - Salary Schedules in Appendix D.
 - Fringe Benefits Rates in Appendix E.
 - Vehicle Insurance Rates in Appendix F-1.
 - Fleet Management User Rates in Appendix F-2.

Navajo Nation Office of Management and Budget

Our office is temporarily located in the
Navajo Nation Museum.

Address:

Office of Management and Budget
Post Office Box 646
Window Rock, Arizona 86515

Website: [HTTP://WWW.OMB.NAVAJO-NSN.GOV](http://www.omb.navajo-nsn.gov)

Main Telephone Numbers:

Telephone: (928) 871-6570/6046